



Planetshares Quick User Guide



Agenda

1. How to connect to my account ?
2. How to update my personal information ?
3. How to consult my assets ?
4. How to sell my assets ?
5. How to find my personal documents ?

1. How to connect to my account ?

1. Connect to your account

- Website address: <https://planetshares.uptevia.pro.fr>
- The **identifier** for L'Oréal employees is **00204**.
- You should get your Planetshares login details available on your yearly statement and your password.
- If you lost this information, please follow the procedure described in the next slides.

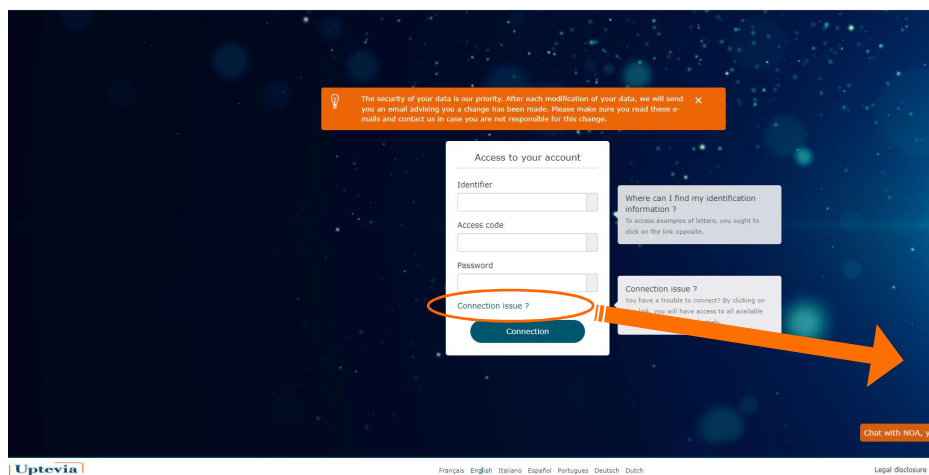
Welcome to Planetshares



1. Connect to your account – lost password

- In case you have your access code but not your password, click on **“Connection issue ?”** on the home page.
- You will receive an email from Uptevia 10 minutes after request (at the email address defined in your personal information section, or your professional email if it is your first connection). This email will be valid for 24 hours. In case you do not receive it, please contact your local ESOP correspondent or Uptevia.

Welcome to Planetshares



PASSWORD RESET REQUEST

Identifier
00204

Access code
[]

Security code
[] [] [] [] [] []

Cancel Validate

Where can I find my identification information ?

To access examples of letters, you ought to click on the link opposite.

Connection issue ?

You have a trouble to connect? By clicking on this link, you will have access to all available options to get your credentials.

Connection issue ?

Facing connection issues? Please select:

- **Identifier / Access code**
Identifier and access code are stated in your statements of holding. They correspond to the first two digits of your account number. The Identifier is a 5-digit code and the Access code is a 4-digit code. If you lost them, please make a request here
- **Issue with / Request a new password**
The password is the first authentication factor for any document. You receive an e-mail containing a link to define the password. If you wish to define a first/new password, please click below : [First connection , forgotten or expired password ?](#)
- **Issue with / Request activation code**
The activation code is an OTP code (One Time Password). This code received by SMS or by postal mail can be used once to enroll a device and an Internet browser. It is meant to define a device as a trusted device. You have to request a new activation code for each new device/browser you wish to authenticate. You wish to request an activation code for the first time or request a new code, please click below : [Request the activation code](#)
- **Personal code issue**
The personal code is used during the last step of connection. It is set while you connect for the first time with two-factor authentication (2FA) and is valid for a given combination of "device/browser". If you wish to set a new personal code, because you forgot it or you are stuck, login to your Planetshares account with your usual device/browser. After giving your identifier, access code and password your personal code will be asked. Then, click on "Personal code issue" and follow the instructions.
- **Problems with the authentication and the activation of strong authentication**
You are having problems to log on to your account with the strong authentication, click below : [You encounter problems logging in?](#)

1. Connect to your account – lost logins

- In case you have neither Access code nor Password: click on the **envelope logo** on the upper right of your screen.
- Enter your contact information and choose “**Connection problem**” as “Subject” and “**Lost login**” as “Category” for your request.
- You will receive a letter from Uptevia by post to your address. In case you might not have your code after this time, please contact your local ESOP correspondent.

The screenshot shows the 'Access to your account' form with fields for Identifier, Access code, Password, and Connection issue?. A 'Connection' button is at the bottom. A security code field is partially visible on the right. A 'Your message' form is overlaid on the right, with an envelope icon circled in orange. The message form has 'Subject' set to 'Connection problem' and 'Category' set to 'Lost login'. The message text reads: 'Hello, I have my logins to connect to Planetshares. Could you please send me the necessary information? Thanks in advance, Regards.' Below the message form is an 'Additional informations' form with fields for Access code, Birth town, Birth country, and last integer of bank account number. A 'Validate' button is at the bottom. A 'Chat with NOA, your virtual agent' button is at the bottom right of the main interface. A language selector at the bottom left shows 'Français', 'English', 'Italiano', 'Español', 'Portugues', 'Deutsch', and 'Dutch'. A footer contains 'Legal disclosure', 'Security', and 'Planetshares map'.

Your message

Subject *
Connection problem

Category *
Lost login

Message *
Hello,
I have my logins to connect to Planetshares.
Could you please send me the necessary information ?
Thanks in advance,
Regards.

Additional informations

Access code *

Birth town *

Birth country *
Choose

last integer of bank account number

Thank to attach 2 proof of identity and proof of residence less than three months.

Validate

2. How to update my personal information ?

2. Update my personal information

- To check your personal information, when you are on the Planetshares home page, click on the person icon upper right of your screen, then on **My information**, and then you will be able to update information.
- In order to update your **bank details**, please contact your ESOP correspondent or Uptevia.
- Once the changes are made, don't forget to click on the **"Validate"** button at the bottom of the page to save the updates.

Planetshares Account of Jane Doe L'ORÉAL

My profile

General information

Issuer: DOE JANE Account number: MR_CH_NOM_4184_1_SP_PRENOM_4184_1

Communication information

Mobile phone (Certified): France (+33) 0630615376 Fixed phone number: Greece (+30)

Email address: jane.doe@loreal.com

Communication language: ANGLAIS

Birth information

Birth date: 01/01/1940

Birth city/department: GREECE - GRC

Tax address

Building: Street: *
 Fictional:
 Enter the postal code in the "City" field (Examples : LONDON W1A 2LQ ; C1010ABA BUENOS AIRES)
 City: *
 Country: * GREECE - GRC

Your postal address is different?

Chat with NOA, your virtual agent

3. How to consult my assets ?

3. Consult my assets – Dashboard

- You can have a synthetic view of your assets from your Planetshares homepage. However, please pay attention to the last update time of such synthesis: it may not be refreshed if you just realized an operation or received shares on the vesting day (recently delivered share may not appear yet).
- Therefore, we recommend you to consult your assets by clicking on the menu "My assets".

Planetshares Account of Jane Doe

Dashboard | My assets | My operations | Place an operation | My inbox | My documents

Synthesis at 13/07/2023 5:31 AM

SHARES Unavailable : 4,195.50 € | Available : 0.00 €

Pure nominative	4,195.5 €
	Unavailable : 10 Available : 0

OTHERS

Free Shares Awards rights	Vested right : 4 Owned : 0
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Place an operation

Market price
16/05/2023 5:37 PM
L' OREAL 419.55 €
-0.39 %

Last operation
No operation during the last 12 months

Security enhancement
Request an activation code to activate 2FA
2FA - Find out more

SMS

Request

3. Consult my assets – My assets

- In the section “My assets” you can have an overview in real time of:
 - your shares available for sale : shares already vested
 - your shares unavailable
 - your free share rights which are not acquired yet

Planetshares Account of Jane Doe L'ORÉAL

My assets details [ⓘ] Synthesis at 13/07/2023 5:31 AM

Please note that the dates displayed in this screen are adjusted to your time zone but the one to take into consideration is the Paris' market reference.

My shares My stock-options rights My free shares awards rights My BSPCE rights My voting rights

Total quantity : 10 securities Available
Total valuation : 4,195.5 € Unavailable

Pure nominative 10

Security code	Security label	Quantity	Status	Availability date
FR0013374436	L'OREAL + 10% EN 2021	10	Unavailable	

1 to 1 of 1 Assets Previous 1 Next

Place an operation

4. How to sell my shares ?

4. Sell my shares – Start my operation

Once available, you can set an operation either:

- by clicking on the button "Place an operation" at the bottom of the Planetshares home page
- by clicking on the menu "Place an operation" on the left of your screen

Planetshares | Account of Jane Doe | L'OREAL | Synthesis at 13/07/2023 5:31 AM

My assets details

Please note that the dates displayed in this screen are adjusted to your time zone but the one to take into consideration is the Paris' market reference.

My shares | My stock-options rights | My free shares awards rights | My BSPCE rights | My voting rights

Total quantity : **10 securities** ● Available
 Total valuation : **4,195.5 €** ● Unavailable

Pure nominative

10 Assets Search :

Security code	Security label	Quantity	Status	Availability date
FR0013374436	L'OREAL + 10% EN 2021	10	Unavailable	

1 to 1 of 1 Assets Previous Next

4. Sell my shares – Set my operation

Select the Type of Operation:

- If you want to sell shares, choose **A sale**
- Select the **Security** you want to sell. All the security codes are available in the “My assets” menu.
- Fill in the **Quantity** you want to sell
- Select the **Order Type**
- Check your mobile phone number and your email address
- Tick the box “By checking this field...” and click on the “Continue” button

Since the L'Oréal share price may vary every second in the stock-exchange market, Planetshares offers you the possibility to select **different types of market orders, allowing you to have more or less control on the selling price of your shares and the speed of execution of the operation:**

- **Market order:**

There is no selling price specified, but market orders have priority over all other types of orders. The execution of this type of order can only be total (no fragmentation of order). You are sure to buy or sell the quantity of securities selected, but you take a risk on the execution price.

- **Market to limit order:**

This order will be executed to the best of the supply or the demand of the market, that is to say that it offers no guarantee on the price. This order is used for very liquid values that we want to buy or sell quickly.

- **Limited price order:**

You set a minimum price, the order is not executed if the limit price is not reached or it can be partially executed if there are not enough securities corresponding to your limit in the order book. This type of order presents a good security, but it may not be executed quickly.

If your order limited price is not reached by the validity you chose, your order is null and void and you have to make a new one. If you set no validity date, the validity date by default is the last day of the current month.

Place an operation [?]

1 Capture 2 Confirmation 3 Summary

What do you want to do? **A sale** [?] Modify

On which securities do you want to sell? **FR0000120321 - L'OREAL** Modify

Which assets do you want to sell? **Available direct registered securities** Modify

Which are your operation details ? Security price at 16/05/2023 on 5:37 PM : 419.55 €

Label	Quantity
L' OREAL	300

Quantity *
300

Validity date *
End of month

Order type *
Market order

Sale price
sample : 10.01

Market
Cash

Market reference
Euronext Paris

Phone number
0630615376

Email address
jane.doe@loreal.com

By checking this field, I accept the General Conditions of online execution of orders and I accept irrevocably

Continue * Mandatory fields

Chat with NOA, your virtual agent

4. Sell my shares – Validate my operation

Review the characteristics of the operation

Click on the “Save” button and enter your Planetshares password

Planetshares presents you a summary of the operation, including the reference of your order which has been sent to the stock market

The screenshot shows the 'Place an operation' interface with three steps: 1 Capture, 2 Confirmation (highlighted), and 3 Summary. Below the progress bar, there are two main sections:

Operation characteristics

Direction	Sale
Quantity	10
Security code	FR0000120321
Label	L' OREAL
Order type	Market order
Validity date	31/07/2023
Currency of quotation	Euro
Market	Cash
Market reference	Euronext Paris
Registration date	13/07/2023 13:41
Phone number to contact you	0630615376
Email address to contact you	jane.doe@loreal.com
Estimated gross amount	4,195.50 €

Entering password

Please enter your access password to confirm your operation *

.....

Place an operation (highlighted)

Operation acknowledge

Operation characteristics

Direction	Sale
Quantity	10
Security code	FR0000120321
Label	L' OREAL
Order type	Market order
Validity date	31/07/2023
Currency of quotation	Euro
Market	Cash
Market reference	Euronext Paris
Registration date	13/07/2023 13:41
Phone number to contact you	0630615376
Email address to contact you	jane.doe@loreal.com
Estimated gross amount	4,195.50 €
Your order will be sent with the reference n°	000418413072D3BF

Buttons at the bottom: Dashboard access, Operations list access, Place another operation

5. How to find my documents ?

5. How to find my documents ?

If you haven't activated your e-services yet, we recommend you to click on the button "Activate your e-services".

If you have already activated your e-services, you can find in the section "My documents" the certificates you may need, in particular for tax purposes, in relation to your shares:

- Portfolio statement;
- Taxation statement;
- Operation advices, Dividends payment advices

My documents

⚠ Your electronic documents have the same legal validity as those usually sent by post.

Portfolio Statements ² Taxation statements Operations advices Other (guides, forms ...)

0 entries Search :

Title	Accounting date	Last reception date	Expiration date	Actions
Portfolio statement 2019 - Shares, SO and FSA	17/07/2019	17/07/2019	15/07/2024	
Portfolio statement 2018	06/08/2018	06/08/2018	05/08/2023	

1 to 2 of 2 entries

Previous 1 Next

Generate a portfolio

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