



# Selling Shares in Your Stock Plan Account

## A quick-start guide for stock plan participants



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Tiếng Việt | Türkçe | Русский | עברית | ไทย | 한국어 | 日本語 | 简体中文 | 繁體中文

Once your shares are available in your Stock Plan Account, here's where you go to sell them.\* Be sure to check the plan rules to see if you are required to hold your shares for a specified period of time before you can sell them.

We recommend you set up your **withdrawal preferences** before selling your shares. It takes only a few minutes to set up, but requires 4 to 7 business days for approval. Setting up your preferences now will make it easier to get your cash in the future.

**Stock Plans**

NEW RSU GRANT ALERT  
You have a RSU grant to accept.  
Accept your grant(s).

Total Value \$283,120.39

TOTAL GRANT VALUE  
\$254,670.68

STOCK PLAN ACCOUNT  
Participant Number: XXXXXXXXX  
\$28,449.71 ...  
View Positions & Sell Shares

### Step 1.

Log in to [NetBenefits.com](https://www.netbenefits.com) and select your Stock Plan Account.

Screenshot is for illustrative purposes only.

Account Details | Withdrawal Preferences | Stock Sell History | Documents | Statements & Records

**Stock Plan Account Total Assets** \$28,449.71 USD

Total Value of Securities: \$18,352.10 USD | Cash: \$10,097.61 USD | Credit Balances from Unsettled Activity: \$0.00 USD

Position Summary/Cost Basis

Symbol	Description	Quantity	Closing Price	Closing Mkt Value	Total Cost Basis	Unrealized Gain/Loss	Unrealized	Action
XXXXX	THETA CORP	10,097.6100	\$1.0000 USD	\$10,097.61 USD	Cost basis information is currently unavailable for this			Withdraw
XXXXX	THETA CORP	130,0000 View Lots	\$141.1700 USD	\$18,352.10 USD	\$8,000.00 USD	+\$10,352.10 USD		Sell Request

Order status

### Step 2.

Select the *Sell Request* button for the stock you want to sell.

Screenshot is for illustrative purposes only.

THETA CORPORATION (THETA) STOCK			
<b>\$91.73</b> USD	[-]	BID	91.73 x 1
x 100		ASK	91.74 x 1
<b>+0.74</b> (+0.81%)		VOL	599,827

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**Sell Shares**

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How many?

Sell All 15 Shares

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How do you want to sell?

Select an Order Type

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**Preview Order**

Cancel

Note: This order is trustee-managed, not broker-managed. It conforms to the terms of the participant trust.

### Step 3.

Enter the order information in the trade ticket and follow the prompts to sell your stock and choose your withdrawal method.

Screenshot is for illustrative purposes only.

**For further assistance, contact a Fidelity Stock Plan Services Representative.  
Calling instructions can be found at [Fidelity.com/globalcall](https://www.fidelity.com/globalcall).**

\*If you are considered to be a company "insider," you may be required to call a Fidelity Representative to trade your stock rather than conduct the transaction online.