



Trading Shares in Your Stock Plan Account



Follow the steps below for placing a trade to sell your company shares.*

Before you place your trade

We recommend that you establish instructions with Fidelity for how you would like to receive your future proceeds. This process takes about four to seven days, so doing this in advance of any future stock sales will save you time. [Click here](#) to review the instructions.

Placing a trade to sell stock

Fidelity NetBenefits Benefits Center

Provided by Fidelity Investments

✓ **Welcome!**
Welcome to the newly redesigned NetBenefits.com site. Explore the site today before logging in to your account below.

Log In

U.S. Employees Outside U.S. Employees

Username ? Password ?

Log In

Already have a Participant Number and PIN?
Your Participant Number is now your Username and your PIN is now your Password.

1. Go to **NetBenefits.com** to log in.

Note: Shares are sold on a first-in, first-out ("FIFO") basis (meaning the oldest shares are sold first) unless, before settlement, you make specific identification of shares to be sold.

Stock Plans [Help/Glossary](#)

Language English Display Currency Select Currency [Select Viewing Options](#)

SPS Summ Global Alert Yellow
This is a test alert. [Click here.](#)

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SPS Summ Global Alert (Green)
This is a test. [Click here](#)

Summary **Statements / Records**

Total Value \$105,756.17 As of Previous Market Close **\$73.42** [Quick Quote](#)

TOTAL GRANT VALUE \$5,278.00	ESPP CONTRIBUTION BALANCE Enroll	STOCK PLAN ACCOUNT Participant ID Number 000355648 \$100,478.17 -- View Positions & Sell Shares
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2. From the home page, click *Stock Plan Account*.

Screenshots are for illustrative purposes only.

Stock Plan Account Detail [Help/Glossary](#)
Participant ID: 000355648

Account Details **Withdraw Money** **Statements & Records** Documents [View Stock Sale History](#)

Service Error
Your Stock Plan Balance Account information could not be retrieved at this time. Please try again later.

Position Summary/Cost Basis Total Number of Positions: 2 AS OF 3:45 AM ET

Symbol	Description	Quantity	Closing Price	Closing Mkt Value	Unrealized Gain/Loss	Unrealized Gain/Loss %	Total Cost	Action
FDRXX	FIDELITY GOVERNMENT CASH RESERVES	100.048.1700	\$1.0000 USD	\$100.048.17 USD	Cost basis information is currently unavailable for this position.			Request Wire or Check
FLWS	1 800 FLOWERS.COM INC CL A	43.0000 View Lots	\$10.0000 USD	\$430.00 USD	+\$387.00 USD	+900.00%	\$43	Sell Request Order status
Totals					+\$387.00 USD			

+ Closed Positions ↑

Unless specifically noted otherwise, all amounts shown are in US dollars (\$).
† Fidelity Stock Plan Services provides cost basis and associated realized gain and loss information to you as a courtesy service. Such information may not reflect all adjustments necessary for tax reporting purposes. You should verify cost basis and corresponding gain/loss information provided by Fidelity Stock Plan Services against your own records when calculating reportable gain or loss resulting from a sale. You are solely responsible for the accuracy of cost basis and gain/loss information reported to federal, state, and other taxing authorities. Fidelity Stock Plan Services makes no warranties with respect to, and specifically disclaims, any liability arising out of your use of, or any tax position taken in reliance upon, cost basis and gain/loss information. Unless otherwise specified, Fidelity Stock Plan Services determines cost basis at the time of sale based on the first-in, first-out (FIFO) method. Consult your tax advisor for further information. Please note that holding period information provided by Fidelity Stock Plan Services does not reflect the "5-Year Long Term Capital Gains" classification, which took effect for certain tax payers on January 1, 2001. If securities held in your account are restricted for sale under your company's stock plan rules, Fidelity Stock Plan Services will use the FIFO method for lots available for sale.

3. On the *Stock Plan Account Detail* page, select *Sell Request* on the right side of your screen.

Screenshots are for illustrative purposes only.

Note: Only whole shares will be depleted from each lot. Fractional shares can be held or pooled with other shares to make a whole share.

THETA.COM STOCK

\$ **816.11** USD ▲ +2.12%

AS OF 4:00 PM ET SEP/27/2016

Sell Shares

How Many?

Enter Quantity ▼

12 Shares

How do you want to Sell?

Market ▼

This is usually quickest way to cash out. Your shares will be sold at the next available price.

4. Fill in the quantity and order type.

Note: Your company stock symbol will automatically fill into the *Symbol* field.

See the page on **Understanding the Language of Trading** for helpful information.

Quantity: The amount of shares you want to sell. This must be in whole shares only.

Symbol: Your company stock ticker symbol will populate automatically.

Type: The method that will be used for the trade.

Time in Force: The time limit you want for the trade.

Money Transfer: You can choose to keep the sale proceeds in your stock plan account, or transfer the proceeds.

Choose Specific Shares: For tax purposes, you can choose to sell specific shares or "lots." Check this box to advance to that page.

Estimated Value

\$29.85 USD

How do you want your money?

☒ Keep as cash in this account

☐ Transfer to your bank after the shares are sold.

Preview Order

Cancel

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

5. Proceed options will become available based on order type you select.

Screenshots are for illustrative purposes only.

Note: Only whole shares will be depleted from each lot. Fractional shares can be held or pooled with other shares to make a whole share.

Sell 2 Shares

Order Type

Market

Time Limit

Day

Estimated Value:

\$86.74 USD

Estimated Fees and Commissions

-\$7.95 USD

Estimated Net Value:

\$78.79 USD

Estimated Value:

\$86.74 USD

Estimated Fees and Commissions

-\$7.95 USD

Estimated Net Value:

\$78.79 USD

Proceeds will show as Cash in this account.

Edit Order

Place Order

◀

Cancel

6. Review information and click *Place Order*.

Screenshots are for illustrative purposes only.

Note: Only whole shares will be depleted from each lot. Fractional shares can be held or pooled with other shares to make a whole share.

Confirmation



Business Warning Message

(000915) Please use caution when placing exercise requests while the market is closed. If placed, your exercise request will be eligible for fulfillment on the following business day. Securities may open sharply below or above where they closed the previous day.



Confirmation #I28BBBBB

Your order has been received.

Once your shares are sold, they will show as cash in this account within 4 business days.

[Transfer to your bank instead.](#)

Sell 2 Shares

Order Type	Market
Time Limit	Day

Estimated Value: **\$86.74 USD**

Estimated Fees and Commissions **-\$7.95 USD**

Estimated Net Value:

\$78.79 USD

Close

7. A confirmation number will appear, acknowledging that your transaction has been accepted.

Keep a record of the confirmation number for future reference, should you need it.

Note: It will take three business days for your transaction to settle. Proceeds are available thereafter and can take an **additional** five to seven days to process.

View Orders

Order Placed:
3:38 AM ET SEP/28/2016

Status is Open

Sell 2 Shares

Order Type	Market
Time Limit	Day
Confirmation #	I28BBBBB

[Attempt to Cancel](#)

[Attempt to Cancel and Replace](#)

Close

8. Log in to **NetBenefits.com** and view order status during settlement.

Screenshots are for illustrative purposes only.

Understanding the Language of Stock Trading

A **lot** refers to the number of shares you purchased in one transaction. For example, if you bought the same stock a few times during the year, you will have purchased multiple lots.

Positions refers to the stock you hold in your account for a particular company. For example, if you hold stock in two different companies within your account, you have “two positions.”



Types of Trade Orders

Market—A *market order* instructs Fidelity to buy or sell securities for your account at the next available price. A market order remains in effect only for the day, and usually results in the prompt purchase or sale of all the shares of stock, options contracts, or bonds in question, as long as the security is actively traded and market conditions permit. In a sense, a market order guarantees the actual purchase or sale but not the specific price.[†]

Limit—When you place a *limit order to buy*, the stock is eligible to be purchased at or below your limit price, but never above it. A *limit order to sell* sets a minimum price on the sale, meaning it will never sell below this price; however, it could be sold at a higher price. You could say that a limit order guarantees you a price but doesn't guarantee that the market can actually fill your order.

You may place limit orders either for the day on which they are entered (a day order) or for a period that ends when it is executed or when you cancel (an open order or *good 'til canceled* (GTC) order).

Stop orders—*Stop orders* are generally used to protect a profit or to prevent further loss if the price of a security moves against you. They can also be used to establish a position in a security if it reaches a certain price threshold or to close a short position. Not all securities or trading sessions (pre- and post-market) are eligible for stop orders.



Time Limits of Trades

You can place a time limit on a stock trade order by selecting one of the following time-in-force types:

Day—This limitation has a default expiration time of 4:00 p.m. Eastern time (ET). You may select your own order expiration time between 10:00 a.m. ET and 4:00 p.m. ET in 30-minute increments (e.g., 10:00 a.m., 10:30 a.m., 11:00 a.m., etc.). If all or part of your order is not executed by the time you've selected for expiration, your order will be canceled.

Good 'til canceled (GTC)—For orders placed on Fidelity.com, this limitation has a default order expiration date of 180 calendar days from the order entry date at 4:00 p.m. ET. You may select your own order expiration date and/or time, up to 180 calendar days from the order entry date. If all or part of your order is not executed by the date and/or time you've selected for expiration, any open portions of your order will be canceled.

Fill or kill—Requires that the order is immediately completed in its entirety or canceled. Fill or kill is used only under very special circumstances. If you do not fully understand how to use fill or kill, talk with a Fidelity representative before placing this limitation on an order.

Immediate or cancel—Requires that a broker immediately enter a bid or offer at a limit price you specify. All or a portion of the order can be executed. Any portion of the order not immediately completed is canceled.

For further assistance, call a Fidelity Stock Plan Services Representative. Representatives are available Monday through Friday, from 8 a.m. to 8 p.m. local time, excluding holidays of the New York Stock Exchange, except Good Friday. Calling instructions can be found at **Fidelity.com/globalcall**.

Control and Restricted securities must be sold in accordance with Securities and Exchange Commission (SEC) Rule 144 requirements. Additional documentation, approval, and conditions must be met prior to selling, which may limit your ability to sell at a specified time. Stock markets are volatile and can fluctuate significantly in response to company, industry, political, regulatory, market, or economic developments.

Investing in stock involves risks, including the loss of principal.

*Check your plan documents for any rules that may require you to hold your stock for a specified period.

¹In order to maintain a fair and orderly market, most market centers generally do not accept cancellation requests after 9:28 a.m. Eastern time (ET) for market orders eligible for execution when the market opens at 9:30 a.m. ET. Acceptance of a cancellation request by Fidelity between 9:28 a.m. and 9:30 a.m. ET does not guarantee an order cancellation. All requests to cancel an order are processed on a best-efforts basis.

System availability and response times may be subject to market conditions.

Fees will apply to trades.

You can place your orders when markets are open or closed. However, orders placed when the markets are closed are subject to market conditions existing when the markets reopen, unless trades are made during an extended-hours session.

Fidelity Stock Plan Services, LLC

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