

# Accepting your awards online



## Quick tip

You can accept awards granted to you through your equity plan on Benefits OnLine® at [www.benefits.ml.com](http://www.benefits.ml.com).

To get started, log in and select **Accept Now** from the Action Center on the **My Accounts** page or follow the path below. When you do, the screens will guide you through the simple three-step process for accepting awards.



**Equity Plan > Grant Information > Pending Acceptance**

### 1 Select a Grant

The Pending Acceptance screen will show any awards that have not been accepted. Select the award you want to accept and then click **Continue**. (You can accept only one grant at a time.)

### 2 Review Grant

Review the grant award document(s) associated with your award. This is a required step. To view a document, click the icon next to that document.

Then choose to **Accept** (or **Reject**) your award. Then click **Continue**.

The screenshot shows the Merrill Lynch Benefits OnLine interface. The top navigation bar includes 'My Accounts', 'Education Center', 'Advice & Planning', 'Markets', and 'Equity Plans'. The 'Equity Plans' section is active, showing 'Grant Information', 'My Activity', 'Individual/Plan Information', 'Document Library', 'Model/Exercise', and 'Brokerage Account'. The 'Pending Acceptance' screen displays a table of available grants:

Select	Grant Date	Grant Type /Grant Code	Quantity Granted	Take Action By
<input type="radio"/>	06/21/2016	RSU - RSU01110	1,000	06/01/2017
<input type="radio"/>	06/21/2016	NQ-NQ05112	10	06/01/2017

Below the table are 'CANCEL' and 'CONTINUE' buttons. The 'Review Grant' screen shows a 'Review Documents' section with a note: 'NOTE: You must view the Grant Documents before making an election.' There are two document icons labeled 'Grant Award Agreement'. Below this is another table:

Grant Date	Grant Type /Grant Code	Quantity Granted	Take Action By	Vesting Details
07/15/2016	RSU - RSU01110	10,000	06/20/2017	<a href="#">View Details</a>

Below the table are radio buttons for 'Accept' and 'Reject', each with a brief description of the action. At the bottom are 'CANCEL', 'BACK', and 'CONTINUE' buttons.

*Continued on back*

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Investment products:

**Are Not FDIC Insured**

**Are Not Bank Guaranteed**

**May Lose Value**

### 3 Confirm and Submit Your Selection

To confirm your action, you will be required to enter your Benefits OnLine password. Then click **Submit**. A confirmation of your action will then be displayed.

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1. Select a Grant ✓  
2. Review Grant ✓  
3. Confirm and Submit Your Selection

3 Confirm and Submit Your Selection

Selected Grant

Grant Date	Grant Type / Grant Code	Granted	Take Action By	Vesting
07/15/2016	RSU - RSU01110	10,000	06/20/2017	<a href="#">View Details</a>

You have chosen to Accept your Grant  
To confirm, enter your password and click **Submit**

\*\*\*\*\* [Forgot your Password?](#)

**SUBMIT**



### Learn more

The Equity Awards Education Center on Benefits OnLine features a series of videos to help you understand your awards. You'll also find a library of "Quick Tips" to help you manage and monitor your awards, a series of articles on equity award topics, and more. Visit now — [go.ml.com/equityed](http://go.ml.com/equityed)

For information about your awards and the fees and commissions associated with your Merrill Lynch brokerage account, please refer to your equity awards brochure available at [www.benefits.ml.com](http://www.benefits.ml.com) in the **Document Library** under **Equity Plan**.

*The screen shots shown here 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.*

*Directors, executive officers, associates and other persons subject to Rule 144 or Section 16 of the Securities Exchange Act of 1934, as amended, will work directly with your financial advisor team to open your brokerage account and conduct transactions. You will still enjoy the convenience of online access to your award and account information as well as other helpful resources.*

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