

# How to Respond to a Corporate Action Notification

## Email Notification

- When you have a corporate action that requires a response, you will receive an email alert as shown below.

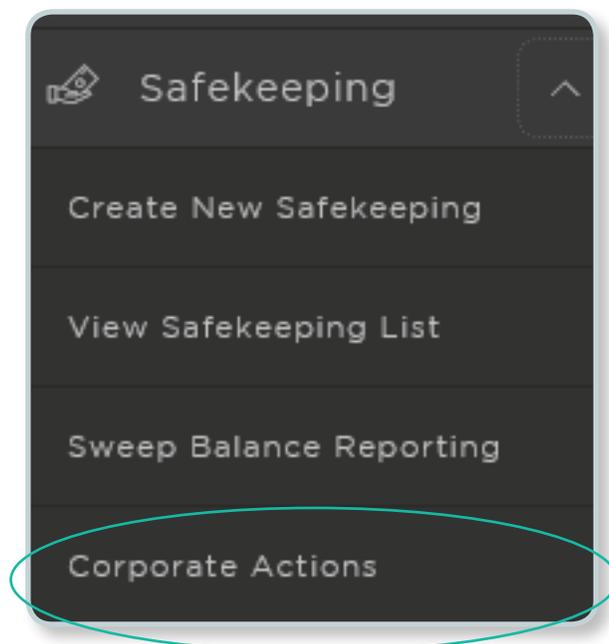


### STEP 1/3

## Access the Corporate Action Response page

- Log in to Online Banking and access the Corporate Actions page from the main menu under **Safekeeping**.

**Note:** If you do not have proper access, you will not see the sub-menu link. Contact your institution's User Entitlement Administrator (UEA) to arrange permissions.

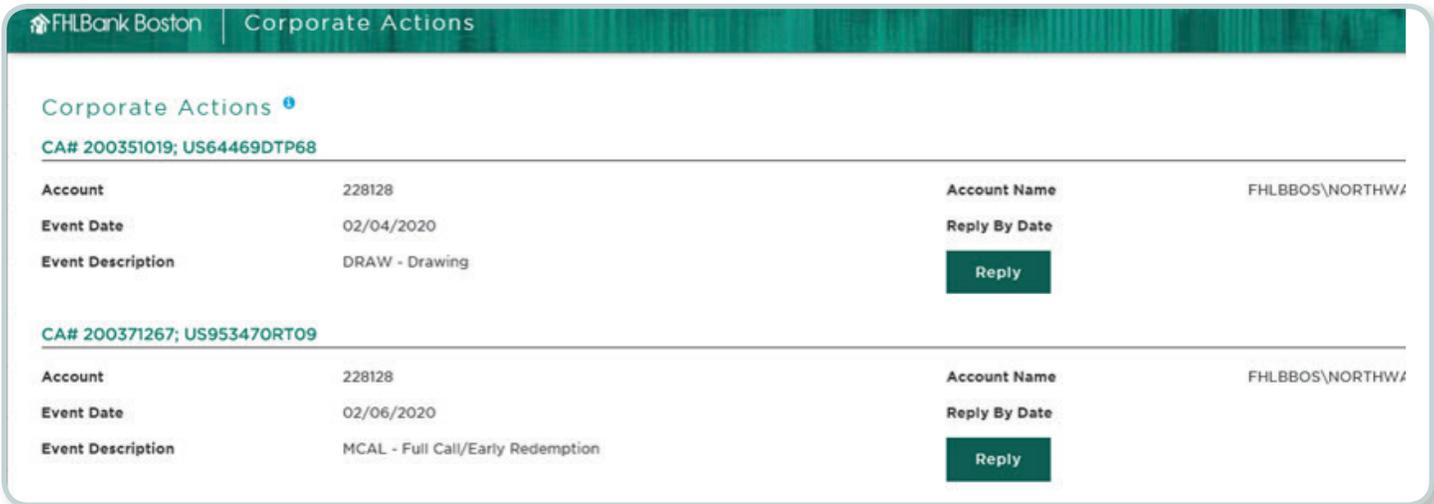


# How to Respond to a Corporate Action Notification

## STEP 2/3

### Respond to Corporate Action Notification(s)

- Once you select Corporate Actions, you will see all open items that require responses. You can complete them all at once or one at a time.



- Click on the **Reply** button and choose the applicable response from the drop-down selection.



- When finished with your response, **click Continue**.

**Note:** Internet Explorer (IE) may provide alternate views on this page compared to other browsers. You may see the detail initially on IE which may then “hide” when you select your response. Using a Google Chrome browser allows the detail to display during the entire response action.

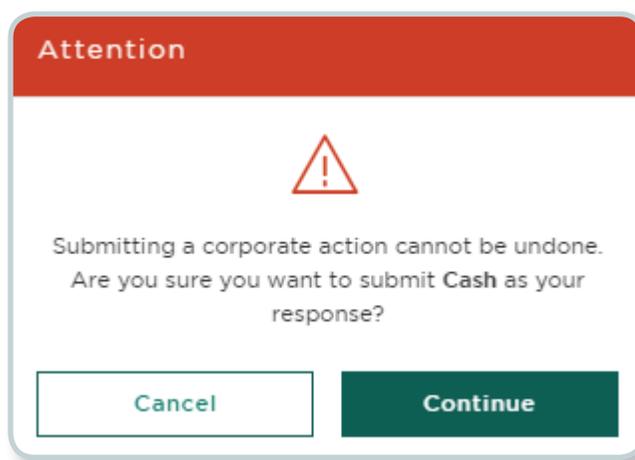


# How to Respond to a Corporate Action Notification

## STEP 3/3

### Preview and Confirm Your Submission

- After you click on Continue, you will see a preview page to validate that your response selection(s) is/are correct. If correct, click **Continue**.



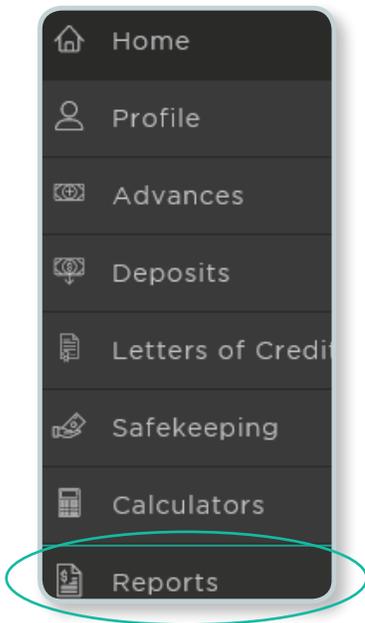
- After a successful submission, you will receive an email message confirming your Corporate Action response:



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## Reports

- You will no longer receive emails for corporate action notifications that are informational and do not require a response. Notices for maturities, calls or payment events are available for you to review under **Reports** in the main menu.
- Once on the reports page, you can easily sort the category list by SFK to view and retrieve the Corporate Actions reports. Note that users will only see reports for which they have entitlements.



Monthly User Entitlements Report	UEA	12/31/18   7:47 pm	9	View
Monthly Functional Activity Report	UEA	12/31/18   7:38 pm	9	View
Monthly Statement of Holdings PDF	SFK	1/3/19   6:00 pm	18	View
Hybrid Sweeps Anticipated Billing	SFK		0	View
Daily Stmt of Holdings	SFK		0	View
Corporate Actions	SFK	4/27/20   5:28 am	3	View
Activity Report (CSV)	SFK	10/11/19   12:10 pm	2	View
Activity Report	SFK	10/11/19   12:10 pm	2	View
5 Day Projected Income	SFK		0	View