

Transfer Online, Inc. Shareholder Onboarding Instructions

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*.