Title: Computershare - Step by Step Instructions to change Plan Holdings to Book AND keep DRIP using only the website. (No phone call)
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1. Login to Computershare
2. Go to Portfolio (link is top left)
3. Select View Details

a. Select Reinvestment Options from the Actions drop down for any account listed as Plan Holdings
4. Select Terminate for appropriate plan (I know this doesn't seem right but ape with me here)
5. Check the box for Yes I want to Terminate from the Plan and select Terminate button
6. Success!
7. Back to Portfolio screen
8. Select Activity Button from top left
9. Click on Pending Transactions
10. Cancel sale of fractional shares from drop down
11. Back to Portfolio
12. View Details - Now should see Book next to all WHOLE shares from the Reinvestment plan, you will also see Plan Holdings for the remaining fractional shares.

a. Select Reinvestment Options from the Actions drop down for the account you want to reinstate as the DRIP for plan holdings
13. Select Modify, and then reset all of the options that you had previously, submit the plan. You do not need to create another account for this, if you choose to use the existing account it will effectively split the account into Book and Plan shares (Might as well do this as you will likely need to repeat this process later as you acquire additional whole shares)
14. After completing the re-enrollment you can go back to your Portfolio section to confirm that everything shows as expected (Whole shares as Book, partials as Plan Holdings)
15. Can also confirm that the Plan Management went through correctly by selecting Manage Investment Plans and confirming that the Enrollment status and Investment details are showing Full Dividend Reinvestment and whatever Investment Options you have selected for payment amount and frequency

Done.

-Edit some words