

Option Awards In-progress exercises

All the exercise requests submitted by the employees or the equity awardees can be viewed on this page, for the admin to verify the Exercise Requests and approve or disapprove them.

To view the details of each Exercise request, click on the **more option and select Approve Details**

Exercises Option Awards					
Bulk Selection Download					
All Exercises In-progress Exercises					
Exercise Request ID	Stakeholder Name	Options Exercised	Request Date	Action	
Ex-49	Soumya Test	10	Jun 2, 2022	Update Payment	Approve Details
Ex-48	Soumya Test	2	Jun 2, 2022	Update Payment	

When you select **Approve Details**, you will be redirected to **Approve Exercise** page.

← Approve Exercise

Status: Pending for Approval

Exercise Details

Stakeholder Name

Exercise Request ID

Options Exercised

Share Codes

Ex-41

100

Exercise Amount

INR 100,000.00

Payment Status - Payment Confirmed

Payment Mode

Transaction Reference Number

Transaction Date

Wire Transfer

9830304050

Apr 29, 2022

Bank

Branch

Type of Account

IDF Bank

IN

Savings

Payment Status

Date of Payment

Comment

Payment Received

2022-06-07

Type comment here

Approval of Exercise

Status of Approval

Comment

Select approval status

Type comment here

Update Payment

Approve

Admin can verify the **Exercise Details** and **Payment information**.

← Approve Exercise

Status: Pending for Payment

Exercise Details

Stakeholder Name

Exercise Request ID

Options Exercised

Share Codes

Ex-49

10

Exercise Amount

INR 22,566.54

Payment Status - Payment Confirmed

Payment Mode

Transaction Reference Number

Transaction Date

Wire Transfer

9830304050

Apr 29, 2022

Bank

Branch

Type of Account

IDF Bank

IN

Savings

Payment Status

Date of Payment

Comment

Payment Received

2022-06-07

Type comment here

Approval of Exercise

Status of Approval

Comment

Select approval status

Type comment here

Update Payment

Approve

Upon verifying the payment details, admin can confirm the **Payment Status**, **Date of Payment** and type in **comments if any** and click on **Update Payment**.

Payment Status - Payment Confirmed

Payment Mode

Transaction Reference Number

Transaction Date

Wire Transfer

9830304050

Apr 29, 2022

Bank

Branch

Type of Account

IDF Bank

IN

Savings

Payment Status

Date of Payment

Comment

Payment Received

2022-06-07

Type comment here

Update Payment

Select the **Status of Approval** and click on **Approve/Disapprove**.

Approval of Exercise

Status of Approval

Comment

Approved

Type comment here

Approve

Bulk Operations - Update Payment

As an administrator, you can approve exercises and update payments for a set of stakeholders.

- To update payment for a set of stakeholders:
- Click **Equity Awards** in the menu on the left, and select **Exercises**.
 - Select **Option Awards**.
 - Click **In-progress Exercises**.
 - From the **BulkSelection** dropdown select **Update Payment**
 - Select required exercises by clicking the checkboxes against them.
 - Click **Update Payment**.

Exercises

Option Awards

Update Payment

All Exercises

In-progress Exercises

<input type="checkbox"/>	Exercise Request ID	Stakeholder Name	Options Exercised	Request Date	Action
<input checked="" type="checkbox"/>	Ex-49	Soumya Test	10	Jun 2, 2022	Update Payment
<input checked="" type="checkbox"/>	Ex-48	Soumya Test	2	Jun 2, 2022	Update Payment
<input checked="" type="checkbox"/>	Ex-47	Soumya Test	6	Jun 2, 2022	Update Payment
<input checked="" type="checkbox"/>	Ex-46	Soumya H	3	Jun 1, 2022	Update Payment
<input type="checkbox"/>	Ex-45	Soumya H	10	May 31, 2022	Update Payment

Bulk Operations - Approve Exercise

- To approve exercise options for a set of stakeholders:
- Click **Equity Awards** in the menu on the left and select **Exercises**.
 - Select **Option Awards**.
 - Click **In-progress Exercises**
 - From the **BulkSelection** dropdown select **Approve Exercise**.
 - Select required exercises by clicking the checkboxes against them.
 - Click **Approve Exercise**.

Exercises

Option Awards

Approve Exercise

All Exercises

In-progress Exercises

<input type="checkbox"/>	Exercise Request ID	Stakeholder Name	Options Exercised	Request Date	Action
<input checked="" type="checkbox"/>	Ex-37	Shane Coates	10	Feb 10, 2022	<div>Approve Exercise</div>
<input checked="" type="checkbox"/>	Ex-6	Shane Coates	10	Aug 30, 2021	<div>Approve Exercise</div>
<input type="checkbox"/>	Ex-7	Thomas Burton	100	Aug 19, 2021	<div>Approve Exercise</div>