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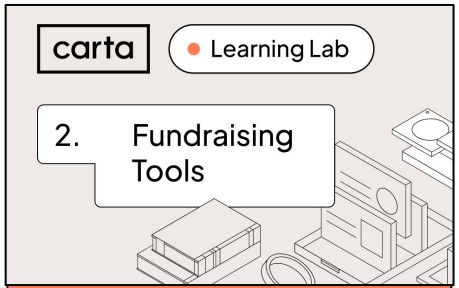
Managing the Cap Table
Core Learning Lab

MARCH 2026

PART 1 OF 4

Upcoming Events

Join live sessions with startup experts, attend product education webinars, and connect with peers facing the same challenges as you.



PART 2 OF 4

January 27th, 2026
12:30 - 13:30 (PT)

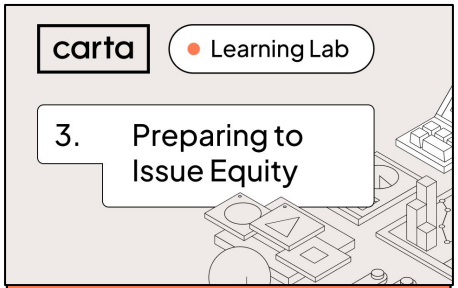
Register →



ASK AN EXPERT

January 29th, 2026
11:00 - 12:00 (PT)

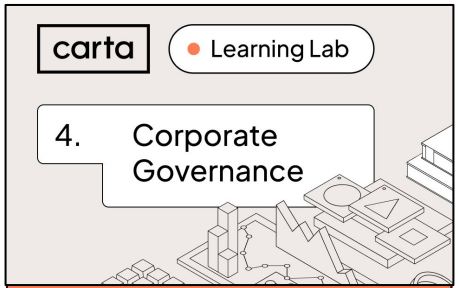
Register →



PART 3 OF 4

February 11th, 2026
10:30 - 11:30 (PT)

Register →



PART 4 OF 4

February 26, 2026
12:00 - 13:00 (PT)

Register →

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Upcoming Events

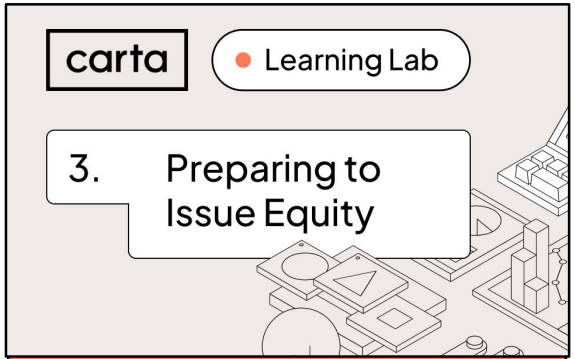
Join live sessions with startup experts, attend product education webinars, and connect with peers facing the same challenges as you.



PART 2 OF 4

April 9th, 2026
12:00 - 01:00 (PT)

Register →



PART 3 OF 4

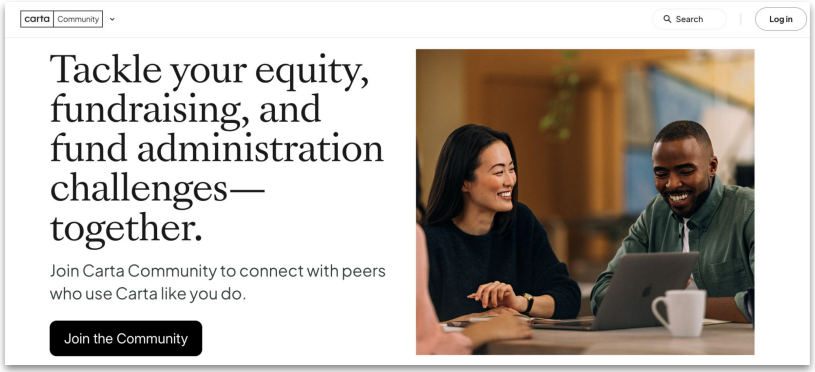
April 28, 2026
11:00– 12:00 (PT)

Register →

Continue the conversation..

Collaborate with peers and industry experts while learning how to make Carta work for you:

- ➢ Learning Courses
- ➢ Customer chats
- ➢ Register for future **Learning Labs**





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REVIEW US ON G2

If Carta's helped you grow, scale, or simplify, share your experience on G2.




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Meet the speakers

Adebimpe (Ade) Alo
Customer Support Analyst
1+ year at Carta



I support companies at different stages—from early stage startups all of the way to Series D companies with hundreds of employees.

As a support agent, I am a resource for our customers on leveraging Carta for equity management, fundraising, investor relations and platform education.

Managing the Cap Table

Core Learning Lab

Part 1 of 4

This session covers the core concepts behind **venture company** cap table management.

Starting with permissions and reporting, all the way to stakeholder management. We'll focus on *how* to think about basic cap table actions.

MARCH 2026

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What is the first step..?

How do I update my cap table?

What happens next after..?



What if I make a mistake?

I should just pay someone else to do this...

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Cap Table Reports and Views	11	
Your Securities Ledger	12	
Your Stakeholder Ledger	13	

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Key Company Settings

Streamlined cap table management starts with access.

SETTING	WHY IT MATTERS	RESOURCES
User permissions & roles	Individuals who will manage the company's cap table	• Permission sets • Signatories • Company contacts • Law firms/Outsourced firms
Cap Table Access	Investors and key stakeholders can access what they need—without you lifting a finger	• Cap table access levels • Access requests
HRIS integrations	Allows for automatic syncing of employee data, reducing manual entry and the potential for errors	• How to integrate your HRIS • Benefits of integration

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Cap Table Reports

REPORT NAME	DESCRIPTION
Equity Plan Report	A ledger of all securities granted from the equity plan including reserved and outstanding share counts as well as canceled and returned awards and more
Exercised and Settled Report	A ledger of all option grant exercises, RSU settlements and secondary transactions from plan
Certification Transaction Report	Detailed transaction history of each certificate
Audit Report	A full audit report of every action taken in your account
Cap Table Report	Capitalization table grouped by organization, individual stakeholder, or security type

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Your Securities Ledger

Your go-to for managing all security details and transactions,

ACTION	RESOURCES
Transfer securities	Company account users with *Full access* permissions can easily transfer shares and other security types between Carta stakeholders
Repurchase securities	How to execute a repurchase and select a transaction types
Manage or edit security details	To update the same information across multiple securities, Full access users can select them on the ledger and use the Actions button. To update the information on an individual security, click its row tools button
Manage exercises	If you are your company's designated *Option exercise approver*, follow these steps to review submitted online option exercise requests

Your Stakeholder Ledger

Your main hub for managing all stakeholder related details.

ACTION	RESOURCES
Terminate Employees	If an employee with unvested equity awards is terminated, you'll also need to update their status on the company's stakeholder ledger. This step ensures that they no longer earn unvested shares, and that those shares are returned to the equity pool
Edit Stakeholder Details	Carta's stakeholder ledger is a powerful tool allowing users with Company editor, HR administrator, or Full access permissions to view info about each stakeholder holding one or more securities on the company cap table
Merge Stakeholders	Carta's stakeholder ledger allows you to merge stakeholders, consolidating the information tied to two separate stakeholder entries and effectively eliminating duplicates.


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