

# Accessing Your Ecolab Inc. Employee Stock Purchase Plan Account

## Online User Guide and AT&T Access Codes

This guide provides contact information and instructions for online access to your Computershare accounts.

You may access your account online at [www-us.computershare.com/employee](http://www-us.computershare.com/employee).

If you need assistance, dial one of the telephone numbers below and opt out to a Participant Service Representative.

- for participants inside of the U.S. dial toll-free **866-657-8331**
- for participants outside of the U.S. use your country's AT&T Access Code (page 12), and then at the prompt dial **866-657-8331** or call directly by dialing **732-491-0574** (toll charges will apply)

Assistance is available from Monday through Friday 3:00 a.m. to 9:00 p.m. Eastern Time based on the New York Stock Exchange business calendar. Translator services are available upon request.

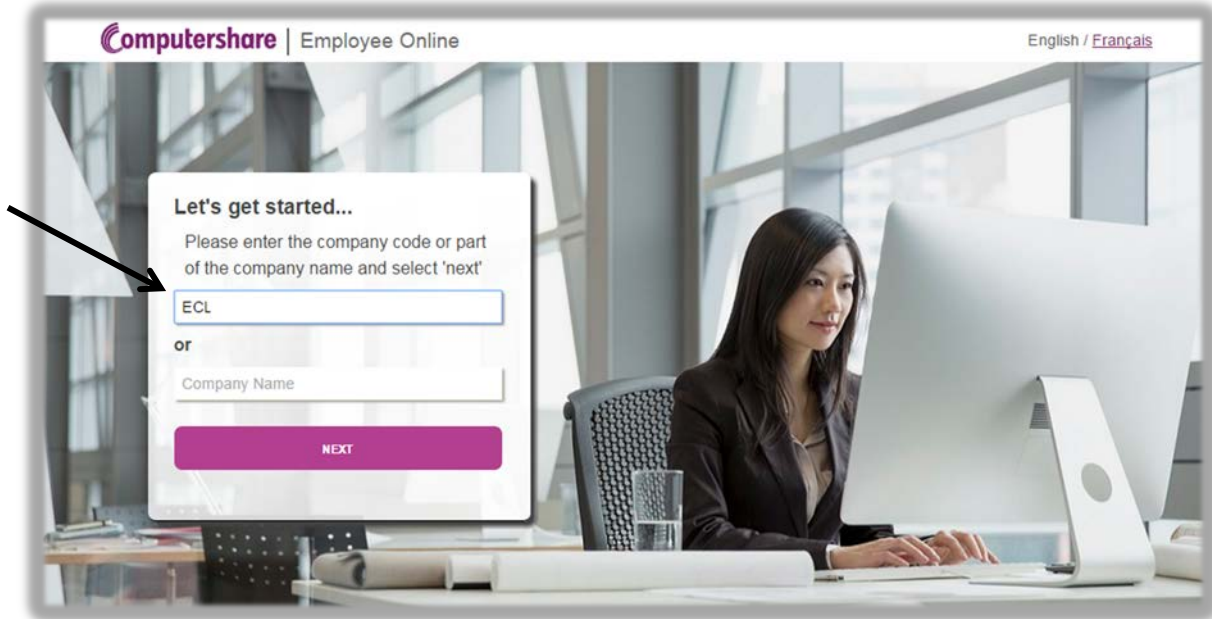
## Table of Contents

Topic	Page
Login	2
Activate Account	3
Change PIN	4
Security Questions	5
Contact Details and Confirmation	6
Tax Certification	7
Employee Portfolio and Holding Information	8
Sell Shares	9
AT&T Access Codes	12

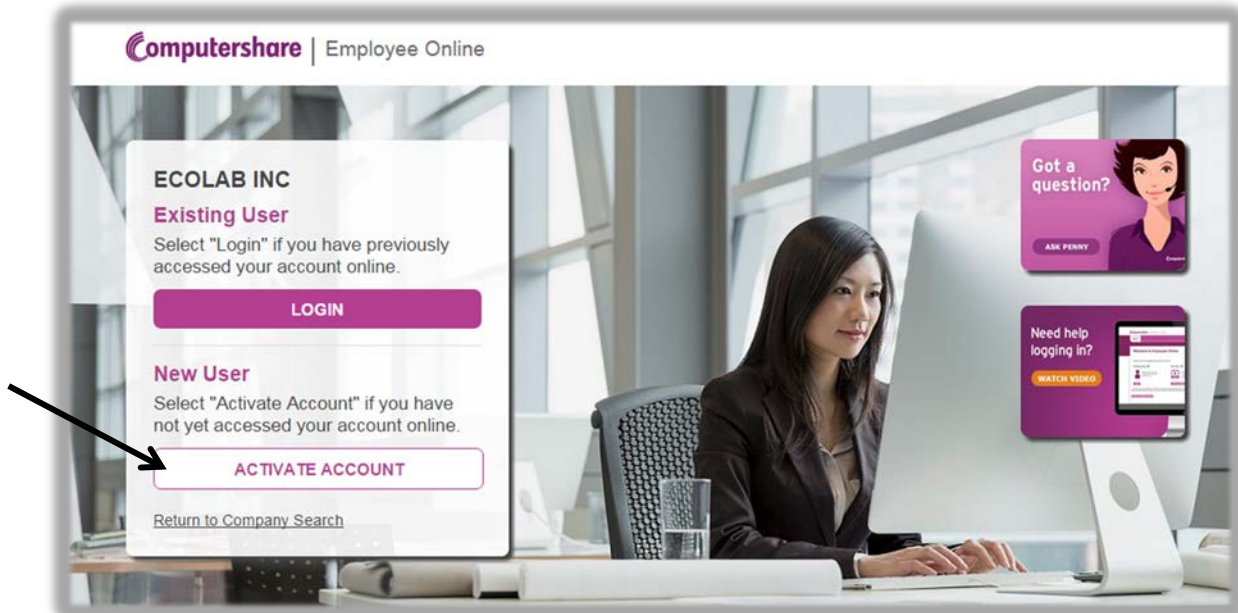
## Initial Login

You will need a User ID and PIN to access your account online. For your initial login you will need a Global Id which is your Workday ID. Please note your Global / Workday ID can be provided by your local HR or Payroll representative responsible for the Employee Stock Purchase Program (ESPP). PIN numbers are provided in a mailing following your initial purchase with Computershare.

Go to [www-us.computershare.com/employee](http://www-us.computershare.com/employee). Enter either **ECL** in the Company Code or **Ecolab** in the Company Name and click **Next** to continue.



If this is the first time you are accessing your account, you are considered a new user. Select **Activate Account** to continue.



Enter your login credentials and the characters shown in the image, and then click **Continue**. Please contact Computershare if you have lost or forgotten your PIN.

**Login to Computershare**

**Activate your account** ?

To activate your account for the first time, please complete the below details.

Company ECOLAB INC

Global Identifier  ?

Pin / Password  ?

Please enter the characters as they are shown

VADM

Read the website's terms, and click **Yes** to show acceptance. Then click **Next** to continue.

**Computershare** Employee Online English / [Français](#) Help Contact Us

Home Company Info

Login

**Login**

> 1. Terms and conditions > 2. Change PIN > 3. Security Questions > 4. ...

**Terms And Conditions & Privacy Statement**

**Plan Terms and Conditions**

Computershare Limited in conjunction with its subsidiaries, affiliates, agents, and other users, we ask you not to share your Login ID and PIN with another person. If you are responsible for all transactions that occur on this website and service for purchase and sale transactions from your plan, you agree to the Terms and Conditions of this website and service. Regular transaction charges or service fees will be charged to you at the time of the transaction or the provision of the service.

**License to you** Computershare grants you a single, non-exclusive, non-transferable license to use the service. (Please see the "systems requirements" tab under Help for more information.) Your use of this web service constitutes an acceptance of the terms and conditions of the service terms and conditions. You will not be able to use the service to copy, reproduce, or otherwise use the service for any purpose other than your own personal use. If you are responsible for all transactions that occur on this website and service for purchase and sale transactions from your plan, you agree to the Terms and Conditions of this website and service. Regular transaction charges or service fees will be charged to you at the time of the transaction or the provision of the service.

**Security precautions**

We employ appropriate technical security measures to protect your personal information and to ensure that it is not accessed by unauthorised persons. Information is held on secure servers and is encrypted wherever this is possible. This is the same encryption used to transmit credit card details over the Internet when buying merchandise online. Our security procedures also provide that, in addition to any password, which you may require to gain access to the service, you may have to provide proof of identification before we will release personal information to you. Multiple incorrect attempts or invalidation, result in a lockout from the information. We undergo periodic reviews of our security policies and procedures to ensure that our systems are secure and protected.

You should never divulge your identification numbers, username, or password to anyone else. You should also never write your password down or store it on your computer and you should make sure you change it regularly.

**Accessing and updating your information**

We try to ensure that all information, which we hold for you, is accurate. If you find any inaccuracies in the information we have we will delete these or correct them promptly. Communication with you may be impeded if the information we hold is inadequate or inaccurate.

This Statement only applies to this website and does not apply to any websites from which you may have linked to this website or to any website to which you may link from this website.

I have read and understood and accepted the Plan Terms and Conditions and the Privacy Statement.

Yes  No

You will be prompted to change your PIN to a new 5-11 digit number. Enter your new PIN twice in the appropriate fields and then enter your current PIN, included in your welcome packet, to confirm the update. Click **Next** to continue.

You may create a New Username but this is not a mandatory field. **The New Username can only be used on the web.** You will continue to use your original User ID when calling the phone system. Click **Next** to continue.

The screenshot shows the 'Employee Online' interface. At the top, there is a navigation bar with 'Home' and 'Company Info' buttons. Below this is a 'Login' section with a breadcrumb trail: » 1. Terms and conditions » 2. **Change PIN** » 3. Security Questions » 4. Contact Details » 5. Confirmation. A note states: 'The new PIN must be a 5-11 digit number.'

The 'Change PIN' form includes the following fields and instructions:

- New PIN:** A text input field.
- Confirm New PIN:** A text input field.
- Current PIN:** A text input field.
- Instruction: 'As a security measure, please enter your current PIN for validation.'

The 'Create Username' form includes the following fields and instructions:

- New Username:** A text input field.
- Confirm New Username:** A text input field.
- Instruction: 'The Username must be a 6-30 character combination of letters and numbers. Spaces, tabs, and symbols are not allowed. Usernames are not case sensitive.'
- Instruction: 'Please re-enter your chosen Username for verification.'
- Instruction: 'Should you change your mind and wish to re-enable this option, after login navigate to My Details/Security Details where you can reactivate the Create Username pages.'
- Checkbox: 'Please do not show me this option in the future.'

At the bottom right of the form, there are three buttons: 'CANCEL', '< PREVIOUS', and 'NEXT >'.

Select and answer three security questions from the drop-down menus provided. Click **Next** to continue.

The screenshot shows the 'Security Questions' step in the 'Employee Online' registration process. The page header includes the 'Computershare Employee Online' logo, language options for 'English / Francais', and links for 'Help' and 'Contact Us'. A navigation bar contains 'Home' and 'Company Info'. A 'Login' tab is visible on the left. The main heading is 'Login'. A progress bar indicates the current step: '» 1. Terms and conditions » 2. Change PIN » 3. Security Questions » 4. Contact Details » 5. Confirmation'. Below this, a paragraph explains that the answers will be used for identity validation and instructs the user to select three unique questions from a drop-down menu. The 'Answer Security Questions' section contains a note that answers are case sensitive and three rows of input fields. Each row consists of a 'Security Question' drop-down menu and a 'Security Answer' text box. At the bottom right, there are three buttons: 'CANCEL', '< PREVIOUS', and 'NEXT >'. The 'NEXT >' button is highlighted in purple.

Computershare Employee Online English / [Francais](#) Help Contact Us

Home Company Info

Login

## Login

» 1. Terms and conditions » 2. Change PIN » 3. **Security Questions** » 4. Contact Details » 5. Confirmation

The answers to these questions will be used to validate your identity as a registered user of this site. To set up your security questions please make a selection from the drop down menu for each question. Please choose three unique questions and provide your answers.

### Answer Security Questions ?

Please Note: Your security answers are case sensitive.

Security Question 1	Security Answer 1
<input type="text" value="Select Question from list..."/>	<input type="text"/>
Security Question 2	Security Answer 2
<input type="text" value="Select Question from list..."/>	<input type="text"/>
Security Question 3	Security Answer 3
<input type="text" value="Select Question from list..."/>	<input type="text"/>

Confirm your email address. Click **Next** to continue.

Computershare Employee Online English / Français Help Contact Us

Home Company Info

Login

## Login

» 1. Terms and conditions » 2. Change PIN » 3. Security Questions » 4. **Contact Details** » 5. Confirmation

Please enter your e-mail address below.

**Contact Details**

Email Address:

CANCEL < PREVIOUS NEXT >

Help Contact Us

## Login

» 1. Terms and conditions » 2. Change PIN » 3. Security Questions » 4. Contact Details » 5. **Confirmation**

Please confirm that the following details are correct before clicking 'Submit'.

Confirmation	
Terms and conditions accepted:	Yes
PIN updated:	Yes
Username created:	No
Security questions and answers:	
Mothers maiden name:	***** 🔍
First pets name:	***** 🔍
Fathers given name:	***** 🔍
Contact details:	
Email address:	<input type="text"/>

CANCEL < PREVIOUS SUBMIT

Review the information, and if correct, click **Submit**.

## Initial Login – Tax Certification

To avoid negative tax treatment, an important part of the initial login process is that you are required to certify your tax status by completing a W-8BEN form for non-U.S. tax filers and W-9 for U.S. persons and resident aliens. If your tax status changes at any time, you will need to re-certify your status immediately.

Select the option that applies to you, and then click **Next**. On the next screen, follow the online prompts to complete the certification process. You will receive a confirmation screen once you have successfully certified your account.

The screenshot shows the 'Tax Certification' page on the Computershare Employee Online portal. The page is titled 'Tax Certification' and includes a progress bar with steps: 1. Select, 2. Worksheet, 3. Summary, and 4. Confirmation. The current status is 'UNCERTIFIED'. The user is prompted to select their status: 'I am a U.S. person (including U.S. resident Alien) and I will complete the electronic IRS Form W-9 to certify this account.' or 'I am NOT a U.S. person or resident Alien and I will complete the electronic IRS Form W-8BEN to certify this account.' There are also links to the IRS website for further instructions. The right sidebar shows a welcome message for 'JOHN DOE', a 'MY PROFILE' button, a 'LOGOUT' button, a notification for '3 new message(s)', and a stock price display for '61.15 USD' on the 'Exchange NYS'.

Computershare Employee Online Help Contact Us

My Holdings Transact History Tax Forms and Documents Company Info

### Tax Certification

» 1. Select » 2. Worksheet » 3. Summary » 4. Confirmation

**STATUS: UNCERTIFIED**

What is your status?

I am a U.S. person (including U.S. resident Alien) and I will complete the electronic IRS Form W-9 to certify this account.

I am NOT a U.S. person or resident Alien and I will complete the electronic IRS Form W-8BEN to certify this account.

If you are a non-U.S. holder of a business entity account (e.g., trust, corporation), please submit the IRS Form W-8BEN from the [IRS website](#). Should you require W-8ECI, W-8EXP or W-8IMY you can obtain these forms and instructions from the [IRS website](#).

**CANCEL** **NEXT>**

Welcome  
JOHN DOE  
0000057164

**MY PROFILE** **LOGOUT**

You have 3 new message(s)

**61.15**<sup>USD</sup>  
Exchange NYS  
Share Price as at 19:07:00 GMT  
(20 minute delayed price)

## Employee Portfolio and Holding Information

The central hub of your Employee Online experience is the Employee Portfolio page. From here you can view details on your holdings. Click **Details** to view detailed holding information.

The image displays two screenshots of the Computershare Employee Online interface. The top screenshot shows the 'Employee Portfolio' page, and the bottom screenshot shows the 'Employee - Holding Information' page.

**Employee Portfolio Page:**

- Navigation: My Holdings, Transact, History, Tax Forms and Documents, Company Info
- Sub-navigation: Portfolio, Valuation, Holding Information
- Header: Welcome back JOHN DOE, 0000057164
- Buttons: MY PROFILE, LOGOUT
- Message: You have 3 new message(s)
- Text: Click for company announcements.
- Text: Share Price as at 19:10:00 GMT (20 minute delayed price)
- Text: The table below provides you with a summary of all holdings in your portfolio. For more detailed information about each holding or to perform a transaction, please click on the "Details" link.
- Section: My current portfolio
- Table:

Description	Balance	
423b Qualified Shares	499.000000	<a href="#">Details</a>

**Employee - Holding Information Page:**

- Navigation: My Holdings, Transact, History, Tax Forms and Documents, Company Info
- Sub-navigation: Portfolio, Valuation, Holding Information, Available Share Lots
- Header: Welcome back JON L ACTON, 0999999999
- Buttons: MY PROFILE, LOGOUT
- Message: You have 19 new message(s)
- Text: 61.08<sup>USD</sup> Exchange NYS Share Price as at 14:00:00 GMT CMP.N
- Text: Please Note: You can view your historical transactions by [clicking here](#)
- Section: Summary of Current Holdings
- Table:

Holdings	Number of Shares	Market Value
423b Qualified Shares	499.000000	USD 46,716.38
423b Subject to Disqualification	0.000000	USD 0.00
Dividend Shares	0.109090	USD 10.21
<b>Total</b>	<b>499.109090</b>	<b>USD 46,726.59</b>

[Market Data Provider](#)



## Sell Shares

Click **Transact** to display the shares available for sale. Click **Sell** to begin the transaction.

Computershare Employee Online Help Contact Us

My Holdings **Transact** History Tax Forms and Documents Company Info

All Transactions **Sell** Pending Transactions

### All Transactions

423 QUALIFIED PLAN

Summary of Available Shares

Description	Number of Shares	Market Value	
Shares Available for Sale	489.10909	45,757.13	<a href="#">Sell</a>
Shares Available for Transfer	489.10909	45,757.13	<a href="#">Broker Transfer</a> <a href="#">Issue Shares</a>

If you would like to have your sale proceeds delivered quicker than what is provided via postal or express mail, you can [click here](#) to provide your banking details. By doing so, you will be offered the ability to receive your proceeds electronically when you sell your shares.

[Market Data Provider](#)

Welcome back  
JON L ACTON  
0999999999

MY PROFILE LOGOUT

You have 19 new message(s)

61.15 USD  
Exchange NYS  
Share Price as at 14:11:00 GMT

Confirm the order type to be processed on the Sell Order page. Read and agree to the terms. Click **Next** to continue.

My Holdings **Transact** History Tax Forms and Documents Company Info

All Transactions **Sell** Pending Transactions

### Sell Shares

» 1. Sell Order » 2. Sell Order Worksheet » 3. Estimation » 4. Confirmation

Holding ESPP

You can sell your holdings by completing the four steps outlined above:

- Market order  
**Market order:** A request to sell shares at the current market price. When placed during market hours (9:30am to 4:00pm ET), a market order will be processed immediately. Market orders placed during non-market hours will be entered when the market opens.
- Limit order (Day)  
**Limit Order (Day):** Order indicates the lowest price per share you are willing to accept for the sale. This order can only be executed at the specified per-share price or better. For a Day Order, if the order has not been executed after 1 day, any unsold portion of the sales request will be canceled.
- Limit order (GTC 30 day)  
**Limit Order:** A Good-Till-Cancelled limit order indicates the lowest price per share you are willing to accept for the sale. This order can only be executed at the specified per-share price or better. If the order has not been executed after the specific duration, any unsold portion of the sales request will be canceled. You may also choose to cancel the request at any time prior to the expiration date.
- Batch order  
**Batch order:** An accumulation of multiple sale requests for a security submitted together as an aggregated request at least once per market day. Note: Batch sale requests received after 2:00pm ET, or on a day the market is closed, will be processed the next market day.

The next page will allow you to select the number of shares and your distribution method.  
I acknowledge that my sale will be conducted according to the terms and conditions of the plan. In order to submit this sale request, please select "Yes" to confirm that you are authorizing this sale.

Yes  No

[Market Data Provider](#) CANCEL **NEXT >**

Welcome back  
JON L ACTON  
0999999999

MY PROFILE LOGOUT

You have 19 new message(s)

65.355 USD  
Exchange NYS  
Share Price as at 3:22:00 PM EST

(20 minute delayed price)



Review the details associated with your transaction.

Enter your PIN and click **Submit** to confirm your transaction.

After entering your PIN, you will receive a confirmation. Print a copy of the confirmation page for your records.

**Computershare Employee Online**

My Holdings | **Transact** | History | Tax Forms and Documents | Company Info

All Transactions | **Sell** | Pending Transactions

## Sell Shares

» 1. [Sell Order](#)» 2. [Sell Order Worksheet](#)» 3. Estimation» 4. Confirmation

### Sell Order Estimation

You are about to place a batch order request to sell 100 shares of WEB TEST COMPANY SYS WEB3\_TST 423 QUALIFIED PLAN .

Please note Sale Requests entered prior to 7:00 PM EST will be traded on the following New York Stock Exchange Trading Day. Orders placed after 7:00 PM EST or on a non-trading day will be traded on the 2nd trading day following the sales request.

Securities that do not trade on a US stock exchange may experience an additional 1-2 day delay.

\*Please note this is an estimate based upon the actual market value of the stock.

Transaction Details	
Estimated Market Value Per Share	USD 93.71
<b>Estimated Total Market Value</b>	<b>USD 9,371.00</b>
Estimated Fees	
Estimated Total Charges	USD 0.00
Tax Withheld	USD 0.00
<b>Estimated Net Proceeds</b>	<b>USD 9,371.00</b>
Transaction Date	17 Mar 2015

Payment Details	
Currency	US DOLLAR
Payment Method	Check

Please Note: Once you submit your BATCH order, you will only be able to cancel or change your order by returning to "Pending Transactions" on the "Transact" menu or by contacting the Computershare Employee Plan Customer Service Center and only if the trade has not already been filled.

Please re-enter your existing PIN before clicking on the submit button to complete your request.

CANCEL < PREVIOUS SUBMIT

<b>Country</b>	<b>Country Access Code</b>	<b>At the prompt dial...</b>
*Australia	Telstra 1-800-881-011 Optus 1-800-551-155	866-657-8331
Fiji	004-890-1001	866-657-8331
*France	France Telecom 0-800-99-0011 Telecom Development 0-805-701-288	866-657-8331
Germany	0-800-225-5288	866-657-8331
*Hong Kong	Hong Kong Telephone 800-96-1111 New World Telephone 800-93-2266	866-657-8331
*Ireland	1-800-550-000 UIFN 00-800-222-55288	866-657-8331
Italy	800-172-444	866-657-8331
*Korea, Republic	Korea Telecom 00-729-11 ONSE 00-369-11 Dacom 00-309-11	866-657-8331
Malaysia	1-800-80-0011	866-657-8331
*Singapore	SingTel 800-011-1111 StarHub 800-001-0001	866-657-8331
Switzerland	0-800-890011	866-657-8331
Taiwan	00-801-102-880	866-657-8331
*Thailand	1-800-0001-33 001-999-111-11	866-657-8331
*United Kingdom	British Telecom 0-800-89-0011 C&W 0-500-89-0011	866-657-8331

\*The Country Access Code is determined by your local carrier.