Managing Your Equity Awards Information with Benefits OnLine®

Tennant Company Equity Plans
Managing Your Tennant Company Equity Awards Information With Benefits OnLine

Through Merrill Lynch’s Benefits OnLine Web site, you have access to the tools and resources you need to manage and monitor your Tennant Company equity awards.

This brochure is designed to familiarize you with the key tasks you can perform on the Web site, including modeling the value of your awards and conducting transactions online. (Designated Access Persons and Section 16b Insiders have inquiry access only to Benefits OnLine, and cannot exercise stock options, sell shares or open a brokerage account online.)

If you have any questions about using Benefits OnLine, please call the Participant Service Center at (877) 767-2404. Outside the U.S., Puerto Rico or Canada, call (609) 818-8894.

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Accessing Your Information Online

To access your information online, visit www.benefits.ml.com.

Enter your User ID and Password

The first time you access the site ... Follow the Create User ID link to create a User ID and Password. You will need your personal identification number (PIN), which will be mailed to you shortly under separate cover, and your U.S. Social Security number or assigned internal verification number if you do not have a U.S. Social Security number.

On subsequent visits ... Use the User ID and Password you created.

Lost PIN / Getting Your PIN

In order to access Benefits OnLine and set up your brokerage account, you will need your five-digit personal identification number (PIN). Your PIN will be mailed to you by Merrill Lynch under separate cover.

If you cannot locate your PIN or you do not have a PIN, click on the Create User ID link. From there, answer the required verification questions, and then click on the Forgot Your PIN link in the Security Information step.

Once you’ve accessed your account, take a few minutes to establish your brokerage account online. Your brokerage account is needed to exercise and settle stock option transactions. See page 5 for more information about opening your account.
The Home Page

Once you log on to Benefits OnLine, the Home Page will appear. Here you will find two ways to get to the information you need.

1. A series of tabs across the top of the Home Page provides access to much of the information you’ll need. You can quickly link to program information, grant information, your personal profile, exercise and modeling tools, brokerage account details, and research.

2. A series of “Quick Links” on the left side of the Home Page link you directly to some of the site’s most frequently used pages.

On the Home Page

- Under the Message Center, you may find special information related to your equity awards.
- Under Alerts, you’ll see time-sensitive information about actions you may need to take, such as opening a brokerage account or acting on expiring grants.
- Under Account Balance, you’ll see the total market value of your Tennant Company awards. If you have already opened your Merrill Lynch brokerage account, you’ll also see that balance in this section.
Opening Your Merrill Lynch Brokerage Account

Before you can conduct transactions with any of your Tennant Company equity awards, you need to open a Merrill Lynch brokerage account. Your Merrill Lynch brokerage account is used to:

- Exercise Stock Options
- Settle Restricted Stock and Restricted Stock Units
- Hold and sell Tennant Company stock

This account is separate from any other Merrill Lynch brokerage account you may have.

To Open Your Brokerage Account

- Click on the Open an Account Quick Link on the Home Page.

Then, click on the Open Limited Individual Investor Account button. The site will guide you through the brokerage account opening process.

Five Easy Steps to Open Your LIIA Online. There are five easy steps involved in opening your LIIA. Just complete the information in each step, and then submit your application. Keep in mind that it can take up to 72 hours for your LIIA to be activated.

Already Have a Merrill Lynch Brokerage Account? You’ll still need to establish an LIIA for your Tennant Company Equity Plan awards. You can, however, link all of your other Merrill Lynch accounts with your LIIA so that you can manage them all together by calling (800) 637-7455 and following the prompts. Please have your account numbers available.
Viewing Your Grant Information

Information about your grants can be found in the **Grant Information** section of the site. You can access this section by clicking on the **Grant Information** tab along the top of the Home Page.

Grant Information

- When you access the **Grant Information** section you will see the total value of your unvested and vested awards. These values are calculated using the previous trading day’s closing price for Tennant Company stock.

Helpful Hint

- By clicking on any magnifying glass symbol you can access more detail about the item adjacent to that symbol.
Accepting Your Grants

To accept your grants online, click on the link in the Alerts window.

Under the Status column you’ll see a list of any pending grants that require acceptance.

Select the grant you want to accept.

With online grant acceptance, you no longer have to return a signed acceptance agreement to Tennant Company.

After you select the grant you want to accept, click Continue.

After you accept your grant, you will be asked for your Password to confirm your acceptance.

As added security, you will then be asked if you want to continue with your action or cancel it.

To verify your grant acceptance, you can select Grant Award Acceptance followed by Grant Award Acceptance History to review a history of your acceptances.
Modeling and Exercising

One of the Web site’s most useful tools is the ability to model your exercise prior to conducting transactions related to your equity awards. To get started, just click the Model/Transact tab at the top of the Home Page. If you have not yet opened a Limited Individual Investor Account (brokerage account), this tab will read Model only.

To Model and Exercise

1. Select the transaction type (e.g., Cashless Sell).
2. Select the awards you want to transact (e.g., All Vested Grants).
3. Select the specific awards you wish to model.
4. Adjust the modeling criteria (e.g., Estimated Market Price).
5. Select Calculate Results to view the results of your model.

To enter different modeling criteria, simply click Start Over.

If you select Continue to Exercise, the screens that follow will direct you through the order and distribution process.

Before you exercise, you will see a summary of your transaction.

As an added security measure, you will then be asked to re-enter your Password.

Click Submit within 90 seconds, or your request will be timed out.

You will receive an order number verifying that Merrill Lynch has received your order.
After your order is executed, you will see a confirmation of your exercise.

For Joe Participant

Exercise Confirmation

Your order has been accepted. Your Order Number is XOP1316. Please note your order number for future reference.

<table>
<thead>
<tr>
<th>Account:</th>
<th>ABC-12345</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Method:</td>
<td>Cashless Sell</td>
</tr>
<tr>
<td>Company/Symbol:</td>
<td>ABC</td>
</tr>
<tr>
<td>Options to Exercise:</td>
<td>25</td>
</tr>
<tr>
<td>Order Quantity:</td>
<td>25</td>
</tr>
<tr>
<td>Price/Order Type:</td>
<td>Market</td>
</tr>
<tr>
<td>Time Limit:</td>
<td>Day</td>
</tr>
<tr>
<td>Federal Tax Rate:</td>
<td>27%</td>
</tr>
<tr>
<td>Exchange:</td>
<td>NYSE</td>
</tr>
<tr>
<td>Entered By:</td>
<td>Client Entered</td>
</tr>
<tr>
<td>Net Proceeds Distribution:</td>
<td>USD Check</td>
</tr>
</tbody>
</table>

Your check will be mailed upon settlement.

You can check your order status in View/Change Orders.
Account Statements

Merrill Lynch keeps you informed about all your Tennant Company equity awards, your brokerage account holdings and all your transactions. You will receive annual recordkeeping statements covering the status of your awards. If you have any brokerage activity, brokerage statements with information about your transactions and cash or securities held in your account will be sent to you on a monthly basis. If you have no activity in your brokerage account, you will receive a quarterly statement. You will also receive trade confirmations when you exercise your awards or conduct other transactions.

Online Account History

For your convenience, a historical record of your statements and confirmations is also available online. To access your statements, just select the Grant Information tab from the Home Page tab, then the Statements tab.

You can then choose to view your statements for:
- The past 12 months
- The prior calendar year
- A period of your choosing
My Information

Under the Individual/Plan Information tab you will find My Information. This is where you can confirm your personal profile, including demographic information, your ID number, account number and other information. (If you need to change any of your information, please contact Tennant HR.)

Plan Information

Communications Center

Under Individual/Plan Information, you can also access the Communications Center. Here you’ll find various forms and documents related to the Tennant Company Equity Plan, such as Form W-8BEN, Form W-9, Attestation Form and a Tax Reporting Guide.

The plan documents, including any prospectus or grant agreement, posted in the Benefits OnLine Communications Center are prepared and made available to you by Tennant Company, not Merrill Lynch.