

# ESP PORTAL REGISTRATION GUIDE



Equiniti has launched 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.

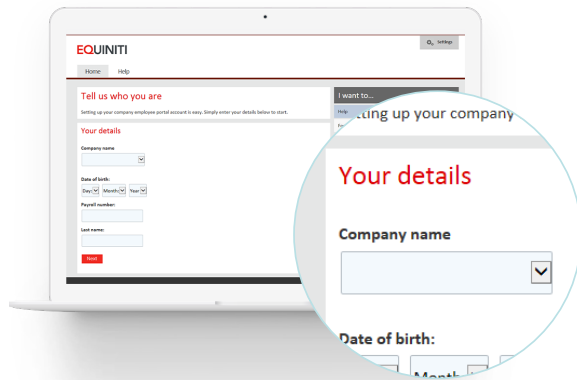
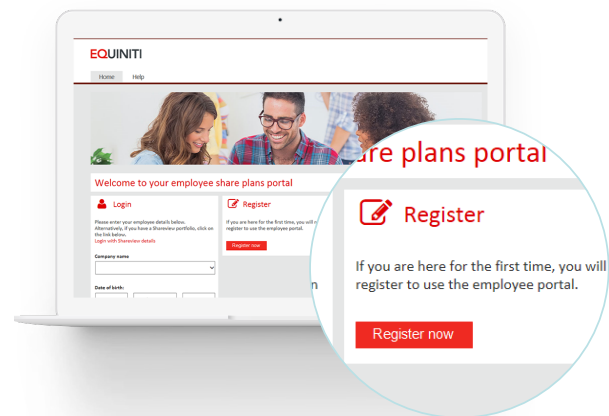
## To activate your Portal account simply:

Access the page below at [www.esp-portal.com/clients/michelingem](http://www.esp-portal.com/clients/michelingem), click the link to the portal, where you can log in and register.

**IF YOU ARE ALREADY REGISTERED FOR SHAREVIEW YOU DO NOT NEED TO REGISTER FOR ESP PORTAL.**

**YOU CAN SIMPLY ACCESS YOUR ESP PORTAL ACCOUNT BY CLICKING ON ‘LOGIN WITH SHAREVIEW DETAILS’.**

Click **Register now** under the Register box in the middle of the homepage. Follow the quick registration steps.. Follow the 5 registration steps where you will need to enter information, taking no more than 5 minutes to complete.



## Step 1 of 5 – Tell us who you are

Here you will need to enter your payroll number (eg. 12345), 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 Michelin HR, please call the helpline on 0371 384 2611\* or +44 121 415 7104 if calling from outside the United Kingdom). Click **Next**.

## Step 2 of 5 – Register for your portal account

Here you will need to register an email address. This can be either your business or personal email account (an activation code will be sent to you via email if you registered with your business email address or by post to your home address if you registered with your personal email address), which Equiniti will use to send you email confirmations of your ESP Portal transactions and other future employee share plan communications (wherever possible). You will need to create a password which must be between 8 and 14 characters long and must include a number and upper case letter – for example “Pa55word”. Click **Next**.

✓ Tell us who you are    2 Set up your account

### Set up your account

Now we need you to give us some more detail about yourself, create your security details and set-up your preferences.

**Your details**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of birth: [ ] [ ] [ ]

Email address: \_\_\_\_\_

Confirm email: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of birth:

Email address:

Confirm email:

Website greeting (optional):

Contact phone number (optional):

### Step 3 of 5 – Your profile

Here you can provide your telephone number contact details in case Equiniti need to contact you.

### Step 4 of 5 – 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. Click [Register Now](#).

Mother's maiden name?

Question 1:

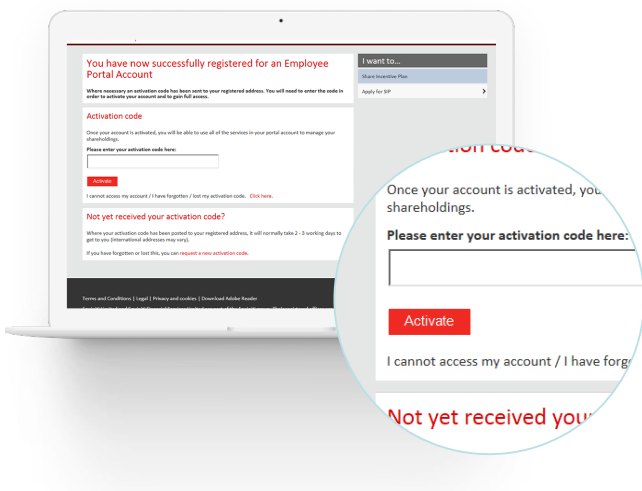
Answer

Question 2:

Answer

Question 3:

Answer



### Step 5 of 5 – Confirmation page

Your security details are now set up.

**Congratulations. You are now registered for ESP Portal and can make your SIP application – simply click on 'Apply for SIP' under the 'I want to..' section of the site. YOU DO NOT NEED TO WAIT FOR YOUR ACTIVATION CODE.**

When you receive your Activation Code (see below), enter and Click **Activate**.

Your Activation Code will be sent to you in the post if you registered with your home email address or via email if you registered with your business email address. Once received, go to <http://www.esp-portal.com/clients/michelinlgem>, click the link to the Portal and login using your payroll number (eg. 12345), date of birth and password you set up at registration. You will be prompted to enter your activation code.

To access your ESP Portal account in the future, go to <http://www.esp-portal.com/clients/michelinlgem>, click the link to the Portal and log in using your payroll number (eg. 12345), 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 0371 384 2611\* (or +44 121 415 7104 if calling from outside the United Kingdom).

\* Lines are open 8.30am to 5.30pm, Monday to Friday, excluding UK bank holidays in England and Wales.