

Airbus Portal Registration Guide

Equiniti Limited ("Equiniti") operates an Employee Share Plans Portal ("the Portal"), a web-based service developed to offer a fast and convenient way for you to manage your Share Incentive Plan.

To activate your Portal account simply:

Access the page below at www.shareview.co.uk/clients/airbus where you can log in and register.

If you are already registered for Shareview you do not need to register for the Portal. You can simply access your Portal account by clicking on 'login with Shareview details'.

Click the 'Register now' box. Follow the 3 registration steps where you will need to enter information, taking no more than 5 minutes to complete.

Step 1 of 3 – Tell us who you are

Here you will need to enter your National Insurance number, date of birth and last name. If all 3 match the information held by Equiniti you will be taken to step 2. (If the details entered do not match the information held by Equiniti, you will not be able to register straight away and we will need to verify your details with Airbus HR, please call the helpline on +44 (0)371 384 2847). Click [Next](#).

Step 2 of 3 – (i) Register for your portal account

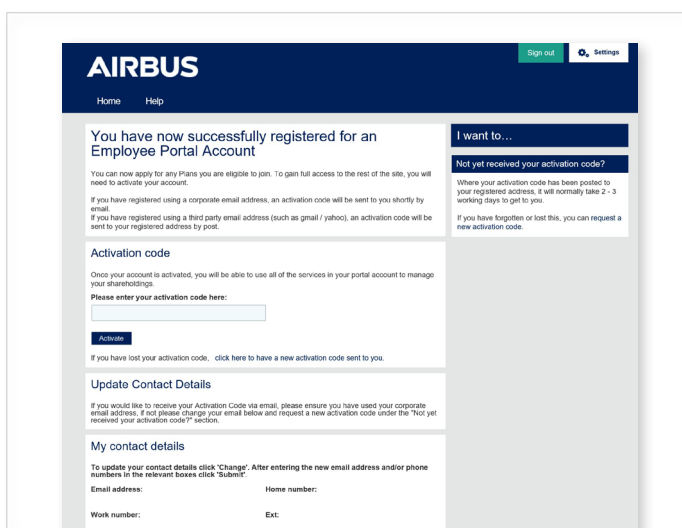
Here you will need to register an email address. This can be either your business or personal email account, which Equiniti will use to send you email confirmations of your Portal transactions and other future employee share plan communications (wherever possible). You will need to create a password which must be between 12 and 64 characters long and must include at least one number, one upper case letter, one lower case letter and one special character (e.g. !"£\$%&*). You can also provide your telephone number contact details in case Equiniti needs to contact you.

(ii) Memorable information

Here you will need to provide answers to 3 memorable questions. There are 6 questions in total and you can choose which 3 best suit you. If in the future you forget your password you will need to give the answers to your memorable questions to reset your password.

(iii) Your preferences

Here you can provide your preferred method of receiving your employee communications. Click [Register Now](#).

The screenshot shows the 'AIRBUS' logo at the top left of a dark blue header. To the right of the logo are links for 'Sign out' and 'Settings'. Below the header, there are two main columns. The left column contains a confirmation message: 'You have now successfully registered for an Employee Portal Account'. It explains that the user can now apply for any plans they are eligible to join and that they will need to activate their account. It also provides instructions on how to receive an activation code via email or post, depending on the email address used for registration. Below this, there is a section for 'Activation code' with a text input field and an 'Activate' button. The right column has a section titled 'I want to...' with a link to 'Not yet received your activation code?'. Below this, there is a section for 'Update Contact Details' with a text input field and a 'Submit' button. At the bottom, there is a section for 'My contact details' with fields for 'Email address', 'Home number', 'Work number', and 'Ext'.

Step 3 of 3 – Confirmation page

Your security details are now set up. Click [Next](#).

Congratulations. You are now registered for the Portal and can make your SIP application from 27th February 2025 to 13th March 2025 – simply click on ‘Apply for SIP’ under the ‘I want to...’ section of the site.

Your Activation Code will be sent to you by email if you register with a work email address. If not, your Activation Code will be sent to you in the post. Once received, go to www.shareview.co.uk/clients/airbus and login using your National Insurance number, date of birth and password you set up at registration. You will be prompted to enter your activation code.

To access your Portal account in the future, go to www.shareview.co.uk/clients/airbus and log in using your National Insurance number, date of birth, last name and the password you set up at registration.

If you have forgotten your password, click on the ‘forgotten password’ link and you will be asked some security questions. You will then be prompted to re-set your password.

If you require assistance or are having difficulties with the registration process please contact the employee shareholder helpline on +44 (0)371 384 2847.

Lines are open 8.30am to 5.30pm, Monday to Friday, excluding Bank Holidays in England and Wales.