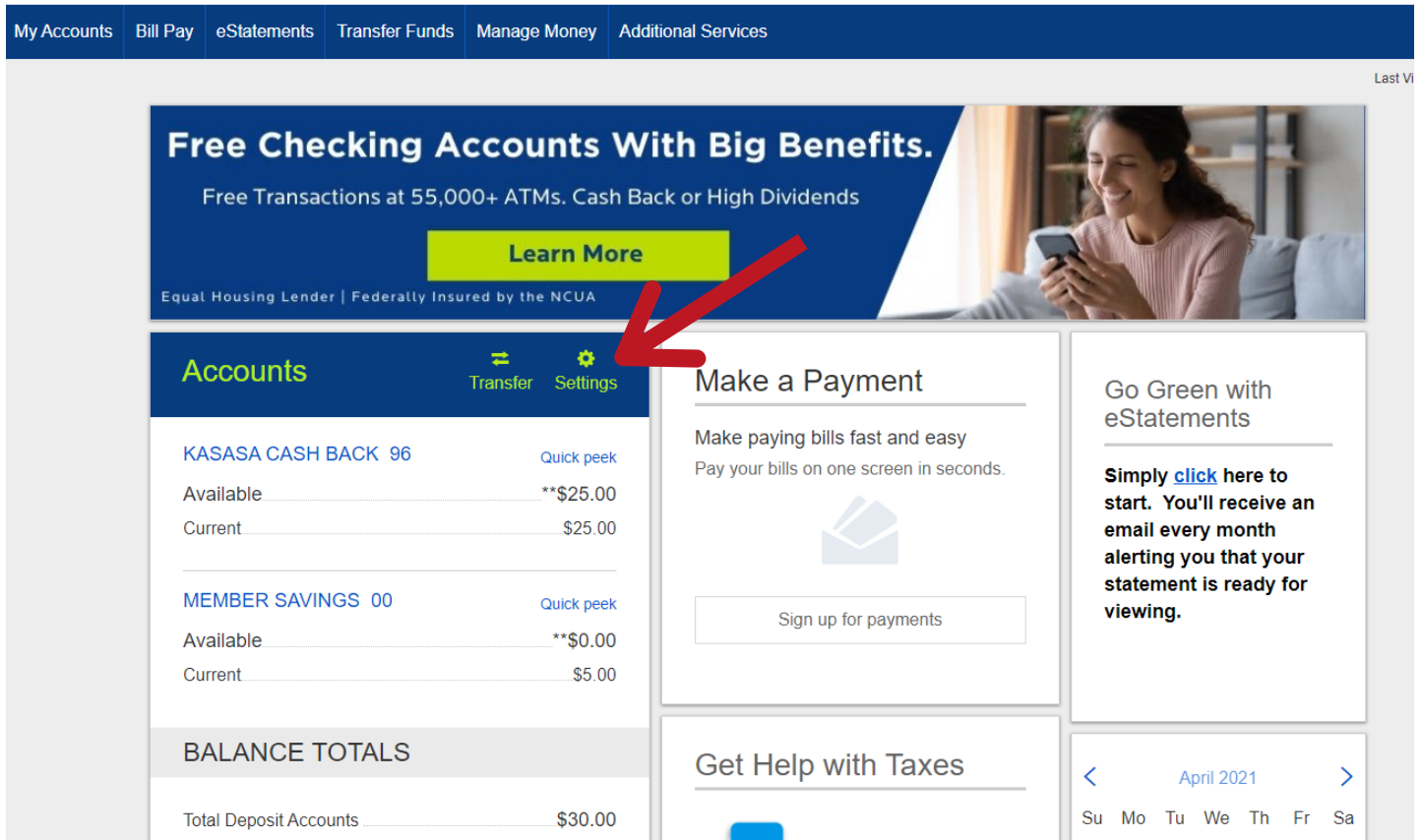


# ONLINE BANKING TUTORIALS

## HOW TO HIDE ACCOUNTS IN ONLINE BANKING

### Step 1: Login to Online Banking

Once logged in you will be brought to the Sikorsky Credit Union Online Banking Home screen. You will want to click on the green 'settings' button in the blue account bar.



The screenshot shows the online banking interface. At the top, there is a navigation bar with links: My Accounts, Bill Pay, eStatements, Transfer Funds, Manage Money, and Additional Services. Below this is a promotional banner for "Free Checking Accounts With Big Benefits." with a "Learn More" button. A red arrow points to the "Settings" button in the "Accounts" section. The "Accounts" section lists two accounts: "KASASA CASH BACK 96" and "MEMBER SAVINGS 00". The "KASASA CASH BACK 96" account shows an available balance of \*\*\$25.00 and a current balance of \$25.00. The "MEMBER SAVINGS 00" account shows an available balance of \*\*\$0.00 and a current balance of \$5.00. Below the accounts is a "BALANCE TOTALS" section showing a total deposit of \$30.00. To the right of the accounts are three main content areas: "Make a Payment" (with a "Sign up for payments" button), "Go Green with eStatements" (with a "Simply click here to start" link), and "Get Help with Taxes". At the bottom right, there is a calendar for April 2021.

## Step 2: Change Your Account Preferences




On the Account Preferences screen, check only the accounts you wish to see. Your changes will be automatically saved. To exit the screen, click the green 'Go to My Accounts' button.

My Accounts | Bill Pay | eStatements | Transfer Funds | Manage Money | Additional Services

Account Preferences

Modify the display of your accounts.

**i** To reorder accounts, just drag and drop with a click on the row handle.

	Account Name	Nickname	Show Account 
	KASASA CASH BACK 96	<input type="text" value="KASASA CASH BACK"/>	<input checked="" type="checkbox"/>
	MEMBER SAVINGS 00	<input type="text" value="MEMBER SAVINGS"/>	<input checked="" type="checkbox"/>

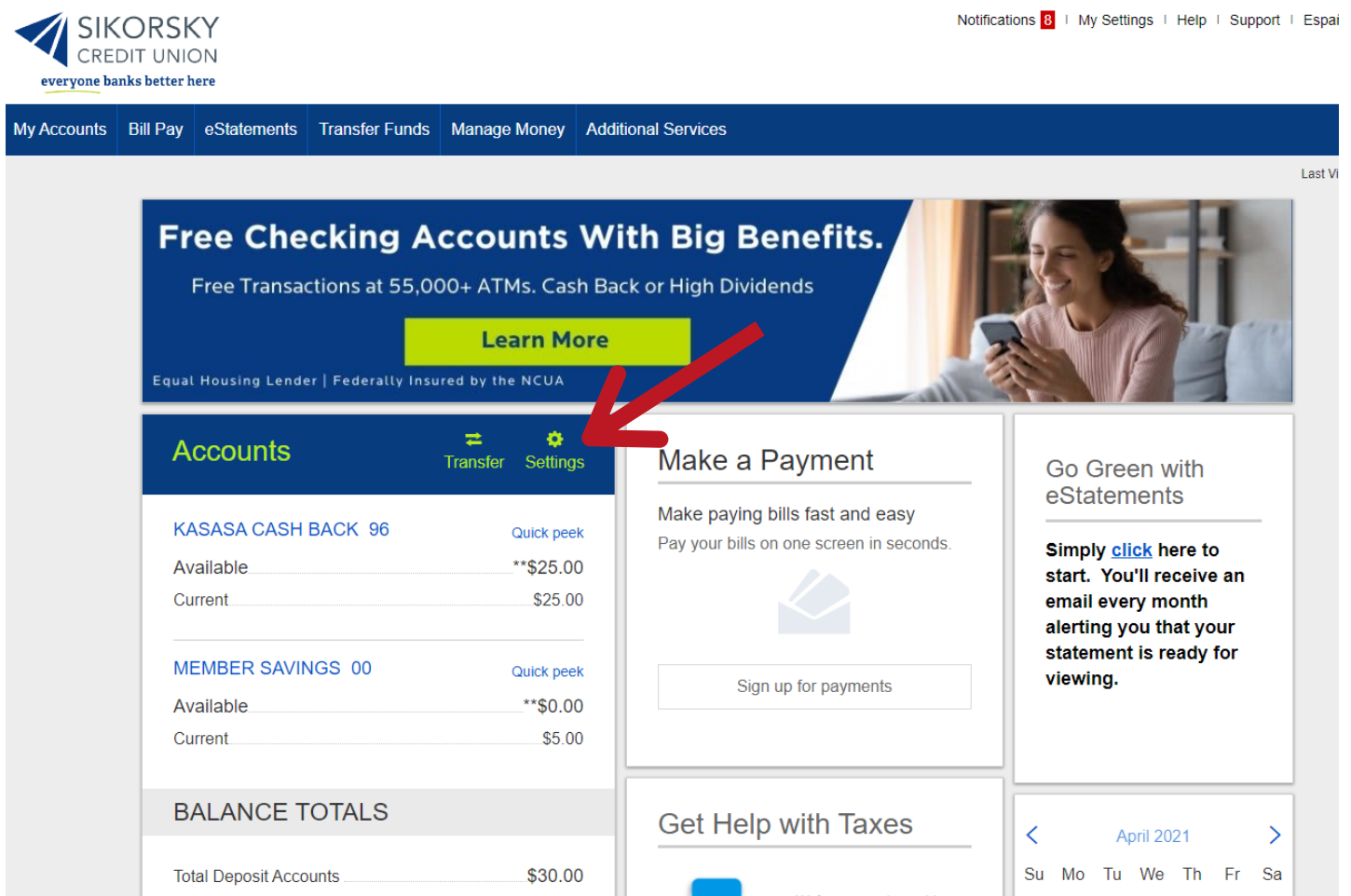
[Go to My Accounts](#)

Last V

# HOW TO UPDATE ACCOUNT NICKNAMES IN ONLINE BANKING

## Step 1: Login to Online Banking

Once logged in you will be brought to the Sikorsky Credit Union Online Banking Home screen. Click on the green 'settings' button in the blue account bar.



Notifications 8 | My Settings | Help | Support | Espa

My Accounts | Bill Pay | eStatements | Transfer Funds | Manage Money | Additional Services

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[Learn More](#)  
Equal Housing Lender | Federally Insured by the NCUA

Accounts Transfer **Settings**

<b>KASASA CASH BACK 96</b> <span>Quick peek</span>	
Available	**\$25.00
Current	\$25.00
<b>MEMBER SAVINGS 00</b> <span>Quick peek</span>	
Available	**\$0.00
Current	\$5.00
<b>BALANCE TOTALS</b>	
Total Deposit Accounts	\$30.00

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Pay your bills on one screen in seconds.  
[Sign up for payments](#)

Go Green with eStatements  
Simply [click here](#) to start. You'll receive an email every month alerting you that your statement is ready for viewing.

Get Help with Taxes

April 2021  
Su Mo Tu We Th Fr Sa



## Step 2: Change Your Account Preferences

On the Account Preferences screen, enter your new nickname for the account you choose to rename. To exit the screen, click the green 'Go to My Accounts' button.

### Account Preferences

Modify the display of your accounts.

**i** To reorder accounts, just drag and drop with a click on the row handle.

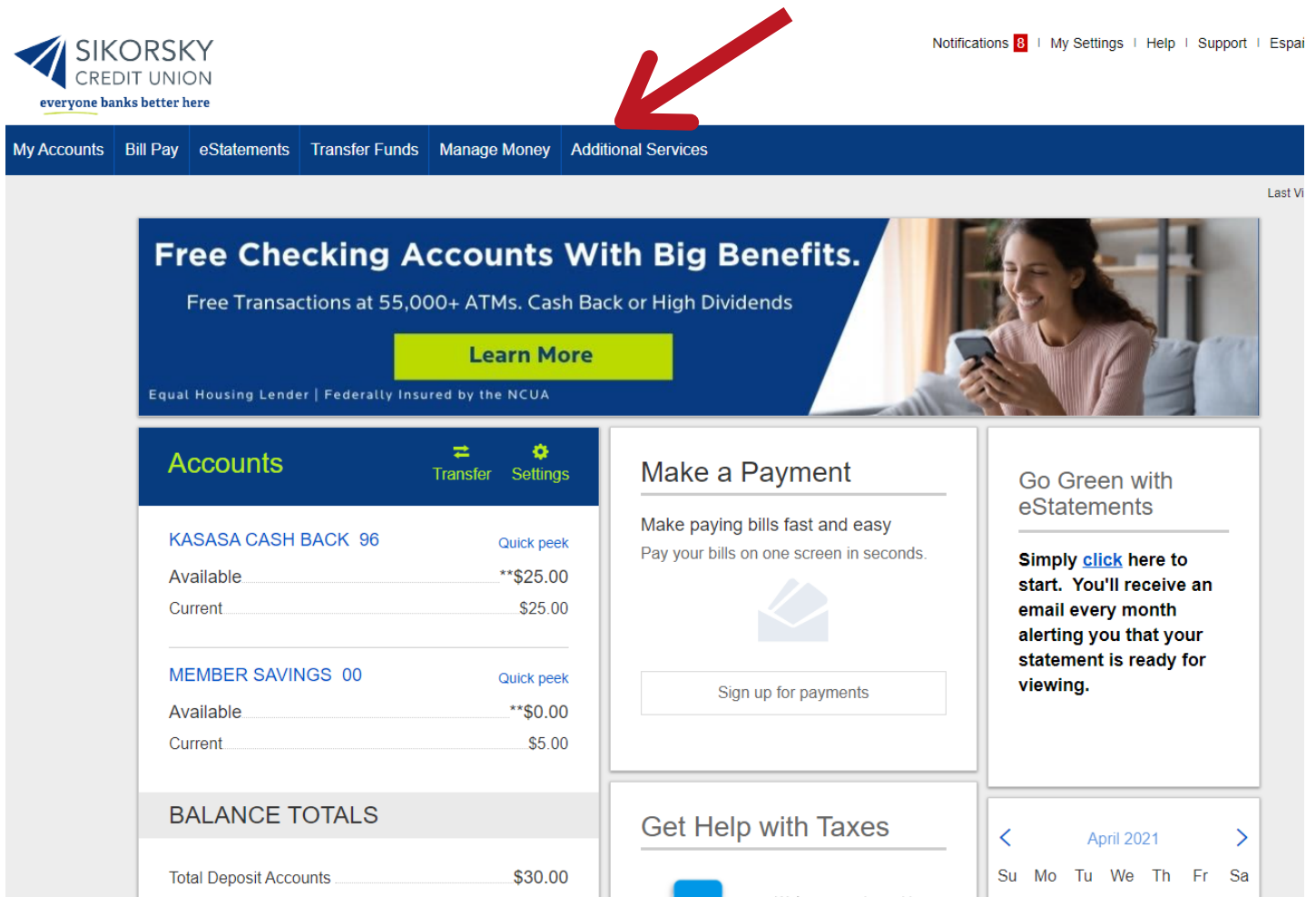
	Account Name	Nickname	Show Account <b>?</b>
	KASASA CASH BACK 96	<input type="text" value="KASASA CASH BACK"/>	<input checked="" type="checkbox"/>
	MEMBER SAVINGS 00	<input type="text" value="MEMBER SAVINGS"/>	<input checked="" type="checkbox"/>

Go to My Accounts

# HOW TO SHARE ONLINE BANKING ACCOUNT ACCESS

## Step 1: Login to Online Banking

Once logged in you will be brought to the Sikorsky Credit Union Online Banking Home screen. Click on the 'Additional Services' and click 'Share Access With Others.'



Notifications **8** | My Settings | Help | Support | Espa

My Accounts | Bill Pay | eStatements | Transfer Funds | Manage Money | **Additional Services**


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**Accounts** Transfer Settings


<b>KASASA CASH BACK 96</b> <span>Quick peek</span>	
Available	**\$25.00
Current	\$25.00
<hr/>	
<b>MEMBER SAVINGS 00</b> <span>Quick peek</span>	
Available	**\$0.00
Current	\$5.00

**BALANCE TOTALS**

Total Deposit Accounts	\$30.00
------------------------	---------

**Make a Payment**  
Make paying bills fast and easy  
Pay your bills on one screen in seconds.  
  
[Sign up for payments](#)

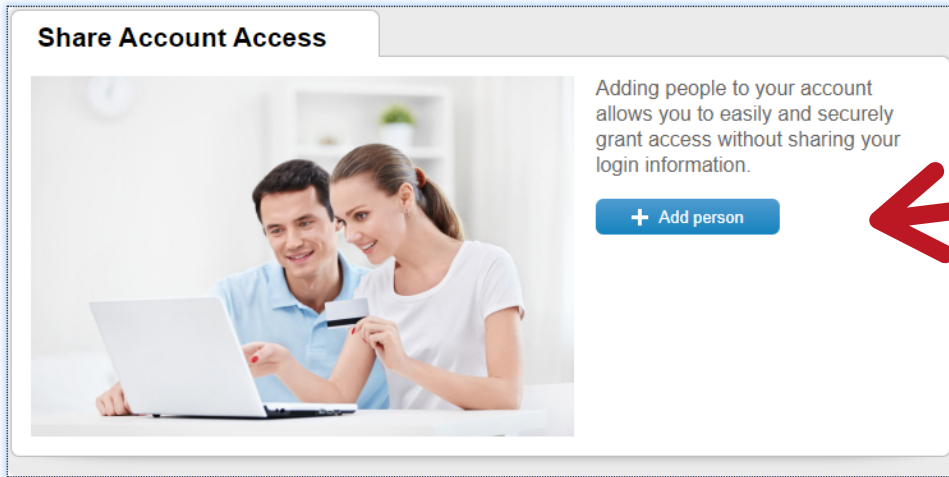
**Go Green with eStatements**  
Simply [click here](#) to start. You'll receive an email every month alerting you that your statement is ready for viewing.

**Get Help with Taxes**  
 Make teamed up with

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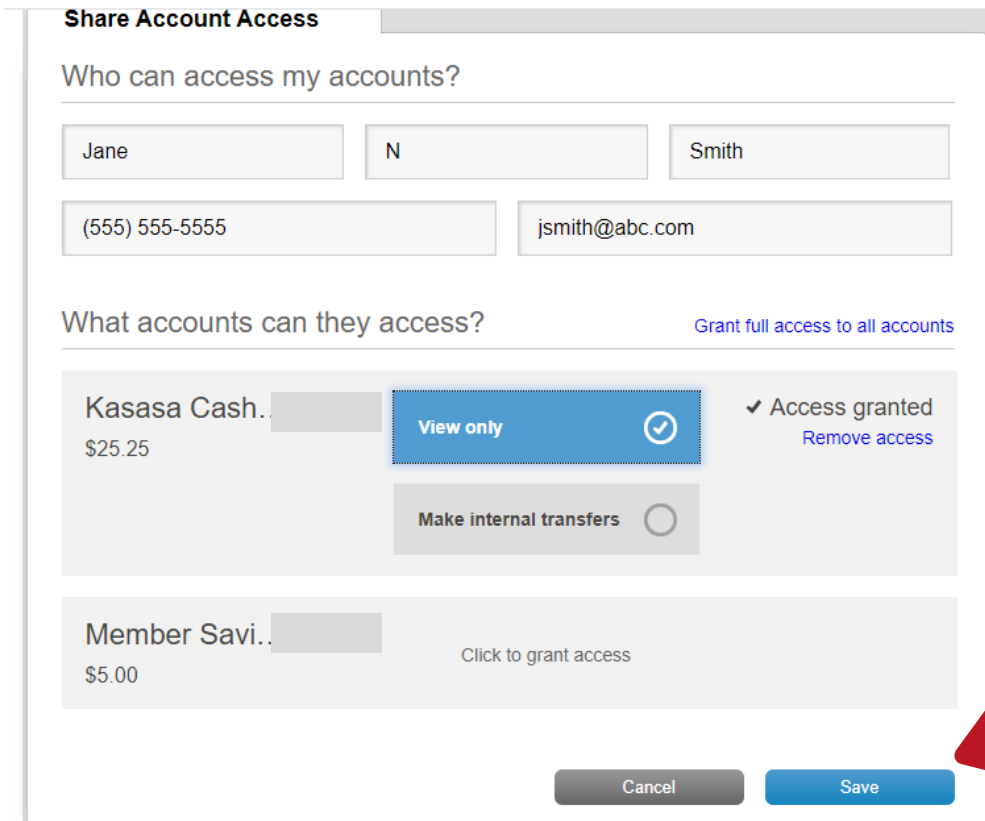
## Step 2: Share Account Access

On the Share Account Access click 'Add Person.'



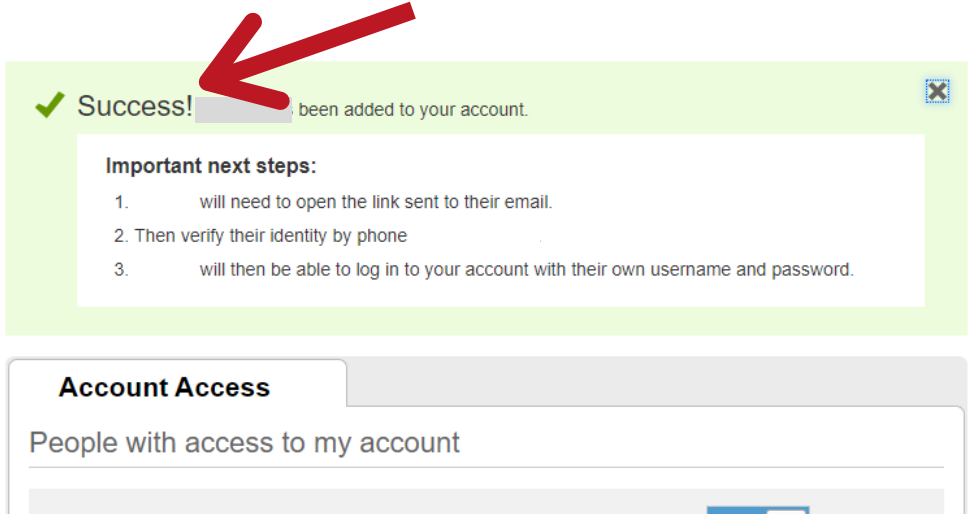
## Step 3: Add Information

Add the information of the person you wish to share with. Click each of your accounts and click the access you want to grant, they either can view or make internal transfers. You can remove access too. Click Save.



#### Step 4: Success!

The viewer will receive an email, they will need to open the link and verify their identity by phone. They will then be able to log into your account with their own username and password.



A screenshot of a web interface showing a success message and an account access section. A red arrow points to the success message. The success message is in a light green box and reads: "Success! [redacted] been added to your account." Below this is a white box with the heading "Important next steps:" and a list of three steps: 1. [redacted] will need to open the link sent to their email. 2. Then verify their identity by phone. 3. [redacted] will then be able to log in to your account with their own username and password. Below the success message is a grey box with the heading "Account Access" and the text "People with access to my account".

✓ Success! [redacted] been added to your account.

**Important next steps:**

1. [redacted] will need to open the link sent to their email.
2. Then verify their identity by phone
3. [redacted] will then be able to log in to your account with their own username and password.

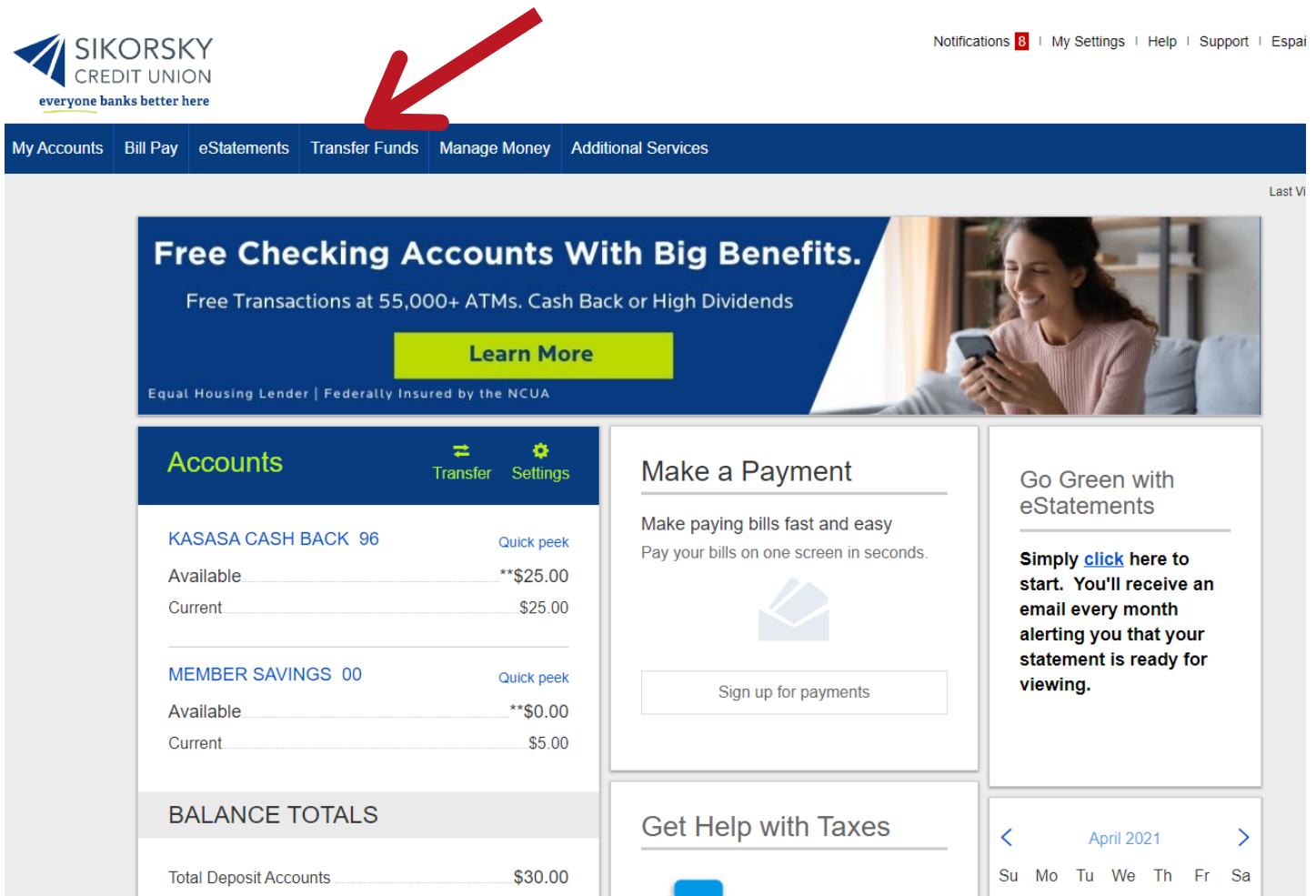
**Account Access**

People with access to my account

# HOW TO MAKE MEMBER TO MEMBER TRANSFERS

## Step 1: Login to Online Banking

Once logged in you will be brought to the Sikorsky Credit Union Online Banking Home screen. Click on the 'Transfer Funds' button and click 'Make a Transfer' from the drop down.



Notifications 8 | My Settings | Help | Support | Espa

My Accounts | Bill Pay | eStatements | **Transfer Funds** | Manage Money | Additional Services

Last Vi

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#### Accounts

[Transfer](#) [Settings](#)


<b>KASASA CASH BACK 96</b>	<a href="#">Quick peek</a>
Available .....	**\$25.00
Current .....	\$25.00
<hr/>	
<b>MEMBER SAVINGS 00</b>	<a href="#">Quick peek</a>
Available .....	**\$0.00
Current .....	\$5.00

#### BALANCE TOTALS

Total Deposit Accounts .....	\$30.00
------------------------------	---------

#### Make a Payment

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Simply [click here](#) to start. You'll receive an email every month alerting you that your statement is ready for viewing.

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## Step 2: Add Recipient

On the Move Money screen click the blue 'Add Recipient' button.

Move Money

[+ Add a recipient](#)

From  
Select account ▼

To  
Select account ▼

Kasasa Cash Back	
Available	\$25.25
Member Savings '	
Available	\$0.00

[+ Add a recipient](#)

Make transfer

Go to My Accounts

## Step 3: Add Recipient Information

Add the first 3 characters of the recipients last name, their account type, account number (with suffix) and member ID. Next click 'verify recipient.'

Who do you want to add?

First 3 characters of last name  
First 3 characters of last name

Account type  
Select one ▼

Account Number  
Account Number

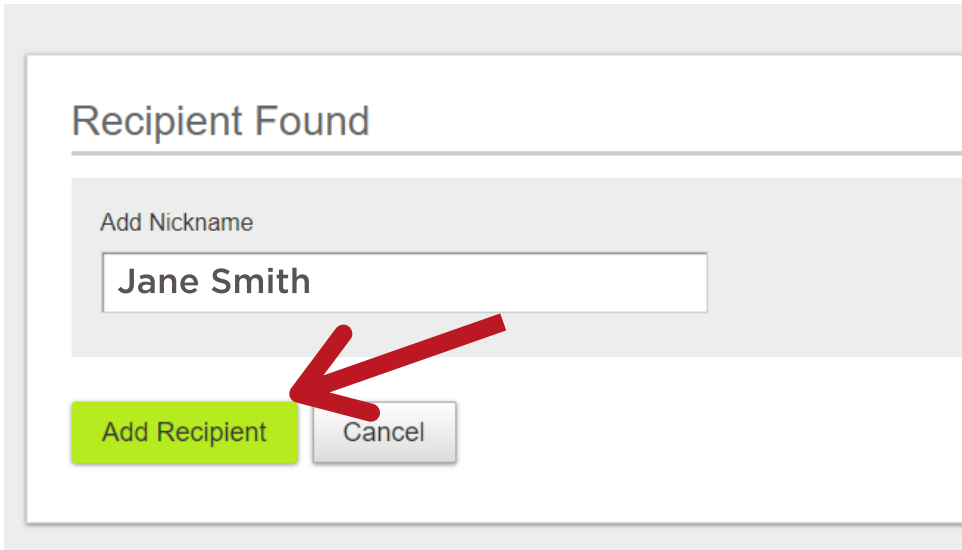
Member ID  
Member ID

Verify Recipient

Go to transfers

#### Step 4: Add Recipient

The recipient will be found and a nickname will be displayed, which you can change. Click the add recipient button.



Recipient Found

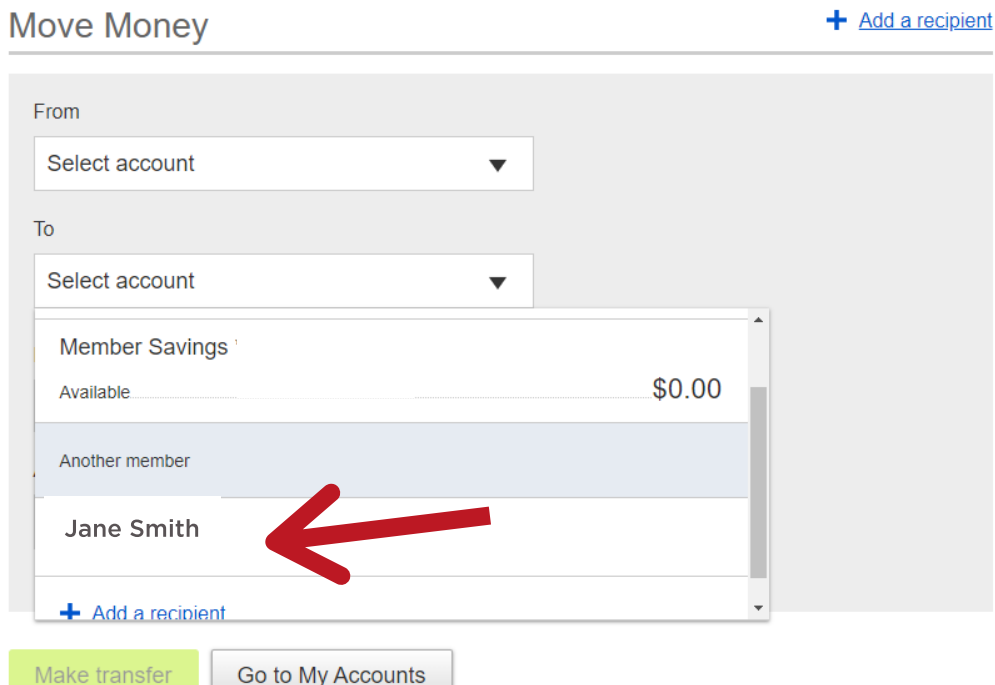
Add Nickname

Jane Smith

Add Recipient Cancel

#### Step 5: Transfer Money

The next time you go to transfer money, the recipient you added will show



Move Money [+ Add a recipient](#)

From  
Select account ▼

To  
Select account ▼

Member Savings<sup>1</sup>  
Available \$0.00

Another member

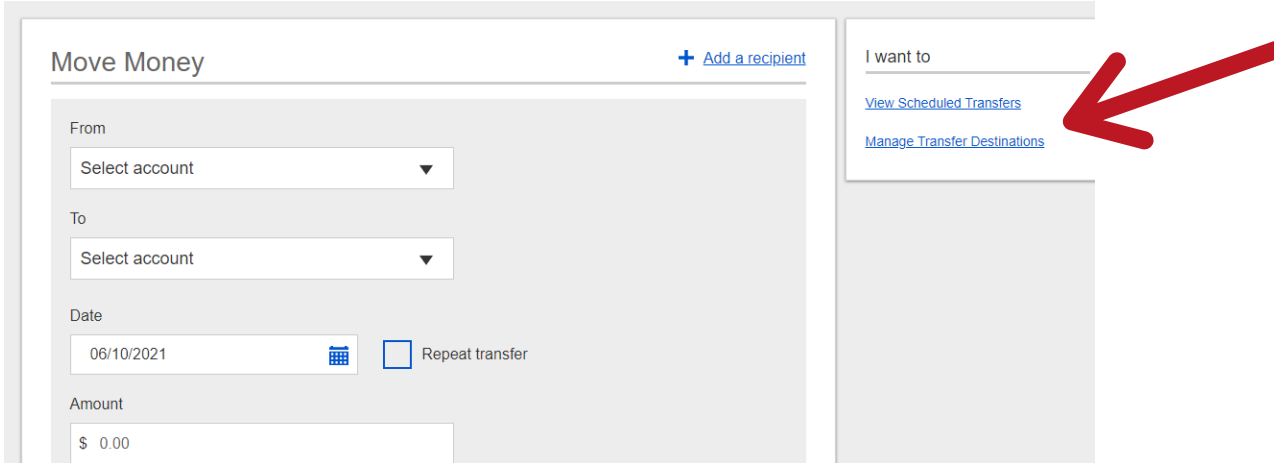
Jane Smith

[+ Add a recipient](#)

Make transfer Go to My Accounts

## Remove Recipient

To remove a recipient you added click on 'Make a Transfer' and on the Move Money screen select 'Manage Transfer Destinations' on the right. On the next screen select 'Remove' next to the name of the recipient you wish to remove. On the next screen, confirm.



The screenshot shows the 'Move Money' interface. On the left, there are fields for 'From' (Select account), 'To' (Select account), 'Date' (06/10/2021 with a calendar icon and a 'Repeat transfer' checkbox), and 'Amount' (\$ 0.00). On the right, under the heading 'I want to', there are two links: 'View Scheduled Transfers' and 'Manage Transfer Destinations'. A red arrow points to the 'Manage Transfer Destinations' link.

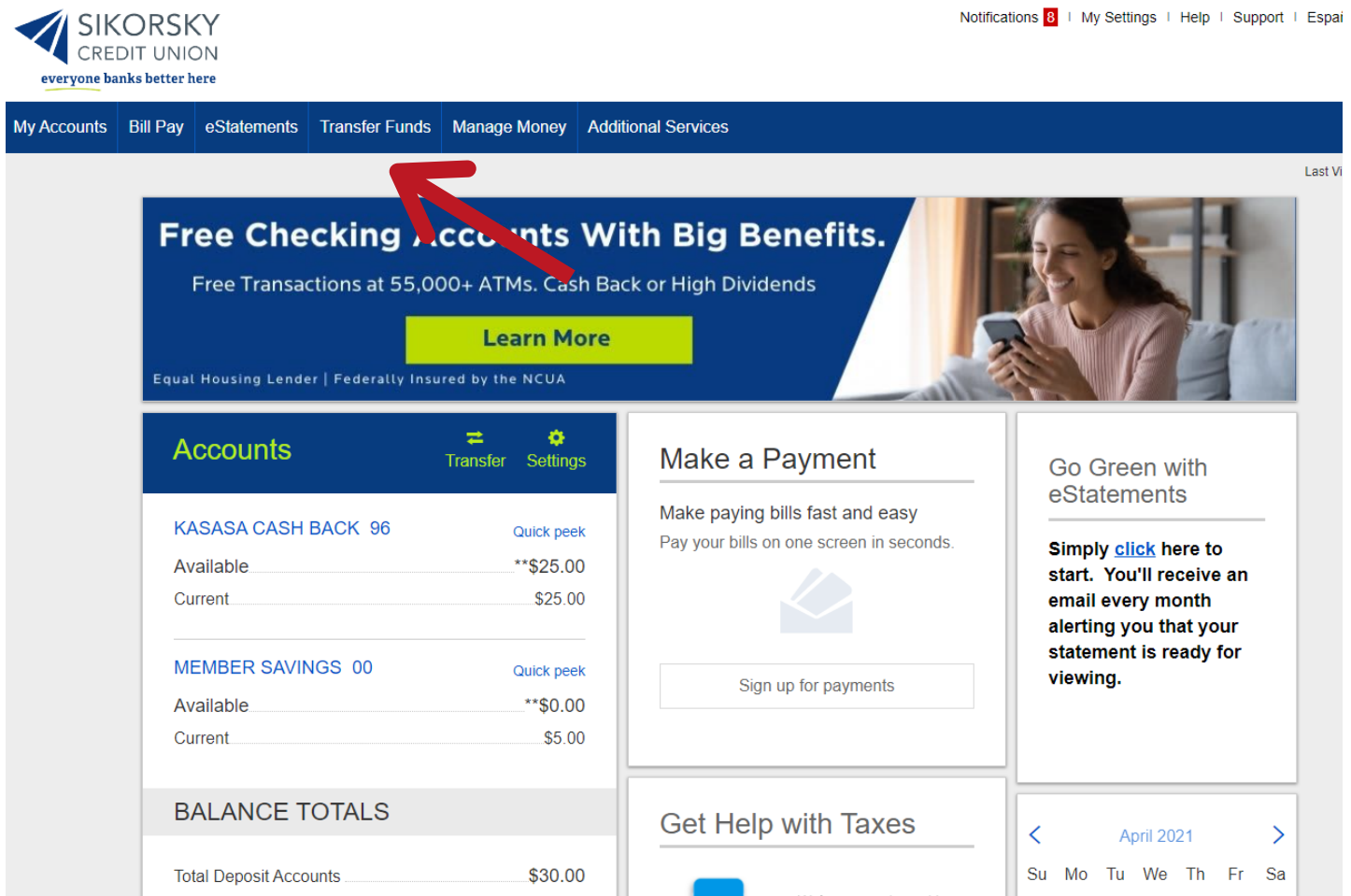
## Quick Tip: Adding Multiple Accounts for Same Recipient

To add multiple accounts for one recipient, you can add each individually and change the nickname of each. Please note, you cannot use the same nickname.

# HOW TO RE-AUTHENTICATE YOUR ACCOUNT IN ONLINE BANKING

## Step 1: Login to Online Banking

Once logged in you will be brought to the Sikorsky Credit Union Online Banking Home screen. Click on transfer and select 'External Transfers.'



SIKORSKY CREDIT UNION  
everyone banks better here

Notifications 8 | My Settings | Help | Support | Espa

My Accounts | Bill Pay | eStatements | **Transfer Funds** | Manage Money | Additional Services

Last Vi

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#### Accounts

Transfer Settings

<b>KASASA CASH BACK 96</b>	Quick peek
Available	**\$25.00
Current	\$25.00

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<b>MEMBER SAVINGS 00</b>	Quick peek
Available	**\$0.00
Current	\$5.00

#### BALANCE TOTALS

Total Deposit Accounts	\$30.00
------------------------	---------

#### Make a Payment

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Simply [click here to start](#). You'll receive an email every month alerting you that your statement is ready for viewing.

#### Get Help with Taxes

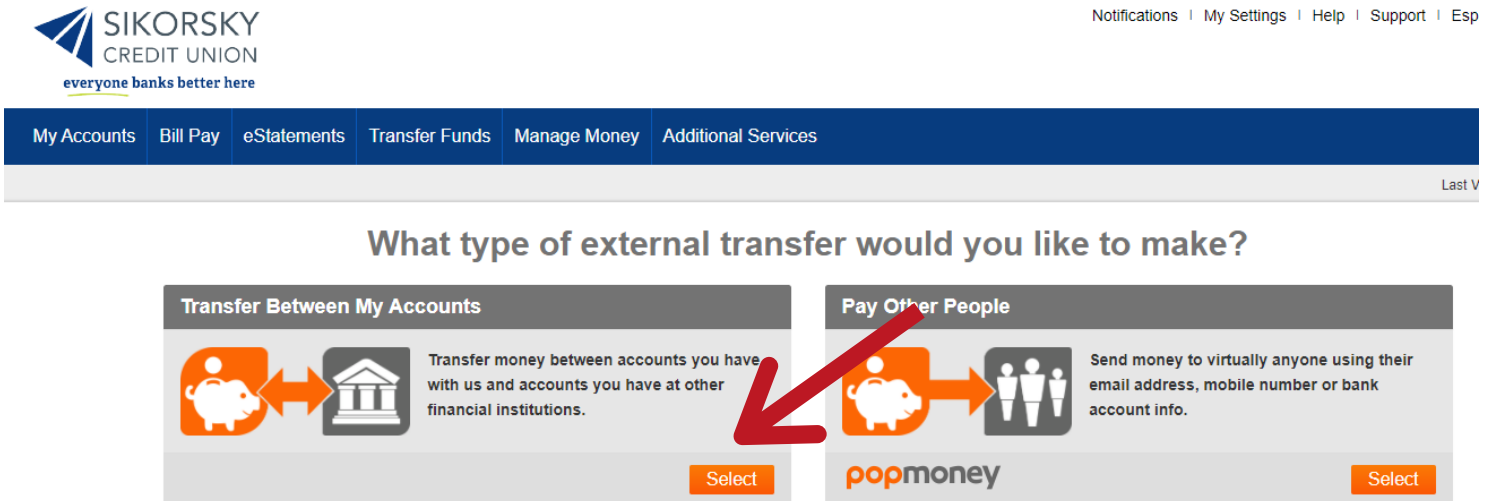
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## Step 2: External Transfer Screen

On the External Transfer Screen choose the orange 'Select' button to transfer between your Sikorsky Credit Union account and the account at another financial institution.




Notifications | My Settings | Help | Support | Esp

My Accounts | Bill Pay | eStatements | Transfer Funds | Manage Money | Additional Services

Last V

### What type of external transfer would you like to make?


**Transfer Between My Accounts**



Transfer money between accounts you have with us and accounts you have at other financial institutions.

[Select](#)

**Pay Other People**



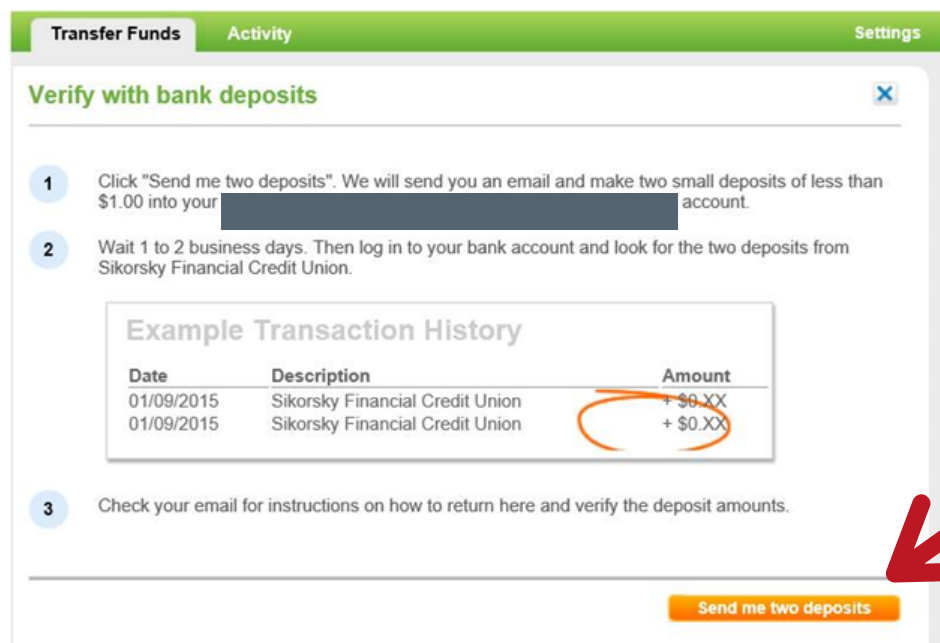
Send money to virtually anyone using their email address, mobile number or bank account info.

[Select](#)

*(A red arrow points to the 'Select' button in the 'Transfer Between My Accounts' option.)*

## Step 3: Reauthenticating External Accounts

You may be asked to reauthenticate an external account you set up. To do this, you will need to put in your account information and verify bank deposits. You will be send two small deposits within 1-2 business days. An email will be sent to you with instructions on how to verify. The screen will look like this:



Transfer Funds | Activity | Settings

### Verify with bank deposits

- Click "Send me two deposits". We will send you an email and make two small deposits of less than \$1.00 into your [redacted] account.
- Wait 1 to 2 business days. Then log in to your bank account and look for the two deposits from Sikorsky Financial Credit Union.

**Example Transaction History**

Date	Description	Amount
01/09/2015	Sikorsky Financial Credit Union	+ \$0.XX
01/09/2015	Sikorsky Financial Credit Union	+ \$0.XX

*(An orange circle highlights the two deposit amounts in the table.)*

- Check your email for instructions on how to return here and verify the deposit amounts.

[Send me two deposits](#)

*(A red arrow points to the 'Send me two deposits' button.)*