



EMPLOYEE STOCK PURCHASE PLAN

A guide to your account

Benefits OnLine® benefits.ml.com

Your Employee Stock Purchase Plan (“ESPP”) can help you finance your goals for the future. It’s easy to enroll, view your contributions and sell your shares — all on Benefits OnLine®. Use this guide to learn how to take important actions related to your ESPP.

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Investment products:

Are Not FDIC Insured

Are Not Bank Guaranteed

May Lose Value



Download the free
[Benefits OnLine app](#)
to stay on top of your ESPP.*

Be sure to turn on app
notifications to receive
important updates.

Choose a topic

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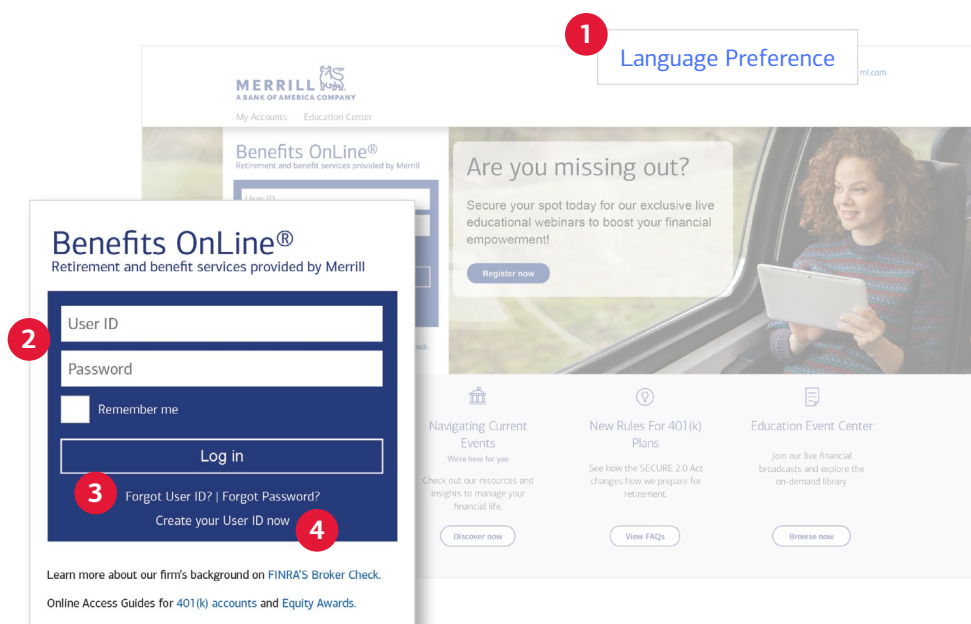
[Contact Merrill](#)

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Set up and access your account on Benefits OnLine

Learning how to access and use Benefits OnLine for your ESPP account is easy with this account access guide and our online step-by-step demos available in multiple languages at go.ml.com/BenefitsOnLine-how-to. To set up and access Benefits OnLine, start by visiting benefits.ml.com.



1 View Benefits OnLine in your preferred language

To view portions of Benefits OnLine in another language, select **Language Preference** and choose your preferred language from the drop-down list. Benefits OnLine will remember your language each time you log in (from the same computer).

2 Enter your User ID and password

Do you already have a User ID and password for another workplace benefit plan at Merrill? If so, you don't need to create new ones. Just enter your existing User ID and password and select **Log in**.

3 Forgot your User ID or password?

If you've forgotten your User ID or password, select these links and the site will walk you through the steps to recover them. It's important to keep your contact information updated on Benefits OnLine for account verification purposes.

4 Create your User ID now

If you're new to Benefits OnLine and don't have a User ID and password, select this link, then follow the prompts. Be sure to add your current email address and phone number when prompted.

[View step-by-step instructions](#)

[Demos home page »](#)

[Access Benefits OnLine »](#)

The screen shots shown in this brochure apply to the full site, not the app. They are intended to illustrate the functionality and services available to participants on Benefits OnLine. They are not meant as exact representations of the screens available through your plan.

Your Home page

After you log in, you'll arrive at your **Home** page. From here, you can enroll in your ESPP, see your current balance, and visit the **Activity Center**.

The screenshot shows the Home page interface with three numbered callouts:

- 1 To Do**: A message box stating "You're eligible for the Employee Stock Purchase Plan. The enrollment window is open! You can enroll in the ESPP to buy shares of company stock through payroll deductions. Enroll now in your ESPP >".
- 2**: Points to the "Employer sponsored accounts" section, which displays the "Total market value" as \$8,110.23 and lists two accounts: "ABC Company Employee Stock Purchase Plan (ESPP)" and "Brokerage Account for your ESPP Plan" (also valued at \$8,110.23). A dropdown menu for the Brokerage Account shows actions: "View my holdings", "Sell shares", "Transfer money", "View/change orders", and "View Brokerage Statements & Tax Documents".
- 3**: Points to the "Activity center" section, which contains icons for Alerts, Announcements, Transactions, Statements, and Documents.

1 Enrolling in your ESPP

During your ESPP's enrollment period, you'll see a **To Do** message to enroll. You must enroll if you want to participate — enrollment isn't automatic. Select the link and follow the prompts to make and confirm your contribution elections. Note that some plans may not allow you to enroll online.

2 Your brokerage account

After you've enrolled and your shares are purchased, they will be deposited in your brokerage account. The value of any shares and/or cash will display here. Select the three dots for quick links to common actions such as selling shares, transferring money, accessing tax documents and more.

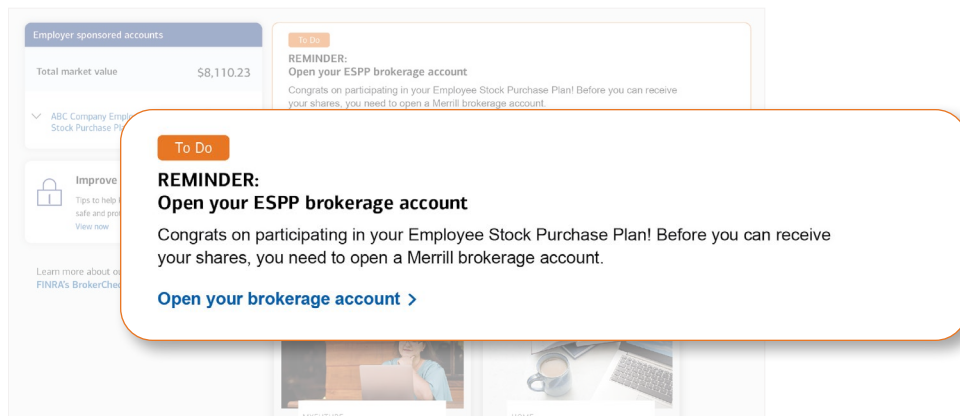
3 Activity center

Alerts, announcements, transactions, statements and documents are all in one easy-to-access spot.

Open your brokerage account

You'll need a Limited Individual Investor Account (LIIA) to receive shares purchased through your ESPP, or to conduct transactions related to your shares. Even if you have another Merrill brokerage account, you'll need to open your LIIA, which is a limited, self-directed, non-interest-bearing brokerage account.

Since it **may take up to 72 hours for your account to be activated**, open your LIIA as soon as possible so it's ready when you need it.



Open your brokerage account

On the **Home** page, you'll see a **To Do** item to open your brokerage account. Select **Open your brokerage account** and follow the prompts to enter your information.

As part of the process, you'll need to certify your tax status to avoid being subject to U.S. federal tax backup withholding on your brokerage account transactions.

International

If you're an international participant using Form W-8BEN to certify your tax status, you'll need to complete a new form every three years, or more often if your country of residence changes. View these [detailed instructions](#) for more information.

View step-by-step instructions

[U.S. participants »](#)

[Non-U.S. participants »](#)

Important information about your account

Section 16 or Rule 144 person

Section 16 or Rule 144 persons only have inquiry access to Benefits OnLine. If you are a Section 16 or Rule 144 person, you must work with your plan's financial advisor team to open your brokerage account or conduct transactions.

Updating your brokerage account address

It's important that the address on the Merrill brokerage account you use for your ESPP is current and accurate. Follow these step-by-step [instructions](#) to update your brokerage account address on Benefits OnLine (if your plan allows).

View step-by-step instructions

[Update address »](#)

View your offering summary and purchase history

From the **Home** page, you can easily get to the **Offering Summary** and **Purchase History** pages for more details about your ESPP account.

The screenshot shows the Merrill Edge interface. On the left, under 'Employer sponsored accounts', the 'Total market value' is \$8,110.23. Below this, the 'ABC Company Employee Stock Purchase Plan (ESPP)' is listed with a red circle '1' next to it. A 'View my purchase history' link is visible in the 'Actions' menu. On the right, the 'ABC Company' section shows the 'Purchase History' tab selected, with a red circle '2' next to it. The 'Purchase History' table shows a single purchase on 10/31/20XX for 211 shares.

Purchase Date	Status	Purchase FMV	Amount	Purchase Price	Purchase Shares
10/31/20XX	Complete	60.63	10,000.00	47.175	211

1 Offering summary

Select your ESPP's name to go to the **Offering Summary** page, where you can see your enrollment information, contribution amount or percentage, and offering history, if available (see page 6 for more information).

2 Purchase history

Select the three dots next to your ESPP's name for a quick link to **View my purchase history**. Here, you'll see the date, price and amount of shares purchased at the end of each offering period.

Change your ESPP contribution rate *(if permitted by your plan)*

Your plan may permit contribution rate changes during the enrollment period or offering period. Check your plan documents for details. From the **Home** page, select your plan name to go to the **Offering Summary** page.

ABC Company ESPP

Language preference: English

Currency preference: CAD - Canadian Dollars

Offering Summary | Purchase History | Brokerage/Sell Shares | Plan Information | Document Library

Offering Summary

Current Enrollments

Name	Election (USD)	Payment Method	Enrollment	Status	Actions
June 20XX	2%	Payroll	Open	In Progress	<ul style="list-style-type: none"> Amend Suspend Resume Cancel

Your information

Name: Smith, Jane
Address: 12345 Main Street, XX 12345
If any of the above information is incorrect, contact your Human Resources Department.
Additional Links: View Plan Documents

1 Actions drop-down menu

Select from the **Actions** drop-down menu to take action regarding your ESPP contributions. During the offering period, you can select **Suspend** to pause your contributions, or **Resume** to restart your contributions. You can also change your contributions by selecting **Amend** (see below). Only actions that are available to you will appear in the drop-down menu.

2 Amend your contributions

To change your contributions, select **Amend** from the **Actions** drop-down menu. Then, follow the prompts to choose another amount for your contributions.

3 Cancel election

Select **Cancel** and follow the prompts. Depending on your plan rules, your balance will be used to purchase stock on the next allocation date or will be refunded to you.

2 Amend Your ESPP Contribution Close X

Note: This is to confirm you are changing your election and any changes made will be reflected immediately to your current selection.

Set Contribution Criteria

Please select how much you want to contribute to your ESPP.

Select Contribution Amount

☒ Percent
(Min 1% to Max 15%)

3 Cancel Your Election Close X

If you cancel your election, your contributions will be stopped. Your balance will be used to purchase stock on the next allocation date.

☒ Cancel my election and use my contributions-to-date to purchase stock.

Set up direct deposit

Use direct deposit to have any cash you receive from a stock sale deposited automatically in your U.S.-based checking or savings account. You can also set up wire instructions to transfer funds to an international financial institution (see the next page).

1 Profile & Settings

- Profile Information
- Email Addresses
- Phone Numbers
- Settings
- Email Preferences
- Manage Linked Accounts
- Security Center
- Change User ID
- Change Password

2 Manage Linked Accounts

Connect your eligible Bank of America bank accounts and Merrill brokerage accounts that you can use for transferring money. You can also specify accounts at outside financial institutions if permitted by your employer. Rollover eligible accounts will continue to be displayed automatically when applicable.

[Link Accounts](#)

3 Add a new external account

You can add your account information here. Your Bank of America accounts and Merrill brokerage accounts are already included.

All required fields are marked with asterisk(*).

Routing number*

Bank name

Account number*

Re-enter account number*

Account type:

☒ Checking

☐ Savings

4 Review and submit

We must verify your account before it is added to Benefits OnLine. Make sure this information is correct before you submit your account for verification. Once successfully verified, your account will be added to your profile and you can begin transferring funds with your eligible Benefits OnLine accounts.

Account information

Bank name:

Account number:

Routing number:

Account type:

By submitting this information, I confirm that I own this account and am authorized to make transfers with this account. I agree to provide accurate, current and complete information and not to misrepresent my identity or account information. I authorize Merrill and its third party service providers to transfer information to and from the bank I designated to verify my authority and access to this account.

[Submit](#) [Cancel](#)

Verifying your <bank name> account

✓ Your Name of Bank checking account ending in XXXX is verified and linked to Benefits OnLine.

[Return to Manage Linked Accounts screen](#)

1 Link existing accounts

On the **Home** page, go to **Profile & Settings** and select **Manage Linked Accounts**. If you have eligible Merrill or Bank of America accounts, follow the prompts to link them.

2 Add an external account

Select **Link Accounts** to arrive at the **Add account** page, where you can link an external account to your LIA.

3 Add your account information

Add your account information, including the routing number, account number and account type. Then select **Continue**.

4 Review and submit account information

If your information is accurate select **Submit**. You'll be prompted to enter an authorization code sent to you via phone, text or email for security purposes.

If your account can be instantly verified, you'll see a confirmation screen and you can begin scheduling transfers between your Merrill account and your external account immediately.

If your account requires additional verification, small trial deposits will be made into your account from Bank of America. After the deposits have been sent, you'll receive an email with instructions to verify the deposit amount. Once verified, you can schedule transfers between accounts.

Set up wire instructions

If you have wire instructions on file, you can transfer funds from your LIA to another account when you conduct transactions. From the **Home** page, select your plan's name, then select the **Brokerage/Sell Shares** drop-down menu and choose **Wire Instructions**. In some cases, you may need to call a Merrill representative to set up wire instructions.

Wire Instructions

Contact your Bank or Financial Institution to obtain correct wire transfer information prior to completing this form. If you would like to enter intermediary bank or credit union wire instructions, please contact a participant service representative at XXX.XXX.XXXX. You may edit or delete your wire instructions at any time. Changes to your wire instructions may result in sales proceeds being credited to your brokerage account for any pending sale orders where wire transfer was selected as the distribution method.

Brokerage account: XXXXXXXXX

ABA routing number*:

[Validate routing](#)

Destination currency*: USD

Bank information

Bank name*:

Bank address 1*:

Bank address 2*:

Bank address 3*:

Bank account number*:

Confirm Bank account number*:

Names/title on account*:

[Continue](#) [Cancel](#)

What you'll need

Contact your bank or financial institution (such as a brokerage firm or credit union) for the following information:

- Your account number
- Routing code
 - **U.S.** – ABA number. To transfer cash to a Bank of America account, use ABA number 0260095933.
 - **Outside the U.S.** – SWIFT code or a specific bank identifier such as a Transit Number (Canada) or IFSC code (India), or account identifier such as IBAN (European Union) or CLABE (Mexico).

If an intermediary bank is involved in the transaction, your financial institution will provide you with additional instructions.

Once the routing code is validated, the bank information will auto-populate, but you'll need to enter the account number where you want the wired funds to go. After you have entered your information, scroll down and select **Continue** at the bottom of the screen.

Review and submit your wire instructions

Ensure that your information is accurate. Incomplete or inaccurate data may result in delays. Check the terms and conditions box, and submit your instructions. You'll be prompted to enter an authorization code sent to you via phone, text or email for security purposes.

Sell company stock

When shares are deposited in your brokerage account, you can hold them in your account or sell them on Benefits OnLine. To sell shares, from the **Home** page, select the three dots next to your brokerage account name and choose **Sell Shares** from the **Actions** list.

[View step-by-step instructions](#)

[Sell shares »](#)

Employer sponsored accounts

Total market value **\$8,110.23**

▼

 ABC Company Employee Stock Purchase Plan (ESPP) ⋮

▼

 Brokerage Account for your ESPP Plan **\$8,110.23** ⋮

Actions

[View my holdings](#)
[Sell shares](#)
[Transfer money](#)
[View/change orders](#)
[View Brokerage Statements & Tax Documents](#)

MERRILL
A BANK OF AMERICA COMPANY

Language preference
English

Hello

Home Accounts Education Center Communication Center Profile & Settings

ABC Company Employee Stock Purchase Plan (ESPP)

Offering Summary Purchase History **Brokerage/Sell Shares** Plan Information Beneficiary Document Library

Sell Shares

W-9 On File

1 Enter Quantity

2 Enter Order

3 Review & Submit

ACM - \$XX.XXXXXX as of XX:XX:XX PM | Available Quantity: XXX.XXXX | Value: USD \$X,XXX.XX | Brokerage Account: XXXXXXXX | [Get Quote](#)

☐ Enter Total Quantity to Sell

 OR

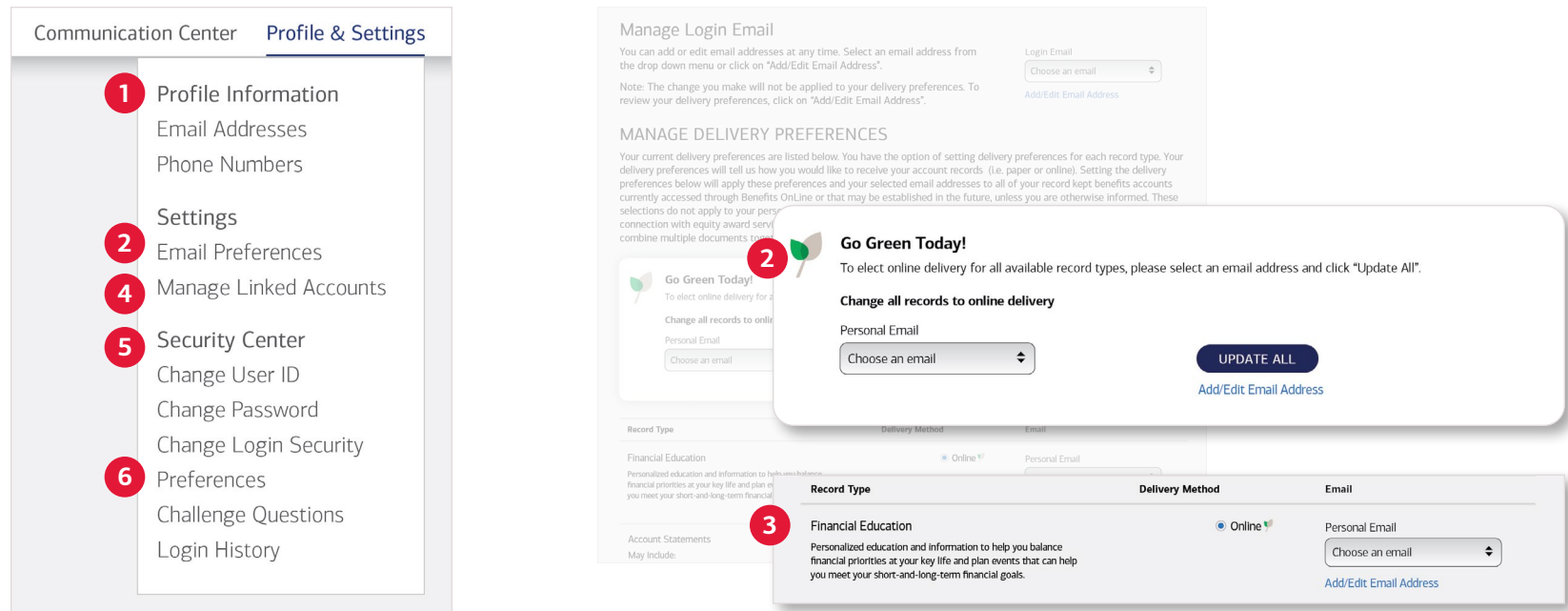
☐ Select Up to 3 Tax Lots from List Below

Acquisition Date	Quantity	Unit Cost	Cost Basis	Market Value	Unrealized Gain/Loss	Type	Status	Available Quantity	Quantity to Sell
<input type="checkbox"/> XX/XX/XXXX	00.XXXX	\$XX.XXXXXX Adjusted Unit Cost: \$XX.XXXXXX	\$XX.XX	\$XX.XX	\$XX.XX	Qualified	Open	00.XXXX	N/A
<input type="checkbox"/> XX/XX/XXXX	X.XXXX	\$XX.XX	\$X.XX	\$X.XX	\$X.XX	Pending Trade	X.XXXX	N/A	
<input type="checkbox"/> XX/XX/XXXX	00.XXXX	\$XX.XX	\$XX.XX	\$XX.XX	(\$XX.XX)	Nonqualified	Open	XX.XXXX	<input type="text"/>
<input type="checkbox"/> XX/XX/XXXX	XXX	\$XX.XX	\$X.XX	\$X.XX	\$X.XX	Other	Open	XX.XXXX	<input type="text"/>
Totals	XX.XX		\$XXX.XX	\$XXX.XX	\$XX.XX		XXX.XXXX	0	

[Continue >](#)

Update your profile and settings

Select **Profile & Settings** to review or change your contact information, choose online delivery of statements and plan documents, and more. It's important to keep your contact information updated to ensure you don't lose access to Benefits OnLine. Your contact information is used to verify your account and deliver authorization codes to log in, request a password reset and complete key transactions.



1 Email Addresses and Phone Numbers

Easily add and edit your email addresses and phone numbers to keep them up to date.

2 Email Preferences

Choose to **Go Green** and receive convenient online delivery of plan-related communications.

3 Financial Education

Select financial education to receive invitations to virtual sessions on managing your awards, planning for retirement and more.

4 Manage Linked Accounts

Connect eligible Bank of America bank accounts and Merrill brokerage accounts for transferring money. You can also link external accounts. See [page 7](#) for instructions.

5 Security Center

You can review and update your settings in the Security Center, including changing your User ID and password.

6 Change Login Security Preferences

You can add an extra layer of security to your account by having a one-time authentication code sent to you via text or email when you log in to Benefits OnLine.

Contacting Merrill

If you have questions or need to contact Merrill about your ESPP, you can choose from these options.

Secure Message Center*

Conveniently send and receive messages and documents related to your ESPP on the Benefits OnLine website. [View instructions.](#)

** If available in your plan.*

Call Merrill

You can call Merrill virtually 24/7. To find your plan's phone number, log in to Benefits OnLine, scroll to the bottom of the page and select **Call Us**. On the app, go to **Menu > Help and Support > Contact Us** and enter "ESPP" when prompted.

Call Merrill from outside the U.S.

To contact Merrill toll-free from outside of the U.S., use Merrill's **Request a Call** feature available on the Benefits OnLine app. [View instructions.](#)

Frequently asked questions

How is my brokerage account (LIIA) different from my Benefits OnLine account?

Your Benefits OnLine account is for recordkeeping purposes, and tracks your contributions to your ESPP and your purchase and transaction history. Your LIIA is a separate, personal brokerage account for receiving and selling shares from your ESPP.

You can log in to Benefits OnLine any time to view and access your LIIA. You don't need to create a separate User ID and password for the MyMerrill site to access your LIIA.

Do I have to open an LIIA to receive shares?

Yes, you need to open your LIIA so you can receive shares from your ESPP. The LIIA is a personal account, so neither your company nor Merrill can open it for you—you'll need to do it.

If I sell all shares in my LIIA, do I have to close the account?

No. If you purchase additional shares of your company stock through your ESPP, they'll be deposited here.

Are contributions to my ESPP used to purchase full and fractional shares of company stock?

If fractional share purchase is offered by your company, your ESPP contributions will be used to buy both full and fractional shares of stock. A [fractional share](#) is a portion of stock that's less than one full share.

How do I sell fractional shares?

If fractional share purchase is offered by your company, you can sell lots containing full and fractional shares of company stock on Benefits OnLine (see page 9). However, if your account contains only a single share lot with one fractional share, you'll need to call Merrill for assistance. For more information, view this [guide](#).

What happens if I select a limit order, but my set price isn't met?

If the price you set isn't met while either your day limit order or good till cancelled limit order is in effect, your order will be cancelled and your shares will be available for future sale.


How can I cancel print mailings of statements, confirmations and plan documents?

This information is always available on Benefits OnLine. To receive these documents only online, select the **Profile & Settings** link at the top of the page. Select **Email Preferences** to choose online delivery of all or just specific types of plan-related communications.

To update your delivery preferences for your Merrill brokerage account, log in to Benefits OnLine. From the **Brokerage Account** drop-down, select **Go to MyMerrill**, then **Help & Settings** and **Go Paperless**.

How can I access the cash in my brokerage account?

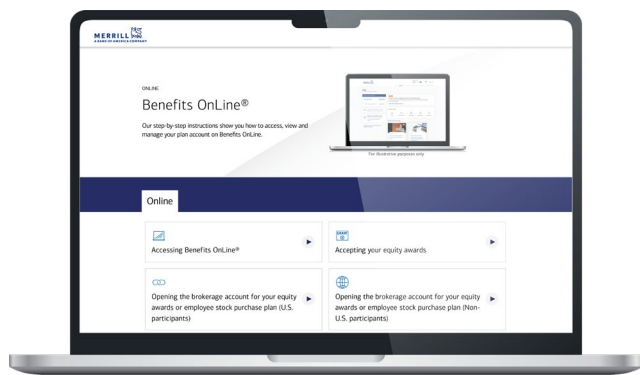
U.S. participants can go to Benefits OnLine to transfer cash from an LIIA to another linked account or have a check sent to the address on file.

 **International**—Contact a Merrill representative at your plan's number to have a check issued or for a wire transfer.

View step-by-step instructions

Transfer money »

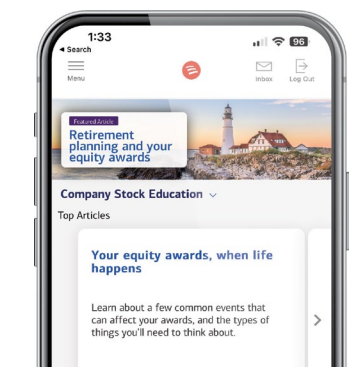
Helpful resources



Step-by-step demos

go.ml.com/BenefitsOnLine-how-to

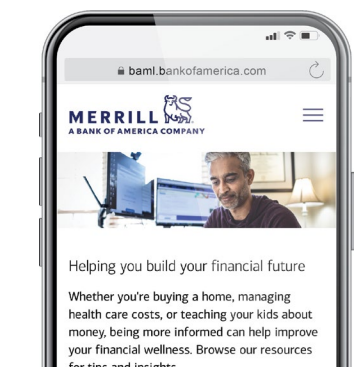
Learn how to manage your ESPP account easily with these interactive, step-by-step demos.



Education Center

go.ml.com/equityed

Explore helpful articles, videos and other resources on a variety of financial topics.



Events Center

go.ml.com/events

Register for upcoming financial webinars and explore the on-demand library of seminars and audiocasts.

* The app is designed to work with most mobile devices in most countries. The mobile feature, Erica, is only available in the English language. Carrier fees may apply.

When you use the QRC feature, certain information is collected from your mobile device for business purposes.

This brochure provides a general description of Merrill's services. Your participation is subject to the terms of your company's ESPP, any agreement between you and your company covering the ESPP, and the prospectus provided to you by your company. Any transactions in connection with your ESPP in your Merrill brokerage account are subject to the terms and conditions of that account. This brochure does not constitute an offer or invitation to buy any securities. Any offer to buy securities from your company would be made only by a prospectus in accordance with the Securities Act of 1933 as amended, and all applicable laws.

Investing involves risk, including the possible loss of principal value invested.

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