

EQUATEPLUS

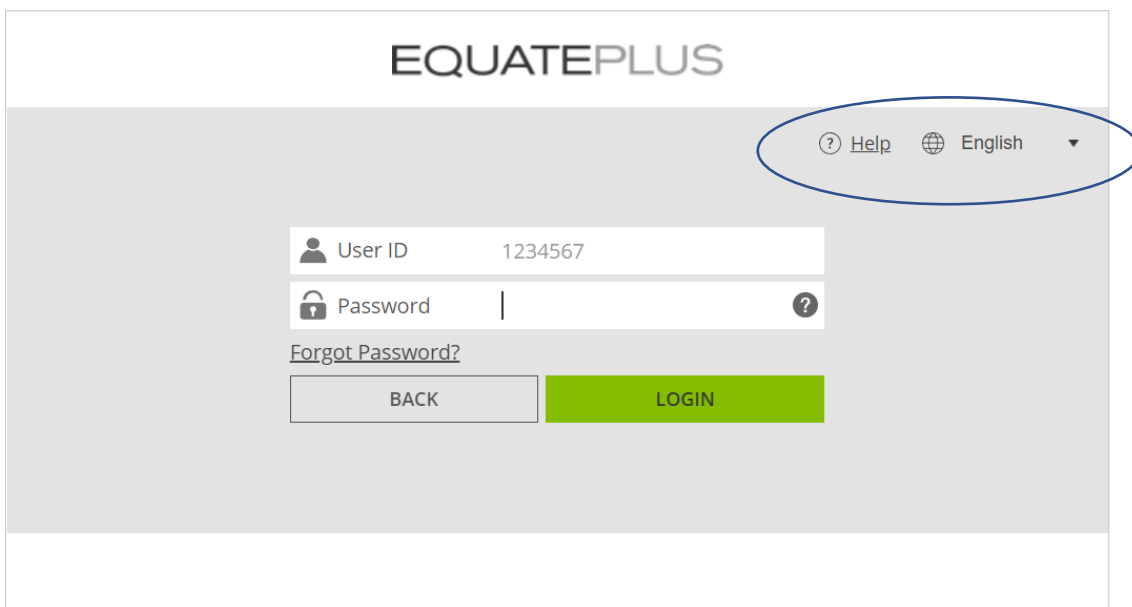
Equate+ is the secure online portal provided by Computershare to view and manage your WH Smith Sharesave account.

Contents

- A. How to access your EQ+ account: see below for a reminder on how to log in to your EQ+ account.
- B. How to set up your EQ+ account: see pages 2 to 4 for details on how to set up your EQ+ account if you have not done so previously.

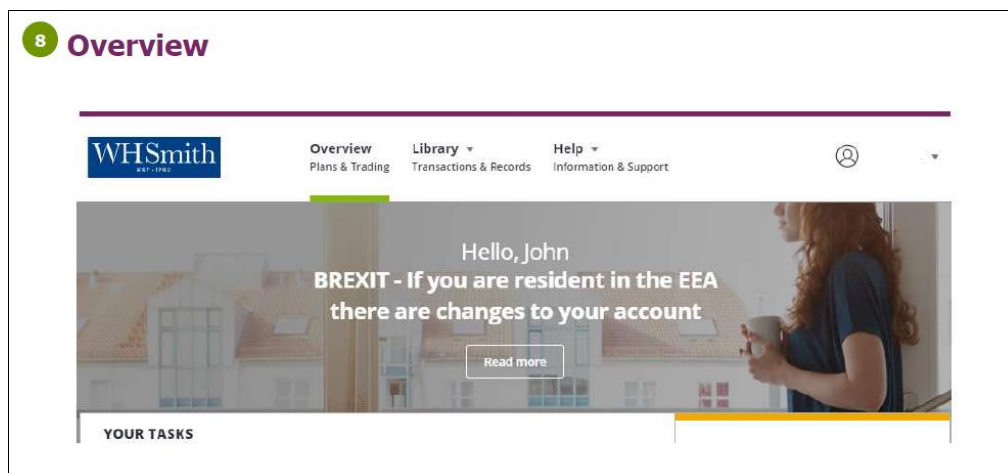
Section A. How to access EQ+

If you have already set up your EQ+ account, go to www.equateplus.com. Enter your User ID and password



If you have forgotten your User ID or need further information click on the Help button

Once you have logged in you are presented with the Overview page



From here you can view all your SAYE information including any tasks which need to be actioned. Computershare will email you on 17 May 2023 with details of the Invitation process so that you can submit your application online.

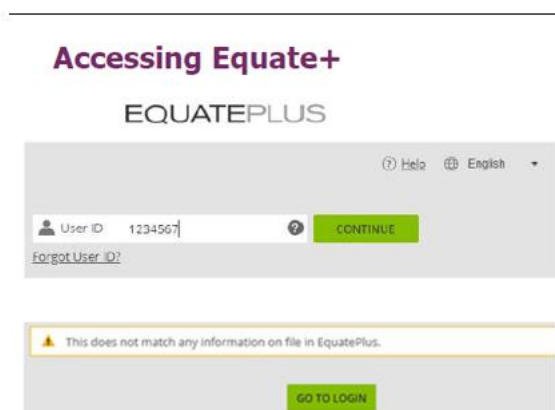
Section B. How to set up your EQ+ account for the first time:

If you have not previously set up your EQ+ account please follow the steps outlined below:

Step 1 - Account Setup

- Click on www.equateplus.com
- Login using your Equateplus User ID (you can find this on your registration email)
- User authentication – enter your email address and date of birth (this will be the email address held by payroll)
- You will receive a temporary password by email
- Enter the temporary password
- You will then be asked to set your permanent password

If you receive an error message (see screenshot below) contact Computershare direct on 0370 702 0189



The screenshot shows the EquatePlus login interface. At the top, it says 'Accessing Equate+' and 'EQUATEPLUS'. Below this is a login form with a 'User ID' field containing '1234567' and a 'CONTINUE' button. A link for 'Forgot User ID?' is also present. Below the login form, a yellow error message box states: 'This does not match any information on file in EquatePlus.' At the bottom of the error box is a 'GO TO LOGIN' button. The top right of the page has links for 'Help' and 'English'.

Go to www.equateplus.com

Enter the User ID from your registration Email

Click to Continue

You will be asked to enter your email address and date of birth. If the details entered do not match or are not held on Computershare records, you will receive an error message.

If you receive this message, you will need to contact Computershare directly on 0370 702 0189

Step 2 – Preferences, Terms and Conditions

- Set language and currency preferences and add bank details
- Add personal details, e.g. personal email address
- Set up Two Factor Authentication by providing your mobile telephone number
- Accept the Computershare T's and C's

Step 3 – Tax Residency

- EQ+ will ask a number of questions to establish your tax residency
- You need to enter your National Insurance number in the 'TIN number' box as shown below:

6 Tax certification

Part 4: Taxpayer Identification Number (TIN) or functional equivalent

Please provide the TIN or equivalent in the country of residence for tax purposes identified in Part 3, or select a reason why the TIN cannot be provided. For details about the relevant taxpayer identification in your country, please consult the [OECD website](#).

TIN number

AA112233B

If you have not provided your TIN please select a reason below:

- ☐ The country of residence in Part 3 does not issue TINs to its residents
- ☐ Domestic law of the country of tax residency provided in part 3 allows me not to provide it.
- ☐ I am unable to obtain a TIN number (Please select any option from below)
 - ☐ I am a minor (under the age of 18) and do not have a TIN yet.
 - ☐ I have applied for a TIN, but have not yet received one.
 - ☐ I have recently moved to this country and do not have a TIN yet.

Part 4 requires UK-based employees to enter their National Insurance Number (NI).

On completion you will see the Confirmation page:

7 Confirmation



That's great!

We are done with the necessary details.

You have provided us with

Preferences
Personal details
Agreements

You can always edit your details and preferred settings by going to your [Profile page](#).

[Done](#)

Once completed, you will receive the confirmation page

Click **DONE**

Once you have logged in you are presented with the Overview page

8 Overview

WHSmith

Overview
Plans & Trading

Library
Transactions & Records

Help
Information & Support

Hello, John

BREXIT - If you are resident in the EEA there are changes to your account

[Read more](#)

YOUR TASKS

The first log-in process is completed and you are presented with the Overview page.
This will be the landing page for all future sessions

From here you can view all your SAYE information including any tasks which need to be actioned. Computershare will email you on 17 May 2023 with details of the Invitation process so that you can submit your application online.

If you have any questions in connection with the Invitation, or require help logging in to your account, please contact:

0370 702 0189 – Equate password reset helpline

0344 472 6078 – WH Smith Employee Share Plan helpline