



EQ Insight

Stock Issuance Functionality

APRIL 2022



Stock Issuance functionality now available in EQ Insight

01

Online DWAC

02

File Upload

03

File Upload for over 100+ accounts

04

View Historical Requests



Access the Stock Issuance tile from the Workspace tab

Select

- File Upload
- Online DWAC, or
- View History

The screenshot shows the EQ Insight website interface. At the top right is the EQ logo. Below it is a navigation bar with the text "EQ Insight" on the left and a menu of tabs: "Home", "Account Lookup", "Workspace", "Reports", "SCC", and "Contact Us". The "Workspace" tab is highlighted with a red border. Below the navigation bar is a large white box containing the heading "Stock Issuance" and the text "Go to the Stock Issuance page or view past requests." At the bottom of this box are three buttons: "File Upload" (solid red), "Online DWAC" (solid red), and "View History" (white with a red border).



Online DWAC

- Deposit
- Repurchase
- Vesting

File Upload

- Repurchase
- Reserve Issuance
- Retire Shares
- Vesting

File Upload 100+

- Grant Restricted Stock
- Issuance of Common Stock
- Retire Shares
- Vest Restricted Stock

Create New Request

Request Method

Request Method *

Request Type *

- Select Request Type
- Deposit
- Repurchase
- Vesting

*Required fields must be completed.

Create New Request

Request Method

Request Method *

Request Type *

- Select Request Type
- Grant Restricted Stock
- Issuance of Common Stock
- Retire Shares
- Vest Restricted Stock

*Required fields must be completed.

Create New Request

Request Method

Request Method *

Request Type *

- Select Request Type
- Repurchase
- Reserve Issuance
- Retire Shares
- Vesting

*Required fields must be completed.

Online DWAC

- Select Request Type
- Enter Share Information,
- Debit and Credit Information,
- Click Next



Share Information

Issue *

Control Number

Gross Shares *

Special Instructions

Debit Information

Debit Type

Reserve / Plan

Shares To Debit *

Credit Information

Gross Shares *

Tax Shares Withheld

Credit Tax Shares To

Shares to DWAC

DTC Participant Number *

Brokerage Firm Name

Brokerage Phone Number

Settlement Date *

*Required fields must be completed.

Create New Request

Request Method

Request Method *

Request Type *

- Select Request Type
- Deposit
- Repurchase
- Vesting

*Required fields must be completed.

File Upload

- Select Request Type
- Templates available to download
- Enter details
- Drag & Drop or Select Files to upload
- Click Next



Request Method

Request Method *

Request Type *

Share Information

Contains DWAC * Yes No

Issue *

Control Number

Shares *

Special Instructions

To save costs, please download the applicable template:
For non-restricted or restricted stock issuances use [Issuance Book Layout](#)
For non-restricted or restricted share/unit issuances use [CCS Issuance Shares](#) or [CCS Issuance Units](#)

Upload files

Drag and Drop Here
or

issuance-book-layout (1).xls
79.5kb

✓ File(s) are ready to be sent to recipients (0.07/10mb)

*Required fields must be completed.

File Upload 100+

- Select Request Type
- Templates available to download
- Enter details
- Drag & Drop or Select Files to upload
- Click Next
- Your Relationship Management team receives email notification of your request



Issue * ▼

Control Number

Special Instructions

Gross Shares *

Tax Shares Withheld

Credit Tax Shares To ▼

Net Shares

Effective Date *

ESPP Stock Issuance * Yes No

Covered or Non-covered * Covered Non-Covered

Debit Information

Debit Type ▼

Reserve / Plan

Shares To Debit *

Request Method

Request Method * ▼

Request Type * ▼

- Select Request Type
- Grant Restricted Stock
- Issuance of Common Stock
- Retire Shares
- Vest Restricted Stock

*Required fields must be completed.

Debit Options

- Reserve Plan Only
- Reserve/Plan & Offset Treasury
- Reserve plus Treasury
- Treasury Only



Debit Information

Debit Type: Reserve / Plan Only

Reserve / Plan:

Shares To Debit *:

Credit Information

Gross Shares *:

Tax Shares Withheld:

Credit Tax Shares To: Select

Shares to DWAC: 0

DTC Participant Number *:

Reserve / Plan Only ✕
Select reserve and enter total shares to debit.

Reserve / Plan & Offset Treasury
Use this option to maintain balance in Outstanding and Unissued shares. Select reserve and treasury account and enter total shares to debit.

Reserve plus Treasury
Use this option to debit partial total amount from a reserve and the remaining from Treasury. Select reserve to debit and enter partial share amount. Select Treasury and enter the remaining shares to debit.

Treasury Only
Select Treasury and enter total shares to debit.

Submit request

- Review details
- Create Request
- View Confirmation



Create New Request

Summary

Request Method

Requested by	Requested date	Request Method	Request Type
Deb Wobig	April 18, 2022	File Upload	Reserve Issuance

Share Information

Contains DWAC	Issue	Control Number	Shares
No	ADR1 - Anything	Demo02	2000

Special Instructions
Please issue to attach list of shareholders.

File Upload

Uploaded Files:

issuance-book-layout (1).xls	79.5kb
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[Back](#) [Cancel](#) [Create Request](#)

Confirmation

Your request has been successfully submitted.

[Close](#)

Stock Issuance History

- See status in near-real time
- View any requests submitted by you or your co-workers



Stock Issuance History

File Upload Online DWAC

Filter: Date Requested Status: Show All

Sort by: Date Requested - Descending

Date Requested (CT)	Issue Details	Control Number	Status	Requested By
April 18, 2022	ADR1-Upload100+issuance Of Common Stock	Demo03	Pending Acceptance	Deborah wobig
April 18, 2022	ADR1-Upload-Reserve Issuance	Demo02	Received	Deborah wobig
April 18, 2022	ADR1-OnlineDWAC-Deposit	Demo01	Pending Broker Action	Deborah wobig
April 18, 2022	ADR1-OnlineDWAC-Deposit		In Process	Deborah wobig

EQ Insight

Thank You

For further support or to provide feedback on EQ Insight, please contact our support team:

Email: EQInsight.Support@equiniti.com | **Telephone:** 1-833-410-2488 (toll free)

Please note: Our call center is available Monday through Friday, 8:00am-4:00pm Central Time