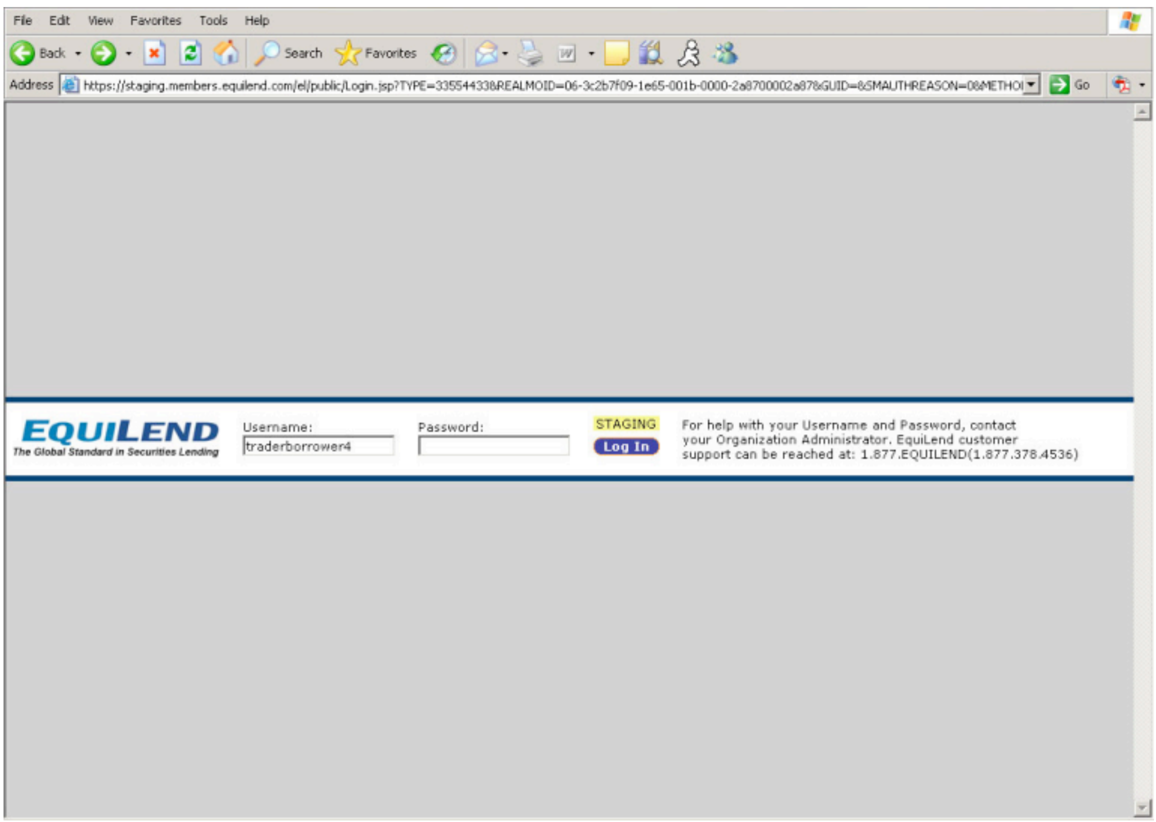
Setting up on the EquiLend platform

There are 3 steps to finalizing the set-up and beginning to receive your electronic bill. You'll need your SecurID® to complete these steps.

Step 1: One Time Bilateral Relationship Approval
Step 2: Approving Your Timetable
Step 3: Receiving your billing statement

Step 1. One Time Bilateral Relationship Approval.

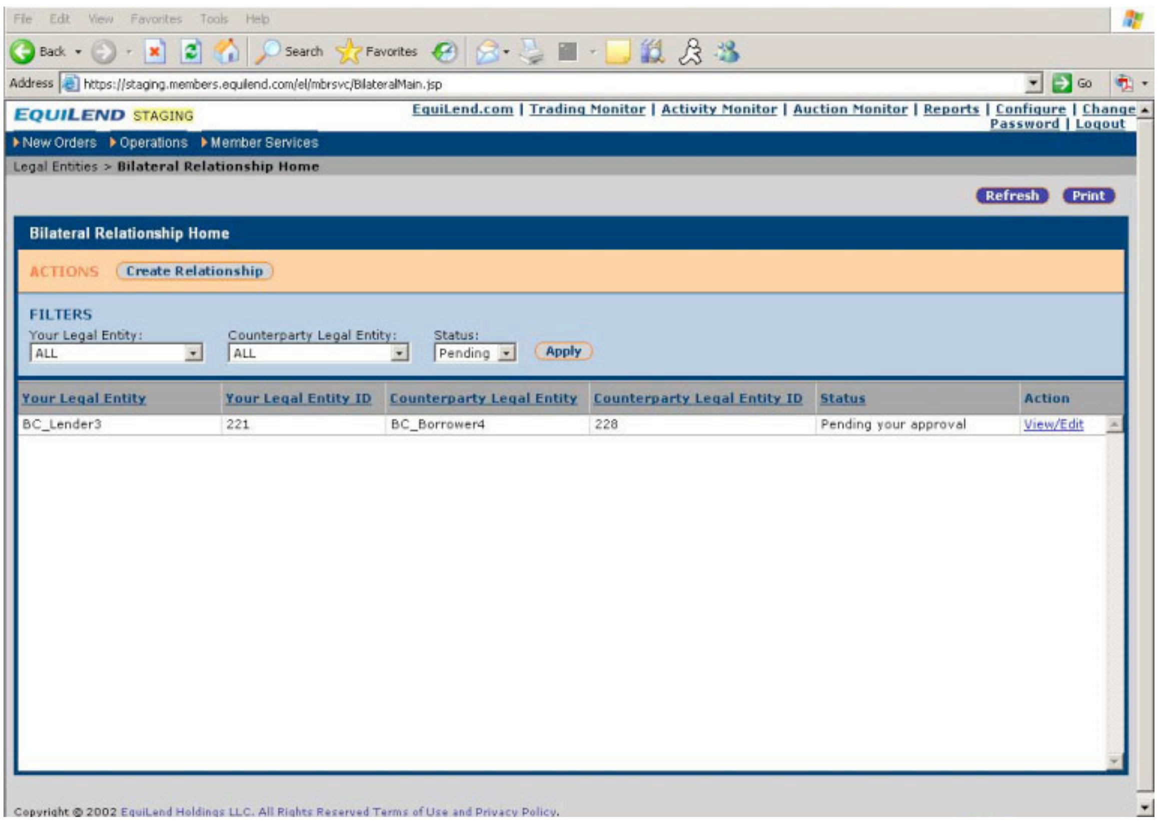
1. Login to EquiLend.
Open a browser, and go to https://www.public.equilend.com



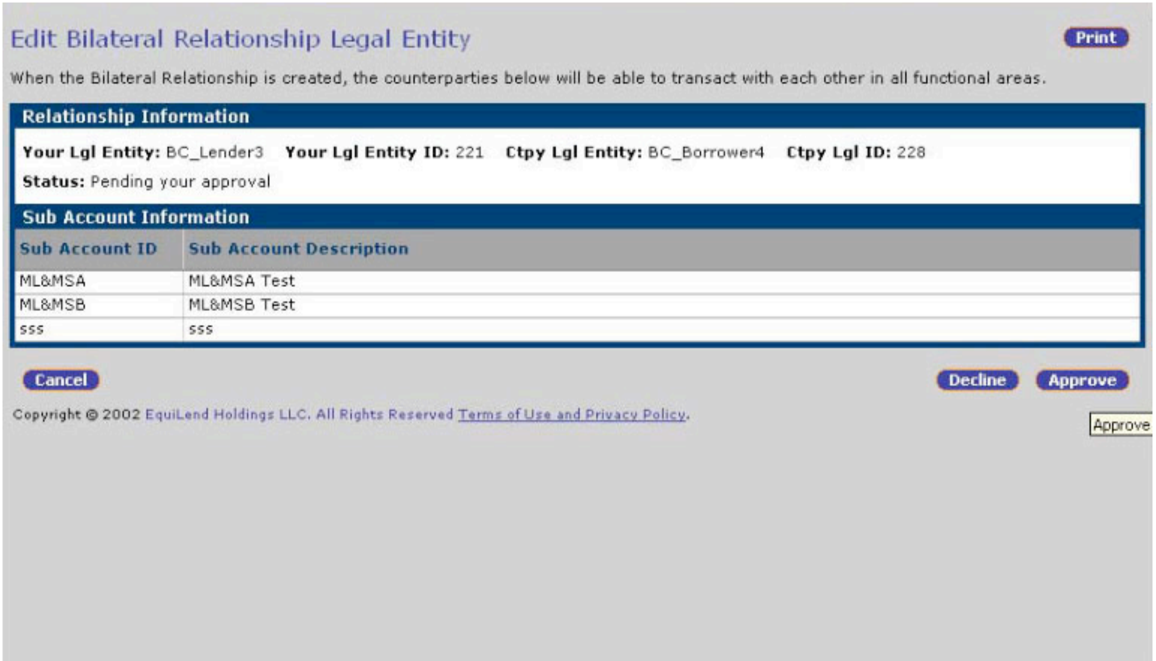
2. Type in your username and password and click **Login.** If you are using a SecurID, enter passcode: your 4-digit pin, plus the 6-digit number displayed on the SecurID®. Click **Login.**

The screen will navigate to the EquiLend Home screen. From the homepage, select the tab at the top of the screen marked Operations, and select Bilateral Relationship.

3. Once selected, the Bilateral Relationship screen will display all of your current pending, active and inactive relationships that have been setup in EquiLend.



4. Select **View/Edit** for the relationship you are approving (status is set to *pending your approval).*



Click **Approve** and **Submit.**

Once submitted, close the window. Your Bilateral Relationship status is now *Active*.

Note: Once you've set your Bilateral Relationship to Active, you may wish to alert your counterparty so they may proceed to establishing a Timetable for Step 2.

Step 2. Approve Your Timetable.

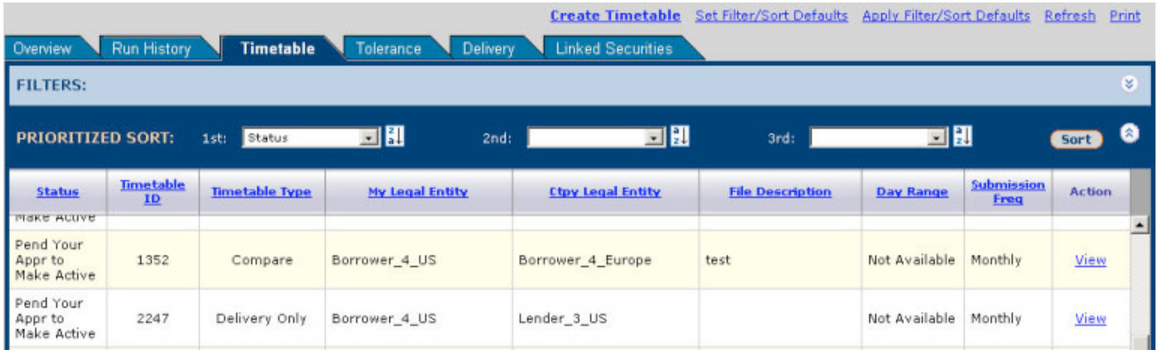
After you've set your Bilateral Relationship status to *Active*, your counterparty will establish a timetable that you will need to approve. The Timetable provides a billing statement schedule between counterparties.

You can use the Activity Monitor. Activate the Activity Monitor by selecting the link **Activity Monitor** to determine when your timetable is ready to approve. Or, your counterparty will notify you directly. To approve the timetable, complete the following steps:

1. Login to EquiLend.

2. If you are using a SecurID, type in your EquiLend username and password and select **Login**. Enter passcode: your 4-digit pin, plus the 6-digit number displayed on the SecurID®. **Login.**

Click on the Operation menu and navigate to Billing Comparison & Delivery. Click the **Timetable** tab.



3. Use filter and sorts to find timtable from your counterparty with status *Pending Approval to make active.*

Select **View** which appears in the far right column of the screen. The Timetable Approval screen will appear.

Click **Approve** and then **OK** to save changes and approve the Timetable.
Your status is now *Active* and you are finished with the set-up process.

Note the date and time your counterparty has selected for the posting of the monthly billing statement. You can return to EquiLend to retrieve your billing statement anytime following the date and time you and your counterparty have arranged it will be available.

Step 3. Receiving Your Billing Statement

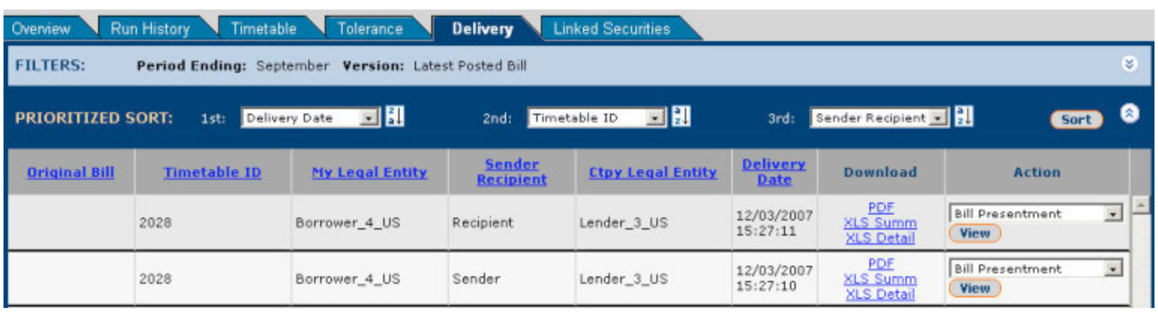
You are set up and it's time to pick up your billing statement. Follow these simple steps to retrieve your paperless bill.

1. Login to EquiLend.

If youare using a SecurID, type in your username and password (password is provided with your SecurID®) and click **Login.** Enter passcode: your 4-digit pin, plus the 6-digit number displayed on the SecurID®. Click **Login.**

2. Click on the Operations tab and navigate to Billing Comparison & Delivery.

Select the **Delivery** tab, where all the bills will be posted by counterparty.

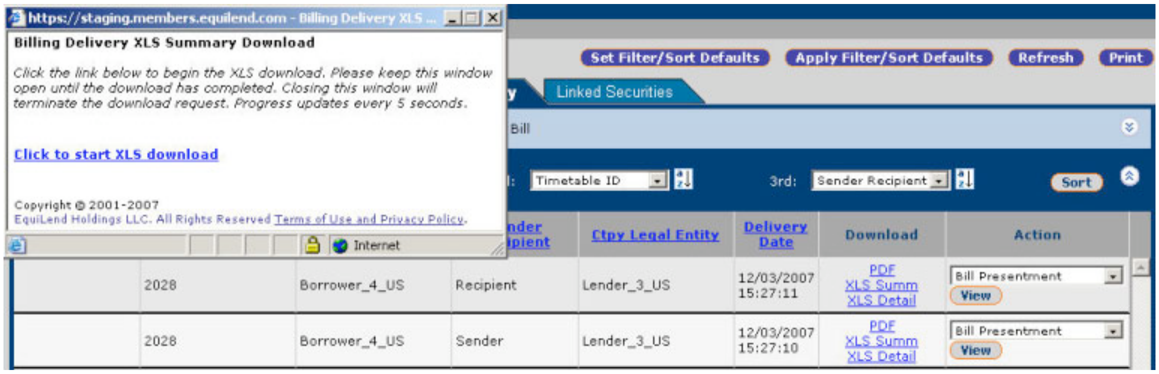


3. Using the Period Ending drop down menu in the 'Filters' section, select the month of the statement you would like to retrieve and select **Apply.**

Select to download the bill in PDF, XLS Summary or XLS Detail in the Download column by clicking the link.

A pop-up window will ask you to start the download and will monitor the progress.

The File Download will prompt you to save or open the bill.



4. Whether you choose to save the statement, open it, or review and/or print it, you have just received your paperless billing statement and you are finished.