

## Airbus Portal Registration Guide

Equiniti Limited (“Equiniti”) operates an Employee Share Plans Portal (“the Portal”), a web-based service developed to offer a fast and convenient way for you to manage your Share Incentive Plan.

To activate your Portal account simply:

Access the page below at [www.shareview.co.uk/clients/airbus](http://www.shareview.co.uk/clients/airbus) where you can log in and register.

If you are already registered for Shareview you do not need to register for the Portal. You can simply access your Portal account by clicking on ‘login with Shareview details’.

Click the ‘Register now’ box. Follow the 3 registration steps where you will need to enter information, taking no more than 5 minutes to complete.

### Step 1 of 3 – Tell us who you are

Here you will need to enter your National Insurance number, date of birth and last name. If all 3 match the information held by Equiniti you will be taken to step 2. (If the details entered do not match the information held by Equiniti, you will not be able to register straight away and we will need to verify your details with Airbus HR, please call the helpline on +44 (0) 371 384 2847). Click [Next](#).

### Step 2 of 3 – (i) Register for your portal account

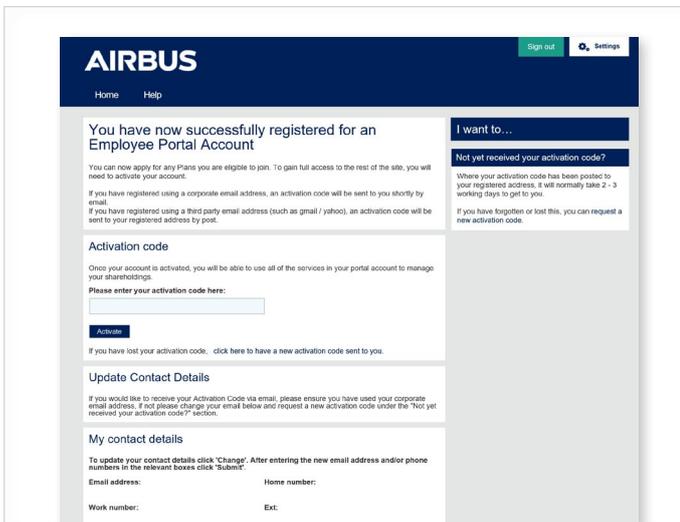
Here you will need to register an email address. This can be either your business or personal email account, which Equiniti will use to send you email confirmations of your Portal transactions and other future employee share plan communications (wherever possible). You will need to create a password which must be between 12 and 64 characters long and must include at least one number, one upper case letter, one lower case letter and one special character (e.g. !”£\$%&\*). You can also provide your telephone number contact details in case Equiniti needs to contact you.

## (ii) Memorable information

Here you will need to provide answers to 3 memorable questions. There are 6 questions in total and you can choose which 3 best suit you. If in the future you forget your password you will need to give the answers to your memorable questions to reset your password.

## (iii) Your preferences

Here you can provide your preferred method of receiving your employee communications. Click [Register Now](#).



The screenshot shows the Airbus Employee Portal registration confirmation page. The header includes the Airbus logo, 'Sign out', and 'Settings'. The main content area is titled 'You have now successfully registered for an Employee Portal Account'. It provides instructions on how to activate the account, including a section for entering the activation code and an 'Activate' button. There is also a section for updating contact details and a 'My contact details' section with fields for email address, home number, work number, and extension. A sidebar on the right contains a 'I want to...' section with a link for 'Not yet received your activation code?'.

### Step 3 of 3 – Confirmation page

Your security details are now set up. Click [Next](#).

**Congratulations. You are now registered for the Portal and can make your SIP application from 22nd February 2024 to 7th March 2024 – simply click on ‘Apply for SIP’ under the ‘I want to...’ section of the site.**

Your Activation Code will be sent to you by email if you register with a work email address. If not, your Activation Code will be sent to you in the post. Once received, go to [www.shareview.co.uk/clients/airbus](http://www.shareview.co.uk/clients/airbus) and login using your National Insurance number, date of birth and password you set up at registration. You will be prompted to enter your activation code.

To access your Portal account in the future, go to [www.shareview.co.uk/clients/airbus](http://www.shareview.co.uk/clients/airbus) and log in using your National Insurance number, date of birth, last name and the password you set up at registration.

If you have forgotten your password, click on the ‘forgotten password’ link and you will be asked some security questions. You will then be prompted to re-set your password.

If you require assistance or are having difficulties with the registration process please contact the employee shareholder helpline on +44 (0) 371 384 2847.

Lines are open 8.30am to 5.30pm, Monday to Friday, excluding Bank Holidays in England and Wales.