Selling Shares in Your Fidelity Account®

Shares from your stock plan must be deposited into your Fidelity Account® and may need to meet certain conditions* before they can be sold for cash. If those conditions are met, here are steps on how to trade in order to sell your shares.

Placing a trade to sell stock

1. Log in to NetBenefits.com and on the Stock Plan Summary page, select your Fidelity Account.
   - Or, access your individual brokerage account directly by going to Fidelity.com.

2. On the All Accounts page, select your individual brokerage account.
   - Note: To learn more about trading and other related topics, visit the Learning Center at Fidelity.com/learning-center.

For illustrative purposes only.
From the top menu bar, select Trade.

You will immediately see a Trade Ticket appear.
° Enter your company’s trading symbol.
° Under Action, select Sell.

Complete the details of your order on this ticket.
° Enter your preferred number of shares under Quantity (whole shares only).
° Under Order Type, choose Market Order to guarantee that your sale is done as soon as possible. (See last page for information on other order types.)
° Be certain Day is selected under Time in Force. (See last page for time limit definitions.)
° Select Transfer Proceeds under Money Transfer.
° Select Choose Specific Shares if you want to sell specific “lots.”

When you have finished entering information, click Preview Order.

See Understanding the Language of Stock Trading on page 5 for helpful information.
Note: Shares from your account stock position are sold on a first-in, first-out (“FIFO”) basis (meaning that the oldest shares are sold first) unless, before settlement, you specify which shares are to be sold.

If you specify certain shares to be sold, a new screen will appear. Enter the amount you want to sell for each lot.

When you have finished entering information, click Preview Order.

Note: Only whole shares will be depleted from each lot. Fractional shares can be held or pooled with other shares to make a whole share.
Download the Fidelity Mobile® app so you can trade on the go.

Visit Fidelity’s Learning Center on Fidelity.com/learning-center for more information about trades, including online videos and tutorials.

Questions? Call a Fidelity Stock Plan Services Representative at 1-800-544-9354.
Understanding the Language of Stock Trading

A lot refers to the number of shares you purchased in one transaction. For example, if you bought the same stock a few times during the year, you will have purchased multiple lots.

Position refers to the stock you hold in your account for a particular company. For example, if you hold stock in two different companies within your account, you have “two positions.”

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.

Limit—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. 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. You could say that a limit order guarantees you a price but 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.

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 risks, including the loss of principal.

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

†In 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 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.