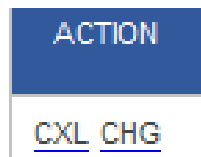


# How to modify an EIP schedule

To edit your EIP schedule click the **TRADE** tab, click the **EIP SCHEDULER** on the submenu. Then click **VIEW EIP SCHEDULES**.



Click the **CHG** button on the Action column of your EIP schedule to start editing.

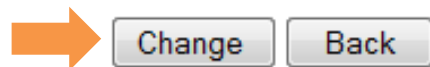
Put a check mark ☒ on the first column of the buy schedule you wish to edit that record. Only one record or the entire group record can be edited at a time.

<input type="checkbox"/> Select All	Next Buy Schedule	Stock	Cash Value
<input checked="" type="checkbox"/>	10/04/2013	ALI	5,000

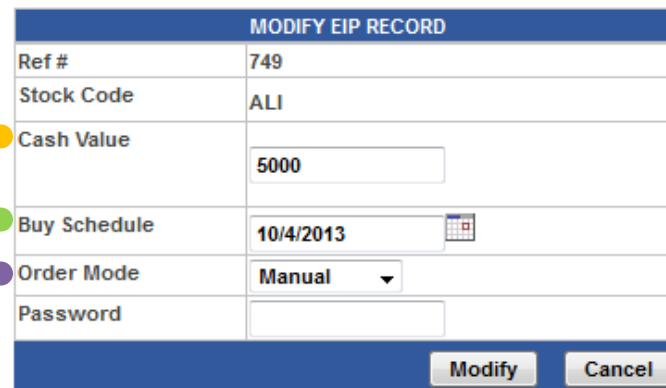
Choose the **SELECT ALL** box to edit the Cash Values and/or Order Modes of all the buying schedules.

<input checked="" type="checkbox"/> Select All	Next Buy Schedule	Stock	Cash Value
<input checked="" type="checkbox"/>	10/04/2013	ALI	5,000
<input checked="" type="checkbox"/>	11/04/2013	ALI	5,000
<input checked="" type="checkbox"/>	12/04/2013	ALI	5,000
<input checked="" type="checkbox"/>	01/04/2014	ALI	5,000
<input checked="" type="checkbox"/>	02/04/2014	ALI	5,000
<input checked="" type="checkbox"/>	03/04/2014	ALI	5,000
<input checked="" type="checkbox"/>	04/04/2014	ALI	5,000

Click the **CHANGE** button when you are done selecting.



When modifying your EIP schedule, you can edit three fields:



## **CASH VALUE:**

Type in the new cash value that you would like to allot for this buying schedule.

## **BUY SCHEDULE:**

Click on the calendar icon to choose a new date when you would like to buy shares. Buy dates can also be chosen and edited one record at a time and not using the Select All Option.

## **ORDER MODE:**

You can alter your order to be pushed Manually or in Automatic action anytime before the scheduled date.

Press the **MODIFY** button when you are done editing.

