

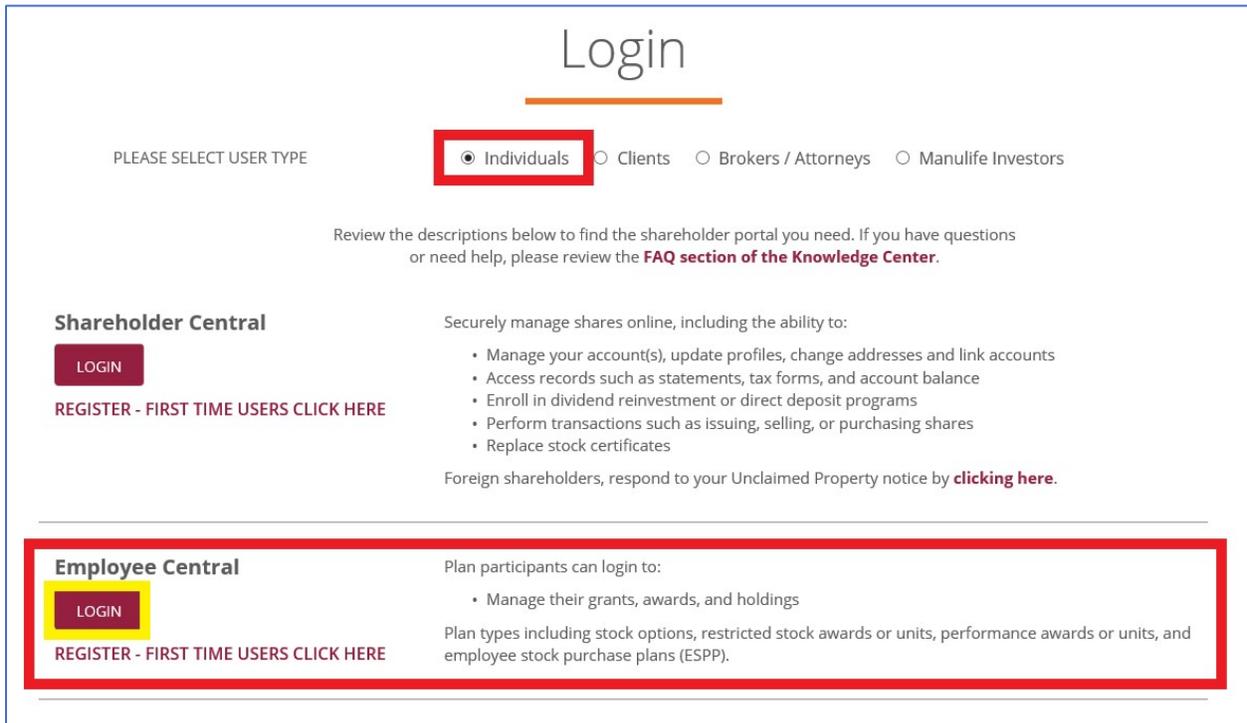
## ADD or CHANGE ESPP ELECTION

Log on to AST Financial using the following link:

<https://www.astfinancial.com/login>

Select "Individuals"

Select "Employee Central"



Login

PLEASE SELECT USER TYPE  Individuals  Clients  Brokers / Attorneys  Manulife Investors

Review the descriptions below to find the shareholder portal you need. If you have questions or need help, please review the **FAQ section of the Knowledge Center**.

**Shareholder Central**

**LOGIN**

**REGISTER - FIRST TIME USERS CLICK HERE**

Securely manage shares online, including the ability to:

- Manage your account(s), update profiles, change addresses and link accounts
- Access records such as statements, tax forms, and account balance
- Enroll in dividend reinvestment or direct deposit programs
- Perform transactions such as issuing, selling, or purchasing shares
- Replace stock certificates

Foreign shareholders, respond to your Unclaimed Property notice by **clicking here**.

**Employee Central**

**LOGIN**

**REGISTER - FIRST TIME USERS CLICK HERE**

Plan participants can login to:

- Manage their grants, awards, and holdings

Plan types including stock options, restricted stock awards or units, performance awards or units, and employee stock purchase plans (ESPP).

**Note:** First time users may register with your "Participant ID" and ticker symbol.

Your participant ID is your Employee Number located in our HRIS/Payroll system, UltiPro

Victory Capital Management's ticker symbol is VCTR

For further assistance, please contact Zoe Carter, [zcarter@vcm.com](mailto:zcarter@vcm.com), or Human Resources, [humanresources@vcm.com](mailto:humanresources@vcm.com)

Enter your Login ID and press "Continue"

AST Equity Plan Solutions

# Welcome To Employee Central

Employee Central / Login

## YOUR UNIQUE ID

- If you already have a unique ID, Please enter your Unique ID in the box aside and proceed to AST's Security Profile Process.
- If you have forgotten your unique ID, please click on "Forgot Unique ID".
- If you are not registered, please click on "Register Here"

Please Enter Your Unique ID

English | Français (Canada) | Español

Continue

If you are not registered, Register Here

FORGOT UNIQUE ID?

Enter your password and select "Enter"

AST Equity Plan Solutions

# Welcome To Employee Central

Employee Central / PASSWORD

## PASSWORD

TIPS TO SAFEGUARD YOUR PASSWORD

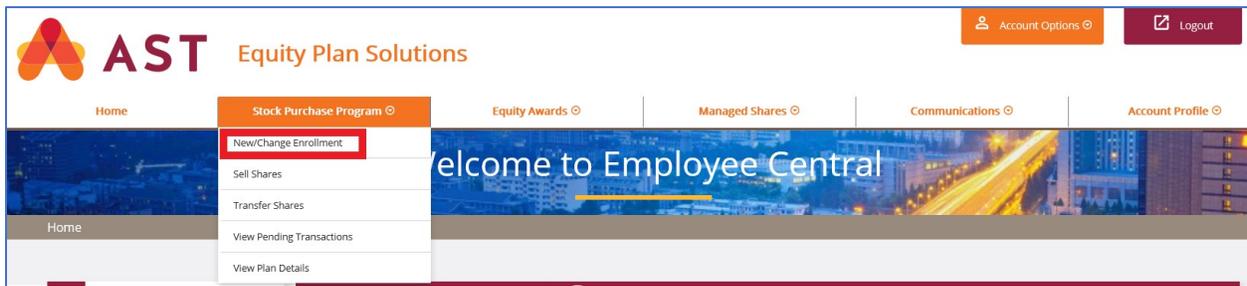
- Make password long, strong and with a minimum of 8 characters.
- Your password should be a mix of upper and lower case letters, numbers and symbols.
- Don't share your password.
- Have your password(s) be unique and not something that is easily guessed.
- Choose a different password for each online account.
- Write down your password and store it in a safe place.
- Change your password several times a year or at a minimum every 90 days.

Please Enter Your Password Below

enter

LEARN MORE ABOUT THIS PAGE | NOT YOUR IMAGE AND PHRASE? | FORGOT YOUR PASSWORD?

Click on “Stock Purchase Program” and select “New/Change Enrollment”



To add/change elections, select the appropriate “Percent or “Amount” box and enter your option in the “Change To” field. The Open Enrollment or Change Window is open when the status below reflects “Change Enrollment”.

The screenshot shows the 'New/Change Enrollment' page. At the top, it says 'New/Change Enrollment' and 'Wednesday, Feb 13, 2019'. Below this, there is a instruction: 'Please enter the percentage or dollar amount you wish to have deducted from your after-tax pay as contributions to the purchase plan. Your plan documents dictate the type of contributions allowed.' Below the instruction is a table titled 'Plans For Contributions'.

Plan	Enrollment Period	Offering Period	Status	Current	Change To	Percent	Amount
2018 Qualified	02/15/2019 - 03/15/2019	01/01/2019 - 05/30/2019	Change Enrollment not available	5%			

**Note:** when electing an amount, the value should reflect the total amount you wish to contribute in the offering period, subject to the limitations of the ESPP.

Click on “Continue”

Enter your “Password” and click “Submit”

Your enrollment in the ESPP is now complete!