

FIRST TIME LOGIN – important items

What participants should have at hand for their first time login procedure through **recommended SSO**:

- EquatePlus User-ID
- Mobile phone number
- Home email-address
- Participants shall install the MobileApp after the successful first time login (as UID and PW is required).

Three simple ways to access EquatePlus

❖ www.equateplus.com

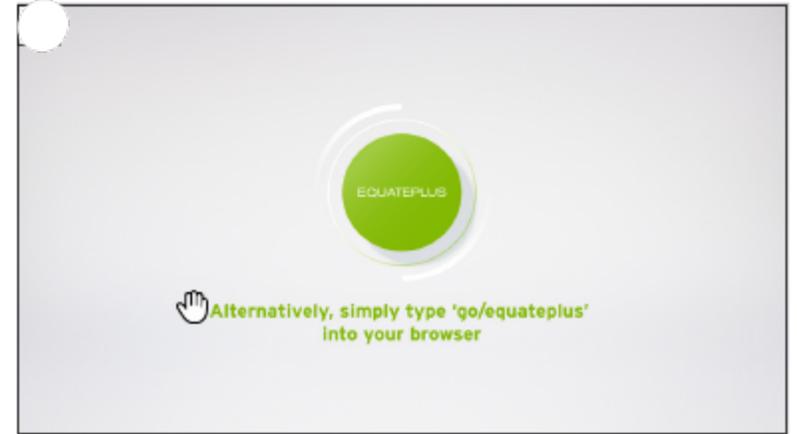
❖ Novartis Intranet/Network

❖ EquateMobileApp

FIRST TIME LOGIN 'Novartis Network'

SINGLE SIGN-ON (SSO)

SINGLE SIGN-ON (SSO)



Single Sign on (SSO) or go/equateplus

For Single Sign On (SSO) Simply click on the EquatePlus button in the Novartis Global P&O Self Service Portal

Alternatively, simply type 'go/equateplus' into your browser

LOGIN GUIDE **ACCOUNT SETUP**

EQUATEPLUS LOGIN GUIDE

ACCOUNT SETUP – WELCOME! (LANGUAGE SELECTION)

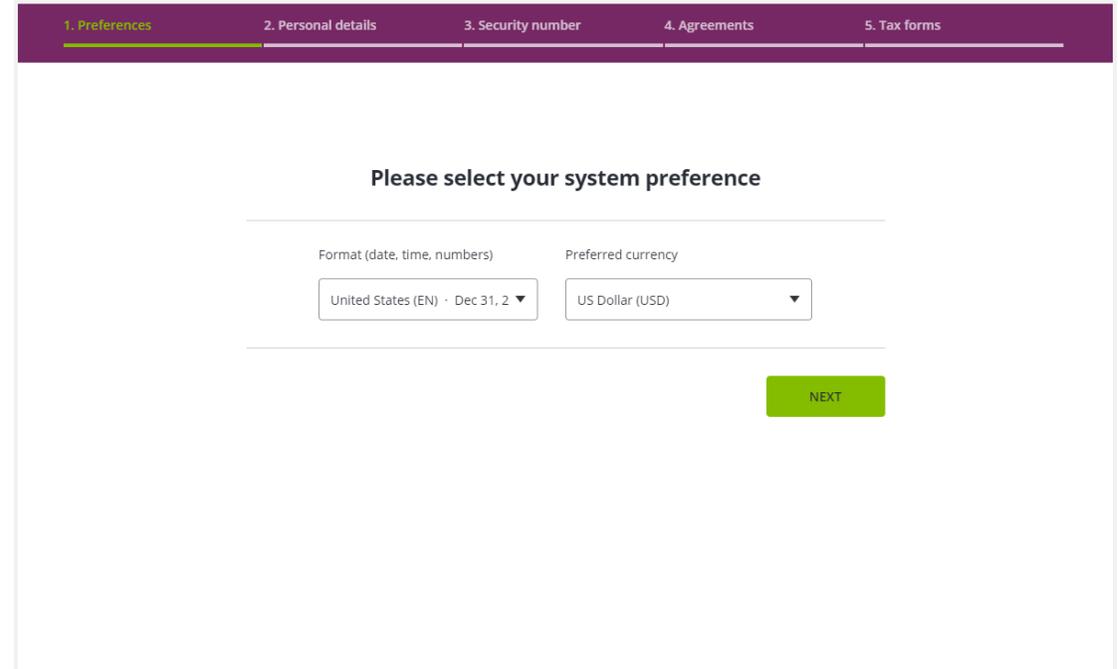
- Welcome step greets the user and informs about the signing up process
- Language selection - as available for the company. The participant can select preferred language and click on **'Get started'**.
- The chosen language will be used during the sign-up process and will be stored as the preferred language for the application.
- The participant can change the language again later within EquatePlus (*Main Menu > Your Profile > Preferences*).

ACCOUNT SETUP – SYSTEM PREFERENCES

Participant to select the following preferences:

Format: Format in which dates, numbers and time should be displayed in EquatePlus account

Preferred currency: Currency in which the participant wants the values of their shares to be displayed in EquatePlus.
Preferences can be changed again later within EquatePlus (*Main Menu > Your Profile > Preferences*).
Click **'Next'** to continue.



The screenshot shows a web interface for setting system preferences. At the top, there is a purple navigation bar with five tabs: '1. Preferences' (highlighted), '2. Personal details', '3. Security number', '4. Agreements', and '5. Tax forms'. Below the navigation bar, the main content area has a heading 'Please select your system preference'. Underneath, there are two dropdown menus. The first is labeled 'Format (date, time, numbers)' and is set to 'United States (EN) · Dec 31, 2'. The second is labeled 'Preferred currency' and is set to 'US Dollar (USD)'. A green 'NEXT' button is located at the bottom right of the form.

Please Note:

- The application will propose settings based on location and browser settings

ACCOUNT SETUP – PASSWORD SETTING- SSO LOGIN ONLY

SSO users will be **prompted** to **set** an EquatePlus **password** during login

Screen also includes a **reminder** of their **User ID**

With these credentials SSO participants will be able to login to EquateMobile (if activated) and to EquatePlus from outside of their corporate network.

1. Preferences 2. Password 3. Personal details 4. Security 5. Agreements 6. Tax forms

Set up your EquatePlus password

Setting a password will allow you to log in to EquatePlus from home or on the road.

Your password must include

- 7+ characters
- lowercase character(s)
- uppercase character(s)
- number(s)

Password

Confirm password

Please note: to log in from outside your office you will also need your User ID: **980 696 969**

NEXT

ACCOUNT SETUP – PERSONAL DETAILS

In order to contact participants in case of transaction queries and send you statements, confirmations, documents and notifications, they need to provide Equatex with any mandatory contact information that has not been provided by the company.

Participants can change these details later again within EquatePlus (*Main Menu > Your Profile > Personal Details*), if they are allowed to edit this information.

Click on **'Next'** to continue.

This might include:

- Home address (no other address types)
- Email address(es)
- Phone number(s)

1. Preferences 2. Personal details 3. Security number 4. Agreements 5. Tax forms

Please enter/confirm your personal details

Some of your details have already been provided by your company. However, we will need the following additional information, to contact you in case of transaction queries, and to send you statements, confirmations, documents, notifications, etc.

Your contact details

Home email

Mobile phone number
United States

Your home address

Street address

[+ Add address line](#)

City State / Province / Region

Postal code Country

NEXT

ACCOUNT SETUP – SECURITY NUMBER (VERIFICATION CODE)

- This security step requests the user to register a mobile phone number for the two step verification
- All participants will be asked here to activate this security setting at least for the password recovery and the bank account change elements (set as "required" for all companies)
- The user must:
 1. Enter a valid mobile phone number
 2. Receive a numeric security verification code sent to that phone number via SMS or dictated in a voice call
 3. Enter the received code as a confirmation of the possession of that mobile phone

Once the code has been verified the user can proceed to the next step

Please note: This activation step can only be skipped, if the user explicitly accepts weaker security at the bottom

The screenshot shows a web form for entering a mobile phone number. At the top, there is a navigation bar with five steps: 1. Preferences, 2. Personal details, 3. Security number (highlighted in green), 4. Agreements, and 5. Tax forms. The main content area has a heading "Please enter your mobile phone number" and a sub-heading "Your security is our highest priority. To verify that it's really you we will send you a verification code via text message." Below this is a link "Why is this necessary?". The form includes a dropdown menu for the country (currently set to "Switzerland") and a text input field for the phone number. A green "SEND CODE" button is positioned to the right of the input field. At the bottom of the form, there is a small disclaimer: "Verification codes via text message are sent through a third party communication platform, Twilio Inc. (privacy policy). Your mobile number is used only for the purpose of receiving the verification code. If you do not have a mobile phone number, you can still proceed after you accept weaker security."

ACCOUNT SETUP – AGREEMENTS

- Depending on the situation (location country and plan participation) there might be different mandatory agreements that will appear in this step.
- Agreements are shown via the PDF viewer in the browser.
- The first agreement will be shown in open mode with the action buttons available next to it.

Examples of such agreements are:

- General conditions

1. Preferences 2. Personal details 3. Security number 4. Agreements 5. Tax forms

Please read and confirm that you accept the Agreements below

It is necessary to accept these Agreements, in order to use EquatePlus.

CONSENT TO ELECTRONIC COMMUNICATION

EQUATEX Part of the Computershare Group **flatex** BANK

Consent to Electronic Communication through EquatePlus

By consenting to this agreement, I accept that all future communication between myself and FinTech Group Bank AG, Frankfurt / Germany (hereinafter the "Bank") and/or Equatex AG, Zurich / Switzerland, ("Equatex", the plan administrator) may take place electronically through my account at the electronic platform "EquatePlus". This includes, without being limited to, the provision of the contractual terms and conditions and my consent hereto, the submission of transaction orders as well as the provision of account statements and annual tax statements.

I understand that I need to check my personal EquatePlus account on a regular basis and may suffer a loss/disadvantage if I fail to fulfill my duties of examination and cooperation (e.g. failure to object to an incorrect or incomplete statement of account).

I acknowledge that while all documents provided electronically to me through EquatePlus can be printed, the Bank and Equatex are unable to ensure that a printout of the electronically provided documents will be accepted by third parties (such as fiscal authorities). I am aware that I can request a hardcopy of the contractual documents and the annual tax statement through EquatePlus or the Call Center. I understand

ACCEPT

FULLSCREEN

DOWNLOAD

PRINT

CONSENT TO USE OF PERSONAL DATA

PARTICIPATION AGREEMENT

GERMAN SECURITIES TRADING ACT AND DISTANCE CONTRACTS

MARKETS IN FINANCIAL INSTRUMENTS DIRECTIVE (MIFID) AGREEMENT

NEXT

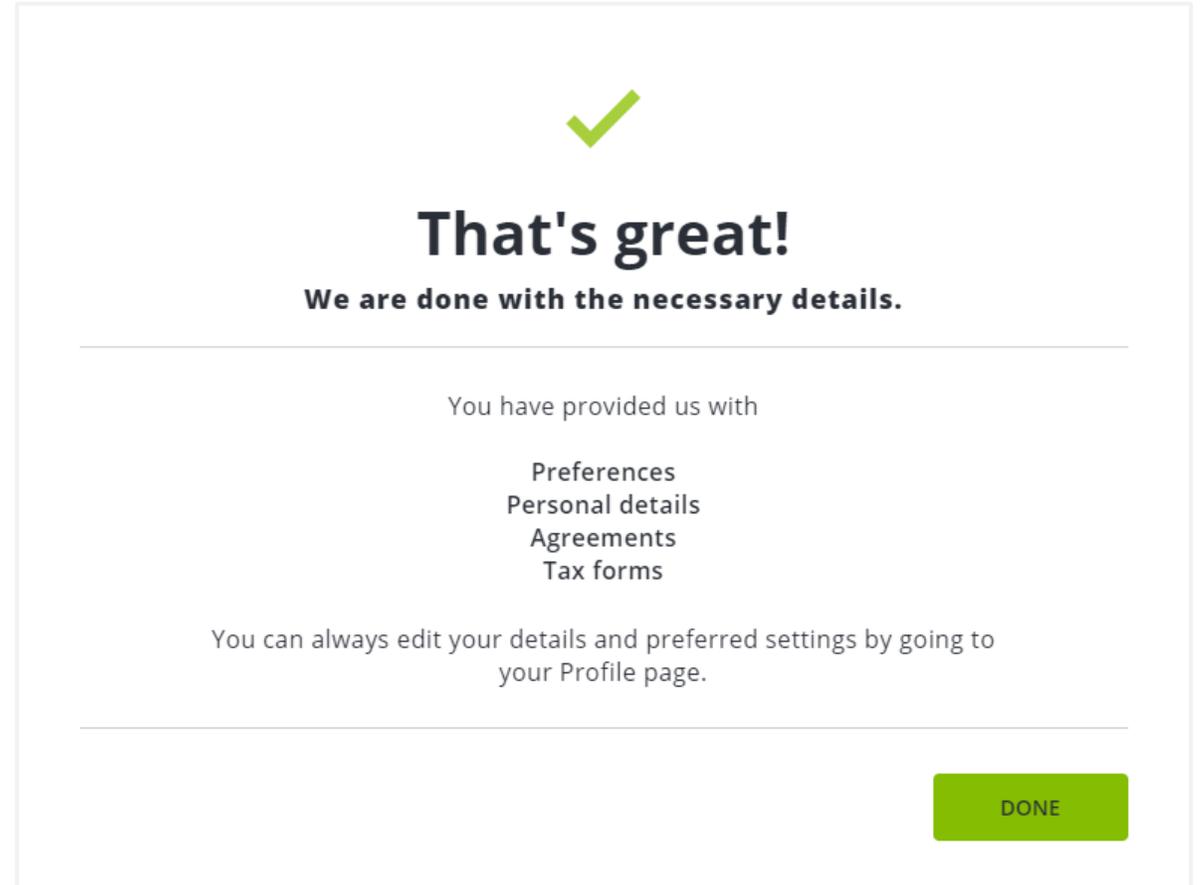
Sample screenshot of a Consent to Electronic Communication

ACCOUNT SETUP – SUMMARY

The user sees a high-level summary of all steps they have completed and can now access the platform.

If any tax form has been set to curing, the user will see a warning message with instructions on the next steps.

After clicking **'Done'** the participant can access their EquatePlus account and shares.



EQUATEMOBILE

Giving participants access to their plans anytime, anywhere on their mobile devices



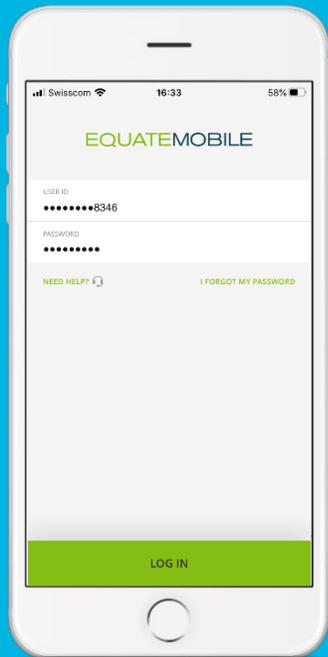
MobileApp Login

- > EquateMobile is a hybrid mobile app available for iOS-based and android-based smartphones
- > Downloadable from Apple 'App Store', 'Google Play' store
- > Same login credentials as for EquatePlus

1

Login

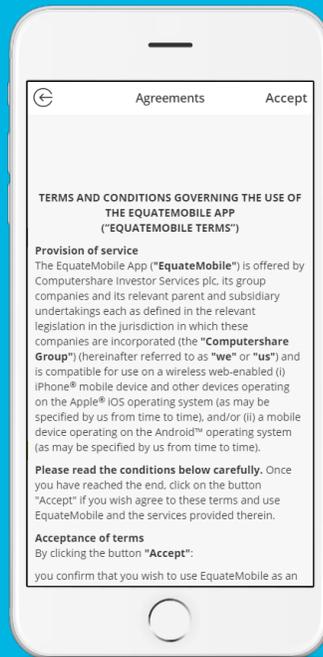
Entry of user id and password (user id will be remembered in subsequent logins)



2

Terms & Conditions

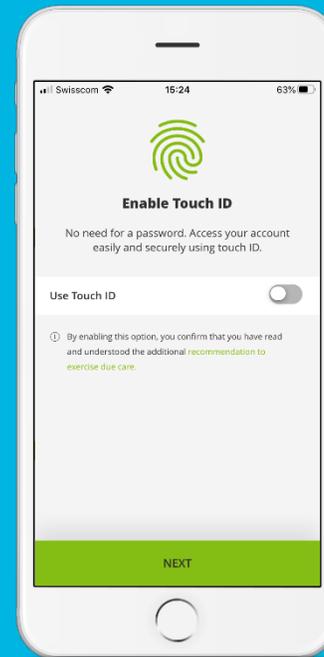
Agreement to the EquateMobile app specific terms and conditions



3

Touch ID / Face ID setup

Participants can enable fingerprint or Face ID functionality to login to EquateMobile



4

Landing page

EquateMobile portfolio page is the landing page after successful login with access to all features



* Login flow for cases where the full on-boarding to the account has been completed in EquatePlus (e.g. language, contact preferences, tax forms, have been completed)



FIRST TIME LOGIN 'EquatePlus.com'

EquatePlus User-ID

STEP 1: USER ID

The first time the plan participant accesses EquatePlus, they should: Use the link www.equateplus.com
The same link can be used for future logins going forward.

On the first screen the participant should input the EquatePlus User ID received and press '**Continue**'.

EQUATEPLUS

Help | Language

User ID | ? Continue

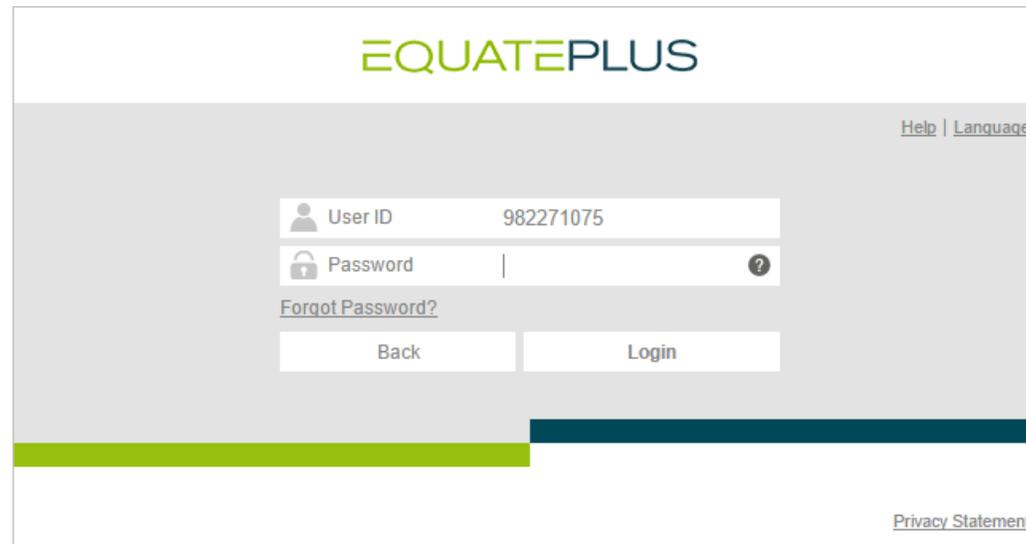
[Forgot User ID?](#)

[Privacy Statement](#)

STEP 2: INITIAL PASSWORD

The participant will have to input the password received in the following screen and press '**Login**'.

- If the data is correct, the participant will have access to EquatePlus.
- In case of wrong password, the participant will have a total of 3 attempts. After that, the account will be blocked for security reasons, for 3 hours.



EQUATEPLUS

[Help](#) | [Language](#)

User ID 982271075

Password ?

[Forgot Password?](#)

[Back](#) [Login](#)

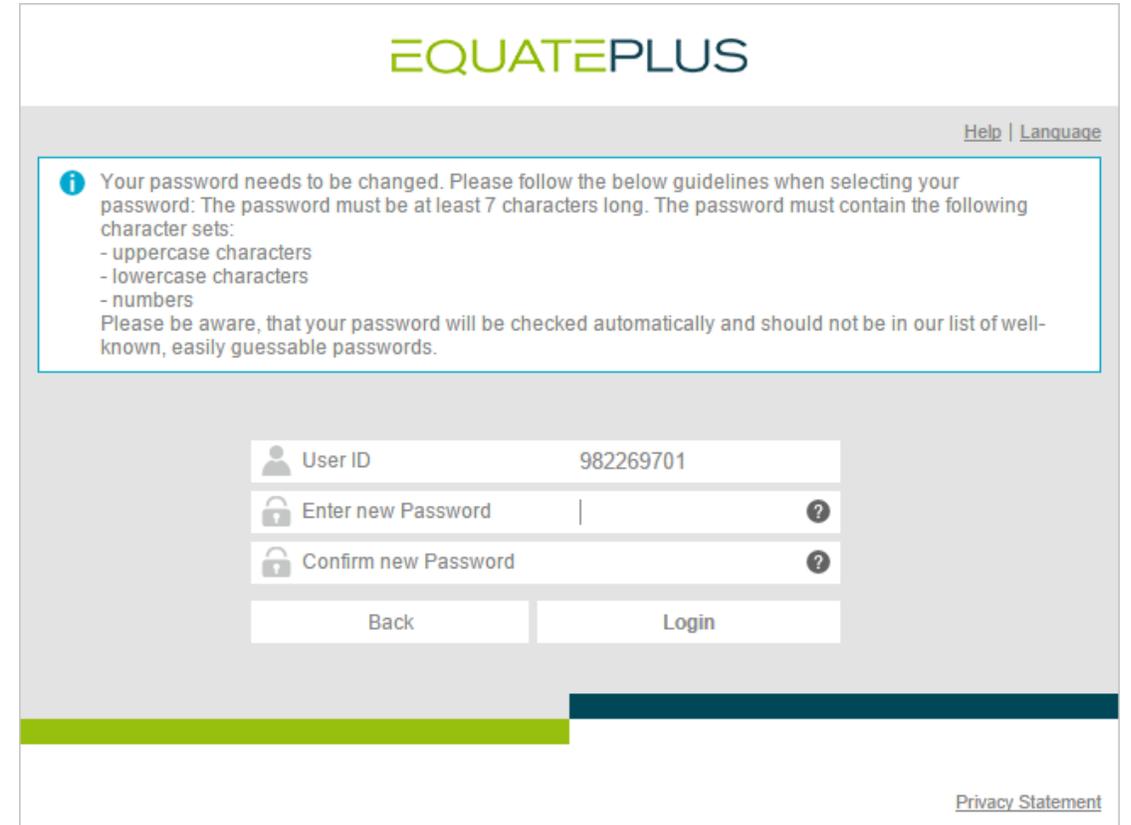
[Privacy Statement](#)

STEP 3: CHANGE PASSWORD

Next the participant will have to change the password to something defined by them, confirm the new password and then press **'Login'**.

The new password needs to comply with EquatePlus password policy. Instructions regarding password policy will be displayed for the participant (*see information box*)

With this step the participant has completed the set-up of the new login credentials and is now able to continue with the setup of the EquatePlus account.



The screenshot shows the EquatePlus login page. At the top, the logo "EQUATEPLUS" is displayed in green and black. To the right of the logo are links for "Help" and "Language". Below the logo is a blue-bordered information box with a white background. It contains a blue information icon (i) and the following text: "Your password needs to be changed. Please follow the below guidelines when selecting your password: The password must be at least 7 characters long. The password must contain the following character sets: - uppercase characters - lowercase characters - numbers Please be aware, that your password will be checked automatically and should not be in our list of well-known, easily guessable passwords." Below the information box is a form with three input fields. The first field is labeled "User ID" and contains the value "982269701". The second field is labeled "Enter new Password" and is empty. The third field is labeled "Confirm new Password" and is empty. Below the input fields are two buttons: "Back" and "Login". At the bottom right of the page, there is a link for "Privacy Statement".