

# TOL, Inc. Onboarding Instructions for Shareholders

- How to: Signup as a Shareholder
- How to: Obtain Online Access
- How to: Transfer Shares to Broker
- Transfer Methods

## Important Notice

The information in this document is for informational purposes only and is not intended to be legal, financial, or other form of advice and no legal or business decision should be based on its content.

This manual provides detailed instructions for onboarding **Shareholders** through Transfer Online, Inc.

See below for **relevant sections**:

- [Signing Up as a Shareholder](#) (Start here if you **haven't signed up yet.**)
- [Linking a Shareholder Account to a Web Account \(Obtaining Online Access\)](#) (Start here if you need to **Link a Shareholder Account to a Web Account.**)
- [Transferring Shares to a Broker](#) (Start here if you want to **Transfer Shares** from a **Shareholder** to a **Broker**.)

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- [Download HTML as PDF](#)

## How to: Signup as a Shareholder

Follow the instructions below if you haven't signed up.

### Need to Transfer Shares or Obtain Online Access?

See [The Homepage](#) for more details.

1. Go to the [Transfer Online, Inc.](#) website.
2. Click **Get Started Today**.

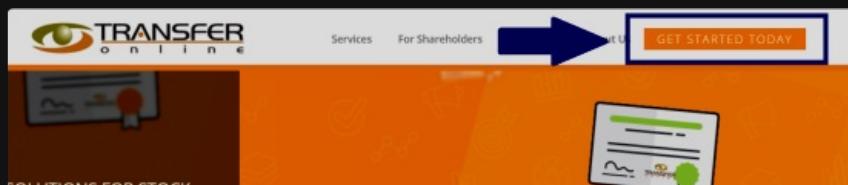
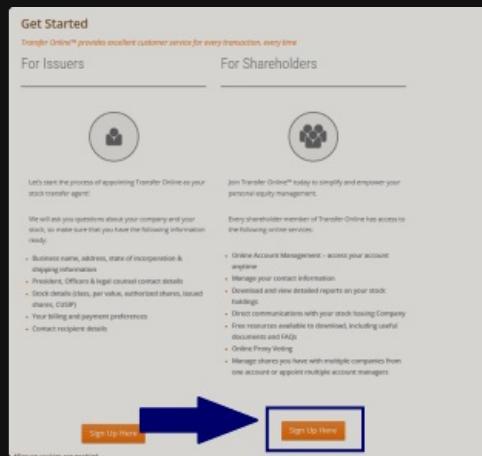


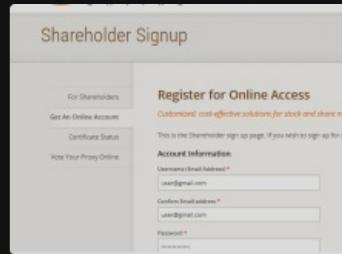
Fig. 1 Get Started Today

3. Click **Sign Up Here**.



*Fig. 3 Sign Up Here*

4. Fill out the required information.



*Fig. 5 Register Online Access Page*

5. Obtain **Online Access**

- Follow these instructions to link your Shareholder account to a Web Account: [Link a Shareholder Account to a Web Account](#) .

## How to: Obtain Online Access

Follow these instructions if you wish to link your **Shareholder Account** to your **Web Account** to obtain **Online Access**.

### Step One: Login to Transfer Online Web Application

- Open a web browser.
- Go to the [Login Page for the Transfer Online web application](#).

#### Still Need to Signup?

See [How to Signup as a Shareholder](#) for more details.

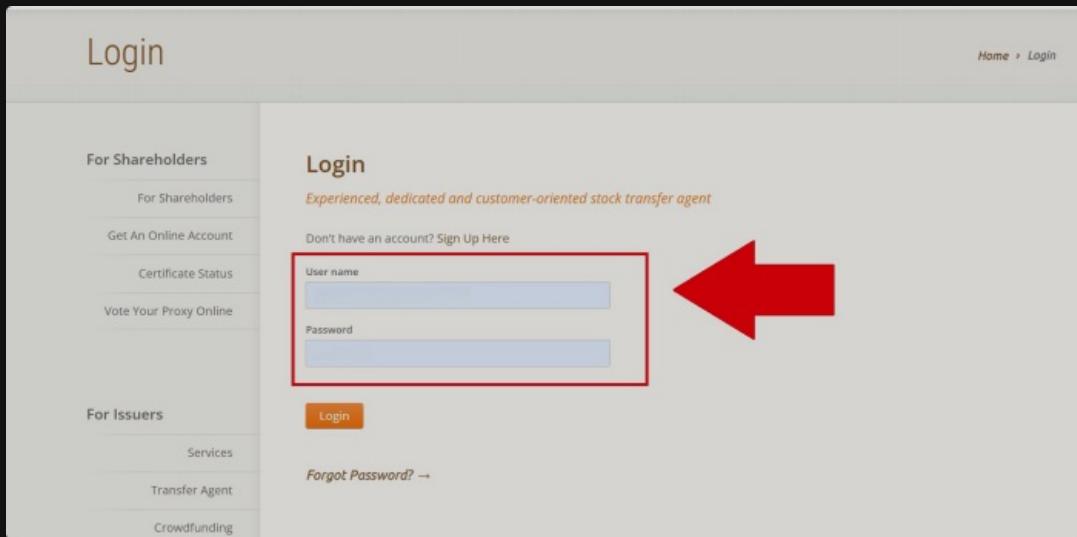


Fig. 7 TOL Login Page

## Step Two: Navigate to the Account Linking Workflow

1. Select the **Add / Remove Accounts** option at the top of the page:

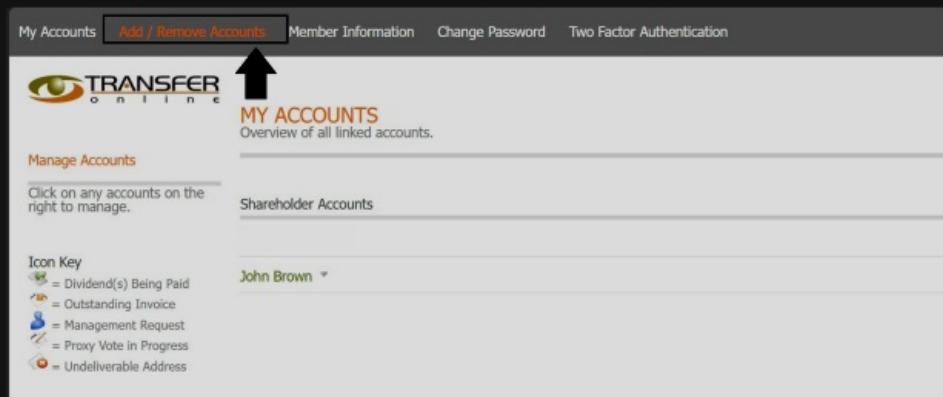


Fig. 9 Add / Remove Accounts

2. Select the **Add An Account** option.

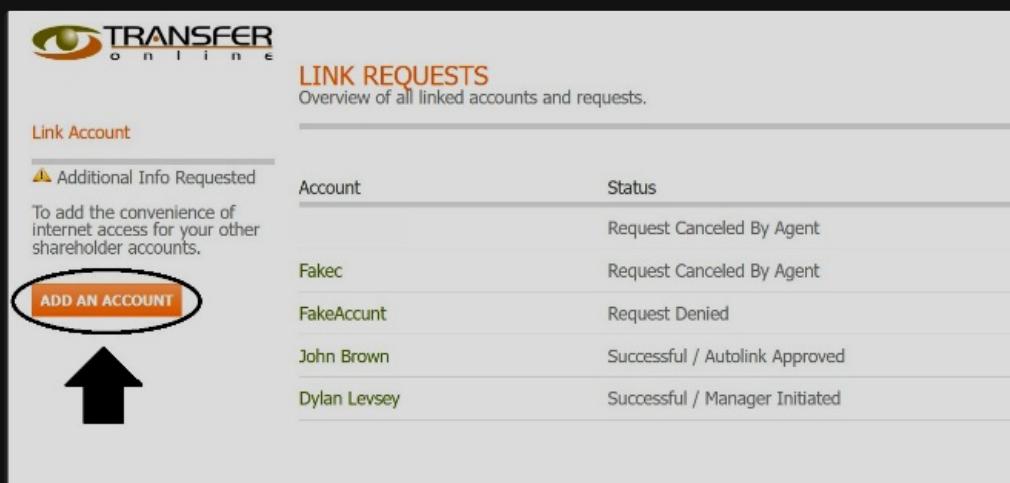
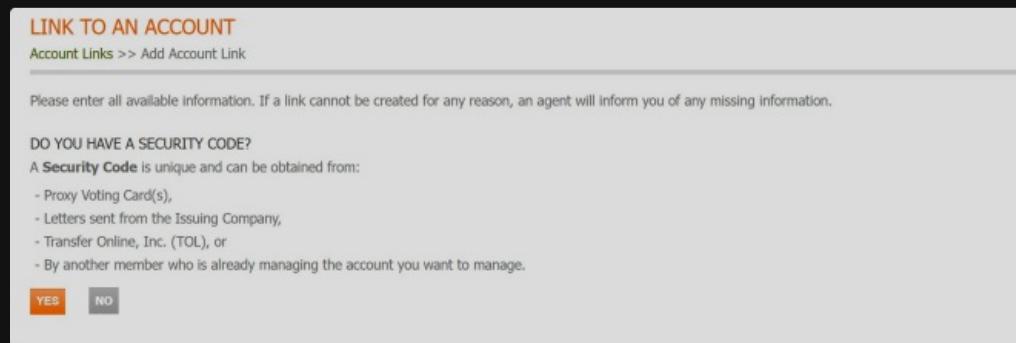


Fig. 11 Add Account, Button Location

## Step Three: Begin Workflow to Obtain Online Access and Link Accounts

1. Begin the workflow for linking accounts.
2. Click **YES** or **NO** for each option that appears.



**LINK TO AN ACCOUNT**  
Account Links >> Add Account Link

Please enter all available information. If a link cannot be created for any reason, an agent will inform you of any missing information.

**DO YOU HAVE A SECURITY CODE?**

A **Security Code** is unique and can be obtained from:

- Proxy Voting Card(s),
- Letters sent from the Issuing Company,
- Transfer Online, Inc. (TOL), or
- By another member who is already managing the account you want to manage.

**YES**   **NO**

*Fig. 13 Step 1: Do You Have a Security Code?*

3. Continue to [Step Four: Determine Method to Verify and Link Account](#).

## Step Four: Determine Method to Verify and Link Account

See below for more comprehensive guides for each of the three methods that exist throughout the workflow:

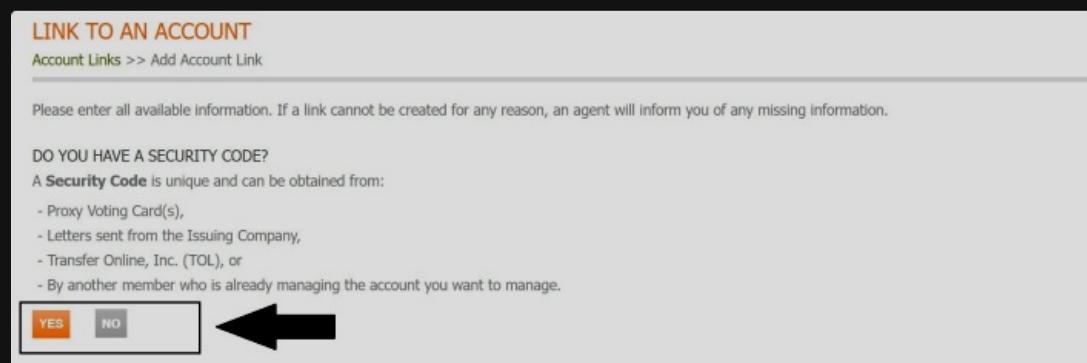
- [Method One: Use a Security Code](#)
- [Method Two: Use Information From Certificate](#)
- [Method Three: Provide General Account Information](#)

### Method One: Use a Security Code

There are a few ways to find the Security Code:

- From a Proxy Voting Card,
- A letter sent from the Issuing Company,
- A letter sent from Transfer Online, Or
- From another member who is already managing the account you wish to manage.

1. Select **YES** or **NO** for to verify by **Security Code**.



**LINK TO AN ACCOUNT**  
Account Links >> Add Account Link

Please enter all available information. If a link cannot be created for any reason, an agent will inform you of any missing information.

**DO YOU HAVE A SECURITY CODE?**

A **Security Code** is unique and can be obtained from:

- Proxy Voting Card(s),
- Letters sent from the Issuing Company,
- Transfer Online, Inc. (TOL), or
- By another member who is already managing the account you want to manage.

**YES**   **NO**

*Fig. 15 Step 1: Yes/No Locations*

2. Input Security Code into **Security Code** field.

**LINK TO AN ACCOUNT**  
Account Links >> Add Account Link

Enter a **Security Code** to gain immediate access to an account.

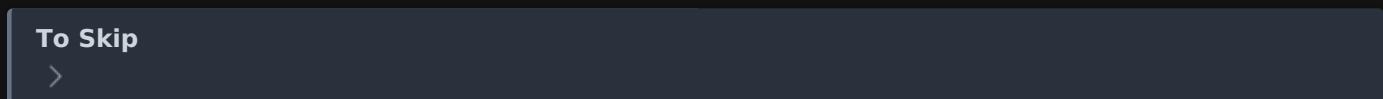
Security Code:  

If you don't have a security code for the account, you can [SKIP THIS STEP](#).

[CONTINUE](#)

Fig. 17 Security Code field

3. Click CONTINUE to proceed.



**LINK TO AN ACCOUNT**  
Account Links >> Add Account Link

Enter a **Security Code** to gain immediate access to an account.

Security Code:

If you don't have a security code for the account, you can [SKIP THIS STEP](#).

Fig. 20 Security Code, Continue Button

## Method Two: Use Information From Certificate

This method works if you have the following information:



- Certificate Name,
- Certificate Number, And
- (Optional) Certificate ID.

1. Select NO for **Do you have a Security Code?** .

**LINK TO AN ACCOUNT**  
Account Links >> Add Account Link

Please enter all available information. If a link cannot be created for any reason, an agent will inform you of any missing information.

**DO YOU HAVE A SECURITY CODE?**

A **Security Code** is unique and can be obtained from:

- Proxy Voting Card(s),
- Letters sent from the Issuing Company,
- Transfer Online, Inc. (TOL), or
- By another member who is already managing the account you want to manage.

Fig. 22 Do You Have a Security Code, No

2. Fill out the required information.

## Don't have this information?

Select SKIP THIS STEP to continue on to [Method Three: Provide General Account Information](#).

**LINK TO AN ACCOUNT - CERTIFICATE INFORMATION**  
Account Links >> Certificate Information

**CERTIFICATE INFORMATION**

The Certificate Number can be found on both the physical and electronic (PDF) versions.  
The Certificate ID may be included on the **Physical Certificate**, but it is not always present.  
Refer to the diagram below to locate items on the **Physical Certificate**.

Company Name:  Please provide the company name in which your securities are held.

Certificate Number:  i.e., Physical Certificate #, Book Entry #, or Book #

Certificate ID (Optional):

If you don't have a physical certificate for the account, you can [SKIP THIS STEP](#)



**CONTINUE**

*Fig. 24 Certificate Information, Skip This Step*

**LINK TO AN ACCOUNT - CERTIFICATE INFORMATION**  
Account Links >> Certificate Information

**CERTIFICATE INFORMATION**

The Certificate Number can be found on both the physical and electronic (PDF) versions.  
The Certificate ID may be included on the **Physical Certificate**, but it is not always present.  
Refer to the diagram below to locate items on the **Physical Certificate**.

Company Name:  Please provide the company name in which your securities are held.

Certificate Number:  i.e., Physical Certificate #, Book Entry #, or Book #

Certificate ID (Optional):

If you don't have a physical certificate for the account, you can [SKIP THIS STEP](#)



**CONTINUE**

*Fig. 25 Certificate Information Fields*

3. Click **CONTINUE**.

**LINK TO AN ACCOUNT - CERTIFICATE INFORMATION**  
Account Links >> Certificate Information

**CERTIFICATE INFORMATION**

The Certificate Number can be found on both the physical and electronic (PDF) versions.  
The Certificate ID may be included on the **Physical Certificate**, but it is not always present.  
Refer to the diagram below to locate items on the **Physical Certificate**.

Company Name:  Please provide the company name in which your securities are held.

Certificate Number:  i.e., Physical Certificate #, Book Entry #, or Book #

Certificate ID (Optional):

If you don't have a physical certificate for the account, you can [SKIP THIS STEP](#)



**CONTINUE**

*Fig. 27 Certificate Information, Continue Button*

## Method Three: Provide General Account Information

Use this method if you lack both:

- A Security Code, And
- Certificate Information.

1. (Required) Enter information for the following fields:

- Company Name,
- Shareholder Name,



ACCOUNT INFORMATION  
Account Links >> Account Information

Please provide as much information related to the shareholder account as possible. Our agents will review your request and respond as soon as possible.

ACCOUNT INFORMATION

Company Name:

Shareholder Name:  Please provide the company name in which your securities are held.

Additional Comments:  These comments can include, but are not limited to:  
- Certificate Number(s) (i.e., Book Entry Number or Book Number),  
- Current or previous address information,  
- Other contact details,  
- etc.

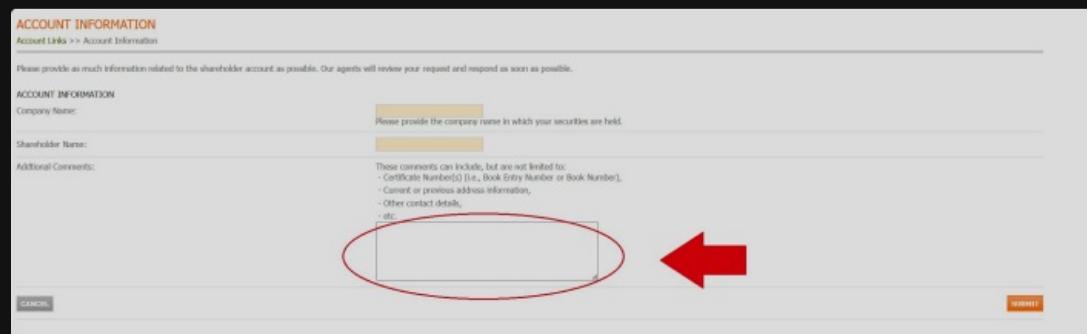
**CANCEL** **SUBMIT**

Fig. 29 Provide Account Information Fields

2. Enter as much information as possible in the Additional Comments field.

### Note

Please include your **Certificate Number** (i.e., the **Book Entry** or **Book Number** that can be found on the **Electronic Certificate**).



ACCOUNT INFORMATION  
Account Links >> Account Information

Please provide as much information related to the shareholder account as possible. Our agents will review your request and respond as soon as possible.

ACCOUNT INFORMATION

Company Name:

Shareholder Name:

Additional Comments: These comments can include, but are not limited to:  
- Certificate Number(s) (i.e., Book Entry Number or Book Number),  
- Current or previous address information,  
- Other contact details,  
- etc.  Please provide the company name in which your securities are held.

**CANCEL** **SUBMIT**

Fig. 31 Provide Account Information Fields

3. Click SUBMIT



ACCOUNT INFORMATION  
Account Links >> Account Information

Please provide as much information related to the shareholder account as possible. Our agents will review your request and respond as soon as possible.

ACCOUNT INFORMATION

Company Name:

Shareholder Name:

Additional Comments:  These comments can include, but are not limited to:  
- Certificate Number(s) (i.e., Book Entry Number or Book Number),  
- Current or previous address information,  
- Other contact details,  
- etc. Please provide the company name in which your securities are held.

**CANCEL** **SUBMIT**

Fig. 33 Submit Button Location

## How to: Transfer Shares to Broker

- [Login to Transfer Online Web Application](#)
- [Select Shareholder Account](#)
- [Start Transfer Process and Choose Transfer Method](#)

### [Login to Transfer Online Web Application](#)

1. Open a web browser.
2. Go to the [Login Page for the Transfer Online web application](#).

#### Still Need to Signup?

- See [How to Signup as a Shareholder](#) if you still need to create an account.
- See [How to Obtain Online Access](#) if you still need to link your **Shareholder Account** to a **Web Account**.

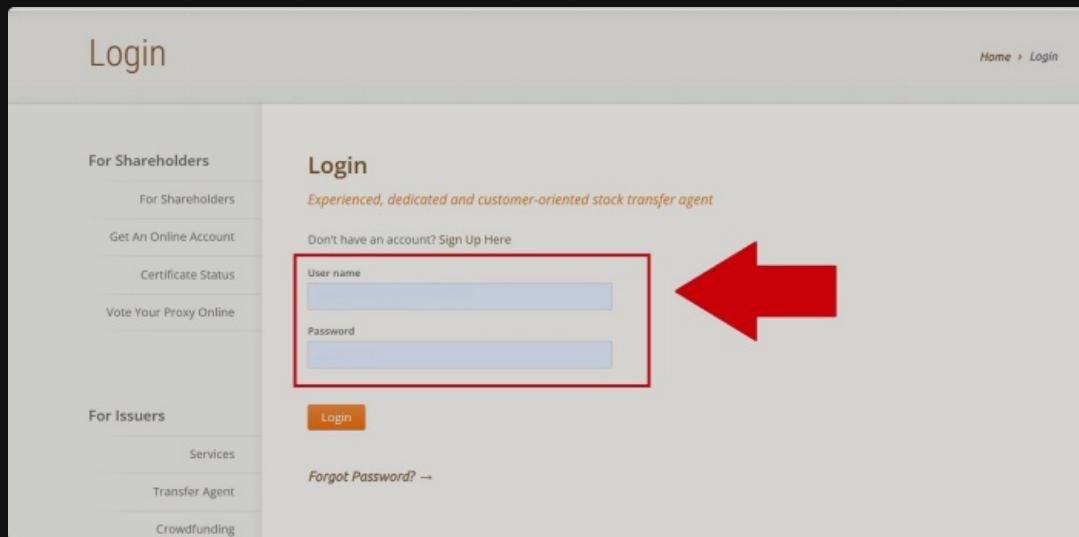
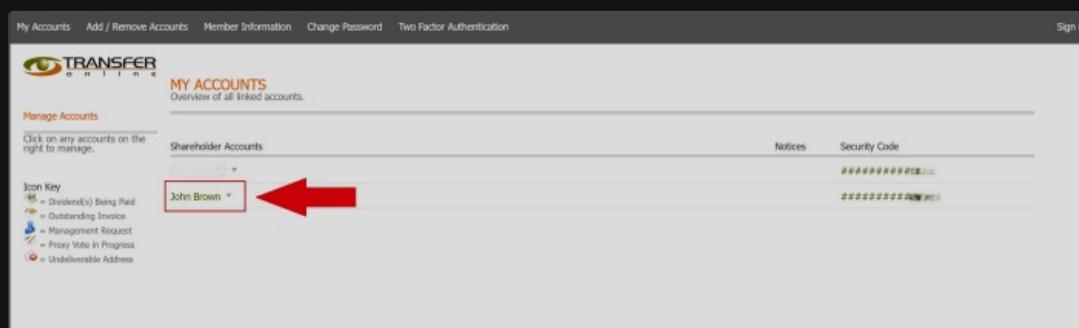


Fig. 35 TOL Login Page

### [Select Shareholder Account](#)

1. Select a **Shareholder** to manage.



## Start Transfer Process and Choose Transfer Method

1. Select the **START THE TRANSFER PROCESS** button.



Fig. 37 Start Transfer Process Button, Location

2. Select the desired **Transfer Method**:

- [DRS](#) - Faster electronic transfer (usually takes 3-5 business days).
- [DWAC](#) - Slower electronic transfer (usually takes 2-4 weeks); requires extra verification steps.

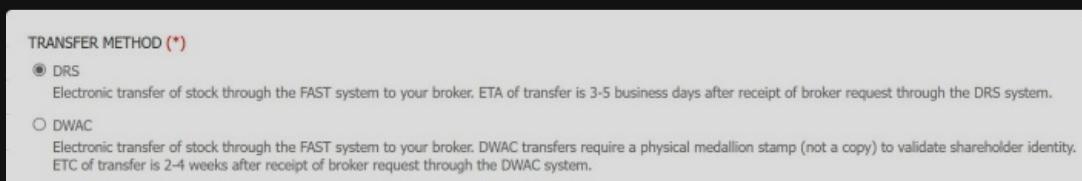


Fig. 38 Transfer Method Options

## Transfer Methods

There are two **Transfer Methods** supported by DTC:

- **DRS** — The **Direct Registration System (DRS)** enables investors to **hold assets in book-entry form** directly with the issuer. Leveraging DTC's connection to FAST transfer agents, investors (or their brokers) can electronically move shares **into or out of DRS** without any paper certificates.

### DRS Method: Additional Resource(s)

- See [DTCC DRS Overview](#) for more information.

- **DWAC** — The **Depository Trust Company's (DTC) Deposit and Withdrawal at Custodian (DWAC) service** provides participants with the ability to make electronic book-entry deposits and withdrawals of eligible securities into and out of their DTC book-entry accounts using a Fast Automated Securities Transfer service (FAST) transfer agent as the distribution point.

## DWAC Method: Additional Resource(s)

- See [DTCC DWAC Overview](#) for more information.

## Key Differences at a Glance

| Feature                | DRS                                       | DWAC   |
|------------------------|---|--|
| Paperwork              | <b>Paperless</b> (electronic instruction) | <b>Requires</b> a Medallion-signature <i>stock power</i>   |
| Who applies signature? | <i>Not applicable</i>                     | A bank or other financial institution places a <b>Medallion stamp</b> to guarantee the signature |

### What is a Medallion signature?

A *Medallion signature guarantee* is a special stamp used by banks and similar institutions. It confirms that **the person signing a stock power is the legitimate owner**, protecting both the shareholder and the transfer agent from fraud.

## DWAC Method

Follow these instructions if you wish to use the DWAC method to transfer Shares.

### How Do I Get Here?

See [How to: Transfer Shares to Broker](#).

TRANSFER METHOD (\*)

DRS  
Electronic transfer of stock through the FAST system to your broker. ETA of transfer is 3-5 business days after receipt of broker request through the DRS system.

DWAC   
Electronic transfer of stock through the FAST system to your broker. DWAC transfers require a physical medallion stamp (not a copy) to validate shareholder identity. ETA of transfer is 2-4 weeks after receipt of broker request through the DWAC system.

Fig. 39 DWAC Option Selected

### 1. Download the STOCK POWER / TRANSMITTAL Form

1. Select the **STOCK POWER / TRANSMITTAL** button.

DWAC TRANSFER INSTRUCTIONS

You have selected DWAC. Please download the **STOCK POWER / TRANSMITTAL** form and have it stamped with a medallion signature guarantee. A medallion stamp is a special type of signature guarantee, commonly used in securities transactions such as transferring shares. To obtain a medallion stamp, you will typically need to visit a financial institution.

Once completed, please mail the form to:

Transfer Online, Inc  
512 SE Salmon St,  
Portland, OR 97214,  
United States.



(\*)  I confirm that I have sent the Stock Power with the medallion stamp to Transfer Online, Inc.

Fig. 40 Stock Power Transmittal Button Location

## 2. Check the **Confirmation Box** for the **Medallion**.

**DWAC TRANSFER INSTRUCTIONS**

You have selected DWAC. Please download the **STOCK POWER / TRANSMITTAL** form and have it stamped with a medallion signature guarantee. A medallion stamp is a special type of signature guarantee, commonly used in securities transactions such as transferring shares. To obtain a medallion stamp, you will typically need to visit a financial institution.

Once completed, please mail the form to:

**Transfer Online, Inc**  
512 SE Salmon St,  
Portland, OR 97214,  
United States.

  confirm that I have sent the Stock Power with the medallion stamp to Transfer Online, Inc.

*Fig. 41 Stock Power Transmittal Form Confirmation Message*

## 3. Follow the **DRS Transfer Instructions** for the rest of the form.

### DRS Method

Follow these instructions if you wish to **Electronically Transfer Shares** using the DRS Method.

#### How Do I Get Here?

See [How to: Transfer Shares to Broker](#).

### DRS Method Steps

1. [Download Book DRS Forms](#)
2. [Upload W-9 Form \(If Applicable\)](#)
3. [Fill Out Broker Fee Information](#)
4. [Select Certificate\(s\) to Transfer](#)
5. [Review Fee Information and Make Payment](#)

#### I. Download BOOK/DRS Form(s)

1. Navigate to the **Books DRS Entry Forms** subsection.

**TRANSFER CLOUDSTRUCTURE SHARES TO BROKER**

John Brown  
Account ID: 1016-526

**TRANSFER METHOD (\*)**

**DRS**  
Electronic transfer of stock through the FAST system to your broker. ETA of transfer is 3-5 business days after receipt of broker request through the DRS system.

**DWAC**  
Electronic transfer of stock through the FAST system to your broker. DWAC transfers require a physical medallion stamp (not a copy) to validate shareholder identity. ETA of transfer is 2-4 weeks after receipt of broker request through the DWAC system.

**BOOK/DRS ENTRY FORMS**  
Please download the Book/DRS Entry form and send it to your broker via mail or email. The broker will provide the Broker DTCC participant number, which you will need to input below.

Security Type  
 **Common**  **Download**

**(\*)**  I confirm that I have sent the Book/DRS Entry form to my broker.

**ARE YOU A US CITIZEN? (\*)**  
 Yes  
 No

**BROKER INFORMATION**  
Your full registration name  
John Brown

*Fig. 42 Books DRS Entry Forms Subsection Location*

2. Select the **Security Type** of your choice.

BOOK/DRS ENTRY FORMS

Please download the Book/DRS Entry form and send it to your broker via mail or email. The broker will provide the Broker DTCC participant number, which you will need to input below.

Security Type

Common 

I confirm that I have sent the Book/DRS Entry form to my broker.

Fig. 44 Security Type Selection

3. Select the **Download** button.

BOOK/DRS ENTRY FORMS

Please download the Book/DRS Entry form and send it to your broker via mail or email. The broker will provide the Broker DTCC participant number, which you will need to input below.

Security Type

Common  

I confirm that I have sent the Book/DRS Entry form to my broker.

Fig. 46 Download Button

✓ Action Complete: DRS/DWAC Form Downloaded

The **PDF** will download locally.



www.TransferOnline.com |P| 503.227.2950 |F| 503.227.6874

**DRS/DWAC & Book Entry Statement of Holdings**  
Retain This Advice

The securities described herein have been recorded in book-entry form in accordance with instructions received. You may request a physical certificate by completing the section noted below.

John Brown  
17229 SW 13t  
Tigard, OR 97224  
United States

Account # 1016-526

Holding Shares as of 05/01/2025 in the following company:

|        |                  |  |
|--------|------------------|--|
| Issuer | Demo Company Inc |  |
| CUSIP  | 113sf22          |  |

The registrant "John Brown"

Is recorded on the books and records as having the following position:

| BOOK Entry # | # of Shares | Type   | Affiliate | Restriction | Stop | Date of Issue |
|--------------|-------------|--------|-----------|-------------|------|---------------|
| 771          | 9,006       | Common |           | Rule 144    |      | 11/01/2013    |

**CERTIFICATE ISSUANCE INSTRUCTIONS (Check One Box Only)**

Please issue a certificate for my securities and send to the address shown above, unless a change of address is being requested, then send to the below address.  
*Payment must accompany this request. Call or write for a quote.*

Please change my registration address as shown below. Issue a certificate for my

Fig. 47 Downloaded PDF

I.I Submit the Form(s) to the Broker

1. Submit the form(s) to the Broker.
2. Confirm the form was sent by checking the box next to the agreement notice.

BOOK/DRS ENTRY FORMS

Please download the Book/DRS Entry form and send it to your broker via mail or email. The broker will provide the Broker DTCC participant number, which you will need to input below.

Security Type

Common

(\*)  I confirm that I have sent the Book/DRS Entry form to my broker. 

Fig. 50 Books/DRS Entry Form Confirmation Statement

(\*)  I confirm that I have sent the Book/DRS Entry form to my broker. 

Fig. 51 Books/DRS Entry Form Confirmation Statement, Zoomed-In

## II. Upload W-9 Form (If Applicable)

Indicate whether or not the Shareholder is a U.S. Citizen.

### Select Either of the Following Options:

1. Select **No**:

ARE YOU A US CITIZEN? (\*)

Yes

No 

Fig. 54 US Citizenship Question, No

1. Continue to the [Fill Out Broker Information Section](#).

2. Select **Yes**:

### Tax ID Already on File?

>

1. Download the **W-9 Form**.

### W-9 Not Downloading?

See [IRS Form W-9 \(PDF\)](#).

#### ARE YOU A US CITIZEN? (\*)

Yes  
 No

Our records indicate that you do not have a Tax ID on file. Please download the **W-9 FORM**, complete it, and upload it to the system.

(\*)  No file chosen



**W-9 FORM**

Fig. 60 Download W-9 Form Button Location

2. Complete the **W-9 Form**.
3. Select **Choose File** to upload the form.

ARE YOU A US CITIZEN? (\*)

Yes  
 No

Our records indicate that you do not have a Tax ID on file. Please download the **W-9 FORM**, complete it, and upload it to the system.

(\*) **Choose File** No file chosen



Fig. 62 Choose File Button Location

### III. Fill Out Broker Information

1. Fill out the **Shareholder Broker Account Number** field with the account number provided by your broker.

#### BROKER INFORMATION

Your full registration name

**<Shareholder Name>**

Shareholder Broker Account Number (\*)



Broker DTCC participant number (\*)

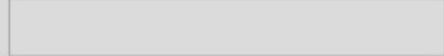


Fig. 64 Shareholder Broker Account Number

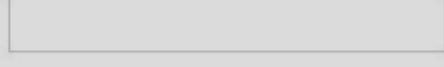
2. Fill out the **Broker DTC Participant Number** field with the participant ID provided by your broker.

#### BROKER INFORMATION

Your full registration name

**<Shareholder Name>**

Shareholder Broker Account Number (\*)



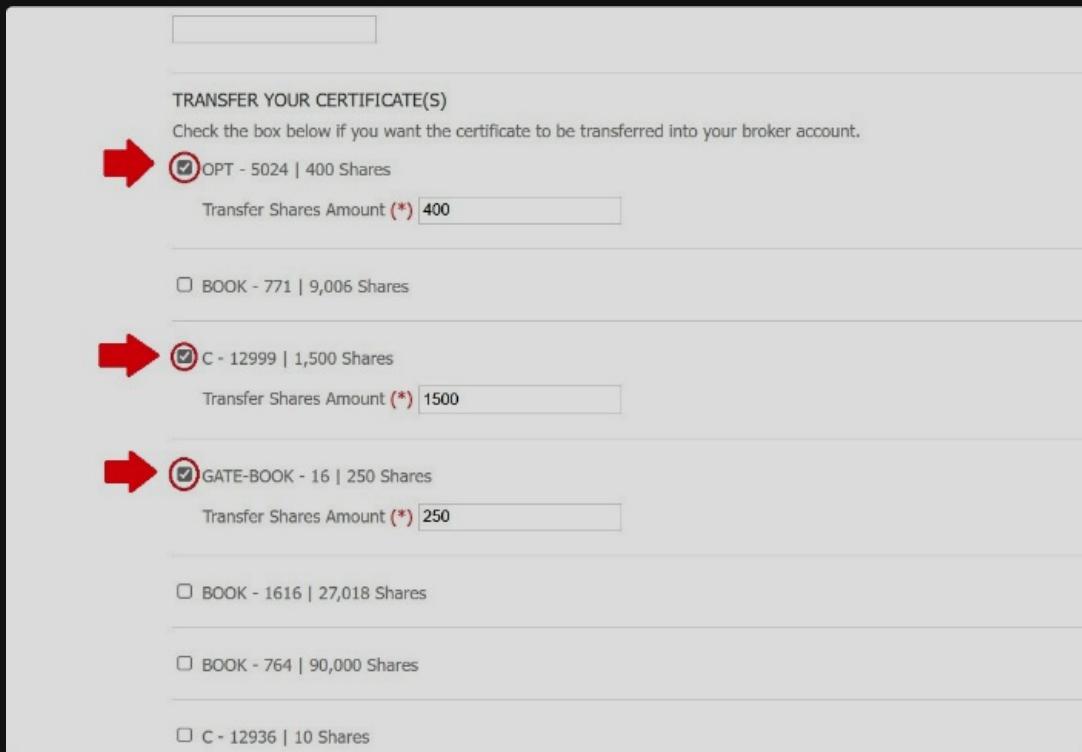
Broker DTCC participant number (\*)



Fig. 66 Broker DTC Participant Number

#### IV. Select Which Certificates to Transfer

1. Select the checkbox(es) for the certificate(s) you wish to transfer.



TRANSFER YOUR CERTIFICATE(S)  
Check the box below if you want the certificate to be transferred into your broker account.

OPT - 5024 | 400 Shares  
Transfer Shares Amount (\*) 400

BOOK - 771 | 9,006 Shares

C - 12999 | 1,500 Shares  
Transfer Shares Amount (\*) 1500

GATE-BOOK - 16 | 250 Shares  
Transfer Shares Amount (\*) 250

BOOK - 1616 | 27,018 Shares

BOOK - 764 | 90,000 Shares

C - 12936 | 10 Shares

Fig. 68 Transfer Certificate Checkbox Location

#### V. Review Fee Information and Make Payment

1. Review the **Fee Information**.



**FEE INFORMATION**  
\$10 per book entry cancellation & \$50 per broker transfer

Number of Book Entries to Transfer  
**2 Book Entries**

Total Fee Amount  
**\$20.00 (2 Book Entries x \$10) + \$50 = \$70.00**

Available Credits  
**\$0.00**

Due Amount  
**\$70.00**

**MAKE PAYMENT**

Fig. 69 Review Fee Information Location

2. Select the **Make Payment** button.

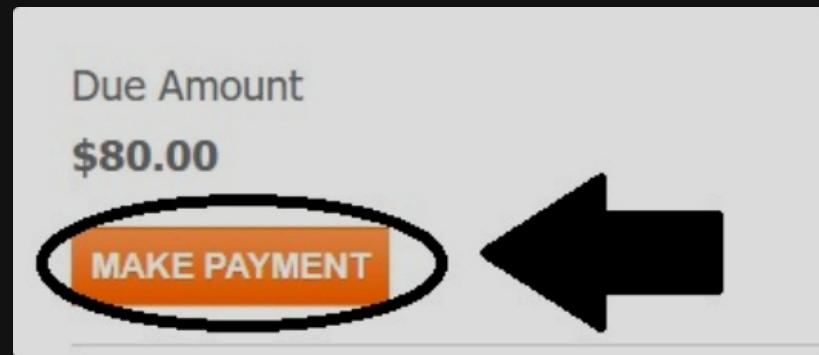


Fig. 71 Make Payment Location

3. Fill out the information on the **Payment Processing** page:

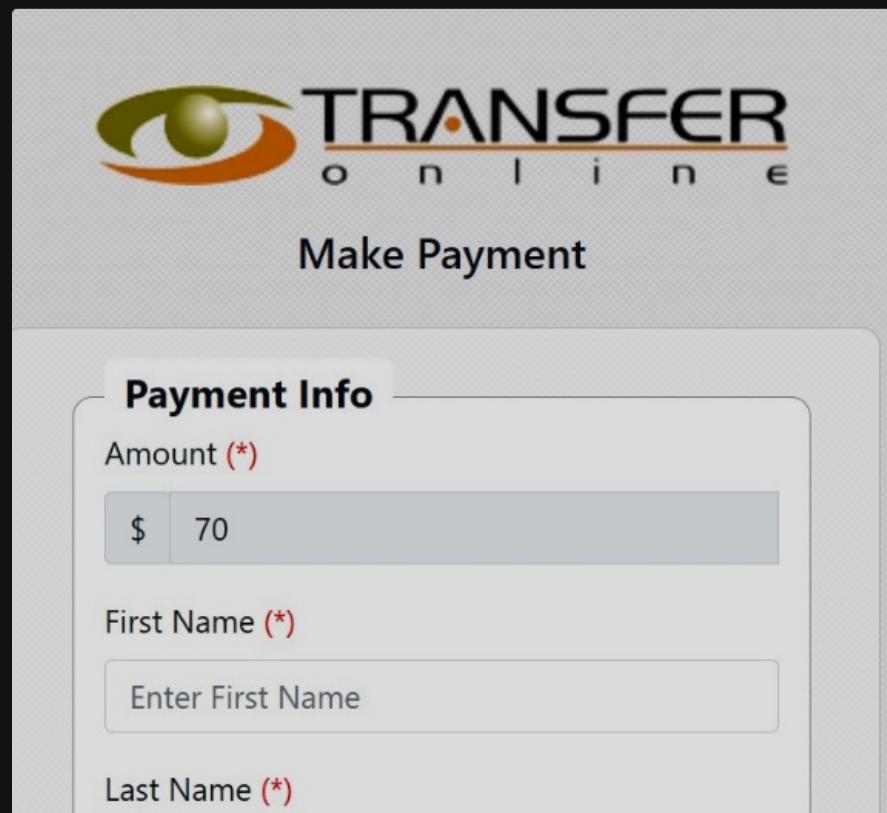


Fig. 73 Payment Processing Page Location

4. Select **REFRESH PAYMENT** to complete the transaction.

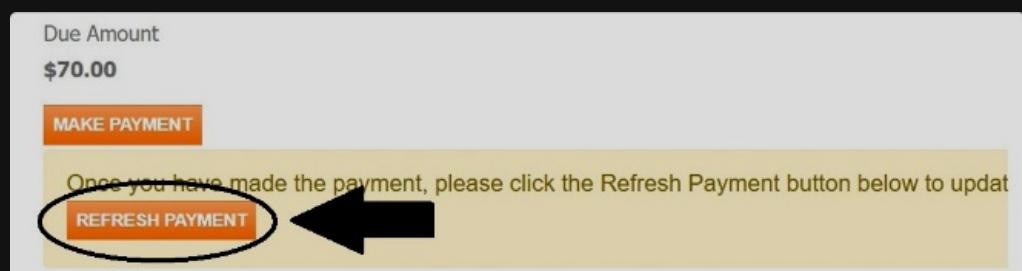


Fig. 75 Refresh Payment

5. Select **SUBMIT REQUEST**

Save & Submit Later Option >

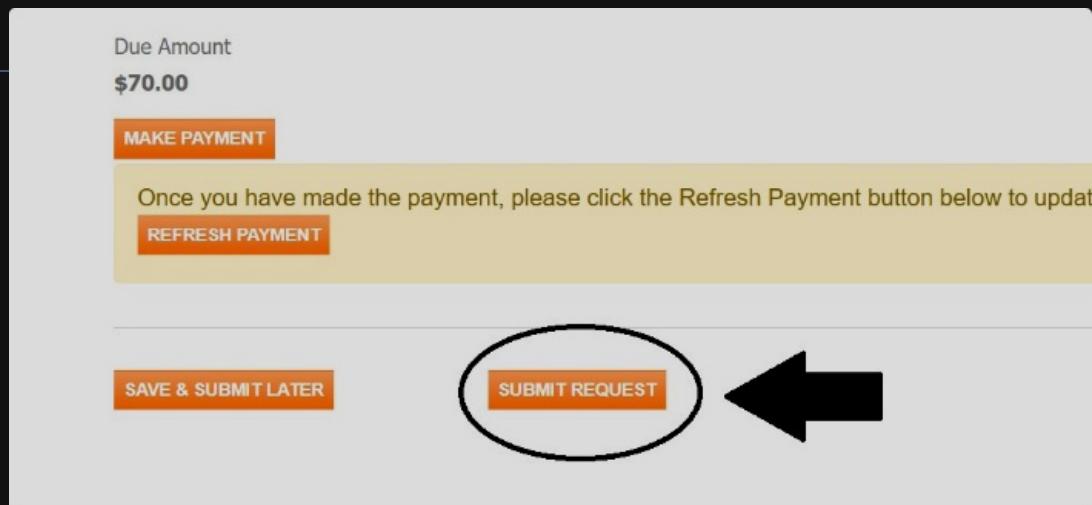


Fig. 78 Submit Request Location

✓ Action Complete: Request Submitted

The request has been submitted successfully.