



carta

Employee Options

Disclaimer: Information provided in this presentation is not intended to be legal or tax advice. Please consult with your legal counsel or tax advisor.

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What is a Stock Option ?

Option Grant

A stock option is a right, but not an obligation to purchase a company’s stock at a certain price (an “exercise price” or “strike price”).

The exercise price is generally the fair market value of the stock on the grant date.

Option grant
ES-129

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Option grant holder

Name	Tagg Palmer
Email	tagg@esharesinc.com
Status	Accepted

Quantities

Original quantity	15,000 options (ISO)
Exercised quantity	0 options
Remaining quantity	15,000 options
Exercise price	\$0.05 (USD)

Issuer

Issued by	Meetly
Issued from	Equity Incentive Plan
Grant date	April 10, 2014
Board approval date	April 10, 2014

Vesting Schedule

Your stock option will vest (or become exercisable) incrementally or fully while you continue employment at the company.

If you stop working for the company, your option grant will stop vesting and your right to exercise the vested portion will expire after a set time period.

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Summary

Schedule name	1/48, 1Y cliff
Vesting start	April 10, 2014
Fully vested	April 10, 2018
Cliff	Yes, 25% vests at 12 months
Vesting	After the cliff, the remainder of the shares will vest monthly on the same day as the start date for the remaining 36 months.
Early exercise	Yes

Progress

15,000 of the 15,000 options (100%) in ES-129 have vested.

Vesting start: April 10, 2014

Fully vested: April 10, 2018

Legend: Vested options Terminated/expired options

Period	Date	Options vested	Cumulative vested
1	April 10, 2015	3,750	3,750
2	May 10, 2015	312	4,062
3	June 10, 2015	313	4,375
4	July 10, 2015	312	4,687
5	Aug. 10, 2015	313	5,000
6	Sept. 10, 2015	312	5,312
7	Oct. 10, 2015	313	5,625
8	Nov. 10, 2015	312	5,937
9	Dec. 10, 2015	313	6,250
10	Jan. 10, 2016	312	6,562
11	Feb. 10, 2016	313	6,875
12	March 10, 2016	312	7,187
13	April 10, 2016	313	7,500
14	May 10, 2016	312	7,812
15	June 10, 2016	313	8,125
16	July 10, 2016	312	8,437
17	Aug. 10, 2016	313	8,750
18	Sept. 10, 2016	312	9,062
19	Oct. 10, 2016	313	9,375

Cost of Exercising an Option

There are two costs to exercising an option:

1. Exercise price of the option multiplied by the number of option shares you are exercising.
2. Applicable taxes - for more information on your specific implications, please consult with your tax advisor.



How to Accept your
Option Grant on Carta

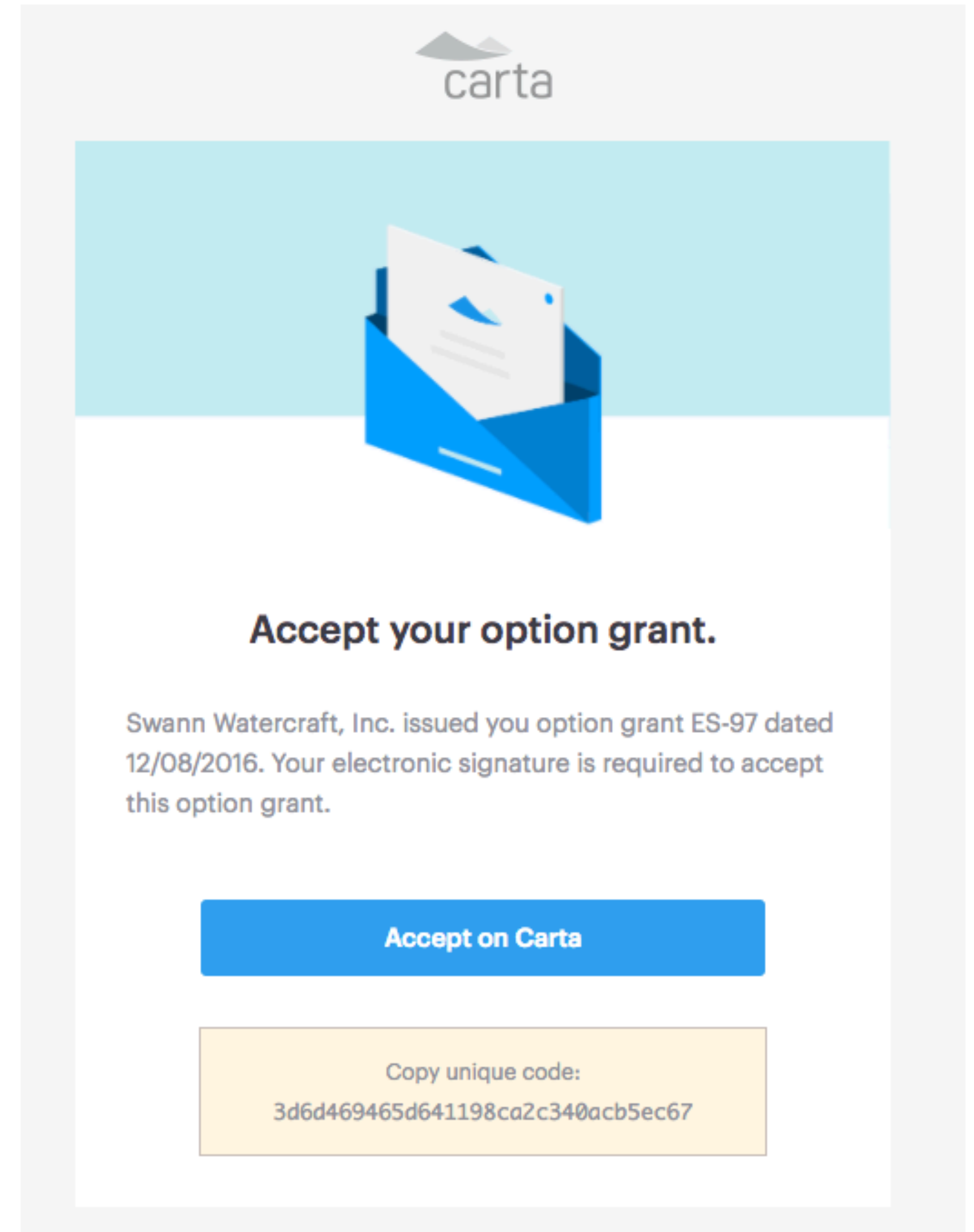
1. Email Invitation

You will receive an email from Carta inviting you to accept your option grant.

Click [Accept on Carta](#) to navigate to Carta

If you do not have an existing account on Carta, you will be directed to the registration page to create a Carta account.

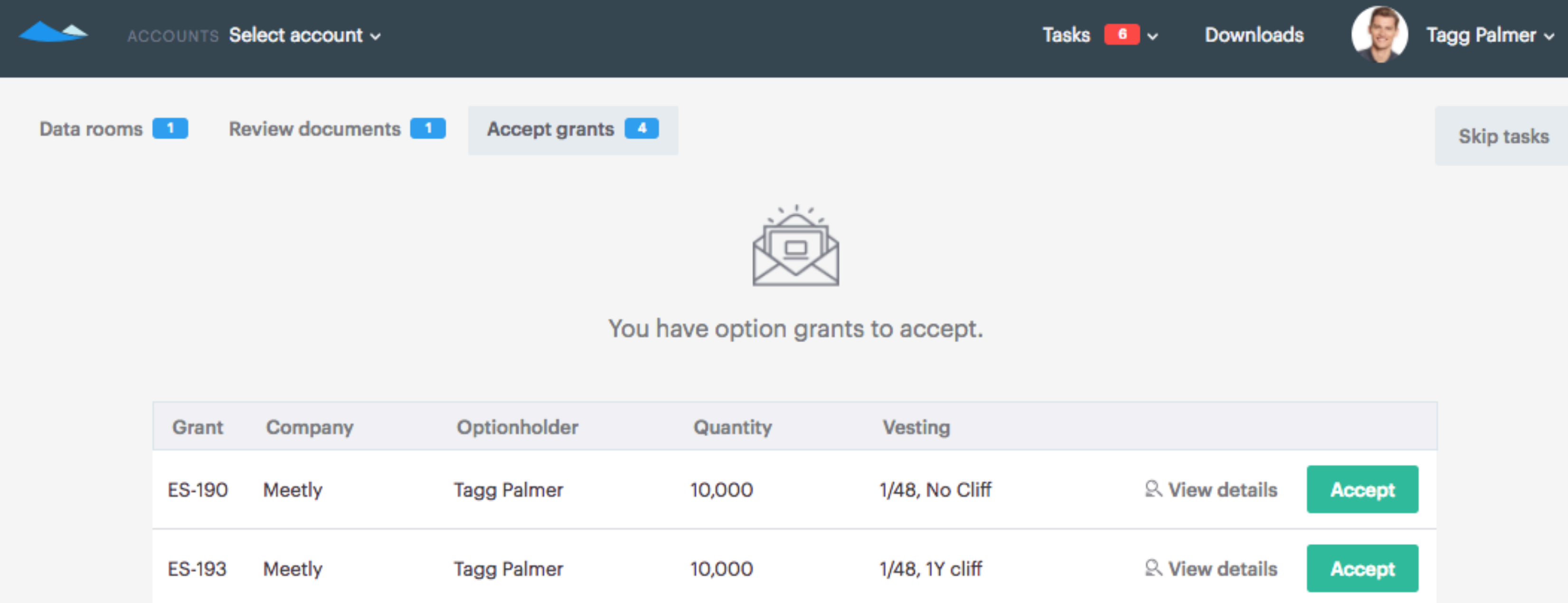
After registration is complete, you will receive a separate email to activate your new account.



2. Accept your Option

Logging into your Carta account will take you to the [Tasks](#) page, where you will accept your option grant.

You can click on [View Details](#) link to review your option, including the documents. To accept, click on [Accept](#).



The screenshot shows the Carta interface. At the top, there's a dark navigation bar with the Carta logo, 'ACCOUNTS Select account', 'Tasks 6', 'Downloads', and a user profile for 'Tagg Palmer'. Below this, a progress bar shows 'Data rooms 1', 'Review documents 1', and 'Accept grants 4'. A central message says 'You have option grants to accept.' with an icon of a stack of papers. Below this is a table with two rows of option grants, each with a 'View details' link and an 'Accept' button.

Grant	Company	Optionholder	Quantity	Vesting	
ES-190	Meetly	Tagg Palmer	10,000	1/48, No Cliff	View details Accept
ES-193	Meetly	Tagg Palmer	10,000	1/48, 1Y cliff	View details Accept

3. Agree to the Terms

Review all the terms of your option agreement, including the linked:

- Equity Incentive Plan,
- Form of Option Agreement,
- Form of Exercise Agreement,
- and any additional documents.

Check the box next to each linked document to confirm that you have read it.

Type your name exactly as listed on the signature line and click *Accept option grant*.

Accept option grant ×

Read and understand the terms below.

This Option Grant (the "Equity Award") is subject to all of the terms and conditions set forth in the applicable documents available for download in connection with this Equity Award (the "Documents"), all of which are incorporated herein in their entirety.

By entering your full name below, your signature will be applied to the Documents, as applicable, and you acknowledge receipt of, and understand and agree to the details of this Equity Award and the Documents. You further acknowledge that as of the date of this award, the details of this Equity Award and the Documents set forth the entire understanding between you and the Company regarding this Equity Award and supersede all prior agreements, promises and/or representations on that subject. If there is any conflict between the provisions of the details of this Equity Award and those of the Documents, the provisions of the Documents will control.

☒ I have read and understand the Equity Incentive Plan.
[2014 Equity Incentive Plan.pdf](#)

☒ I have read and understand the Form of Option Agreement.
[Meetly Option Agreement.doc](#)

☒ I have read and understand the Form of Exercise Agreement.
[Meetly Notice of Exercise.doc](#)

Sign here

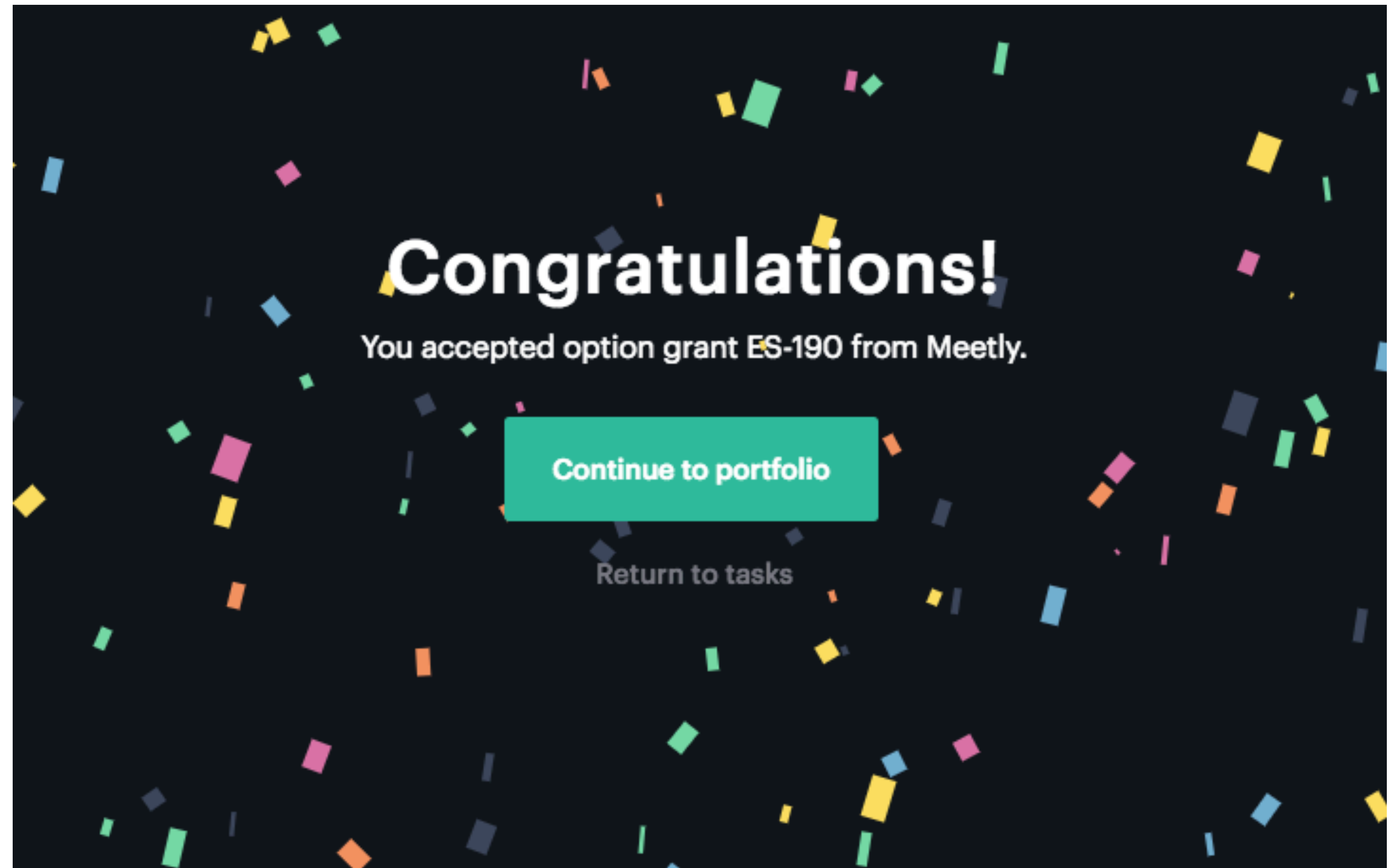
Tagg Palmer

Sign as "Tagg Palmer"

Accept option grant

4. Celebrate!

You will receive this message once you have successfully accepted your option grant.



5. Access your option anytime

You can access your option grant and see the vesting schedule and documents anytime you want in your portfolio after logging in.

The screenshot displays the Meetly user interface for a user named Tagg Palmer. The top navigation bar includes the Meetly logo, the user's account name, and links for Tasks (5), Downloads, and a profile dropdown. The main content area is titled "Tagg Palmer's Portfolio" and features tabs for Portfolio, Sell, and Account. The Portfolio tab is active, showing a summary of the user's holdings: 04/10/2014 (First holding date), 1.335% (Ownership), and \$202,000.00 (Cash cost). Below this, a table lists the user's holdings, including a certificate for CS-16, Common stock, with a status of Accepted, issued on 08/25/2016, for 200,000 shares at a cash cost of \$2,000.00. A "Total" row shows a cash cost of \$2,000.00. The bottom section displays a table of option grants, including ES-131, ES-133, and ES-132, all of which are NSO (Non-Saleable) and have a status of "Exercise in progress". The table also shows the issue date, original grant, exercise price, and exercisable status for each grant.

Certificate	Type	Status	Issue date	Shares	Cash cost
CS-16	Common	Accepted	08/25/2016	200,000	\$2,000.00
Total					\$2,000.00

Grant	Type	Status	Issue date	Original grant	Exercise price	Exercisable
ES-131	NSO	Exercise in progress	04/10/2014	12,000	\$0.05	12,000
ES-133	NSO	Exercise in progress	04/10/2014	3,000	\$0.05	0
ES-132	NSO	Exercise in progress	04/10/2014	4,000	\$0.05	0

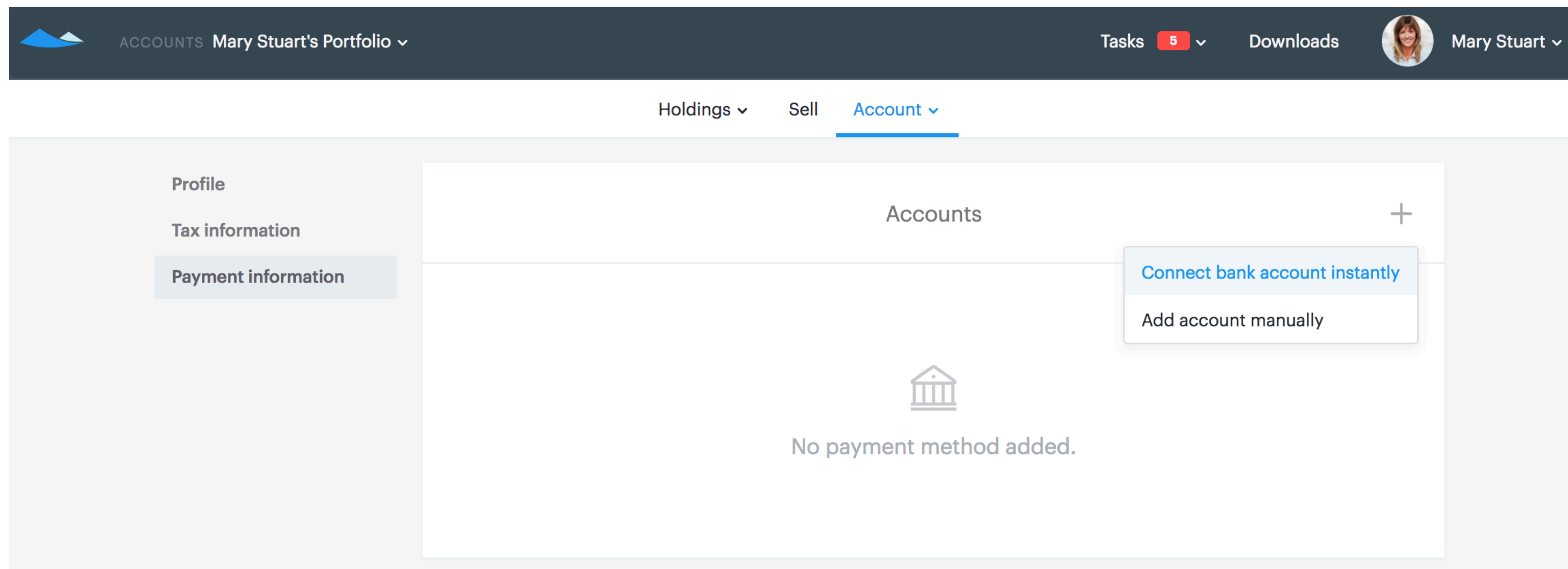


How to Exercise your
Option Grant on Carta

1. Connect your Bank Account

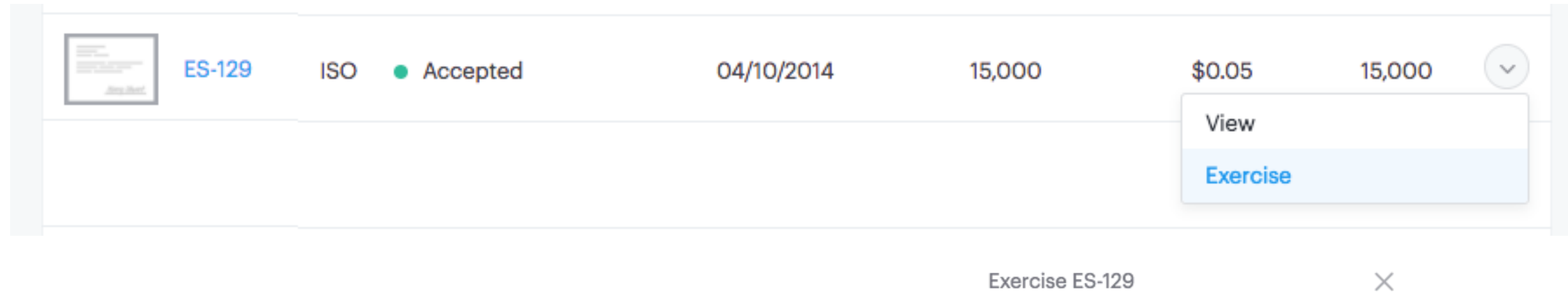
Go to [Account](#) from the top header > click on [Settings](#) > go to the [payment information](#) tab. Click on the “+” and select if you would like to add a bank account instantly or manually.

If manually, after adding your bank account details, you will be sent two small test deposits to your bank account within 1-3 business days. Return to your [payment information](#) page in your Carta account and click on [Actions](#) > [verify account](#) to enter those amounts to verify your bank account.



2. Set up the Exercise

Navigate to your portfolio. Click on the “V” dropdown and select **Exercise** to the right of your option grant.



Review your account information. If needed, click on [update account](#) to add/edit any information. Once confirmed, click **Next**.

Welcome to options exercising
This information may be used to prepare tax filings after exercising. [Learn more](#)

Name	Tagg Palmer
Mailing address	123 Market St. San Francisco, CA 94121
Social Security Number	***-**-6789
Bank account	Account ending in 9999

Update your account information if anything has changed. [Update account](#)

Next

3. Complete Exercise Form

Enter in the desired quantity to exercise.

Check off the box to agree to the funds withdrawal (removal) from your bank account.

After the details have been reviewed, click *Sign and exercise*.

Options exercise of ES-129

→

Option grant ES-129

Review the summary of your option grant.

Exercised: 0

Vested: 15,000

Total: 15,000 (early exercise available)

View details

→

15,000 options are available to exercise

How many options would you like to exercise?

10000

Exercise all

Review your exercise

⌘

Funds transfer

\$500 will be withdrawn from your bank account ending in 9999 when the exercise is approved.

How long does this take?

Options to exercise	10,000
Exercise price	\$0.05
Total cost to exercise	10,000 × \$0.05 = \$500

☒ I agree to the withdrawal of \$500 from my account.

💡

Option income

Your option income is \$11,800 based on Meetly's current fair market value entered in Carta.

Option income is the taxable gain from exercising your option grant. This value is subject to change if a new or pending valuation is completed by Meetly and may differ from your exercise related forms. What tax forms will I need to file?

Options to exercise	10,000
Current fair market value	\$1.23
Exercise price	\$0.05
Expected option income	10,000 × (\$1.23 - \$0.05) = \$11,800

!

Alternative Minimum Tax

Under certain conditions, you may be subject to Alternative Minimum Tax (AMT) when exercising this grant. Learn more >

Sign and exercise

4. Agree to the Terms

Review the exercise terms and confirm you have read the applicable documents. Type your name on the signature link and click [Exercise option grant](#).

The date that you initiate your electronic exercise will be set as the exercise date.

Exercise option grant ES-129 ×

Read and understand the terms below before exercising your options.

This option exercise is subject to all of the terms and conditions as set forth in the Equity Incentive Plan, Option Agreement and the Exercise Agreement documents available for download in connection with the applicable option grant. By entering your full name below, your signature will be applied to the Exercise Agreement document(s) and you acknowledge, understand and agree to all of the terms and conditions as set forth in the Exercise Agreement document(s). You further acknowledge that you are authorizing Carta to transfer up to \$500 for the total exercise price and tax withholdings, if applicable, from your bank account to Meetly to effect the exercise of 10,000 shares for the grant ES-129 on May 2, 2018.

☒ I have read and understand the Equity Incentive Plan.
[2014 Equity Incentive Plan.pdf](#)

☒ I have read and understand the Form of Option Agreement.
[Meetly Form Option Agreement.pdf](#)

☒ I have read and understand the Form of Exercise Agreement.
[Meetly Form Exercise Agreement.pdf](#)

Sign here

Tagg Palmer

Sign as "Tagg Palmer"

Exercise option grant

5. Tracking your Exercise

You can follow along the exercise workflow from the *exercises* tab of your option grant details.

Your exercise will be sent to be approved by the company’s option exercise approver.

Once approved, the funds transfer from your bank account to Carta’s escrow account will complete in 5-7 business days.

Once the transaction has cleared, the resulting certificate will be created for the officer signatory to sign, then you will be sent an email to sign and accept the certificate into your Carta portfolio.

Option grant
ES-128

Details

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Contact issuer

Print

Exercises

Certificate	Exercise	Approver	Cash paid	Payment method	
✓ Pending Awaiting signature	10,000 shares Exercise: \$0.05	Emily Wilson May 3, 2018	\$500.00 Transferred via ACH	Cash	Documents ▾

✓

Exercise request submission
Submitted exercise Sept. 18, 2017

✓

Exercise request approval
Approved by company May 3, 2018

✓

Fund transferral
Funds confirmed by Carta May 3, 2018

⌚

Certificate company signature (pending)
Waiting for company approval

⌚

Certificate holder signature
Waiting for stakeholder approval




Who to Contact for
Assistance with your Account

Carta Client Services

Press hotkey “P” on your keyboard to quickly access support.

Talk to a helpful expert


✕



Email

support@carta.com


We respond to most emails the same business day.



Chat


[Launch live online chat ›](#)

7:30 am to 6 pm PT, M-F.



Call

[\(650\) 669-8381](tel:(650)669-8381)

Support PIN:  924593

We may ask for your support PIN to verify your identity.



Helpful Support Articles

- <https://support.carta.com/article/527-equity-101-part-1>
- <https://support.carta.com/article/108-accepting-an-option-grant>
- <https://support.carta.com/article/248-set-bank-account>
- <https://support.carta.com/article/619-ach-exercise-process>

