Exercising Your Grant

A quick reference guide for stock plan participants

Exercising means buying your company's stock at a preestablished price (grant price), regardless of the stock's market price at the time of exercise. Once your grant vests, it’s easy to exercise your stock options or Stock Appreciation Rights online—just follow these steps.

1. Access your stock plan on either the NetBenefits.com or Fidelity.com website. Identify the grant that you want to exercise and select Exercise Grant.

2. You will be asked to select an exercise method. There may be several choices for you to consider. You will see only those exercise methods permitted by your company.

   - Click Show Example to get a description of each method.

   For illustrative purposes only.
By clicking Begin Exercise, you can review the exercise method you would like to model. Once you click on the method, select Exercise Calculator to help estimate how much cash you may receive from the exercise transaction.

For illustrative purposes only

Note: Commissions and fees apply to Exercise and Sell transactions.

**Exercise Type:** This is the method you choose to exercise your options. It will prefill from the prior screen.

**Symbol:** This is your company stock ticker/trading symbol and will be automatically populated for you.

**Quantity:** This refers to the amount of options you want to exercise at this time.

**Fair Market Value at Exercise:** This is the price that will be used to value the sale of your stock.

**Grant Price:** The price at which you are “buying the stock.” This is predetermined by your company and is part of your grant agreement.

**Order Type:** This is the method that will be used for the trade.

**Time in Force:** This is the time limit you want for the trade.

**Conditions:** “None” means to sell without any conditions on the order. “All or None” means to sell all the shares. If the entire order to sell can’t be filled, do not sell any of the shares.

**Tax Withholding Rates and Additional Tax Withholding:** The amount that will be withheld from your proceeds to cover tax withholding requirements. You have the option of increasing your federal rate (if allowed by your plan) or adding a further amount.

**Money Transfer:** You can choose to have the proceeds deposited into your Fidelity brokerage account, request a check or electronic funds transfer, or have them transferred to another account that you have already established.
Once you have chosen an exercise method, complete the information. For assistance with terms and fields on the form, review *Understanding the Language of Stock Trading* on page 5.

Click Preview to review information and ensure that it is correct.
Once you’ve reviewed your order details, click Submit. **Wait for this screen to appear** to acknowledge that your transaction has been accepted. Keep a record of the confirmation number for future reference should you need it.

Your transaction will take two business days to settle, after which time the funds will be made available to you.

If you chose to have your proceeds deposited into your Fidelity Account®, your money will be available to you after the trade settles. You can choose to keep it in the account, reinvest it, or withdraw it at a later date.

If you chose to have your proceeds transferred to another account or to have a check or wire sent to you, you will be prompted to complete the information on this screen to give Fidelity direction on where you want your money sent. You will receive a second confirmation number for this transaction. You can expect the funds to be wired or mailed after the stock trade settles.

To check the status of your transaction or view your brokerage account balance, access your account under your “Investment Accounts” summary on either Fidelity.com or NetBenefits.com.

Download the Fidelity Mobile® app so you can exercise your options on the go.

Questions? Call 800.544.9354 for help from a Fidelity Stock Plan Services Representative.
Understanding the Language of Stock Trading

Types of Trade Orders

**Market**—A *market order* instructs Fidelity to buy or sell securities for your account at the next available price. It remains in effect only for the day and usually results in the prompt purchase or sale of all the shares of stock, options contracts, or bonds in question, as long as the security is actively traded and market conditions permit. In a sense, a market order guarantees the actual purchase or sale but not the specific price.2

**Limit**—A *limit order* to *sell* sets a minimum price on the sale, meaning it will never sell below this price; however, it could be sold at a higher price. When you place a *limit order to buy*, the stock is eligible to be purchased at or below your limit price, but never above it. You could say that a limit order guarantees you a price but it doesn’t guarantee that the market can actually fill your order.

You may place limit orders either for the day on which they are entered (a day order) or for a period that ends when it is executed or when you cancel (an open order or good-‘til-canceled [GTC] order).

**Stop orders**—Stop orders are generally used to protect a profit or to prevent further loss if the price of a security moves against you. They can also be used to establish a position in a security if it reaches a certain price threshold or to close a short position. Not all securities or trading sessions (pre- and post-market) are eligible for stop orders.

Time Limits of Trades

You can place a time limitation on a stock trade order by selecting one of the following time-in-force types:

**Day**—This limitation has a default expiration time of 4:00 p.m. Eastern time (ET). You may select your own order expiration time between 10:00 a.m. ET and 4:00 p.m. ET in 30-minute increments (10:00 a.m., 10:30 a.m., 11:00 a.m., etc.). If all or part of your order is not executed by the time you’ve selected for expiration, your order will be canceled.

**Good ‘til canceled**—For orders placed on Fidelity.com, this limitation has a default order expiration date of 180 calendar days from the order entry date at 4:00 p.m. ET. You may select your own order expiration date and/or time, up to 180 calendar days from the order entry date. If all or part of your order is not executed by the date and/or time you’ve selected for expiration, any open portions of your order will be canceled.

See Fidelity.com/trading/faqs-order-types for more information about order types and conditions.

Control and restricted securities must be sold in accordance with SEC Rule 144 requirements. Additional documentation, approval, and conditions must be met prior to selling, which may limit your ability to sell at a specified time. Stock markets are volatile and can fluctuate significantly in response to company, industry, political, regulatory, market, or economic developments. Investing in stock involves risk, including the loss of principal.

1Check your plan documents for any rules that may require you to hold your stock for a specified period.

2In order to maintain a fair and orderly market, most market centers generally do not accept cancellation requests after 9:28 a.m. ET for market orders eligible for execution at 9:30 a.m. ET, when the market opens. Acceptance of a cancellation request by Fidelity between 9:28 a.m. and 9:30 a.m. ET does not guarantee an order cancellation. All requests to cancel an order are processed on a best-efforts basis.

System availability and response times may be subject to market conditions.

Commissions and fees will apply to trades.

You can place your brokerage orders when the markets are open or closed. However, orders placed when the markets are closed are subject to market conditions existing when the markets reopen, unless trades are made during an extended-hours session. Please see Fidelity.com for details and other important information about trading and fees.

Recordkeeping and administrative services for your company's equity compensation plans are provided by your company and its service providers.

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