

**SHARES**

# Unilever Activation Guide

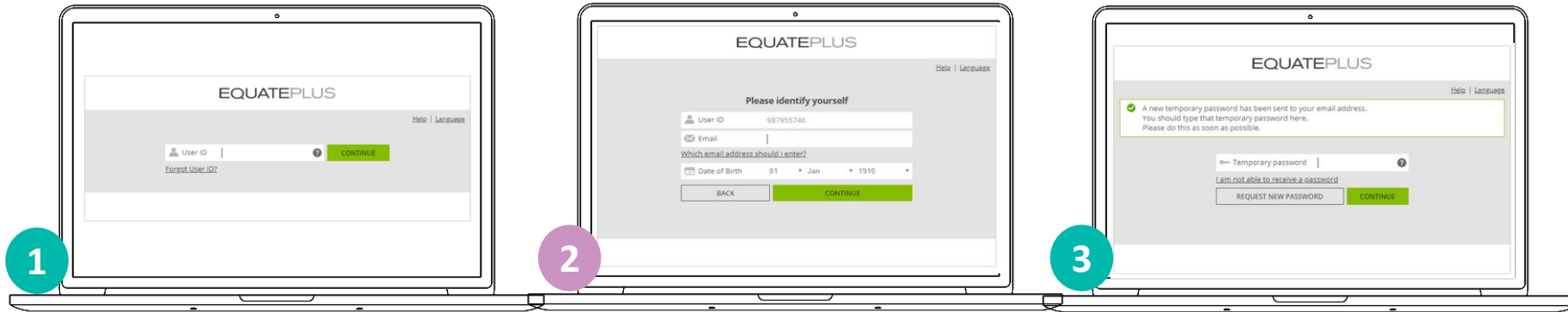
## **SHARES**



SHARES



# HOW TO ONBOARD



On the enrolment start date, you will receive your User ID (via your SHARES invite). Please enter your User ID on the EquatePlus website and click 'Continue'.

**Please note:** The EquatePlus initial login screen is only available in English, French, Spanish, Dutch, German, Simplified Chinese, Brazilian Portuguese and Italian.

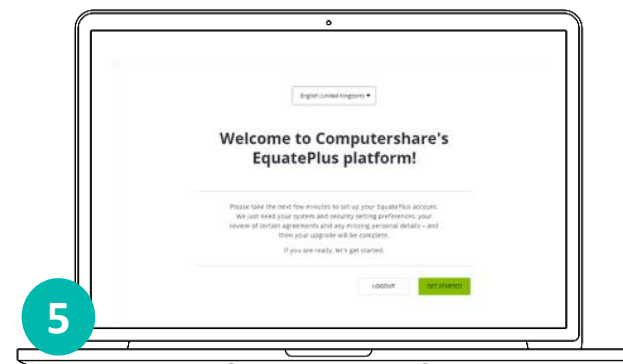
You will be asked to enter your personal email address and date of birth to verify your identity. Click 'Continue'.

You will be asked to enter your temporary password which will be sent to your email address after registering. Please do this as soon as possible and click 'Continue'.

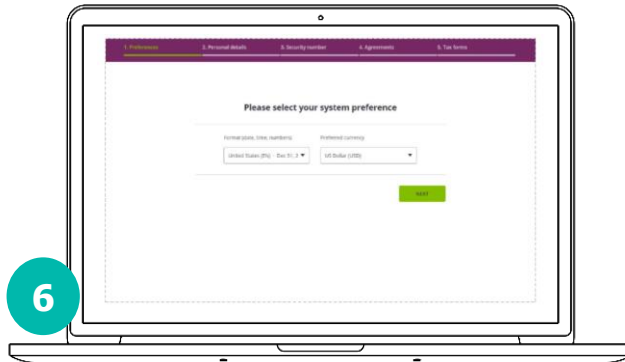


You will be prompted to create a new password which must be at least 7 characters long and contain uppercase characters, lowercase characters and numbers.

Once you've created your password, click 'Login'.



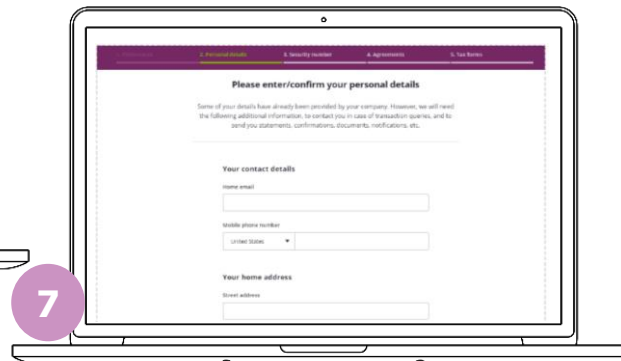
Now you have set up your new login credentials you can continue with the setup of your EquatePlus account by clicking 'Get Started'. From this point onwards your EquatePlus account is available in 11 languages: (English, German, Spanish, French, Italian, Dutch, Brazilian Portuguese, Simplified Chinese, Traditional Chinese, Russian and Japanese).



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You can select your system preferences for:

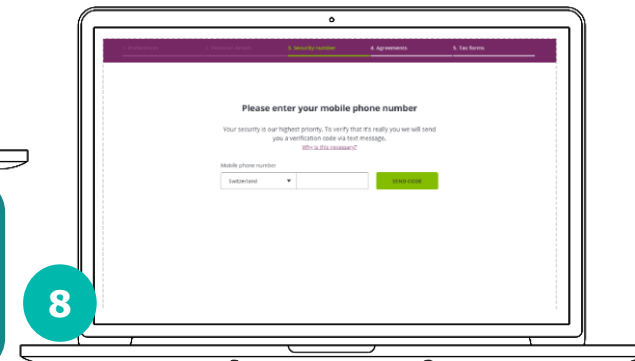
- > date, time and number format
- > preferred currency



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You will then be asked to provide your personal contact details if this information is not currently held in the system.

**Please note;** This step will only be displayed for missing, **mandatory** information.

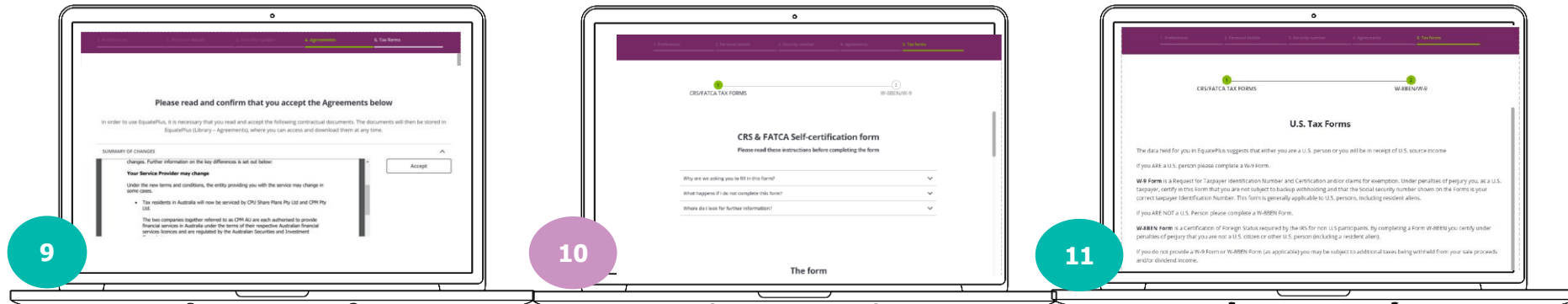


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Next, you'll be asked to provide a mobile phone number. This number is used for additional security verification.

**These steps are:**

1. Enter your mobile phone number
2. Receive a numeric security verification text message
3. Enter your code onscreen



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10

11

Before using EquatePlus, you will need to accept the mandatory agreements.

Step 10 -11 may not be applicable to you. If so, please skip to the next section - **Participant Enrolment Journey**.

Once accepted, you may then be presented with the above CRS & FATCA self-certification form if;

- A. You do not have valid certification on file with Computershare OR
- B. You have no U.S. indicia

After you complete the CRS & FATCA form and if you hold an U.S. indicia but do not have a valid W-8BEN or W9 on file with us, you will be asked to complete a U.S. tax form.

- **W-8BEN:** if you are not a U.S. citizen but have U.S.-based contact or financial details OR
- **W9:** you are a U.S. citizen



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Once all information is received and completed, you will then be able to continue on to the Overview Homepage.

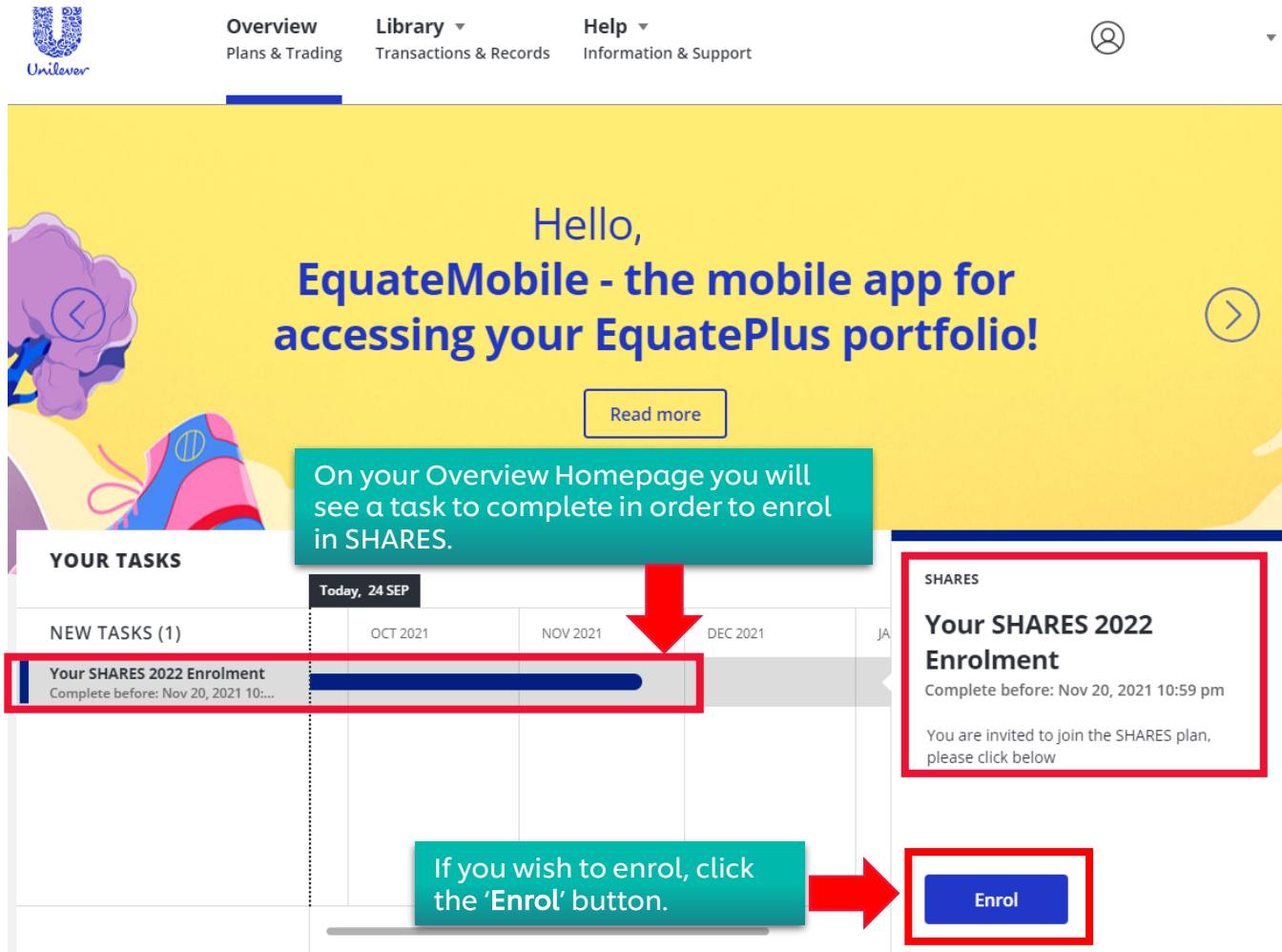
**Please note;**  
If any tax forms have been sent for further due diligence, you will see a warning message with instructions regarding any next steps.

SHARES



# YOUR ENROLMENT JOURNEY

## Overview Homepage: 'Your Tasks' SHARES Enrolment



Unilever

Overview  
Plans & Trading

Library ▾  
Transactions & Records

Help ▾  
Information & Support

Hello,  
**EquateMobile - the mobile app for  
accessing your EquatePlus portfolio!**

[Read more](#)

On your Overview Homepage you will see a task to complete in order to enrol in SHARES.

**YOUR TASKS**

Today, 24 SEP

	OCT 2021	NOV 2021	DEC 2021	JAN 2022
<b>NEW TASKS (1)</b>				
<b>Your SHARES 2022 Enrolment</b> Complete before: Nov 20, 2021 10:59 pm	[Progress bar]			

**SHARES**

**Your SHARES 2022 Enrolment**  
Complete before: Nov 20, 2021 10:59 pm

You are invited to join the SHARES plan, please click below

**Enrol**

If you wish to enrol, click the 'Enrol' button.

## Agreement screen:

Please read and accept the SHARES Enrolment Agreement and the Share Plan Terms and Conditions. Read documents by clicking the link and confirming your acceptance.

SHARES PLC

1. Agreement

2. Election

3. Modelling

Please ensure that you have read and understood the SHARES Plan materials, including the Frequently Asked Questions (FAQs) \*.

Before you can enrol in the SHARES Plan, you must first accept the terms and conditions in the following documents:

- [Unilever - SHARES Enrolment Agreement \(click to view\)](#)
- [Computershare - Share Plan Account Terms and Conditions](#) \*

\* You can access the SHARES FAQs, Rules of the SHARES Plan, and Computershare Share Plan Account Terms and Conditions under Documents in the "Library" section of your account.

Please click "I Accept" below to confirm that you have read, understood and agreed to the SHARES Enrolment Agreement and the Computershare Share Plan Account Terms and Conditions:

**Terms and Conditions**

Once you have read and accepted the two documents, click **'I Accept'** to confirm that you have read, understood and agreed to the SHARES Enrolment Agreement and Computershare Share Plan Account Terms and Conditions.

I Accept

I Do Not Accept



## Election screen

Enter the amount you wish to contribute from your salary or wages each month. By clicking on the 'Continue' button, you are confirming your monthly contribution amount.  
Your monthly contribution limits in your local currency are reflected below.

### SHARES Plc

1. Agreement

2. Election

3. Modelling

How much would you like to contribute?

Please enter the amount you wish to contribute from your salary or wages each month. By clicking on the 'Next' button below, you are confirming the monthly contribution amount you entered below is correct.

I authorize this amount to be deducted from my salary or wages (local currency) each month:

Your monthly contribution limits in your local currency are: Minimum 10 EUR, Maximum 200 EUR.

Monthly Contribution Amount

click to enter

Continue

putershare

# Minimum amount validation

SHARES Plc

1. Agreement

2. Election

3. Modelling

⚠ Your elected contribution amount is below the minimum for this plan cycle (MIN=10).



How much would you like to contribute?

Please enter the amount you wish to contribute from your salary or wages each month. By clicking on the 'Next' button below, you are confirming the monthly contribution amount you entered below is correct.

I authorize this amount to be deducted from my salary or wages (local currency) each month:

Your monthly contribution limits in your local currency are: Minimum 10 EUR, Maximum 200 EUR.

Monthly Contribution Amount

9

If you enter an amount below the minimum amount you will see the above message in red.

Continue


# Maximum amount validation

SHARES Plc

1. Agreement

2. Election

3. Modelling

 The election window selected amount entered exceeds the allowed maximum for your plan cycle 200. MAX=200;



How much would you like to contribute?

Please enter the amount you wish to contribute from your salary or wages each month. By clicking on the 'Next' button below, you are confirming the monthly contribution amount you entered below is correct.

I authorize this amount to be deducted from my salary or wages (local currency) each month:

Your monthly contribution limits in your local currency are: Minimum 10 EUR, Maximum 200 EUR.

Monthly Contribution Amount

210

If you enter an amount above the maximum amount you will see the above message in red.

Continue

## Modelling screen

SHARES Plc

1. Agreement

2. Election

3. Modelling

Please verify the amount that you have chosen to contribute to the SHARES Plan. Once you are happy with your election details please click 'Save' to confirm your election.

Note that this is the total amount to be deducted from your salary or wages each month.

Contribution Currency EUR

Monthly Contribution Amount

10

Confirm your monthly contribution election and click on 'Save' to complete your enrolment.

Save

## Confirmation screen

A confirmation of your enrolment will be saved in the Library section and sent to your email.

You can also print a copy by clicking on the Print icon below.



Your election has been successfully submitted.

To view or print out your election, please click [here](#) or go to your Library (Main Menu - Library - Transactions & Records - Tasks).



Print

Close

## Library – ‘Tasks’ view

If you wish to change your contribution election amount, you can update from this tasks section within Library.

### Tasks

#### FILTER BY

All categories ▼

All years ▼

All statuses ▼

2021 (11)

[Sep 27, 2021](#)

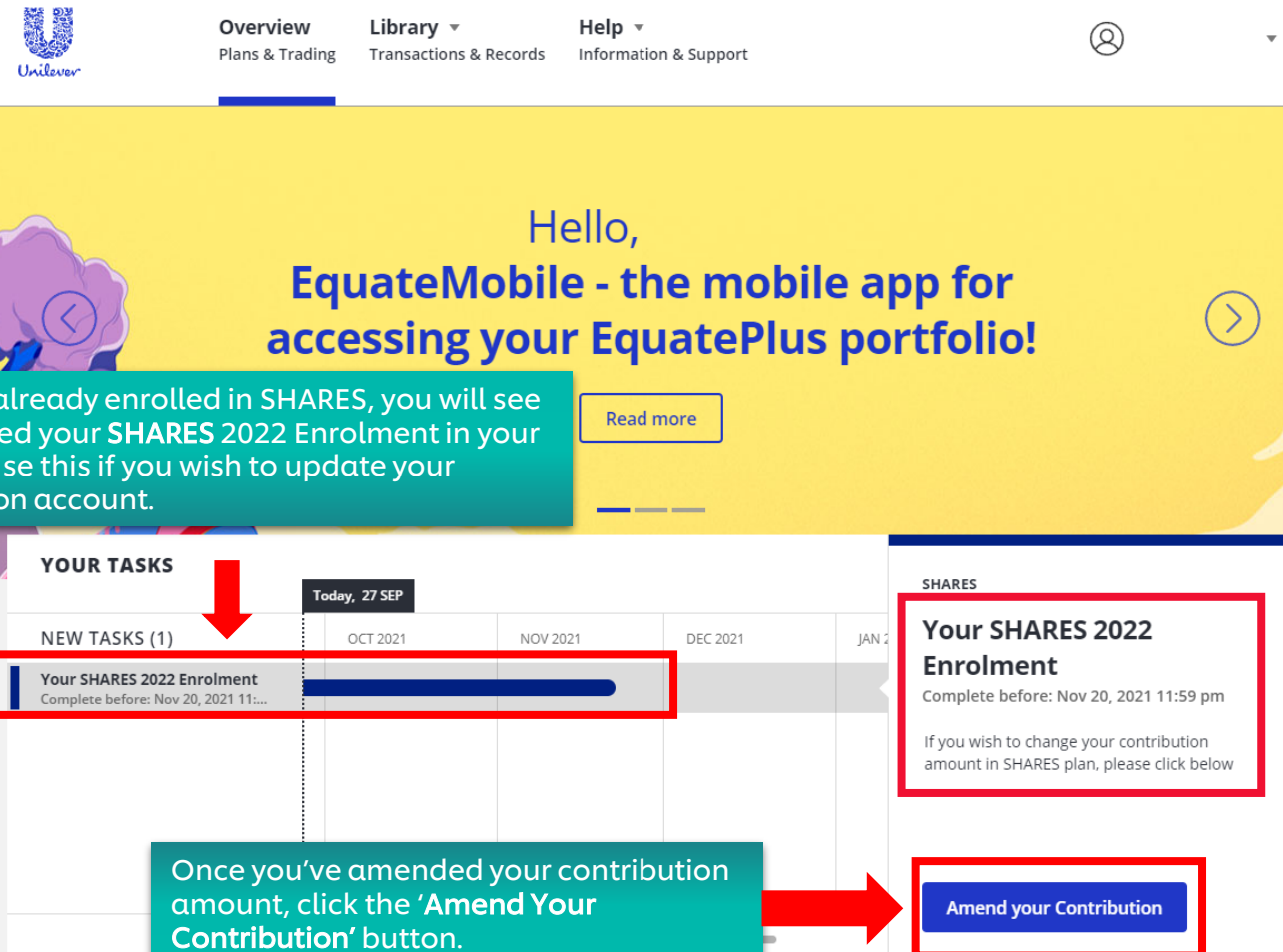
Enrolment

SHARES Plc

Submitted



## Overview Homepage - 'Task' to change election



The screenshot shows the Unilever Overview Homepage. At the top, there is a navigation bar with the Unilever logo, 'Overview Plans & Trading', 'Library Transactions & Records', 'Help Information & Support', and a user profile icon. Below the navigation bar is a large yellow banner with the text 'Hello, EquateMobile - the mobile app for accessing your EquatePlus portfolio!' and a 'Read more' button. To the left of the banner is a teal callout box with text explaining the SHARES 2022 Enrolment task. Below the banner is a 'YOUR TASKS' section with a calendar view. A red arrow points to the 'Your SHARES 2022 Enrolment' task, which is highlighted with a red box. To the right of the tasks is a detailed view of the 'Your SHARES 2022 Enrolment' task, also highlighted with a red box. At the bottom of this detailed view is a blue button labeled 'Amend your Contribution', which is also highlighted with a red box. A red arrow points from a teal callout box at the bottom to this button.

If you are already enrolled in SHARES, you will see a task called your **SHARES 2022 Enrolment** in your account. Use this if you wish to update your contribution account.

Read more

**YOUR TASKS**

Today, 27 SEP

NEW TASKS (1)

	OCT 2021	NOV 2021	DEC 2021	JAN 2022
<b>Your SHARES 2022 Enrolment</b> Complete before: Nov 20, 2021 11:59 pm				

**SHARES**

**Your SHARES 2022 Enrolment**  
Complete before: Nov 20, 2021 11:59 pm

If you wish to change your contribution amount in SHARES plan, please click below

Once you've amended your contribution amount, click the 'Amend Your Contribution' button.

**Amend your Contribution**