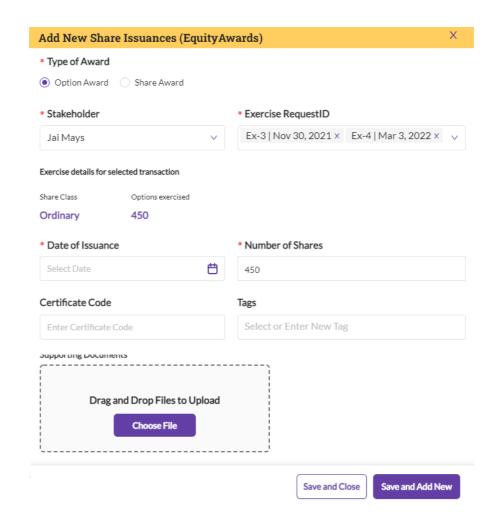
## Add Share Issuances (Equity Awards)

Modified on: Thu, 26 May, 2022 at 3:24 PM

To add a share transfer transaction:

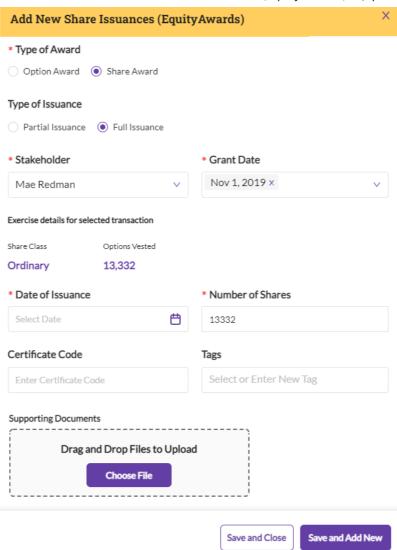
- 1. Click **Ownership** > **Transactions** in the left menu. By default, the Share Issuances screen is displayed.
- 2. Click Share Issuances (Equity Awards) tab.
- 3. Click Add New Transaction.
- 4. In the display Add New Share Issuances (Equity Awards) dialog box, select the Type of Award.

## If you select Option Award:



- a. Enter the Stakeholder name.
- b. Select their Exercise Request ID. You can select all entries where share issuance is pending.
- c. Select the Date of Issuance.
- d. Enter the Number of Shares.
- e. Enter the Certificate Code.
- f. Select or **Enter New Tag**, you would like to capture. For example, you may want to include a tag for a department, or for the grant event.
- g. Click Choose File to upload Supporting Documents. Navigate to the file location, select the file, and click Open.

## If you select Share Award:



- a. Select the Type of Issuance.
- b. Enter the Stakeholder name.
- c. Select the Grant Date.
- d. Select the Date of Issuance.
- e. Enter the Number of Shares.
- f. Enter the Certificate Code.
- g. Select or **Enter New Tag**, you would like to capture. For example, you may want to include a tag for a department, or for the grant event.
- h. Click **Choose File** to upload Supporting Documents. Navigate to the file location, select the file, and click **Open**.
- 5. Click Save and Add New.