

#### ONLINE BANKING QUICK REFERENCE GUIDE



YoloFCU.org 530-668-2700

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### FAQ's

- What browsers are supported for online banking? Internet Explorer 11, Chrome 60 and 61, Firefox 54 and 55, Safari 10 and 11, Microsoft Edge 39 and 40.
- What mobile devices are compatible with the mobile app? The mobile app requires 9.0 or later for iOS devices and 4.4 or later for Android devices.
- Why can't I see the logout button? This could be due to your screen settings, if zooming is enabled this could impact your ability to view certain functions. For online banking (non-mobile app) the optimal dimensions are

Landscape: 1024px X 768px (Height X Width) Portrait: 768px X 1024px (Height X Width)

• Why do I have to authenticate my account every time? You should only need to authenticate your device the first time logging in. If it is asking you to authenticate every time, it could be that your internet browser is set to continuously clear cookies, which would impact your computer recognizing your account. Another possible reason is that if you are switching between more than 1 account, it will require you to authenticate each time. For security purposes, each device can be authenticated to 1 account.

## New User Registration

If you are registering for the first time, click the New User Registration link.

PERSONAL	BUSINESS	REAL ESTATE
Member Nu	umber	
Password		
	LOGIN	
		<b>`</b>
	<u>New User Registrations and the second secon</u>	<u>on</u>
E	Forgot Member Num	ber
	Forgot Password	

You will then need to accept the electronic sevices agreement and disclosure.



Proceed to entering your member number and the last 4 digits of SSN/TIN, DOB, and zip code for the primary member on the account. (Note: It is very important to enter the primary account holder's information and not the joint account holder.) Click Verify to finish.

	Member Number
	Member Number Enter Member Number
	Last 4 Digits of SSN/TIN
	Date Of Birth
	Zip Code
<b>&gt;</b>	Verify

For security purposes, you will then need to authenticate your account. Choose the phone number you would like the authentication code sent to. (Note: This is based on the information we have on file for you. Please contact Yolo Federal if you need to update your information. Then you can choose to have the code texted to you or sent through voice message. Click Submit after you have selected your options.

Please provide your token delivery method	
Phone Number	
Select	~
Phone Number Type	
Select	-
Submit	
	Please provide your token delivery method Phone Number Select Phone Number Type Select

The authentication code will come from 592-17 for text and 512-961-1265 for voice message. Enter the code and click Verify.

 An authentication code has been se ###-###-3375. Please enter this aut	nt to the following phone nur hentication code below.	nber
Back	Verify	

The final step is to set a password. Your password should be between 7-10 characters and include at least 1: upper case letter, lowercase letter, number, and special character. Click Submit to finish.

Enter Member Number and Choose Password Password Password Password length is a minimum of 7 and a maximum of 10 characters Include at least 1 number Include on special character: (I # % S^& *_++-=()[]{?) Confirm Password	
Submit 🕇	

## Forgot Password

If you forgot your password, you can reset it by clicking on the Forgot Password link. It will then take you to a "help options" window where you will need to select Forgot or Reset Password from the dropdown menu and click Submit.

	PERSONAL	BUSINESS	REAL ESTATE
	Member Nu	ımber	
	Password		
		LOGIN	
			$\sim$
		<u>New User Registrati</u>	on
	E	orgot Member Num	ber
_	<b>,</b>	Forgot Password	
	Diasse select a help on	help options	n nonu halau
<b></b>	Forgot or Reset Passwo	rd	× -
		Submit	
-		Sabrint	

Proceed to entering your member number and the last 4 digits of SSN/TIN, DOB, and zip code for the primary member on the account. (Note: It is very important to enter the primary account holder's information and not the joint account holder.) Click Verify to finish.

	Member Number
	Member Number Enter Member Number
	Last 4 Digits of SSN/TIN
	Date Of Birth 
	Zip Code
<b></b>	Verify

For security purposes, you will then need to authenticate your account. Choose the phone number you would like the authentication code sent to. (Note: This is based on the information we have on file for you. Please contact Yolo Federal if you need to update your information. Then you can choose to have the code texted to you or sent through voice message. Click Submit after you have selected your options.

	Please provide your token delivery method	
	Phone Number	
	Select	Ŧ
<b>\</b>	Phone Number Type	
-	Select	
<b></b>	Submit	
-	Submit	

The authentication code will come from 592-17 for text and 512-961-1265 for voice message. Enter the code and click Verify.

 An authentication code has been se ###-###-3375. Please enter this aut	nt to the following phone n hentication code below.	umber
Back	Verify	•

The final step is to set a password. Your password should be between 7-10 characters and include at least 1: upper case letter, lowercase letter, number, and special character. Click Submit to finish.

 Enter Member Number and Choose Password Password Password length is a minimum of 7 and a maximum of 10 characters Include and special character: Include one special character: Include on	
Submit 🗧	

## ACCOUNTS

All accounts are listed at the top of the screen in boxes. If there are more than 4 accounts, you will need to click the arrow on the far right to scroll through the remainder of your accounts.

■ i REGULAR SHARES (99S1) \$47.01	i SUB REGULAR SHARES * (9952) \$26.05	i SIMPLY CHECKING * (99S5) \$72.00	i VISA PLATINUM REW * (99L23) \$500.00	>
Available	Available	Available	Available	
Current \$47.01	Current \$26.05	Current \$72.00	Current \$0.00	

# The transactions listed below the boxes correspond to the account that is highlighted dark blue. Click on the box you want to view transactions for.

Ē	i REGULAR SHARES (99S1) \$47.01 Available Current \$47.01	i SUB REGULAR SHARES (99S2) \$26.05 Available Current \$26.05	i SIMPLY CHECKING (99S5) \$72.00 Available Current \$72.00	i VISA PLAT ( \$5 Av Curre	TINUM REW * 99L23) 00.00 ailable ent \$0.00	>
		Transa	ctions		C	9
			*	Search		
DATE	DESCRIPTION			AMOUNT	BALANCE	
05-31-	2018 Mobile Transfer IB			\$1.00	\$52.00	•
05-31-	2018 Mobile Transfer IB			\$1.00	\$51.00	
05-31-	2018 Mobile Transfer IB			\$50.00	\$50.00	
05-16-	2018 CLEAR LOAN			- \$855.05	\$0.00	
05-15-	2018 S1/L63			- \$65.00	\$855.05	
05-03-	2018 hello! IB			- \$10.00	\$920.05	

To search for a transaction within a specific account, click on the account you want to search and type into the search box.

Ē	i	REGULAR SHARES (99S1) \$47.01 Available Current \$47.01	i SUB REGUL (9 \$20 Avai	AR SHARES * 952) 5.05 lable t \$26.05	i SIMPLY CHECKING (9955) \$72.00 Available Current \$72.00	•	i VISA PLATI (9 \$50 Ava Curret	NUM REW 19L23) 00.00 iilable nt \$0.00	>
	Transactions								⊜
					<u> </u>	•	Penny Winkle		
DATE		DESCRIPTION					AMOUNT	BALANCE	
05-01-2	018	CHECK TO - PENNY WINKLE					- \$10.00	\$74.00	~

To download transactions for an account, click on the arrow down button to the left of the search box. You will then have the option to choose whether you want to download a Quick-Books, Quicken, or Comma Delimited (Excel) file. You will then choose the account you want to download transactions for and the time period. Click NEXT and then DOWNLOAD.

Ē <sup>Q</sup> i	REGULAR SHARES (99S1) \$47.01 Available Current \$47.01	i SUB REGULAR SHARES (99S2) \$26.05 Available Current \$26.05	i SIMPLY CHECKING (99S5) \$72.00 Available Current \$72.00	i VISA PLATI (9 \$50 Ava Curre	NUM REW * 9L23) )0.00 ilable nt \$0.00	>
		Transa	ctions		e	<b>)</b>
			► ₹	Search		
DATE	DESCRIPTION			AMOUNT	BALANCE	
05-31-2018	Mobile Transfer IB			\$1.00	\$52.00	, ^
		Cur       Export Transactions         Select File Type:       Comma Delimited (CSV)         Comma Delimited (CSV)       Select Account:         Rob       REGULAR SHARES (9951)         Kob       From:         05-01-2018       To:         LEA       05-31-2018         1/Lt       ello	× • 			
		N	ext			3

You also have the option to print your transactions for each account. Click on the account you want to print transactions for and then in the right corner click on the printer icon.

Ē	i REGULAR SHARES (99S1) \$47.01 Available Current \$47.01	i SUB REGULAR SHARES (99S2) \$26.05 Available Current \$26.05	i SIMPLY CHECKING (99S5) \$72.00 Available Current \$72.00	i VISA PLA ( \$ A Curr	TINUM REW * 99L23) 500.00 vailable rent \$0.00	>
Transactions						•
			*	Search		
DATE	DESCRIPTION			AMOUNT	BALANCE	
05-31-201	8 Mobile Transfer IB			\$1.00	\$52.00	

In the top right corner of each account box is a gear icon. Clicking on this icon will give you the option to hide/unhide the account and rename the account.

	i REGULAR SHARES * (99S1) \$47.01 Available Current \$47.01	i Sub Savings * (9952) \$26.05 Available Current \$26.05	i SIMPLY CHECKIND C99S5) \$72.00 Available Current \$72.00	i V <del>ISA PLATINUM REV</del> (99L23) \$500.00 Available Current \$0.00	>				
	Transactions								
			*	Search					
DATE	DESCRIPTION			AMOUNT BALANCE					

To hide an account, click on the toggle to the right to switch it ON/OFF. Hiding an account will remove it from the boxes at the top of the screen.

	Current \$20,05	×
Account Settings		
Hide Account		OFF
Sub Savings		<b>A</b>
E		
		- 1
		- 1
M transier executed via w ib		

To unhide an account once it has been hidden, go to the gear icon at the top right of the screen. Click on settings and then click on the gear icon to the right of the account that you have hidden. Toggle it back to OFF. Click the X when you are finished to return back to the main dashboard.

								🔸 🌞 🚽
		•				I	Menu	^
GUL (. \$	AR SHARES ** 9951) 47.01	<ul> <li>VISA PLATINUM REW *</li> <li>(99L23)</li> <li>\$500.00</li> </ul>	1 CLASSI (	C GRACE VISA 99L78) 5500.00	\$	<b>Personalize</b> Alerts		
A Curr	ent \$47.01	Current \$0.00	Cu	rrent \$0.00				
				×	1			
	Change Account C	Order		> ^				
ESC	Text Banking					General		
ELO	A			_ 2				
IVIE	Account Settings			_				
lobi	Primary Account: REGULAR SHARES	(9951)	\$47.01	•	l			
lobi					l	Social		- 11
lohi	Sub Savings (999	52)	\$26.05	•				
LEA	SIMPLY CHECKING	G (99S5)	\$72.00	•				- 11
1/L€	VISA PLATINUM R	EWARD (99L23)	\$500.00	•		YouTube	_og Out	
ello	CLASSIC GRACE V	ISA (99L78)	\$500.00	•		- \$10.00	\$920.05	~



To rename an account, click on the gear icon on the top right corner of the account you want to change the name for. A box will pop up, click on the pencil, and then type on the line the name you want to change the account to. Click the save button to finish.

	×
Account Settings	
Hide Account	
V Sub Savings DE Ile R Sub Savings Ile Sub Savings Sub Savings	
	×
Account Settings	~
Hide Account	<b>440</b>
W Sub Savings	🖺 🗙

For additional account details, including payment date and amount due on loans, click on the "i" in the left corner of each account box. A pop-up box will appear with detailed information.

Ē					
	¢47.01	(	\$72.00	(	>
	Available	⇒20.05 Available	ې ۲2.00 Available	Available	-
	Current \$47.01	Current \$26.05	Current \$72.00	Current \$0.00	

	×
Details	
Available:	\$500.00
Current:	\$0.00
Account Number	(99L23)
Description	VISA PLATINUM REWARD
Date Opened	03-08-2018
Last Payment Posted	\$0.00
Interest Rate	3.99%
<sup>R</sup> Payment Due Date	07-11-2018
<sup>3</sup> Amount Due	\$0.00
Minimum Payment	\$0.00

## ACCOUNT REPORTING

The Account Reporting tool gives you the option to pull reports for each of your accounts. It gives you the ability to search for checks, amounts, date ranges, and debit vs. credit transactions.

Click the dropdown menu for Choose Account to choose which account you would like to run a report for. Enter any further details you would like to search for, or leave blank to view all transactions for that account. You can then either save the report or click apply to view the report.

Account Info			
Accounts	Account History Report		
🕅 Account Reporting 🚽	Advanced Search		
E-Statements			
Manage Money	Choose Account:	REGULAR SHARES (99S1)	Х 🔻
👲 Check Deposit	Choose Saved Report:	Select	Ŧ
🦸 Transfer Funds			
🖆 External Transfers	Search By Check Number:		
Payment	Enter Amount Range:	\$0.00 to	\$0.00
Picture Pay	Choose Date Filter:	Last 30 Days	× •
🖄 Pay Bills			
🗯 Pay a Member	Transaction Type:	Debit Debit	Credit
🗯 Pay a Friend			
Other Features			
🖻 Manage Cards	$\longrightarrow$	Save Report	Apply
> Messaging			

## CHECK DEPOSIT

The check deposit tool gives you the ability to electronically deposit a check to your account. To use this function, click on Check Deposit from the Menu and then Deposit a Check in the middle of the screen.

Checks deposited Monday-Friday before 3pm will be credited to your account on the same day. All other deposits will be credited to your account on our next business day.

Yolo Federal Credit Union						\$
Account Info Accounts Account Reporting E-Statements Manage Money		i REGULAR SHARES (99S1) \$47.01 Available Current \$47.01	i Sub Savings (99S2) \$26.05 Available Current \$26.05	i SIMPLY CHECKING (9955) \$72.00 Available Current \$72.00	i VISA PLATINUM REW ♥ (99123) \$500.00 Available Current \$0.00	>
🔮 Check Deposit 🔫			Check I	Deposit	Ð	
🧟 Transfer Funds			DEPOSIT A CHECK	> +		
External Transfers	Date	Account	Status		Amount	
<ul> <li>Picture Pay</li> <li>Pay Bills</li> </ul>	5-4-20	)18 (9999)	Deposit Recei	ived	\$10.00	:
<b>_</b> ,						

You will then need to click on the Deposit To dropdown menu to choose what account you would like your check deposited to.

	Check	: Deposit	⊜
(ب) المح المح	Deposit To Select  REGULAR SHARES (99S1) Sub Savings (99S2) SIMPLY CHECKING (99S5) Front Image Click to upload image Click to upload image	Summary Amount \$0.00 Account To 	
		Checks deposited Monday-Friday before 3:00pm will be credited to your account on the same day. All other deposits will be credited to your account on our next business day.	

You will then need to type in the amount of the check.

Check Deposit					
Deposit To SIMPLY CHECKING (99S5)	× •	Summary			
Amount \$10.00		Account To SIMPLY CHECKING (9955)			
Front Image					
Back Image					

You will need to have an image of the back and front of the check saved to your computer so you can upload the image. You will need to upload the Front Image and Back Image and then click Submit.

		Check De	posit	₿
E X	Deposit To SIMPLY CHECKING (9955) Amount \$10.00 Front Image Click to upload image Back Image Click to upload image	X ¥	Summary Amount \$10.00 Account To SIMPLY CHECKING (99S5)	
			Checks deposited Monday-Friday before 3:00pm will be credited to your account on the same day. All other deposits will be credited to your account on our next business day.	
	Cancel		Submit	

#### **Picture Pay**

The Picture Pay tool gives you the ease of uploading a copy of your bill to then have it paid. To do this, be sure you have a copy of your bill saved to your computer as a JPEG image. You will then need to click on Pay Bills from the menu. The main dashboard of Picture Pay will show Payees and Activity. Payee will show any Payees that you have previously added. Activity will show past payment activity.

Clicking on Add a Payee will require you to submit details of the bill to be paid. To simply upload your bill to be paid, click on Submit Your Bill.

Account Info  Accounts  Account Reporting  E-Statements	i REGULAR SHARES (9951) \$47.01 Available Current \$47.01	i         Sub Savings         i           (9952)         \$26.05           Available         Current \$26.05	i SIMPLY CHECKING (9955) \$72.00 Available Current \$72.00	i VISA PLATINUM REW (99L23) \$500.00 Available Current \$0.00
Image Money       Image Money <t< th=""><th>ADD A PAYEE</th><th>Picture</th><th>Pay SUBMIT YOUR B</th><th><b>⊜</b> </th></t<>	ADD A PAYEE	Picture	Pay SUBMIT YOUR B	<b>⊜</b> 
External Transfers     Payment     Picture Pay	Payee Name 🛧 👔	Payees Pay From Payn	Activity nent Date Payment Amount	Q nt Memo
🖄 Pay Bills 🔫		No Paye	ees	

A pop-up window will then appear where you will need to click on Upload Image to browse your computer to find a copy of your bill to be paid.



Once your bill is uploaded you will need to enter what account you want the funds withdrawn from, the amount, delivery date, and send date. A calendar will be displayed when Delivery Date is clicked on.

	<section-header><section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header></section-header>
	Pay From
G	SIMPLY CHECKING (99S5) × 🔻
<b></b>	Amount
\$	\$66.00
	Delivery Date
<i>V</i>	06-26-2018
	Send On Date
Ľ	06-20-2018
	Delivery Options
E	Standard US Mail
	Memo 🗸
	Submit

Choose the date you want the payment to arrive, it will show as gray on the calendar. The date that it will need to be sent on to arrive on time will show in green. Click OK when finished.

					Picture Pav
<	June 20	)18	>		
c M	T 14/	т	г	c	Deliver On: 06-26-2018
n 1	I VV	I	г 1	2	Standard US Mail Send On: 06-20-2018 \$0.00
3 4	5 6	7	8	9	Overnight Mail Send On: 06-20-2018 \$28.00
17 18	12 13	21	22	23	Jun 26 \$0.00 Standard US Mail Send On: June 20
24 25	26 27	28	29		ОК
L		_	_	_	

You also have the option to overnight the payment for a fee of \$28. You will need to click on the Overnight Mail box option on the right side. Click OK when finished.



It will then take you back to the pop-up box with the payment details. You have the option to add a memo, but it is optional. Click Submit when you are ready to finalize your payment.

	An and the second secon
	Pay From
G	SIMPLY CHECKING (99S5) × 🔻
	Amount
5	\$66.00
	Delivery Date
V	06-26-2018
	Send On Date
Ŵ	06-20-2018
	Delivery Options
Ŵ	Standard US Mail
- 4	Memo
	<b>.</b>
	Submit

#### Pay Bills

The Pay Bills tool gives you the option to make bill payments and set recurring bill payments. Click on Pay Bills from the menu to get started. On the Pay Bills dashboard it will show Payees and Activity. Payees shows all your saved Payees and Activity shows past bill payment activity for the past 90 days. (To find anything past 90 days, go to Account Reporting.)

Yolo Federal Cr	redit Union										٦,
Account Info Accounts Account Reporti B E-Statements	ing	i i	REGULAR SHARES (99S1) \$47.01 Available Current \$47.01	• i	Sub Savings (9952) \$26.05 Available Current \$26.05	•	i SIMPLY CH (995 \$72.0 Availal Current \$	ECKING 🍄 i 55) 00 ble 72.00	<sup>i</sup> VISA PLATINU (99L \$500 Availa Current	JM REW * 23) .00 ble \$0.00	>
Manage Money						Pay I	Bills			(	€
👲 Check Deposit		_									
💰 Transfer Funds					ADD A P	AYEE	>				
🖆 External Transfer	rs				De	WOOS	Activity				
Payment					Fe	iyees	Activity				
Picture Pay		Payee Nam	e	Pay From		Pay	ment Date	Payment Amount	Memo		
🙆 Pay Bills 🔶	-	Yolo Federal ( Set Recurrence	.8585)	SIMPLY C	HECKING (99S5)	<u>→</u>	<i>Send On:</i> Click to select date	\$0.00		PAY	:

To add a new payee, click on Add Payee. A pop-up box will then display with the option to search for a merchant name or add a new merchant. If the merchant you are searching for is not an option in the dropdown menu, then click on Add New Merchant.

	Create Payee	×	
Merchant	Name		
läg Select		· · · · · · · · · · · · · · · · · · ·	
	Add new merchant		
		2	
	Next		
	Next		

Type into the box the name of the merchant you want to pay. Then click Next to proceed to entering further payment details for the payee. (Note: The account number is the account number for the account you are making a payment to.)

	Create Payee		×
	Merchant Name		
<b>.</b>	Woodland Davis Termite & Pest Control		•
	Select existing merchant		
			-1
			2
	Next		
	Croate Payee		
	Create Payee	>	<
	Create Payee	>	<
1	Create Payee Merchant Name Woodland Davis & Termite Pest Control	>	K A
34	Create Payee Merchant Name Woodland Davis & Termite Pest Control	>	<b>K</b>
	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname	>	× ·
<b>3</b> .	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname	>	-
	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname Account Number	;	
<b>₹</b>	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname Account Number 67734	;	
·····································	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname Account Number 67734 Address 1	>	× .
€, €,	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname Account Number 67734 Address 1 18 N. East Street	>	
₹ <b>1</b> . 37. 37. 37. 37. 37. 37. 37. 37	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname Account Number 67734 Address 1 18 N. East Street Address 2	>	
<b>3</b> ]. ∰ ₩	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname Account Number 67734 Address 1 18 N. East Street Address 2	>	
<b>3</b> , ₹2,	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname Account Number 67734 Address 1 18 N. East Street Address 2	>	
	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname Account Number 67734 Address 1 18 N. East Street Address 2 City Woodland	>	
	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname Account Number 67734 Address 1 18 N. East Street Address 2 City Woodland	>	
	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname Account Number 67734 Address 1 18 N. East Street Address 2 City Woodland State	>	
	Create Payee Merchant Name Woodland Davis & Termite Pest Control Nickname Account Number 67734 Address 1 18 N. East Street Address 2 City Woodland State Next	3	

Now that your payee is added, you can edit payment details and set recurring payments. (Note: Payments can only be made from a Checking account.)

To change the payment details, click on Click to Select Date for the payment you want to edit.

Pay Bills								
	ADD A P	AYEE		>				
	Pa	iyees		Activity				
Payee Name	Pay From		Payr	ment Date	Payment Amount	Memo		
Woodland Davis Termite (7734) Set Recurrence	SIMPLY CHECKING (99S5)	~	Ħ	Send On:	\$0.00		PAY	:
Yolo Federal (8585) Set Recurrence	SIMPLY CHECKING (99S5)	Ŧ	m	Send On: Click to select date	\$0.00		PAY	:

A pop-up box will then appear where you can choose the date you want the payment to arrive, it will show as gray on the calendar. The date that it will need to be sent on to arrive on time will show in green. Click OK when finished. (Note: For new Bill Pay users, a check will be issued for payment for the first 90 days before electronic will be an option.)

	< June 2018		>				
S	Μ	Т	W	Т	F	S	
					1	2	Direct Check Deliver On: 06-26-2018 \$0.00
3	4	5	6	7	8	9	Overnight Check
10	11	12	13	14	15	16	\$20.00
17	18	19	20	21	22	23	Jun 20 \$0.00 Direct Check Deliver On: June 26
24	25	26	27	28	29	30	ок

You also have the option to overnight the payment for a fee of \$28. You will need to click on the Overnight Mail box option on the right side. Click OK when finished.

	<	Ju	ine 20	18	>		DELIVERY OPTIONS
S	М	Т	W	Т	F	S	Send On: 06-19-2018
					1	2	Direct Check Deliver On: 06-20-2018 \$0.00
3	4	5	6	7	8	9	Overnight Check
10	11	12	13	14	15	16	\$20.00
17	18	19	20	21	22	23	Jun 19 \$2 Overnight Check Deliver On: June 20
24	25	26	27	28	29	30	ок

To finalize the payment, enter the payment amount and click the blue Pay button.

Pay Bills						8	
	ADD A PAY	YEE	>				
	Pay	ees	Activity				
Payee Name	Pay From	Pay	ment Date	Payment Amount	Memo	↓ I	
Woodland Davis Termite (7734) Set Recurrence	SIMPLY CHECKING (99S5)	<b>,</b> ■	Send On: 06-20-2018	\$66.00 ┥		PAY	:

To set a recurring payment, click on Set Recurrence underneath the Payee name.

Pay Bills					(	₿	
	ADD A PAYE	E	>				
	Paye	es	Activity				
Payee Name	Pay From	Pay	ment Date	Payment Amount	Memo		
Woodland Davis Termite (7734) Set Recurrence	SIMPLY CHECKING (99S5)		Send On: 06-20-2018 Deliver On: 06-26-2018	\$66.00		PAY	•

It will then give a pop-up box where you can set the amount and schedule future payments. The Frequence gives you the option to set the payment as weekly, every 2 weeks, twice a month, every 4 weeks, monthly, every 2 months, every 3 months, every 6 months, or annually. You also have the option to set termination conditions to have it terminated by a certain date or until you manually cancel the payment. Click Submit when you are finished.

÷	Create Recurrence	
	Account	ł.
G	SIMPLY CHECKING (99S5) × *	L
	Amount	L
\$	\$66.00	L
	Date	
V	07-18-2018	
	Frequency	3
5	Monthly × -	2
	Termination Condition	L
Ġ	Until Canceled × 🔻	L
		L
	Submit 🚽	

To edit payment details, click on the 3 dots next to the payee and then click on Details.

		Pay	r Bills			8	)
	ADD A PAY	EE	>				
	Paye	ees	Activity				
Payee Name	Pay From	P	ayment Date	Payment Amount	Memo		1
Woodland Davis Termite (7734) Set Recurrence	SIMPLY CHECKING (99S5)	- É	Send On: 06-20-2018 Deliver On: 06-26-201	<u>\$66.00</u>		PAY	:
Yolo Federal (8585) Set Recurrence	SIMPLY CHECKING (99S5)	- <sup>(</sup>	Send On: Click to select dat	e \$0.00		PAY	:
	F	<sup>p</sup> ay B	ills			₿	
	ADD A PAYEE		>				
	Payees		Activity				T
Payee Name	Pay From	Payr	nent Date P	ayment Amount	Memo		
Woodland Davis Termite (7734) Set Recurrence	SIMPLY CHECKING (9955) 🛛 🔻	<b>**</b>	Send On: 06-20-2018 Deliver On: 06-26-2018	\$66.00		PAY	Ļ
Yolo Federal (8585) Set Recurrence	SIMPLY CHECKING (99S5) 👻	*	Send On: Click to select date	\$0.00		PAY •	alis

It will then give a pop-up box with the payee details. To edit the recurrence click on the 2 arrows at the bottom. A pop-up box will display where you can edit the details and then click Submit when you are finished.

×	← Create Recurrence X
Woodland Davis Termite	Account
Woodland Davis Termite	SIMPLY CHECKING (9955) × -
Account #	Amount
(7734)	5 506.00
-	Date
	07-18-2018
	Frequency
	Monthly × -
	Termination Condition
	Until Canceled × 🔻
г <b>4</b> б б	Submit

To create a reminder for your payment, click on the "i" icon at the bottom. An email will be sent 10 calendar days before the next payment date. A pop-up box will display where you can edit the details and then click Submit when you are finished.

×	← Create Reminder X
Woodland Davis Termite	Account
Woodland Davis Termite	
Account #	Amount \$ \$66.00
(7734)	Date
	7 07-18-2018
	Frequency
	Monthly × -
	Email will be sent 10 calendar days before next payment date
r O 🚽 🖉 🕆	Submit

To edit the payee, click on the pen and paper. A pop-up box will display where you can edit the details and then click Submit when you are finished.

>	K Edit Payee
Woodland Davis Termite	Name
Woodland Davis Termite	Niskname
Account #	Woodland Davis Termite
( (	Phone
	Account Number
	40000 Humber 4000 Hereit 4000
	Address 1
	Addrase 2
	City 👻
- O C 🔶 👘	Submit

To delete the payee, click on the trash. A pop-up box will display where you can confirm you want to delete the payee.



#### Bill Pay Processing Methods

Direct Check: If the payment is issued as a check, it will clear and process through the same method as if written by the user directly.

Electronic: For electronic payments, funds will be collected from your account approximately 1 week from when the payee receives the payment.

#### Pay A Member

To make a payment to a Yolo Federal Member using the Pay A Member feature, first select Make a Payment button on the dashboard.

		Pay a Member	0
		MAKE A PAYMENT	
Date	Description	Status	Amount
		No Payments	

Then you will need to enter the payment information, such as the account you'd like your payment to come from, the member's Last Name, the member's Account type (Ex. S1, S5), the member's Account Number, and the payment amount. There is an optional section for you to leave a memo about the payment. Once the payment information has been completed, select the blue submit button to confirm.

	Pay a l	Member	⊜
• 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	From Select	Summary Amount \$0.00 From Account  Last Name  Payee Account Number  Select Payee Account Type 	
	Cancel	Submit	

## Pay A Friend

With the pay a friend feature, you are able to make a payment to or request a payment from a person outside of the credit union with a valid phone number or email address.

		Pay a F	riend		0
	MAKE A PRYMENT	> •	REQUEST MONEY	>	
		Payees	Activity	٩	
Payees		Payment Method	Account		
		No Reci	pients		

Select the Make A Payment button on the dashboard.

Fill out the payment information. Select the account you wish to have the payment come from. Then insert the friend's Name you are making the payment to. In the send method section, you can choose email or mobile phone you wish to send the payment to the friend. Once you choose the method, enter the friend's email or phone number, then enter the payment amount below. Once all the friend's information is filled out, select the blue submit button to send.

	Pay	a Friend
(1) [10] [10] [10] [10] [10] [10] [10] [10]	Select: Select	Summary Amount \$0.00 Name  Method  To  From 
	Cancel	Submit

To Request a Payment, select the Request a Payment button on the dashboard.

	Pay a Friend						θ
	MAKE A PAYMENT	> •		REQUEST MONEY		>	
		Payees	Activity		٩		
Payees		Payment Method	Account				
		No	Recipients				

Select the account you wish to receive the payment. Then insert the friend's Name that you are requesting the payment from. In the Send Method section, you can choose email or mobile phone to request the payment from the friend. Once you choose the method, enter the friend's email or phone number, then enter the payment amount below. Once all of the friend's information is filled out, select the blue submit button to send.

	Pay a Friend	•
Select: Select Receive From Name Receive Method Select Amount \$0.00	Summ Amoun \$0.00 Name  Method  To 	nary It )
Cancel		Submit

#### Manage Cards

Turn your cards on and off with just a click. To use this tool, click on Manage Cards from the menu. To disable a card, click directly on the card.



A window will pop up to confirm your selection. Select the blue Disable Button to confirm.



To reactivate a disabled card, click directly on the card again. Note: All disabled cards will appear black with stripes to indicate that it is disabled.



A window will pop up to confirm you wish to reactivate the card. Select the blue Enable button to confirm.



#### Stop Check Payment

You can now initiate a stop payment on an individual check or a range of checks from the convenience of your online banking. First, select "Stop Check Payment" from the left-hand menu. The pop-up below will appear where you can select how many checks you want to stop a payment on.

	Yolo Federal C	redit Union	×
Che	ck Stop Payment		
	Account Number * SIMPLY CHECKING (9955)		
<b>&gt;</b>	Stop Payment On *		
_			
	Cancel	Next	

On the following screen enter the individual check number or the range of checks you wish to stop payment for. Click submit to then confirm your stop payment for the indicated checks. There is a \$30 fee for each stop payment request. If you would like to stop payment on a range of checks, it is a \$30 fee for the one-time request to stop the range of checks.

	Yolo F	ederal Credit Union	×	
(	Check Stop Payment			
	Account Number SIMPLY CHECKING (99S5)			
<b>`</b>	Start Number *			
-				
	End Number *			
	Back	Submit		

#### Check Withdrawal

You can now issue a check withdrawal from your online banking to be mailed to you. Select the "Check Withdrawal" feature from the lefthand menu. A new window will open where you can enter the amount you want the check issued for. Checks can only be withdrawn from a Checking Account. The following screen will ask you to confirm the check amount. Click Next to finalize and submit the check withdrawal.

It could take up to 5 business days for your check to arrive to the mailing address on your account.

	Yolo Federal Credit Union	×
Che	ck Withdrawal	
	Account: SIMPLY CHECKING (99S5)	
	Check Amount:	
	\$0.00	

Cancel Next
-------------

#### Text Banking

The Text Banking feature allows you to check your balance, recent history, or make account transfers with a text message. To enable Text Banking, you will need to click the Settings Gear Symbol in the top right-hand corner of your screen.



You will then click Settings under the personalize menu. The Settings window will pop-up. Under General Settings, select Text Banking.

	ф. 		
Menu			
Personalize			X
Alerts			
Reset Password		Settings	
 Settings		General Settings	
Profile	-		`
General		Change Account Order	>
Locate Us			
Contact Us		Text Banking 🔸	
About Us			
Social			
Facebook			
Instagram			
YouTube			
Log Out			

In the next window, you will add your phone number and select your primary and secondary accounts. To add a primary phone number that you plan to use with Text Banking, click the pencil icon to edit this area. NOTE: You have the option to add a secondary phone number, but it is not required.



To save your number, click the save icon. To set your Primary and From accounts, click the right arrow which will activate the drop down menu where you can choose from your available accounts. NOTE: The primary account is the account you will receive information on when you check your recent history or make transfers to from your secondary account.

Once you have saved your number, and selected your account preferences, click the blue Confirm button to finish.

<del>&lt;</del>		×
Text Banking	<b>↓</b>	
<b>□</b>	0 🖺	×
Click pencil to add secondary phone		Can's
Primary Account: (required) SIMPLY CHECKING (9955)		÷
From Account: (optional) REGULAR SHARES (9951)		*
Confirm		

You will then receive a text message from 592-17 with a code you will need to activate text banking. Enter the code into the text box on your computer, then select the blue OK button on the window.

Yolo Fede	ral Credit Union			
Validation Code				
Enter code to activate text bankir	ng			
		-	<b>←</b>	_
Cancel		ок	-	

To check balances, text "BAL" to 592-17.



To check your recent history of your primary account, text "HIST" to 592-17.



To make a transfer into your primary account, text "TRAN" and the amount to 592-17.

<				692-17				0
05 \$1 05 \$1 Re	-31-2 .00 -07-2 0.00 ply H	2018 2018 ELP 1	WIT WIT	HDF HDF elp	RAW			
Tra suc tra FR 99 Re	Transfer executed successfully - \$1.00 transferred. FROM: (99S1) TO: ( 99S5) Reply HELP for help							
0	6	Q	ext N	Aess	age			•
Q	WE	F	1	r l'	r l	J		P
A	s	D	F	G	н	J	к	L
+	z	x	с	۷	в	Ν	м	$\bigotimes$
123	•	9		sp	ace		re	turn
	_	Ľ		-			1	