

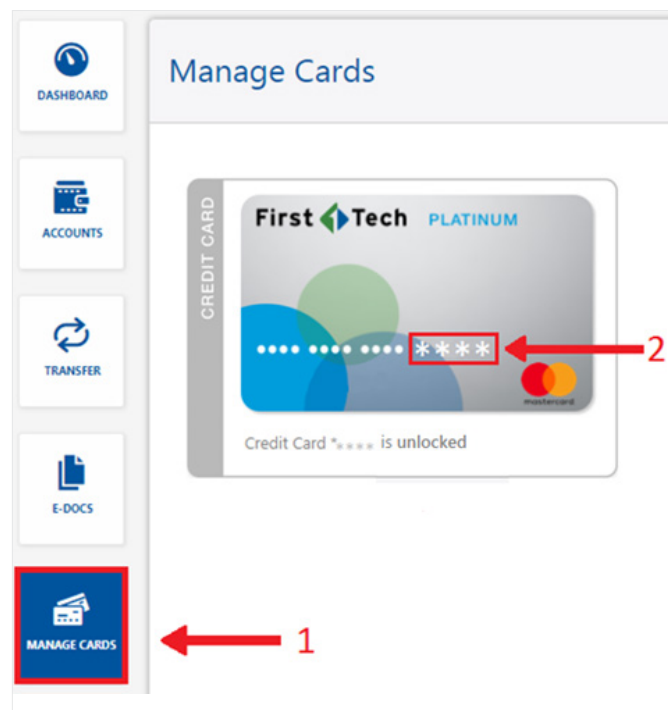


## STEP-BY-STEP GUIDE: Online Banking

### How to set up travel notifications

#### Step 1: Locate your card

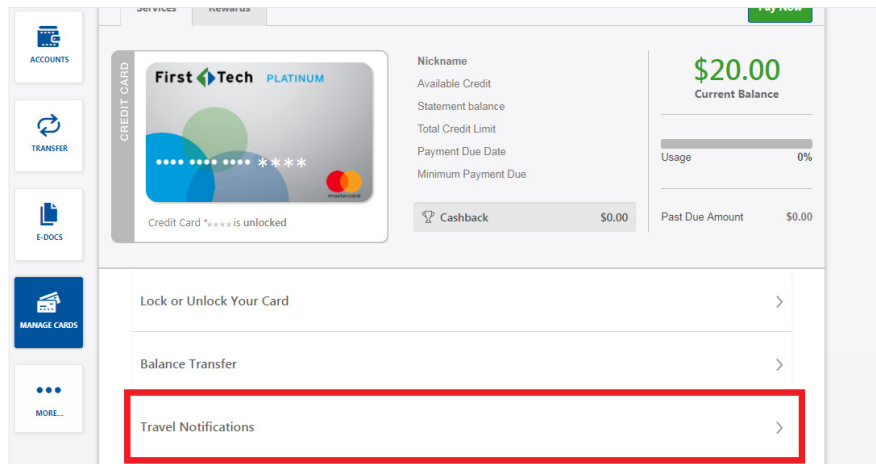
Log in to Online Banking and click on the MANAGE CARDS widget in the menu on the left. If you don't see the MANAGE CARDS widget, you can find it by clicking the MORE option. Next, locate the card you want to use during your travels by referring to the last four digits of the card. To access that card's features, simply click on the image of the card.





## Step 2: Enter travel dates

You will see a tab labeled Travel Notifications. Click the arrow on the right to open the dropdown menu and begin filling out information about your travel plans. Click the yellow calendar icon to pick your departure and return dates.



The 'Travel Notifications' form is displayed in a modal window. It features a progress indicator on the left with four steps: 1. Dates, 2. Destination, 3. Contact, and 4. Terms & Conditions. The 'Dates' step is currently active. It contains two input fields: 'Departing on' and 'Returning on', both with a placeholder 'MM/DD/YY' and a yellow calendar icon. Below the form, there is a grey informational box that reads: 'If you need to cancel or modify the notifications, please give us a call at 855.855.8805.' At the bottom right, there are two buttons: 'Cancel' and 'Submit'.



### Step 3: Enter travel destination

Next, enter the country or U.S. state you will be visiting.

#### Travel Notifications

- ✓ **1 Dates**  
08/20/18 to 08/21/18
- 2 Destination**  
State(U.S) or Country
- 3 Contact**
- 4 Terms & Conditions**

### Step 4: Enter emergency contact number

Please enter an emergency contact number in case we need to contact you about any suspicious charges.

#### Travel Notifications

- ✓ **1 Dates**  
08/20/18 to 08/21/18
- ✓ **2 Destination**  
Canada (Ca)
- 3 Contact**  
Phone Number
- 4 Terms & Conditions**



## Step 5: Agree to Terms and Conditions

Read the Terms and Conditions (T&C) when prompted and enter your name to confirm to the agreement before clicking the Accept button.

**Travel Notifications Terms & Conditions** ✕

Placing a travel alert is for a specific card selected. Any other cards on your account will need a separate travel alert for their card usage. Your transaction may still be declined if we suspect fraud outside of the travel pattern. We cannot guarantee all transactions will be approved depending on travel, account status (over limit, daily limits, etc).

Your Name

## Step 6: Verify information and submit form

After agreeing to the T&C, make sure that all the information you have entered is correct and then click Submit. Once you have submitted your Travel Notification, it cannot be canceled or modified through our Online or Mobile Banking site. Instead, please call Member Services at 855.855.8805.

**Travel Notifications** ✕

✓ 1 **Dates**  
08/20/18 to 08/21/18

✓ 2 **Destination**  
Canada (Ca)

✓ 3 **Contact**  
0000000000

✓ 4 **Terms & Conditions**

Tell us about your travel dates and destinations, so we know you're traveling and won't be alarmed of the purchases you make on the trip. Please keep in mind that your departure and return dates can be up to two months apart. If you're still traveling after two months, please set up another travel notification.

If you need to cancel or modify the notifications, please give us a call at 855.855.8805.