



# Getting to Know Your Morgan Stanley at Work Stock Plan Account

Wondering how to make the most of your equity compensation online account? This guide will show you how and where to get started!

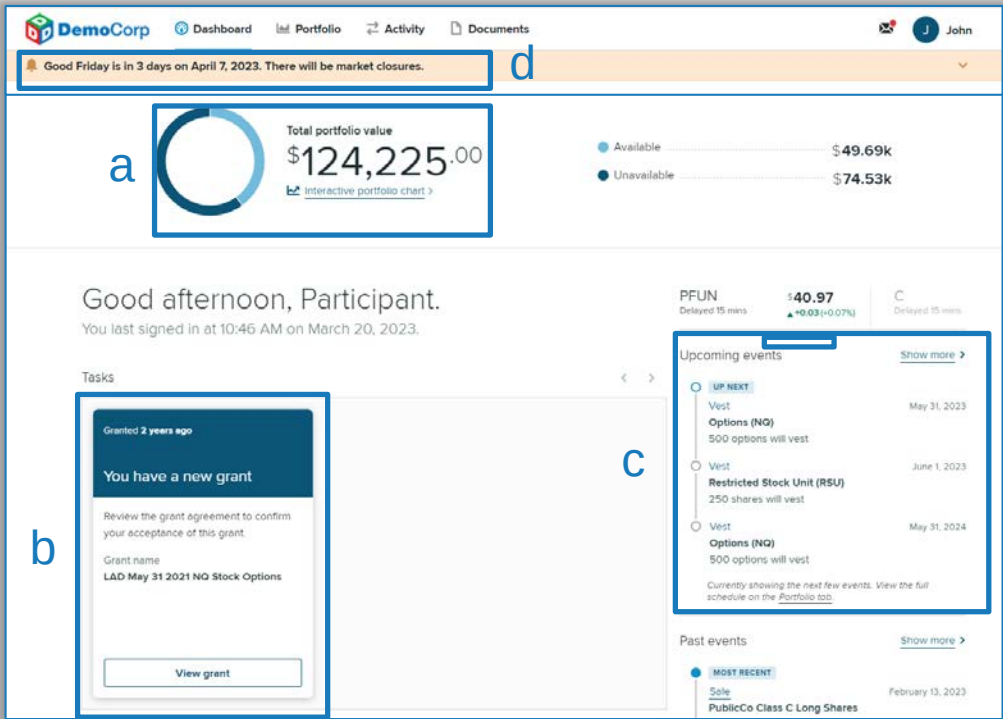
**NOTE:** Features, terminology, and visual design may vary by company. This document is focused on the general account layout. Images are for illustrative purposes only.

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1. Dashboard

- Upon login to your online account, you will be presented with your dashboard displaying:
- a. total portfolio value and an interactive portfolio chart
  - b. any outstanding tasks requiring attention
  - c. important upcoming events
  - d. A banner that indicates any market closures, or blackout periods



2a. Portfolio

To view or act on any of your available awards, either select the **“Portfolio”** tab at the top of the page or scroll down under **“Tasks”** while viewing your Dashboard to find your available balances.

Demo Corp

Dashboard
Portfolio
Activity
Documents

Interactive portfolio chart

# Portfolio

My Equity Awards
ESPP and Cash/Share Holdings

## My Equity Awards

Here is a summary of awards you have been granted.

Display Currency:
No Conversion

Transaction View
Current Value
Account Summary
Expired Grants

Options (ISO)

| Grant Name                 | Employee Grant Number | Grant Price | Options Granted | Options Available For Exercise | Cost to purchase | Estimated Stock Option Benefit | Expire / Cancel Date | ISO Grant Status |          |                |
|----------------------------|-----------------------|-------------|-----------------|--------------------------------|------------------|--------------------------------|----------------------|------------------|----------|----------------|
| 01/01/2014 - ISO - \$28.01 | 634                   | \$28.01 USD | 325             | 55                             | \$1,540.55 USD   | \$712.80 USD                   | 31-Dec-2023          | ISO              | Exercise | Model Exercise |
| 11/13/2020 - ISO           | PUN-42-00000125       | \$33.80 USD | 300             | 200                            | \$6,760.00 USD   | \$1,434.00 USD                 | 13-Nov-2030          | ISO              | Exercise | Model Exercise |
|                            |                       |             | 625             | 255                            | \$8,300.55 USD   | \$2,146.80 USD                 |                      |                  |          |                |

This optional, award type specific text field is fully CUSTOMIZABLE

Options (NQ)

| Grant Name                          | Grant Price | Options Granted | Options Available For Exercise | Cost to purchase | Estimated Stock Option Benefit | Expire / Cancel Date |          |                |
|-------------------------------------|-------------|-----------------|--------------------------------|------------------|--------------------------------|----------------------|----------|----------------|
| 12/15/2016 NQ                       | \$43.34 USD | 100             | 25                             | \$1,083.50 USD   | \$0.00 USD                     | 15-Dec-2025          | Exercise | Model Exercise |
| Nov 3 2020 - NQ Option - Executives | \$5.00 USD  | 1,776           | 888                            | \$4,440.00 USD   | \$319,413.36 USD               | 03-Nov-2030          | Exercise | Model Exercise |
| 2022-Dec-01 - NQ - \$5.00           | \$5.00 USD  | 1,000           | 89                             | \$430.00 USD     | \$3,093.42 USD                 | 01-Dec-2032          | Exercise | Model Exercise |
|                                     |             | 2,876           | 999                            | \$5,953.50 USD   | \$35,034.78 USD                |                      |          |                |

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2b. Portfolio- Equity and Cash Awards

After selecting any of the action links on the “Portfolio” tab, you will be presented with your portfolio of awards and the option to “Exercise” or “Model Exercise” for any available stock awards. Modeling an exercise allows you to perform a hypothetical transaction to familiarize yourself with the process and result.

Equity & Cash Awards

Here is a summary of awards you have been granted.

Model future exercises

Display Currency: No Conversion

Transaction View

Current Value

Account Summary

Expired Grants

Deferred Cash Awards

| Grant Number | Grant Date  | Deferred Cash Value |
|--------------|-------------|---------------------|
| 1268         | 30-Sep-2016 | \$10,000.00 USD     |
|              |             | \$10,000.00 USD     |

Options (ISO)

| Grant Number | Grant Date  | Grant Price | Options Granted | Options Available For Exercise | Cost to purchase | Estimated Stock Option Benefit | Expire / Cancel Date |          |                |
|--------------|-------------|-------------|-----------------|--------------------------------|------------------|--------------------------------|----------------------|----------|----------------|
| 149          | 03-Feb-2014 | \$28.95 USD | 225             | 225                            | \$6,513.75 USD   | \$12,856.50 USD                | 02-Feb-2024          | Exercise | Model Exercise |
| 156          | 03-Feb-2014 | \$28.95 USD | 300             | 300                            | \$8,685.00 USD   | \$17,142.00 USD                | 02-Feb-2024          | Exercise | Model Exercise |
|              |             |             | 525             | 525                            | \$15,198.75 USD  | \$29,998.50 USD                |                      |          |                |

Non-Qualified Stock Options

| Grant Number | Grant Date  | Granted | Grant Price | Outstanding Awards | Available For Exercise | Potential Gain of Exercisable | Expire / Cancel Date |          |                |
|--------------|-------------|---------|-------------|--------------------|------------------------|-------------------------------|----------------------|----------|----------------|
| 148          | 03-Feb-2014 | 225     | \$28.95 USD | 225                | 225                    | \$12,856.50 USD               | 02-Feb-2024          | Exercise | Model Exercise |
| 155          | 03-Feb-2014 | 500     | \$28.95 USD | 500                | 500                    | \$28,570.00 USD               | 02-Feb-2024          | Exercise | Model Exercise |
|              |             | 725     |             | 725                | 725                    | \$41,426.50 USD               |                      |          |                |

- When you exercise you will be able to choose:
- i. How you would like to exercise your award (the number, order, and label of exercise types may be different depending on your company).
  - ii. The exercise quantity from any available grant (2) before continuing with the rest of the step-by-step process.

Exercise Parameters

What type of exercise would you like to do?

☒ Exercise options and sell all shares on the exchange

☐ Exercise options, sell just enough shares to pay for the option cost, taxes and fees and hold the remaining shares

☐ Exercise options and hold the shares

☐ Cashless sale, net withhold the option cost

☐ Cashless hold, net withhold the option cost

☐ Cashless sale, net withhold option cost and taxes

☐ Cashless hold, net withhold option cost and taxes, sell for fees

Exercise Quantity

In a multiple grant exercise, the expiration or cancellation of a single grant will cancel the entire exercise

In the event that a multiple grant exercise order is not filled in its entirety, partial fills will be applied in order of grant date, with earlier grants filled prior to more recent grants. If there are multiple grants with the same date, incentive stock options (ISO) will be filled before non-qualified (NQ) stock options

| Grant Name                          | Award Type    | Expire/Cancel Date | Grant Price | Cost to Purchase | Estimated Exercise Gain | Available for Exercise | Exercise Quantity |
|-------------------------------------|---------------|--------------------|-------------|------------------|-------------------------|------------------------|-------------------|
| 2014 LTP ISO Options (Feb 3, 2014)  | Options (ISO) | 02-Feb-2024        | \$28.95 USD | \$6,513.75 USD   | \$12,879.00 USD         | 225                    | 0                 |
| 2014 Mgmt ISO Options (Feb 3, 2014) | Options (ISO) | 02-Feb-2024        | \$28.95 USD | \$8,685.00 USD   | \$17,172.00 USD         | 300                    | 0                 |
| 2014 LTP NQ Options (Feb 3, 2014)   | Options (NQ)  | 02-Feb-2024        | \$28.95 USD | \$6,513.75 USD   | \$12,879.00 USD         | 225                    | 0                 |
| 2014 Mgmt NQ Options (Feb 3, 2014)  | Options (NQ)  | 02-Feb-2024        | \$28.95 USD | \$14,475.00 USD  | \$28,620.00 USD         | 500                    | 0                 |

Continue

Cancel Exercise

Order Details

Delivery Instructions

Exercise Direction Form

Verify

2c. Portfolio- ESPP and Cash/Share Holdings

If you are part of an ESPP Plan, you can view your ESPP and Cash/Share Holding tab. On this tab, you can Transact any available shares and Model the transactions before submitting them.

My Equity Awards

ESPP and Cash/Share Holdings

ESPP and Cash/Share Holdings

Here is a summary, including plan contributions.

Display Currency: No Conversion

Transaction View

Cash Summary

Share Summary

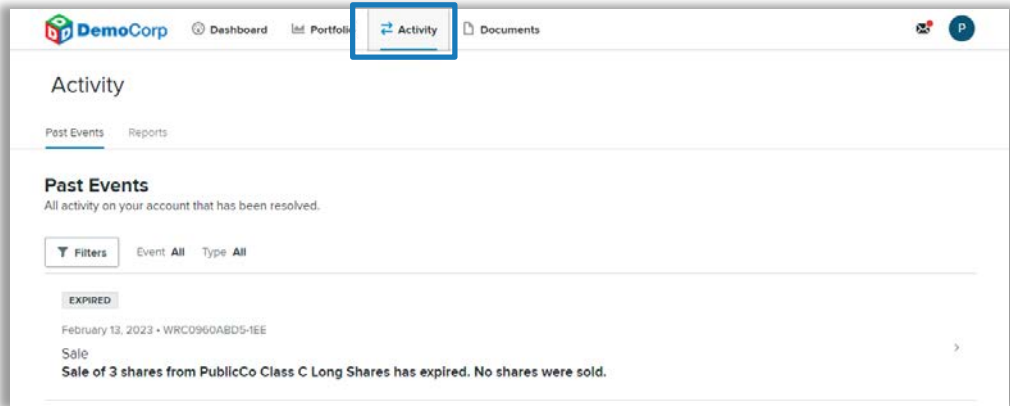
Transaction View of Public Company Share Holdings

| Plan                         | Fund                               | Current Value   |               | Available to Transact |             |          |       |
|------------------------------|------------------------------------|-----------------|---------------|-----------------------|-------------|----------|-------|
|                              |                                    | Market Value    | Shares        | Market Value          | Shares      |          |       |
| PublicCo Class C Long Shares | PPUN Public Co - Class C (details) | \$49,690.00 USD | 1,000,000,000 | \$49,690.00 USD       | 100,000,000 | Transact | Model |
|                              |                                    | \$49,690.00 USD |               | \$49,690.00 USD       |             |          |       |

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3. Activity

Use the “**Activity**” tab to view past events, in progress transactions, and run reports to download information about your plan activity and holdings.

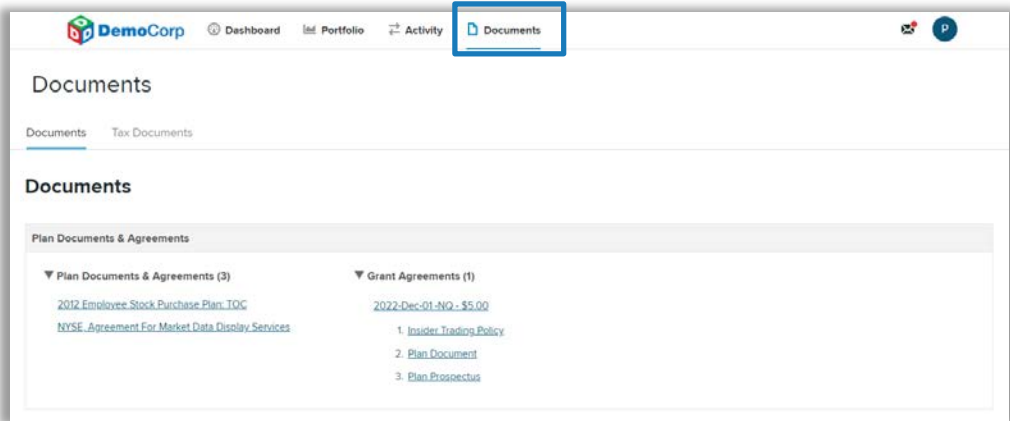


4. Documents

The “**Documents**” tab is where you can find account information including statements, plan documents and tax documents.

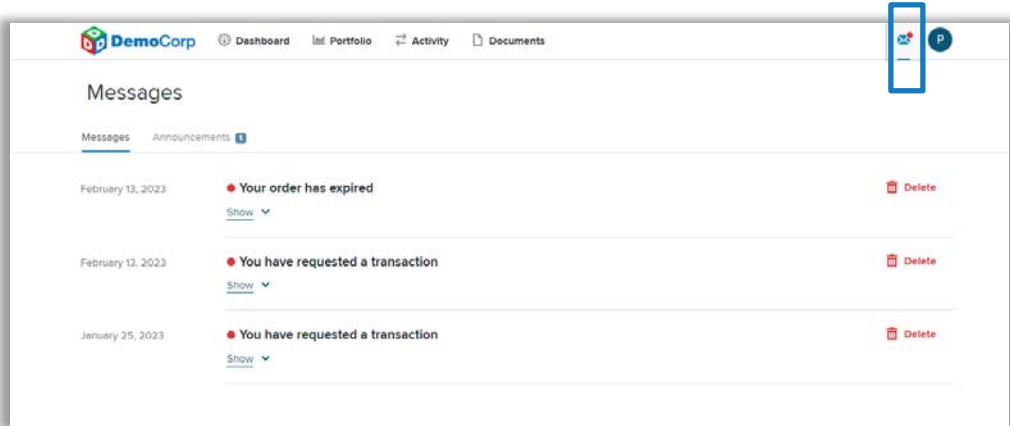
You can also find grant agreements, and transaction confirmations.

**NOTE:** Categories and available documents may differ based on your company.



5. Messages

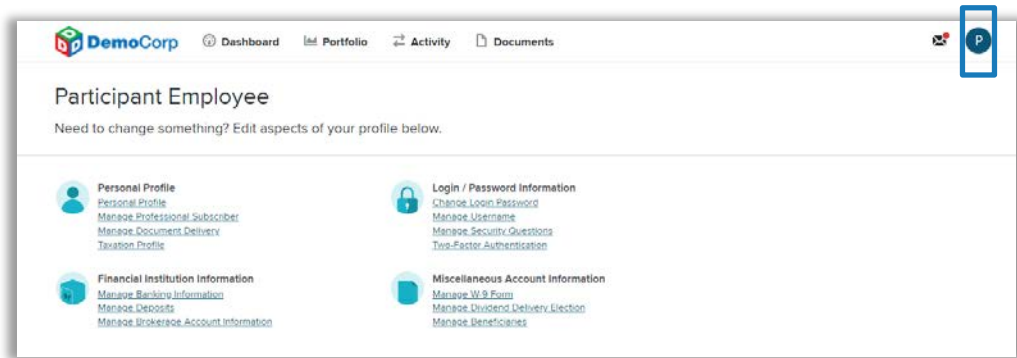
Your “**Messages**” center contains important notifications and account communications. You will be able to view standard messages as well as potential announcements. Some announcements may be time-sensitive and may disappear after.



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6. Profile

Your “**Profile**” is where you can make changes to your online account information, including linked accounts, communication preferences, username and password.



Reminder:

There is a mobile app for both iOS and Android. Download for quick and easy access to your stock plan account.

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## Have Questions?

Call

**Toll-Free:**

+1 866 722 7310

**Hours:**

Monday to Friday -8:00 a.m. to 8:00 p.m. EST

**Toll Line:**

+1 801 617 7435

**Hours:**

Monday to Friday -8:00 a.m. to 8:00 p.m. EST

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