



Modeling and Exercising Stock Options Online

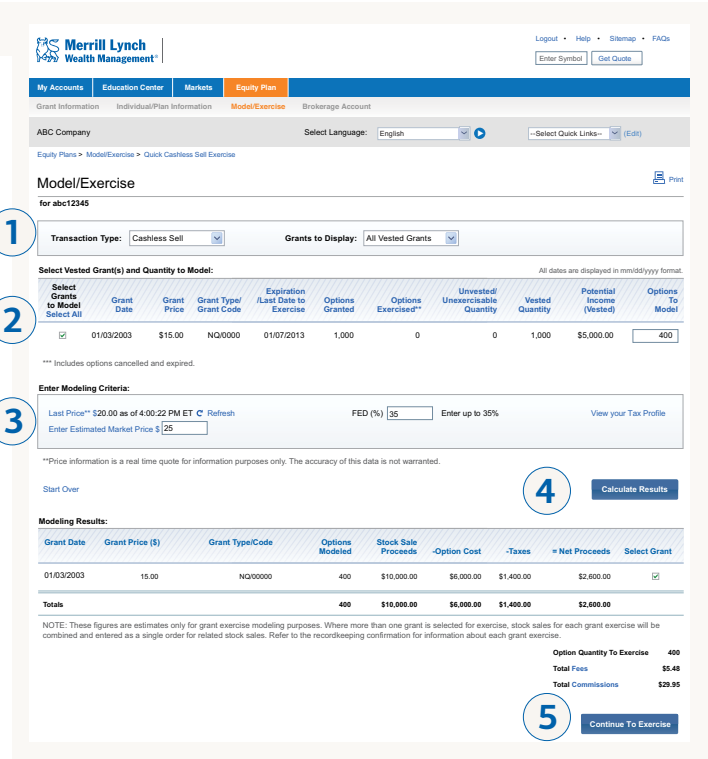
Quick Tip

To model, or model and exercise, your stock options on Benefits OnLine® at www.benefits.ml.com, follow the instructions in this Quick Tip. If you want to exercise your options, you must have an open Merrill Lynch Limited Individual Investor Account, the limited, self-directed, non-interest bearing account used for transactions related to your equity awards.*

 **My Accounts > Equity Plan > Model/Exercise > Model/Exercise**

How to model stock options

- 1 Transaction Type/Grants to Display**
 - Select the type of transaction (such as cashless sell or cash purchase). Then select the awards you want to display (all grants, all vested grants or all unvested grants).
- 2 Select Grants to Model**
 - Select the grants you want to model and enter the quantity to model.
- 3 Enter Modeling Criteria**
 - Enter the estimated market price for your stock. The last price of the stock is provided for your information. Your federal tax rate will appear if provided by your company.
- 4 Calculate Results**
 - Select **Calculate Results** to see the **Modeling Results** section. These are estimates only.
 - To change the modeling criteria, select **Start Over**.
- 5 Continue to Exercise**
 - Check the box under **Select Grant** in the **Modeling Results** section for the stock options you want to exercise. Then select **Continue to Exercise**.



The screenshot shows the Merrill Lynch Wealth Management interface for modeling stock options. It includes a navigation menu with 'My Accounts', 'Education Center', 'Markets', 'Equity Plan', and 'Brokerage Account'. The 'Equity Plan' section is active, showing 'Model/Exercise' for 'ABC Company'. The interface includes a 'Transaction Type' dropdown set to 'Cashless Sell' and a 'Grants to Display' dropdown set to 'All Vested Grants'. A table titled 'Select Vested Grant(s) and Quantity to Model:' lists grants with columns for Grant Date, Grant Price, Grant Type/Code, Expiration/Last Date to Exercise, Options Granted, Options Exercised, Unexercisable Quantity, Vested Quantity, Potential Income (Vested), and Options To Model. A 'Modeling Criteria' section includes a 'Last Price' field showing '\$20.00 as of 4:00:22 PM ET C' and a 'FED (%)' field set to '35'. A 'Modeling Results' table at the bottom shows a summary of the modeled grant, including 'Options Modeled' (400), 'Stock Sale Proceeds' (\$10,000.00), '-Option Cost' (\$6,000.00), '-Taxes' (\$1,400.00), and '= Net Proceeds' (\$2,600.00). A 'Calculate Results' button is visible on the right side of the interface.

*Directors, executive officers, associates and other persons subject to Rule 144 or Section 16 of the Securities Exchange Act of 1934, as amended, have inquiry access only to Benefits OnLine and must exercise stock options through the Merrill Lynch Financial Advisor team assigned to their company's plan.

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Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
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How to exercise stock options

6 Order Information

- In the **Enter Your Exercise Order Information** section, choose either **Market** to have the order executed at the next available sale price or **Limit** to have the order executed only if the stock price reaches the price you designate (enter the **Limit Price**).
- Under **Time Limit**, for Market orders choose **Day**, and for Limit orders choose either **Day** or **GTC** (Good Till Cancelled, valid for only 30 calendar days).

(See next page for more on sale order types.)

7 Distribution Method

- You can choose to have the cash proceeds from sales transactions sent to you by check, wired to another account (as specified in your wire instructions) or held in your brokerage account (LIIA). Keep in mind the LIIA is a non-interest-bearing account.
- Please note that if you select a Cash Purchase exercise you will not be prompted to select your Sale Order Type or Distribution Method.

8 Continue to Exercise

- Select **Continue to Exercise** to review your exercise information.
- Before you exercise, you must re-enter your Benefits OnLine Password for added security.
- Select **Submit** within 90 seconds or your request will time out.
- When your transaction is completed, you will receive a confirmation of your transaction in the mail. This confirmation will also be available at **My Accounts > Equity Plan > Grant Information > Confirmations**.

The screenshot displays the Merrill Lynch Wealth Management interface for exercising stock options. The page title is "Model/Exercise" for account "abc12345". The "Enter Your Exercise Order Information" section includes:

- Order Type:** Radio buttons for Market and Limit. The Limit Price is set to \$ (Estimated Model Price: 20.00).
- Time Limit:** Radio buttons for Day and GTC (Good till Cancelled valid for only 30 calendar days).

The "Select Your Net Proceeds Distribution Method" section includes:

- Radio buttons for Check, Wire Transfer, and Proceeds to remain in brokerage account (US Dollars Only).
- A dropdown menu for "Currency" with the option "Please Select Distribution Method" selected.
- A note: "Note: Not all currencies are available for all distribution methods."

At the bottom right, there is a "Continue To Exercise" button with a circled "8" next to it, and a "Cancel" button at the bottom left.

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.

Choosing your sale order type

Before exercising your stock options, you must decide when you want the sale to take place—at the next available sale price (a “market order”) or at a specified price (a “limit order”).

If You Want To...	Choose This Method	How It Works
Sell your shares at the next available sale price	Market Order	As soon as market conditions allow, your shares will be sold.
Set the price at which to sell your shares...	Limit Order (You must select one of the types below):	If the stock price reaches or exceeds your set limit price, shares are sold subject to market conditions. If the price is not met while the order is in effect, your order is cancelled and shares/options are available for future sale/exercise.
... on the current trading day	<ul style="list-style-type: none">Day Limit Order	Order is in effect for current trading day only. Orders entered after market close will be in effect for the next business day.
... over the next 30 calendar days	<ul style="list-style-type: none">Good Till Cancelled Limit Order	Order is in effect for 30 calendar days following the date of entry. For orders entered after the market close but before 12 midnight (ET), the 30-day count begins two business days after the order is entered.

- Merrill Lynch will execute all sale orders subject to market conditions.
- You may receive partial execution of the sale order you place, resulting in only a portion of your stock options being exercised. Once your exercise has been entered, you should check the exercise confirmation on Benefits OnLine to determine the number of stock options exercised. You may need to re-enter the order for the balance of the options not exercised.

Company blackouts

- Generally, all limit orders related to stock option exercises will be cancelled at the outset of a blackout period (a period set by your company during which purchases and sales of company stock are prohibited). Generally, no stock option exercises will be processed online during a blackout period.
- No new orders related to stock option exercises may be placed online or over the phone during a blackout period.

Any and all blackout periods are determined by your company and are subject to change.

For more information

For information about your awards and the fees and commissions associated with your Merrill Lynch brokerage account, please refer to your equity awards brochure. This brochure, and additional information about managing and monitoring equity awards, is available at www.benefits.ml.com in the **Communications Center** under **Individual/Plan Information**.