Transfer Online, Inc. Onboarding Instructions for Shareholders

How To Register For Online Access

1. Go to the [Transfer Online, Inc.](#) website.

2. Click *Get Started Today*.

3. Click *Sign Up Here*.

4. Fill out the required information.

5. Verify Account.

> **Note**
>
> There are various options to verify your account.

5.1. (Optional) Method One: Use a Security Code.

There are a few ways to find the Security Code:

- From a Proxy Voting Card,

- A letter sent from the Issuing Company,

- A letter sent from Transfer Online, Or

- From another member who is already managing the account you wish to manage.

  5.1.1. (To Skip) Click *I don't have a Security Code*.

  5.1.2. Input Security Code into *Security Code* field.

  5.1.3. Click *Next*.

5.2. (Optional) Method Two: Use Information From Certificate.

This method works if you have a **Physical Certificate** with the following information:

- Certificate Name,

- Certificate Number, And

- (If known) Certificate ID.

  5.2.1. **(To Skip)** Click *Skip This Step*.

  5.2.2. Fill out the required information.

  5.2.3. Click *Next*.

5.3. (Optional) Method Three: Provide as Much Information as Possible.

Use this method if you lack both:

- A Security Code, And

- Certificate Information.

  5.3.1. Fill out the required information.

  5.3.2. Click *Submit*.

6. (Optional) Add an Additional Shareholder

You can add an additional shareholder to the account from the "Link Request Pending" page.

6.1 Click *Add/Remove Accounts* at the top of the page.

6.2 Click *Add an Account.*

6.3 Repeat *Step 5 <step_5>* for the additional shareholder.

6.4 Click *Add/Remove Accounts* at the top of the page to confirm shareholder was added.