Congratulations! Your company has made a significant investment in you, by providing you with the opportunity to increase your personal wealth as your company's business grows. Now you can always take full advantage of your valuable stock option plan. So here’s a snapshot of the key steps to be aware of throughout the life cycle of your plan.

Select the links for greater detail.

1. Receive Your Grant and Open Your Account
   If needed.

2. Accept Your Grant
   Check your plan rules, as this may be required within a specific time frame.

3. Set Up an Electronic Funds Transfer
   Optional.

4. Grant is Vested
   Vesting period may be incremental and will be stated in your plan rules.

5. Be Aware of Your Option Time Frame
   After vesting, you have until expiration to take advantage of your option. The value can fluctuate, along with your company’s stock price.

6. Exercise Your Option
   Check your plan for available exercise types. Different exercise types result in your receiving cash or shares.

7. View Your Long Shares or Cash at Fidelity.com
   This is available immediately.

8. Sell Your Shares at Fidelity.com
   Optional only when stock is received from the exercise. Proceeds available within three days following the exercise.

For additional stock plan education, please visit the Stock Plan Resource Center at www.fidelity.com/spsresourcecenter.