

Activating Your Morgan Stanley at Work Stock Plan Account

Overview

This guide is for participants outside of the U.S. Please follow the steps below to activate your stock plan account.

1. Application Form

Access the website [here](#) or follow the link in the activation email you received from Morgan Stanley at Work. You'll be asked to fill out the following information:

- Company name / ticker symbol (Example: MS)
- Your social security number or employee ID
- The code from your activation email (or click on "[Request a new code](#)")

NOTE: The ticker is the abbreviated name of your company's shares on a public stock exchange. If you work for a private company, check your activation email for what to enter here.

The first screenshot is an email from Morgan Stanley at Work titled "It's Time To Activate Your Stock Plan Account". It includes a table of language options: 繁體中文 (Traditional Chinese), 简体中文 (Simplified Chinese), Nederlands (Dutch), Français (French), Deutsch (German), Italiano (Italian), 日本語 (Japanese), 한국어 (Korean), Português (Portuguese), and Español (Spanish). Below the table, it says "Activate Your Account Today on [etrade.com](#) to Get Started" and "Authentication Code: ###CODE###". There is an "Activate Now" button. The second screenshot is the "Let's set up your stock plan account" form. It has fields for "Company name/Symbol", "Choose how to verify your identity" (Social Security number or Employee ID), "Employee ID number", and "Authentication code". There is a "Request a new code" link and a "Continue" button.

2. Personal Information

Begin the process with selecting whether you are an existing customer.

- If you click "[Yes](#)," you will be prompted to log in, and your personal information on the following page will be pre-filled based on your latest E*TRADE account profile.
- If you click "[No](#)," you will need to fill out your personal information, and then you will be prompted to create a username and password later on in the process.

The screenshot shows the "Stock plan: Personal information" page on E*TRADE. It asks "Are you an existing customer?" with "Yes" and "No" radio buttons. Below, it says "Please read all the important disclosures below." and lists "Investing: Check the background of Morgan Stanley Smith Barney LLC on FINRA's BrokerCheck and see the Morgan Stanley Smith Barney LLC Relationship Summary." There are links for "Investment Products", "Not FDIC Insured", "No Bank Guarantee", and "May Lose Value". At the bottom, it says "SIPC Securities in your account protected up to \$500,000. For details please see www.sipc.org".

Personal Information (cont'd)

You'll be asked to verify or fill out the following details in the personal information section:

- Contact Information
- Citizenship and residency status
- Legal and mailing address
- Government ID details
- Date of birth
- Employment information
- Additional profile details

EXTRADE
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Secure Application | Call 800-838-0908

Stock plan: Personal information

Review your personal information

Contact information

Prefix: [dropdown] First name: [text] M.I.: [text]

Last name: [text] Suffix: [dropdown]

Country code: [dropdown]

Phone number: [text] Phone type: [dropdown: Mobile]

Email address: [text]

Citizenship

Status: [dropdown: Non-US Citizen]

Specify status: ☐ US resident alien ☐ Nonresident alien

Country of citizenship: [dropdown]

Second country of citizenship (if applicable): [dropdown]

Address

Please make sure the legal address below is a physical address and that the information is correct, or there may be restrictions on your account.

Legal address

Country: [dropdown]

Address 1: [text]

Address 2: [text]

Postal code: [text] City: [text]

State: [dropdown]

☐ My mailing address is different from my legal address.

Government ID details

ID type: [dropdown]

ID number: [text]

Date issued (MM/DD/YYYY): [text]

Expiration date (MM/DD/YYYY): [text]

Country of issuance: [dropdown]

Continue

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Stock plan: Personal information

Review your personal information

Identity verification

We're required by law to collect this information, and we'll use it to verify your identity.

Date of birth (MM/DD/YYYY): [text]

Employment details

Occupation: [dropdown]

Employer's name: [text]

Country: [dropdown: United States]

Address 1: [text]

Address 2: [text]

ZIP code: [text] City: [text]

State: [dropdown]

Continue

3. Account Setup

The Account Setup portion has questions we're required to ask by law.

NOTE: Please read the Regulatory questions carefully as certain responses may require additional documentation and delay the opening of your account. The first regulatory question will only apply if you or your spouse or a household member are employed with a U.S. FINRA regulated broker-dealer.

If you are unsure if this applies to you, check for your employer on this list:

<https://www.finra.org/about/firms-we-regulate>

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Stock plan: Account setup

Account setup

We're required by law to ask the following questions. Please make sure to answer each one.

Regulatory questions

We're required by law to ask the following questions. Please make sure to answer each one.

Are you, or is your spouse or a household member, employed by a financial broker-dealer or a securities or futures exchange, futures commission merchant, retail foreign exchange dealer, or securities or futures regulator?

☐ No ☐ Yes

Do you, or does your spouse or household member, serve on a board of directors, or as a policymaker at a public company?

☐ No ☐ Yes

Are you, or is your spouse or a household member, a shareholder of 10% or more of a public company?

☐ No ☐ Yes

Continue

Account Setup: Agreements and Disclosures

The last part of your account setup is to review and agree to the terms and conditions of your new stock plan account. Once you've looked over the agreements and disclosures, **check the box** to confirm, then click on **"Accept and continue."**

NOTE: You will be automatically opted in to eDelivery for all eligible account documents. Once your account has been setup, you can change your preferences under "Documents" on etrade.com and clicking on "eDelivery Preferences".

4. User ID

You're almost done! Create a user ID and password, then click **"Continue."**

NOTE: This step will only be shown if you are a new E*TRADE user. If you have an existing E*TRADE user ID, you will not see this step.

5. Submission Complete!

Your account is now set up and ready to use. Click the **"View account"** button to get started.

NOTE: If we are unable to successfully open your account at this step, please follow the prompts on the screen to take action. We may need additional documentation from you.

Have Questions?

Contact us at 800-838-0908 24 hours a day, weekdays (from outside the US, visit etrade.com/contact for your country's toll-free number).

Investing in securities involves risk, including possible loss of principal.

Employee stock plan solutions are offered by E*TRADE Financial Corporate Services, Inc., Solium Capital LLC, Solium Plan Managers LLC and Morgan Stanley Smith Barney LLC ("MSSB"), which are part of Morgan Stanley at Work.

Morgan Stanley at Work services and stock plan accounts are provided by wholly owned subsidiaries of Morgan Stanley.

Morgan Stanley at Work stock plan accounts were previously referred to as Shareworks, StockPlan Connect or E*TRADE stock plan accounts, as applicable.

In connection with stock plan solutions offered by Morgan Stanley at Work, securities products and services are offered by MSSB, Member [SIPC](#).

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