

# **Online Banking |** Resource Guide

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We work hard to provide our members with the financial tools they need to achieve the goals in life that matter. One of those important tools is Online Banking.

Our Online Banking system is designed for ease of use. Whether you access it from your desktop, tablet or smart phone, it looks and functions the same across all devices. It is full of powerful features that make it easy to keep track of your finances.

We invite you to take a moment to learn more about the anytime, anywhere convenience of Online Banking with Gulf Winds.



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Security

By following our tips, Online Banking at Gulf Winds can be a safe and efficient method for handling your banking needs.

#### **User Identification and Password**

Security starts at your computer. Never share your Login ID or password with anyone. Make sure your password is hard to guess by combining random numbers and letters instead of using your birth date, pet's name or other personally identifiable choices.

#### **Secure Sockets Layer Encryption**

We use Secure Sockets Layer (SSL) encryption, a trusted method of securing internet transactions. This technology scrambles data as it travels between your computer and Gulf Winds, making it difficult for anyone to access your account information.

#### Secure Access Code

You need a secure access code each time you login to our Online Banking system from a new device. It is delivered to you via email, phone call, or SMS text message. You can opt to have your device registered so that you do not have to complete the Secure Access Code process in the future unless you access Gulf Winds's Online Banking system from a different device. If you delete the security certificate or "cookie" that activates your computer for later use, you will need another secure access code.

#### **Browser Registration**

In addition to your personal password security, we have added another layer of security called browser registration that runs in the background and helps verify your identity at login.

#### **Online Banking Safety Tips:**

- > Ensure your web browser, operating system, anti-virus software and other applications are current and support 128-bit encryption.
- > Memorize your passwords.
- > Exit your Gulf Winds Online Banking session when finished.
- > Do not leave your computer unattended when logged in to Online Banking.
- > Do not use public computers or unsecured WiFi when accessing .
- > If you receive an error when logged into your account, report the error to a member service representative at 1.800.650.6328.

Gulf Winds will never send unsolicited emails asking you to provide, update, or verify personal or confidential information via return email. If you receive an email inquiry allegedly from Gulf Winds, please report the incident to a member service representative as quickly as possible. To mitigate the risk of online fraud and identity theft, your first and best protection is awareness.

#### Phishing

Phishing is an online scam tactic that is used to lure users into unknowingly providing personal data, such as credit card information or Login IDs and passwords. Using realistic-looking emails and websites, this tactic attempts to gain the trust of unsuspecting targets and convince them that vital information is being requested by a vendor they may already have a relationship with, such as their financial institution.

#### **Identity Theft**

It is important that you are aware of the dangers of identity theft. Identity theft can occur when criminals find a way to steal your personal or other identifying information and assume the use of that data to access your personal accounts, open new accounts, apply for credit, purchase merchandise, and commit other crimes using your identity.

#### **Fraud Prevention Tips:**

- > Do not open email attachments or click on a link from unsolicited sources.
- > Avoid completing email forms or messages that ask for personal or financial information.
- > Do not trust an email asking you to use a link for verification of login or account details.
- > Monitor your account transactions for unauthorized use.
- > Shred old financial information, invoices, charge receipts, checks, unwanted pre-approved credit offers and expired charge cards before disposing of them.
- > Contact the sender by phone if you are suspicious of an email attachment.

Security

- 1. Type GoGulfWinds.com into the address bar on your browser.
- 2. Go to the Online Banking Login box on the Home Page, click Register.
- **3.** This opens the Online Banking new enrollment account verification screen. Enter all the required information. It will be verified by comparing it to the current contact information in our system. When finished, click **Continue**. If you need to update your contact information, please call us during our business hours at 1.800.650.6328.
- **4.** A Congratulations window will appear letting you know you have successfully enrolled in Online Banking. Click the **Go To Login** button to continue to your Online Banking profile.
- 5. You will be directed to a page where you will select the delivery method of your Secure Access Code. This page will display the contact information on file for your account. Select either the phone, text message, or email option that will enable Gulf Winds to reach you immediately with your one-time Secure Access Code.
- 6. When you receive your six-digit Secure Access Code, enter it in the access code screen and click Submit. The secure access code is valid for only 15 minutes. If it expires, you must request a new one.
- 7. Once your access code has been accepted, you will be prompted to set up your password. The password must be at least 5 characters in length, no more than 15 and contain a minimum of one number. After creating and verifying your selected password, click **Submit**.
- **8.** Review the Online Access and Agreement Disclosure Statement. Read and acknowledge that you agree to the conditions by clicking, **I Accept**.

You will be asked if you would like to register your device. If you register your device, you will not have to generate a new secure access code when you use that device in the future.

- **9.** Review your member profile information, update if necessary and click Submit **Profile**.
- **10.** Congratulations! You are now logged in to Online Banking with Gulf Winds.

- 1. Type GoGulfWinds.com into the address bar on your browser and enter your current User ID and click **Sign In**. If you have forgotten your Login ID, please contact us at 1.800.650.6328.
- 2. Type in your current password and click Login.
- **3.** You will be directed to a page displaying the contact information on file for your account. Select your preferred contact method that will enable Gulf Winds to reach you immediately with your Secure Access Code. Choose either phone, text message, or email. If you need to update your contact information in order to receive the access code, please call us during business hours.
- 4. When you receive your six-digit Secure Access Code, enter it in the access code screen and click Submit again. The one-time access code is only valid for 15 minutes. If it expires, you must request a new one. If you close the login screen and then receive the code, follow the above steps again and select "I already have a Secure Access Code".
- You will then be prompted to re-enter or change your password. You would need to change your password if it doesn't meet the required criteria for our new Online Banking Service. When finished, click **Submit**.
- **6.** Review your member profile information, update if necessary and click **Submit Profile**.
- You are now presented with a copy of the Online Access Agreement and Disclosure Statement. Read and acknowledge that you agree to the conditions by clicking, I Accept.
- **8.** Next, you will be asked if you would like to register your device. If you register your device, you will not have to generate new secure access code when you use that device in the future.
- 9. You will then be logged in to Online Banking with Gulf Winds.

Once you have enrolled as a New User, and logged into Online Banking at least once, follow these steps for subsequent logins.



- 1. From our website's Online Banking login box, enter your Login ID and then click Sign In.
- 2. On the next page, enter your Login ID and Password and click Log In.
- Forget your password? Simply click "Forgot your password?" and select where you would like to receive your secure access code, then follow the instructions to reestablish a password.

#### What is a secure access code?

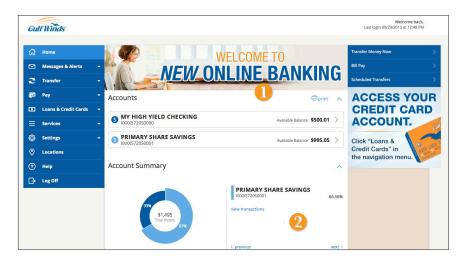
You need a secure access code each time you login to our Online Banking system from a new device. It is delivered to you via email, phone call, or SMS text message. You can opt to have your device registered so that you do not have to complete the Secure Access Code process in the future unless you access Gulf Winds's Online Banking system from a different device. If you delete the security certificate or "cookie" that activates your computer for later use, you will need another secure access code.

#### Should I register my device?

if this device is a "private" device where you have exclusive access, you may want to register to have it recognized for future logins to save time. We do not recommend registering a public device where other people could have access to the same computer, for example, at a public library.

#### **Logging Off**

As a secure practice, you should log off your Online Banking session with Gulf Winds before you close out of your Online Banking session, or anytime you walk away from your computer. For additional security, Gulf Winds will log you out automatically due to inactivity or when your online session reaches the maximum time limit. The Home Screen will give you an overview of all of your accounts at Gulf Winds displayed in a comprehensive list with available balances conveniently in one place.



#### **To View an Overview of Your Accounts:**

- 1. For account transaction history, click the **Account Name** to view the **Account Details** screen. View details or a check image by clicking > next to the account.
- 2. You can scroll through the account summaries by clicking **Next** or **Previous** at the bottom of the summary box.
- Need an action done in a hurry? In the top right corner, you will notice options for easy access tools. These Quick Action options allow you to swiftly: transfer money and view scheduled transfers.



Our message center allows you to communicate securely with your credit union. Messages can be saved by topic for easy reference. Check here for your alerts, replies to your inquiries and credit union communications.

#### **To View Messages:**

Select All	Ū	Secure Alert Notification: Invalid Password	Conversa	tion
Security Alert Notification: Inv Password Notifications/Alerts	valid 9/24/2015	□ This message should never expire ∞	S	. 🛍
Security Alert Notification: Password Changed Notifications/Alerts	9/24/2015	Notifications/Alerts 9/24/2015 - 10:22 AM		2
Posted Transaction Alert Notification - debit transact Search Member Services	tion 9/24/2015	This is your requested security alert notification. On 9/24/2015 11:22 AM, an invalid password for your login ID was submitted for		
Test 2 of 12 Member Services	9/23/2015	for suspect fraudulent activity, please contact us during business hours. As this is an automated notification, please do not reply to this message.		
Security Alert Notification: Password Member Services	Invalid 9/22/2015	this is an automated notification, please do not reply to this message.		
Posted Transaction Alert	lan			

Click on the Messages & Alerts > Secure Messages tab.

- 1. Messages are displayed at the left side of the screen. Click the message that you would like to read.
- **2.** Delete  $\square$  or reply  $\triangleleft$  to a message in the upper right corner of the message.
- **3.** Create a new message by selecting **New Conversation**.
- **4.** Messages automatically expire after a certain period of time has passed. A message can be saved indefinitely by selecting this box.

You can create and manage alerts to remind you of important dates, warn you about the status of your accounts, and when certain transactions occur. When you create an alert, you specify the conditions that trigger the alert as well as the delivery option to receive that alert. All alerts will automatically be sent to your Online Banking account via Secure Messages, regardless of the additional delivery preferences you have chosen.

#### **To Edit Security Alert Delivery Preferences:**

You can edit specific Date, Account, History, Transaction, and Security alert preferences.

Delivery Preferences include:

- Secure Message within Online Banking
- Email
- Phone Call
- SMS Text Message

#### **To Set Up Alerts:**

ler	ts				New Alert Date Alert	1
^	Date Alerts (1) Description	Account	Frequency	Notification	Account Alert History Alert Transaction Alert <b>Enabled</b>	
2	On the 29th of September.		0	Send only a secure	message 3 On	Edit
~	Account Alerts (3)					
~	History Alerts (1)					
~	Transaction Alerts (0)					
~	Security Alerts					

Click on the **Messages & Alerts > Alerts** tab.

- 1. To create a new alert, click the **New Alert** drop-down button. Choose the kind of alert that you wish to create from the dropdown and enter the information. Click **Save**.
- **2.** To view the alerts for each category, click the  $\lor$  to the left of the category header.
- **3.** You can easily toggle an alert **On/Off** without deleting the alert by clicking the toggle button.
- 4. To view or change details of an already existing alert, choose the Edit link on the right end of the alert box. You can change alert details by clicking the categories on the left. Be sure to click Save after you change any alert details.

Alerts

Security Alerts allow you to enable specific alerts to keep you informed of changes to your account and online profile. Alerts can be delivered via Secure Message within Online Banking, email, SMS text message and phone call.

#### To Edit Security Alerts and Delivery Preferences:

Security Alerts	Edit D	Delivery Preferences
Description	2 Ena	bled
Alert me when an address is changed	On	
Alert me when a recipient is added		Off
Alert me when an external transfer is authorized	On	
Alert me when a computer/browser is successfully registered		Off
Alert me when my password is changed	On	
Alert me when secure access code contact information is changed	Delivery Preferences	
Alert me when my login ID is changed	E-MAIL ADDRESS	)
Alert me when the process to add an external account is started	PHONE NUMBER	
	COUNTRY	
Alert me when forgot password is attempted for my login ID	United States	
	AREA CODE PHONE NUMBER	
	SMS TEXT NUMBER COUNTRY	
	United States	
	AREA CODE PHONE NUMBER	
	NOTE: SMS Text Message: 1 msg/transaction, Msg	&Data Rates way Apply
	Cancel	Save

Click on the **Messages & Alerts > Alerts** tab, Click on the  $\lor$  Next to **Security Alerts**.

- 1. To activate an alert, click the **On/Off** button that corresponds with the appropriate alert.
- 2. To edit delivery preferences, click the Edit Delivery Preferences link at the top.
- **3.** Enter the contact information for your preferred delivery method.
- 4. Click Save when finished.

Need to see recent and pending transactions for an account. Simply click on the account for which you would like more information. The top of this new screen shows an overview; the bottom shows transactions.

#### **To View Account Details:**

ccounts		🗇 print 🧄 Transfer M	oney Now >
S PRIMARY SHARE	SAVINGS Ave	scheduled	Transfers >
MY FREE CHECKI	NG	silable Ralance \$1 153 52	
	Account Details		Ask about account
VACATION xxxxx368050002	There have been 31 transactions on this account since 3/6/2	015.	Last Updated: 9/28/2015 1:30 PM
			\$40.02
ccount Summary	Available Balance Current Balance Description SECOND	\$40.02 MICR Account Number \$40.02 Routing Number DARY SHARE SAVI RegD Transaction Count	**15+61001**122302401 3013238**6.7% 6
	DESCRIPTION	TYPE TIME PERIO	D
		All - All	-
	CHECK #	AMOUNT	
\$20,91 Total Ass		) to ()	
	Hide Filters A		Reset Apply Filters
	Subtotal: Credits: \$675.06   Debits: \$-635.	23	Export +
	Date - Description -		Amount - Balance
	9/24/15 Withdrawal Home Banking Transf	fer - To Share 0001/Funds Transfer via O	-\$1.00 \$40.02
	9/24/15 Withdrawal Home Banking Transl	er - To Share 0001/Funds Transfer via O	-\$1.00 \$41.02
	Date: 9/24/15 Description: Withdrawal Home Banking Transfer - To Sha	re 0001/Funds Transfer via Online	Ask about transaction

- 1. You can organize your transactions view by date, description or transaction amount by clicking the column header.
- 2. If you click on the description of a specific transaction, you can then print or **Ask about Transaction** where you can compose a secure message.
- **3.** If you choose to **Show Filters**, you will be able to sort out particular transactions to view, export or print.
- 4. Once you've made your selections, click Apply Filters.
- 5. You can then choose to click **Print**.
- 6. You could **Export** your filtered selection to then save on your computer or device.

The Online Activity tab shows only your Online Banking transaction activity. Depending on the type of account and access, you can review and cancel unprocessed transactions. Whether single or recurring transactions, view debits/credits and the status, type, amount, account and date of your online activity.

#### To View Unprocessed Transactions:

Activity Cer	nter		1			🗳 show advanced 🛱 print
8	Single Tran	sactions			Recurring Tra	nsactions
ТҮРЕ			STATUS		ACCOUNT	CREATED BY
All		·	All	-	All	
START DATE	END DATE		TRANSACTION ID		AMOUNT	
Select Date	to Select [	Date 🕌			to to	
Hide Filters	3 Status -	Туре 👻		Acc	count 👻	Reset Apply Filters
<ul><li>2</li><li>9/25/2015</li></ul>	Authorized	Funds Transfe	er - Tracking ID:		Free Checking - X	\$40.00 Actions -
✓ 9/24/2015	Failed	Funds Transfe	er - Tracking ID		ondary Share Savings - XX: )	\$1.00 Actions -
9/24/2015	Processed	Funds Transfe	er - Tracking ID:		ondary Share Savings - (X)	\$1.00 Actions -
V 9/24/2015	Processed	Funds Transfe	er - Tracking ID:		ondary Share Savings - (X )	\$1.00 Actions -

Click on the Online Activity tab.

- 1. You can choose to view **Single Transactions**, or **Recurring Transactions** by clicking on the appropriate tab.
- 2. Click the V next to the transaction to view more details.
- 3. Click Show Filters for additional search options.
- 4. Click Apply Filters when you are satisfied with your filter criteria.
- **5.** Select **Actions** to perform additional functions like to **Copy** a transaction or choose **Inquire** to send a secure message to Gulf Winds.

Online Banking enables you to transfer funds between your own Gulf Winds accounts quickly and easily.

#### To Transfer Funds:

Funds Transfer		
FROM *		Transaction Authorized
Select From Account		$\bigcirc$
то*		Transaction #932737 is scheduled to process
Select To Account		on 8/31/2015. From: REGULAR SHARE DRAFT - (X00000(1737-59) To: REGULAR SHARES : X00000(1737-51
AMOUNT *	. 3	Amount: \$50.00 Date: 8/31/2015
\$ 0.00	<ul> <li>Make this a recurring trans-</li> </ul>	Memo: Funds Transfer via Online Recurs Every month the last day of the month 11/2016
DATE *		
9/28/2015		View In Activity Center Close
мемо	-	
Enter letters and numbers only		
* - Indicates required field	Clear	Transfer Funds

#### Click on the Transfer > To My Accounts tab.

- 1. Select the accounts that you wish to transfer funds **From** and **To** using the dropdown menus.
- 2. Enter the dollar amount and date to process the transaction.
- 3. (optional) If you wish to setup a recurring transaction, click the checkbox Make this a recurring transaction. New input fields will appear and you will need to specify the frequency and date range for this transaction. You can choose to make this transaction Repeat Forever by checking the box under frequency.
- 4. When completed entering the needed information, select **Transfer Funds**.
- If successful, a screen with an overview of your transaction will appear. All funds transfers will appear in the **Activity Center** whether immediate or future dated. You can view them at this time or click **Close** and review at your convenience.

You can view or cancel unprocessed transfers by accessing the Recurring Transfer tab within the Activity Center.



Note

With the Member to Member Transfer feature, you can send money to any Online Banking user at Gulf Winds. You can also conveniently link this account to your Online Banking for deposit purposes only. You can also conveniently link this account to your Online Banking for deposit purposes only with their Online Banking and the last four digits of their account number.

#### To Send Money to OtherMember:

more than one transfer to the other member. If you i	member of hisk another member's account (for deposit purposes only if you plan to make media for oncal a recording for futur-distantier, Inking the account is also required. When ount to your login, it will place that account number in the drop-down menu in the funds-
One-Tim	e Transfer Link Account/Multiple Transfers
Transfer To A Member	
Make a one-time transfer to another members acco	ount.
Enter Your Account Information	2
**************************************	
AMOUNT *	DESCRIPTION
Enter Recipient Member Account Ir	
TO ACCOUNT NUMBER *	To SHARE ID/LOAN ID *
ACCOUNT TYPE *	FIRST THREE OF LAST NAME (OR BUSINESS) *
Checking	
* - Indicates required field	Back Submit
* - Indicates required field	Back Submit
Transfer To A Member - Link An Accou	unt
Transfer To A Member - Link An Accoo fore the account information basis for a nember to always up a data account will appear a londer starter account will appear Net - Exemption of common Share and Lank Shindha Shareji Data Net - Shareji of the account attemmer or an the avoires screen	unt an an somether funds or would like to establish a recurring transfer. Once added, found instance, and an and a state of 10,0 eVPs, and a ran (b), within Control Bandle (bandle) and the state of 10,0 eVPs and (a ran (b), within Control Bandle (bandle) and the state of 10,0 eVPs and (a ran (b), within Control Bandle (bandle) and the state of 10,0 eVPs and (a ran (b), within Control Bandle (bandle) and the state of 10,0 eVPs and (a ran (b), within Control Bandle) and the state of the state of the state of the state of the state of the state of
Transfer To A Member - Link An Accos for the accust strength that for any the second strength and the second strength of the second strength of and is based on the accust datafement or an the overlaws correct on the bis bid with the second strength of the second on the bis bid with the second strength of the second strength of the bib bib bid with the second strength of the second strength of the bib bib bid with the second strength of the second strength	unt an an somether funds or would like to establish a recurring transfer. Once added, found instance, and an and a state of 10,0 eVPs, and a ran (b), within Control Bandle (bandle) and the state of 10,0 eVPs and (a ran (b), within Control Bandle (bandle) and the state of 10,0 eVPs and (a ran (b), within Control Bandle (bandle) and the state of 10,0 eVPs and (a ran (b), within Control Bandle (bandle) and the state of 10,0 eVPs and (a ran (b), within Control Bandle) and the state of the state of the state of the state of the state of the state of
Transfer To A Member - Link An Account for the acount strends based on a sense of the source of the the acount strends and acount acount of the source of the on the based on the acount strends and the end strends develop (in on the based on the acount strends on the end strends the on the based of the acount strends on the end strends the one of the based of the acount strends on the end strends the source of the based of the acount strends. For example, the based to na acount number.	UNE That's transfer, funds or exceld the to establish a mouring transfer. Once added, Touch mou. Co. 0000, Once they fund (co. 001, 1000, 0000, Shere and can to within control barling stress barling within barling at the exvision screen, the Shere or Loan To excernit number screen(Short Short Mac Out)
Transfer To A Member - Link An Accou fore the account information below for a member to whom you w this account will appear as a funds stratifier option in the "Inade" meter - bumples of common Share and can be include Serieg (are	LINE MAIN to tomother, funds or would like to establish a mouring transfer. Once added, funds" mouring, company, and Lones (1900; 900; share and Lane To- cos costs), concelling (1908; 2019) and Lones (1900; 900; share and Lane To- tion and analoce and analogical tomotion and the 2001. To Tamatica and the company of the company of the company of the company To Tamatica and the company of the company and the company of the company o

Click on the Transfer > To Other Members tab.

- 1. Choose whether you will be making a Single Transfer or whether you would like to link another account for future use.
- 2. For a **Single Transfer**, use the drop down to choose the account you wish to withdraw funds from and then enter the amount you would like to transfer. If you wish to include a description to go with your transfer, do so in the provided box.
- **3.** Enter the information for the person you wish to receive the funds.
- 4. Click Submit.
- **5.** Click **Link Account** at the first window; this information will be used in Funds Transfer and will reflect as a "transfer to" option in your drop down list.

In order to transfer funds to an account outside Gulf Winds, you must first enroll the new external account. This will ensure the ability to make fund transfers to the outside account by integrating it into one, simple location.

#### To Add an External Account:

Add An External Accoun	t
This form will enable you to request that an	external account (an account you have at another financial institution) be linked for electronic transfers.
There are two steps in this process:	
Step 1: Add Your Account     Step 2: Verify Your Account	
account, please contact your financial instit ACH transactions as not all savings account	ccount number located on your check (see the sample check below). If you want to add a savings tition for the routing number that they use for savings deposits. Also verify if your account is eligible for allow for ACH transitions. If you have issues with your mirror deposit showing up in your account, ancial institution as not all financial institutions have one routing number for all account types.
YOUR BANK MEMO	B 10 L 4 LEO x
Step 1: Add Your Account	
To begin, you will need to input the followin	g information about the account you would like to add:
<ul> <li>Institution's Routing Number</li> <li>Your Account Number</li> <li>Account Type (checking or savings)</li> </ul>	
amounts less than \$1. Once you have receive them later in step 2, the verification process • Please Note: Only domestic (U.S.) ba • If the micro deposits do not appear in	sent to your external account (typically within 5 business days). Micro deposits are random deposits in ed these two micro deposits in your external account, make note of both amounts as you will need
ACCOUNT NUMBER:	ACCOUNT TYPE:
	Checking -
ROUTING NUMBER:	
Step 2: Verify Your Account	o deposits, please click here to enter the amounts and activate your external account.

Click on the Add External Account tab.

- 1. Enter the **Account Number** and the financial institution's Routing Number in the spaces provided. These numbers can be located towards the bottom of a paper check.
- 2. From the drop-down menu, choose the Account Type.
- **3.** Click **Continue**. You should then receive micro deposits in the external account to show the process has been initialized. Once you see that you have received these deposits, go to **Verify External Account** to enter the amounts and activate your external account.

Once you have made a request to add an external account, check the history of that account and locate the two small "micro" deposits that have been made. You will then be asked to provide those amounts to verify the ability to make transfers and to prove ownership of the outside account.

#### To Verify an External Account:

Account Humber.	RETEXE-HEAR	
Routing Number:	CRETVERS.	
itatus: Funds have been sent to t		
2		
0		
erify Deposit Amou	nts	
	nts e entered in cents (example: \$0.05 sho	ould be entered as "05").
e deposit amounts should be		ould be entered as "05").
e deposit amounts should be		ould be entered as "05").
e deposit amounts should be AMOUNT #1:		ould be entered as "05").

Click on the Verify an External Accounts tab.

- 1. To begin verifying the micro deposit amounts of your external account request, click **Submit**. You will be directed to a new window.
- 2. Select the Account you would like to verify.
- **3.** Enter the amounts of the micro deposits.
- 4. Click Submit.

### What is more reassuring than being in control of your finances? Staying in control of your bills!

Online bill payment with Gulf Winds allows you to stay on top of your monthly finances with the utmost ease and turn-key efficiency whether you are accessing your account from a computer or a smart device. Free yourself from the hassle of writing checks and the clutter that comes with traditional means of paying bills. Having your bills linked to your Gulf Winds account is a quick and easy alternative to paying your bills online at the sites of each individual biller.

The first time that you click the My Bills tab, you will be asked to choose an account to use within Bill Pay and to accept the terms and conditions.

#### **New Bill Pay Features:**

You can now choose how you view your Bill Pay interface - Grid or List view.

	Grid View		
Advanced -	Grid List		
Sunshine Electric No Scheduled Payments			
Bill Pay		List	View
Search Payees	Advanced -	Grid	List
Name ^ La	st Payment 👻 Scheduled Payment 🕤	Status -	
GulfPower		No Scheduled Payments	0
Sunshine Electric		No Scheduled Payments	0
	Sunshine Electric No Scheduled Payments Bill Pay Q SEARCH PAYEES Name ~ La Gulf Power	Advanced - Grid List Sunshine Electric No Scheduled Payments Bill Pay Q SEARCH PAYEES Advanced - Name - Last Payment - Scheduled Payment - Gulf Power	Advanced - Grid List Sunshine Electric No Scheduled Payments Grid Advanced - Grid Name - Last Payment - Scheduled Payment - Status - Gulf Power No Scheduled Payments

#### **Getting Started with Advanced Bill Payment:**

Click on the **Bill Pay** tab to begin managing your bills online. Click the Advanced dropdown to view your payees, pending payments and bill history regarding your online account with Gulf Winds.

Bill Pay		
۹ SEARCH PAYEES	Advanced -	Grid List
Gulf Power No Scheduled Payments	Add A Payee Visit Bill Pay Site	
See payment history 🖉		



The person or company to whom you are sending funds is known as the payee. A payee can be almost any company or person you would send a check, like a utility company, a cable TV provider or even a lawn care service. It may be convenient to set up a payee to receive payments on a regular basis.

#### To Create a Payee:

	Bill Pay		
	G SEARCH PAYEES	Advanced - Add A Payee Visit Bill Pay Site	Grid List
	See payment history 🧷		
Add Payee	PAYEE TYPE *	·	
ADDRESS 1 *	2		
ADDRESS 2			
CITY*	ZIP *		
AREA CODE * PHONE *	EXT.		
Bill P	ayee Created	Cancel Save	
Your new Bill I	Payee has been successfully created.		

From the **My Bills** tab, click the dropdown and choose **Add a Payee**.

- 1. Fill out the required information regarding the payee, then click **Save**.
- **2.** You will get a confirmation screen that your payee has now been created and added to your payee list.

**Bill Pay** 

Once you set up your payees, it's easy to pay your bills quickly. When you click on the Bill Pay tab you will see all of the existing payees you have established so far. To pay a bill, simply find your payee and fill out the payment information beside the name.

#### To Make a Payment:

Bill Pay			Clio	ck on the <b>My Bills</b> tab.
Q SEARCH PAYEES	Advanced -	Grid	List 1.	Select the payee that you would like to pay.
Gulf Power No Scheduled Payments	Sunshine Electric No Scheduled Payments		2.	Click the account from which you would like to send a payment.
See payment history 🧷	See payment history		3.	Enter the amount of payment and the delivery method, click <b>Save</b> .
BRICK No Scheduled Payments	2 Select an account		4.	Choose the date to complete the transaction.
	CHK Acct: ******		5.	After you have verified the information, click <b>Send Payment</b>
FROM: > AMOUNT: \$0.00 >			6.	You will get a confirmation screen that your payment has been scheduled, click <b>Close</b> .
DELIVERY METHOD: Select a method >	Bill Pay	4		Parament Cale duiled
Back Send Payment	No Scheduled Payments	Amount		Payment Scheduled
		1	2	3 Your bill payment was processed
	FROM: MY FREE CHECKING > 8210236801	4	5	successfully.
	AMOUNT: \$0.00 >	7	8	9 Process Date: 08/01/2015 Delivery Method: Elec
	DELIVERY METHOD: Standard	Delete	0	
	DATE: 09/28/2015			Close
	Back Send Payment			



Here you can quickly pay bills by searching payees by name, last payment date, scheduled payment or status.

#### To Search Your Bill Pay History:

ill Pay				SEARCH P
a see Payees	Advanced -	Gr	id List	Pending Processed
Name - La	ast Payment + Scheduled F	Payment • Status •		No History Available
Gulf Power		No Scheduled Payr	nents 🖉	
Sunshine Electric		No Scheduled Payn	nents 🖉	
	Gulf Power No Scheduled Payments	Advanced - 5 Add A Payee Visit Bill Pay Site	Gri	d List

- 1. You can view **Pending** or **Processed** transactions on the right side panel.
- 2. In any view, you can search your previous **Payees** using the **Search** bar.
- **3.** In List view, you can sort by headers. Simply click the arrow next to the desired category.
- **4.** In Grid view, to see payment history for a specific Payee, select **See Payment History** on the bottom of the grid of the chosen Payee.
- To access additional screens, click the Advanced drop-down, and then Visit Bill Pay Site.

Below are the steps to cancel a pending bill pay- You can use the Bill Pay page to cancel a pending bill payment that you created.

#### To Cancel a Pending Transaction:

ill Pay			SEARCH PAYMENTS
۹ SEARCH PAYEES	Advanced 🗸	Grid List	Pending Processed
Name ^ Last Pay	ment - Scheduled Payment -	2 Status -	No History Available
GulfPower		No Scheduled Payments 🧷	
Sunshine Electric		No Scheduled Payments	
		Payment Scheduled	ana * anna Sandraith

To Cancel a Bill Payment:

- 1. In the navigation menu, click or tap **Pay > My Bills.** The Bill Pay page appears.
- **2.** The right sidebar lists all of the pending and processed bill payments. Click or tap **Pending** to view the pending bill payments.
- **3.** In the list of pending bill payments, click or tap the pending bill payment that you want to cancel. A message appears with the status of the bill payment.
- 4. Click or tap **Cancel Payment**. When the payment has been canceled successfully, a message appears.
- 5. Click or tap Close.

### What is more reassuring than being in control of your finances? Staying in control of your bills!

Online Bill Pay with Gulf Winds allows you to stay on top of your monthly finances with the utmost ease and turn-key efficiency. Free yourself from the hassle of writing checks and the clutter that comes with traditional ways of paying bills. This is a quick and easy alternative to paying your bills online at the sites of each individual company.

The first time that you click the My Bills tab, you will be asked to choose an account to use within Bill Pay and to accept the terms and conditions.

+ Add a Payee		Welcome Web Der	no   <u>demoaccount@ipa</u>		t login: 03:47 Pf sages (0)   @			
Display: All   Shortcut   Last 3	0 days   Individuals only   Ind		F-1	idaa Gaaad	Pending Processing in	next 45 days	vie	w more
choose a category +		Search your paye	es Enter payee name or n	icknam Search	Ameri	\$1,000.00	11/15	Edit
Pay To	Pay from	Amount	Payment date	Actions	Fred	\$50.00	11/19	Edit
American Express	Primary Chec***5676 \$	\$	11/18/2013	Rush Delivery	Red C	\$500.00	11/19	Edit
*****3456	(	Min Due: \$35.00	Deliver By: 11/20/2013	Make it Recurring Add Comment	Total:	\$1,550.00		
Electronic		Stmt Bal: \$1,250.65	Due by: 12/01/2013	File eBill	History Processed in I	aet 45 dave	vie	w more
Car Loan	Primary Chec***5676 \$	\$	11/18/2013 Deliver By: 11/20/2013	Rush Delivery Make it Recurring		-		
Electronic			Denter Dy. Theorem	Add Comment	Day Care	\$500.00	11/15	View
E Cellular One	Primary Chec***5676 \$	\$	11/18/2013	Rush Delivery	Chris	\$200.00	11/14	View
*****5555			Deliver By: 11/20/2013	Make it Recurring Add Comment	Mortgage	*.,	11/14	View
Electronic Last paid: \$75.00 on 11/08/2013					Cellu	\$75.00	11/08	View
Set up eBill					Phone	\$50.00	10/18	View
Day Care	Primary Chec***5676 \$	\$	11/18/2013 🛱 Deliver By: 11/21/2013	Rush Delivery Make it Recurring	Sarah	\$100.00	10/02	View
Check Last paid: \$500.00 on 11/15/2013	Primary Chec***5676	\$	11/18/2013	Add Comment Rush Delivery	Total:	\$2,125.00		
4321 Check			Deliver By: 11/21/2013	Make it Recurring Add Comment				
Mortgage 2345 Electronic	Primary Chec***5676 \$	\$	11/18/2013	Make it Recurring Add Comment				
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Phone 6666 Check	Primary Chec***5676	\$	11/18/2013	Rush Delivery Make it Recurring Add Comment				
Last paid: \$50.00 on 10/18/2013								
Suzy at College     2345 Electronic	Primary Chec***5676 \$	\$	11/18/2013 Deliver By: 11/20/2013	Make it Recurring Add Comment				
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Click on the **My Bills** tab to begin managing your bills online. Here you will be able to view your payees, pending payments and bill history among other information regarding your online account with Gulf Winds.

# **Advanced Bill Pay Features**

Payments 0	iftPay Calendar	My Account	Help						
+ Add a Payee	ut   <u>Last 30 days</u>   <u>Indiv</u>			mo   <u>demoaccount@ip</u> ;		tlogin: 03:47 P lages (0)   Ø Pending	Livechat	▶ <u>Vier</u>	
Choose a Category	• 4	Se	arch your paye	es Enter payee name or	5 Search	Processing in	next 45 days \$1.000.00	11/15	Edit
				-	_	Fred	\$50.00	11/19	Edit
Pay To	Pay from		ount	Payment date	Actions	Red G	\$500.00	11/19	Edit
American Expre	ss Primary Che	sc***5676 \$	Due: \$35.00	11/18/2013	Rush Delivery Make it Recurring	Total:	\$1,550.00	11/19	Edit
Electronic			nt Bal: \$1,250.65	Due by: 12/01/2013	Add Comment File eBill	History	3	vie	w more
Car Loan	Primary Che	ac***5676 \$ \$		11/18/2013	Rush Delivery	Processed in	last ys		
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Electronic				Deliver By: 11/20/2013	Make it Recurring Add Comment	Mortgage	\$1,200.00		View
Electronic Last paid: \$75.00 on 1 In Set up eBill	1/08/2013					Cellu Phone	\$75.00 \$50.00	11/08	View View
Day Care	Primary Che	ac***5676 \$ \$		11/18/2013	Rush Delivery	Sarah	\$100.00	10/02	View
6789 Check Last paid: \$500.00 on				Deliver By: 11/21/2013	Make it Recurring Add Comment	Total:	\$2,125.00		
Lawn Service 4321 Check	Primary Che	ec***5676 \$ \$		11/18/2013 🛱 Deliver By: 11/21/2013	Rush Delivery Make it Recurring Add Comment				
Mortgage 2345 Electronic	Primary Che	ac***5676 \$		11/18/2013	Make it Recurring Add Comment				
Office Depot	Primary Che	ec***5676 \$		11/18/2013	Rush Delivery Make it Recurring				

Click on the **My Bills** tab.

- 1. Click the **Payments** tab.
- 2. Pending transactions can be viewed in the right side panel under **Pending**. Click **view more** for more details or by clicking **view** next to a specific transaction.
- **3.** A Histroy of transactions can be viewed in the right side panel under **History**. Click **view more** for more details or by clicking **view** next to a specific transaction.
- **4.** You can filter your future payments by category if you wish.
- 5. Payees can be easily searched in the Search bar.
- 6. Secure messages can be sent or viewed by clicking Messages.

The person or company to whom you are sending funds is known as the payee. A payee can be almost any company or person you would send a check, like an auto finance company, a cable TV provider or even a lawn care service. It may be convenient to set up a payee to receive payments on a regular basis, such as a loan.

Payments	GiftPay	Calendar	My Accou	unt Help							
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Q											
Display: All   §	Shortcut   Last	30 days   Individu	uals only   Ina	ctive   Hidden (0)				Pending		vie	w more
Choose a Cate	gory ¢			Search your nave	Enter payee name or	nicknam	Search	Processing in	n next 45 days		
-				ocuron your paye				Ameri	\$1,000.00	11/15	Edit
Pay To		Pay from		Amount	Payment date		Actions	Fred	\$50.00	11/19	Edit
American I	Express	Primary Chec.	***5676 \$	\$ Min Due: \$35.00	11/18/2013	Rush Make it I	Recurring	Red C Total:	\$500.00	11/19	Edit
Electronic				Stmt Bal: \$1,250.65	Due by: 12/01/2013	Add	Comment File eBill		41,000.00		w more
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Once you set up your payees, it's easy to pay your bills quickly. When you click on the Payments tab you will see all of the payees you have established so far. To pay a bill, simply find your payee and fill out the payment information beside the name.

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Pay To	Pay from	Amount	Payment date	Actions	Fred	\$50.00	11/19	Edit
American Express	Primary Chec***5676 \$	s	11/18/2013	Rush Delivery		\$500.00	11/19	Edit
*****3456		Min Due: \$35.00 Stmt Bal: \$1,250.65	Deliver By: 11/20/2013 Due by: 12/01/2013	Make it Recurring Add Comment	Tota.	\$1,550.00		
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Electronic			Deliver By: 11/20/2013	Add Comment	Cellu	\$75.00	11/08	View
Last paid: \$75.00 on 11/08/2013					Phone	\$50.00	10/18	View
Day Care	Primary Chec***5676 \$	s	11/18/2013	Rush Delivery	Sarah	\$100.00	10/02	View
*****6789	······································	•	Deliver By: 11/21/2013	Make it Recurring Add Comment	Total:	\$2,125.00		
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Mortgage	Primary Chec***5676 \$	S	11/18/2013	Make it Recurring Add Comment				
2345 Electronic			Deliver By: 11/20/2013	Add Comment				
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Electronic								
Phone	Primary Chec***5676	\$	11/18/2013	Rush Delivery Make it Recurring				
Check Last paid: \$50.00 on 10/18/2013			Deliver by: 11/21/2013	Add Comment				
Suzy at College 2345 Electronic	Primary Chec***5676 \$	\$	11/18/2013 C Deliver By: 11/20/2013	Make it Recurring Add Comment				
	Hobby Account Primary Checking Secondary Checking Payment Total	Totals \$0.00 \$0.00 \$0.00 \$0.00		6				

- 1. Click on the **Payments** tab.
- You will see a list of billers and the most recent payment made to them as well as future due dates. Use the Pay from dropdown to choose the account from which you would like to pay each bill.
- 2. In the Amount column, enter any payments that you wish to make.
- **3.** Enter the desired **Payment date** in the next column; be sure to use the convenient calendar feature.
- 4. You can choose to designate some with faster than normal processing by clicking **Rush Delivery** in the **Actions** column. **Fees may apply.**
- 5. After you have carefully reviewed the payments, click **Submit payments**.

Our recurring payments feature keeps you ahead of your payments that need to be repeated. Setting up a recurring payment takes only a few moments, and saves you time from not entering a payment each time a bill is due.

#### **To Create Recurring Payments:**

Payments	GiftPay	Calendar	My Acco	unt Help						
🔶 Add a Pa Display: <u>All</u>		1.30 days   Individua	ls only   Ins		mo   <u>demoaccount@ip</u>		st login: 03:47 PM sages (0)   @		▶ <u>Vie</u> t	
Choose a Cat	egory \$			Search your pave	Enter payee name or	nicknam Search	Processing in r	ext 45 days		
							Ameri	\$1,000.00	11/15	Edit
Pay To		Pay from		Amount	Payment date	Actions	Fred	\$50.00	11/19	Edit
American	Express	Primary Chec*	*5676 \$	\$	11/18/2013	Rush Delivery	Ret	\$500.00	11/19	Edit
Electronic				Min Due: \$35.00 Stmt Bal: \$1,250.65	Deliver By: 11/20/2013 Due by: 12/01/2013	Make it Recurring Add Comment	To	\$1,550.00		
eBill due						File eBill	History		vie	w more
= Car Loan		Primary Chec*	*5676 \$	\$	11/18/2013	Rush Delivery	Processed in la	st 45 days		
Electronic					Deliver By: 11/20/2013	Make it Recurring Add Comment	Day Care	\$500.00	11/15	View
E Cellular O		Primary Chec*		s	11/18/2013	Rush Delivery	Chris	\$200.00	11/14	View
***** 5555				9	11/18/2013	Transit Delivery		\$1,200.00	11/14	View
Electronic S	setup recu	irring paymen	î.					\$75.00	11/08	View
Set up e				_				\$50.00	10/18	View
= Day C		Pay to	America	n Express				\$100.00	10/02	View
*****6789			*****345	5				\$2 125 00		
		<b>D</b>	Electronic							
		Pay from	Primar	Chec***5676 \$	0					
		Amoun	t \$		3					
		Frequenc	V Salatt	requency \$	-					
			Jelect							
	Se	elect first payment dat (mm/dd/yyyy		<b>**</b>						
		ent falls on a holiday o what would you like t do		efore OPay After						

- 1. Click on the **Payments** tab.
- 2. Find the payee you wish to set up recurring payments for; click the Make it Recurring link.
- **3.** A new window will pop up. Choose the **Pay From** account, along with the **Amount**, **Frequency**, **Payment date** and other payment preferences.
- 4. Click **Submit** after you confirm the details.

Even after you have set up a payment, you have the ability to edit or cancel your payment up to the time it begins processing. This convenient feature gives you the freedom to change the way you make your payments.

Add a Payee	Calendar	My Account Help Welcome Web	Demo   demoaccounti			gin:03:47 PM os(0)   @			
splay: All   Shortcut   Last 30	I days   Individuals				-	Pending Processing in r	next 45 days	view	w more
Choose a Category		Search your p	Enter payee name	or nicknam S	Search	Ameri	\$1,000.00	11/15	Edit
ay To	Pay from	Amount	Payment date	,	Actions	Fred	\$50.00	11/19	Edit
American Exe	Primary Chec***	sec	1.09	Durb 0		Red C	\$500.00	11/19	Edit
3456 Sectronic		Payee details for	or American Exp	ess					
heBill due		eBills							
Car Loan	Primary Chec***			Amoun					Additional items
Westronic		Due: 12/1/2013			e: \$35.00				Status: Filed
		Statement close: 11/5/2	2013		ent balance:	\$1,250.65			Details: View
		Due: 11/1/2013 Statement close: 10/5/2	2013		e: \$25.00 ent balance:	\$500.00			Status: Paid
		Reminders							
		Delivery method	Remind	er Date		Frequency			Actions
			There are	no scheduled re	minders. Ad	ld Reminder			
		Recent activity							
		Pay to	Pay from	Amount	Process d	ate Delive	or by date		Additional items
dit payment		American Express 3456 Electronic	Primary Checking	\$1000.00	11/18/20	13 11/2	20/2013		Conf. #22 equency: One time Delivery: Standard Status: Scheduled Edit Rush Delivery
Pay	American Expre								
	Electronic								
Pay fro		*5676 0	,						
Confirmatio	in 22								
Amou	1000.00								
Payment Date (mm/dd/yyy	/) 11/15/2013 1	3							
Comment (options	1)								
•		rs: 1000) You have 1001 characters							
		stop this payment							

#### To Edit or Cancel a Payment:

- 1. Click on the **Payments** tab.
- **2.** To edit or cancel a payment, click on the payee.
- **3.** A new window will appear revealing the recent activity for the payee. Click the **Edit** link towards the bottom of the window.
- **4.** Here you can change the setting of your payment, such as the account you are paying from, the amount or payment date. Once you are done editing the payment, click **Submit**.
- 5. If you wish to delete the payment, click the box next to I would like to stop this payment.

Rush Delivery of your Bill Payments is available.

Our Fee Schedule outlines possible fees associated with an expedited transaction.

#### To Rush Delivery for a Bill Payment:

Payments	GiftPay	Calendar My Aco	ount Help						
+ Add a Pa		<u>30 days   Individuals only</u>   I <u>r</u>	Welcome Web Der active   <u>Hidden (0)</u>	mo   <u>demoaccount@ipaymvt</u>		Pending	Livechat	▶ <u>Viev</u>	
Choose a Cate	egory 💲		Search your paye	es Enter payee name or nickn	Search	Processing in	next 45 days \$1,000.00	11/15	Edit
Pay To		Pay from	Amount	Payment date	Actions	Fred	\$50.00	11/19	Edit
American	Express	Primary Chec***5676 \$	s	11/18/2013	Rush Delivery	Red C	\$500.00	11/19	Edit
*****3456			Min Due: \$35.00	Deliver By: 11/20/2013 Ma	ke it Recurring	Total:	\$1,550.00		
Electronic			Stmt Bal: \$1,250.65	Due by: 12/01/2013	Add Comment File eBill	History		view	w more
		Primary Chec***5676 \$	\$	11/18/2013	Rush Delivery	Processed in I	ast 45 days		
Car Loan		Fillinary chec		Deliver By: 11/20/2013 Ma	ke it Recurring				

				Attention Regul
Rush delivery				Attention Requi
Pay to	Electronic			Guarantee Guaranteed on-time delivery for all Rush Payments. If not, you will be
Amount Pay from	Primary Acco. ***			refunded up to \$50 in late fees. Read more
Select delivery day	O Wednesday 5/20/2015 • May be scheduled until 4:00 PM ET	Check	\$14.95	
	Check payment delivered to submitted physical address     Payment deducted from account when check clears     UPS tracking provided	5		
3	Thursday 5/21/2015     May be scheduled until 4:00 PM ET	Check	\$9.95	
	Check payment delivered to submitted physical address     Payment deducted from account when check clears     UPS tracking provided	k.		
	May be scheduled until 4:00 PM ET	Electronic	\$4.95	
	Electronic payment - no physical address required     Electronic payment deducted from account automatical     Tracking not included	V		
Rush payment sent to	Address on file			
	O New address		2	

- 1. To change your delivery of a bill to Rush Delivery, simply click on the link that says **Rush Delivery**.
- 2. You will choose the amount to pay and the account to pay from.
- **3.** Below you will see options for delivery dates with appropriate charges. Select the necessary date.
- 4. Click Next.

# **Advanced Bill Pay Features**

Assign and organize your payees into specific groups called Categories to ensure increased convenience when paying your bills.

#### **To Create Categories:**

Payments GiftPay Calen	r My Account Help
	Welcome Web Demo   <u>demoaccount/Bloavmybills.com</u>   Last login: 03:47 PM on 11/08/2013   Log out <u>Messages (0)</u>   @ <u>Lieschat</u>   @ <u>View demo</u>
My account Pay from accounts Add / Delete pay from account, edit nickname, or change default account. View accounts Add Account	Personal Information         Security Information           Review and edit address, phone numbers, and email addresses. Add or edit a secondary account holder. Yawiiddi aeroadi humation         AdditRamove challenge physics
Bill pay alerts Customized communications to keep you informed on bill pay activities <u>View Alents</u> <u>View Reminders</u>	Payee categories View categories Add sategory
	Payments GBPay Calendar My Account Help Weltures Web Deve   damageschildlaamshakaan   Last hoje: 0347 PM on 10002113   L Weltures Web Deve   damageschildlaamshakaan   Last hoje: 0347 PM on 10002113   L Last
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Add Category Payee categories	Add payee category Cmerry Lass dar My Account Help Welcome Web Demo   damaaccount@baarmb@ls.com   Lasi logi: 03.47 PM on 11/08/2013   Los and Messaces(0)   @ Livethat   > Yend 3
Add Category Payee categories Categories	Add payee category Category Lease dar My Account Holp Welcome Web Demo   demoscount/Resembling on   Lest login: 03.47 PM on 1108/2013   Log and Messages (0)   @ Levendi   @ Vere d Active Active Category successfully added
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Add Category Payee categories Categories Categories Credit Cards Household	Add payee category Congery Lane der My Account Weikoms Web Demo   damoaccount@isammbilit.com   Last logi: 03.47 PM on 1108/2013   Joz and Weikoms Web Demo   damoaccount@isammbilit.com   Last logi: 03.47 PM on 1108/2013   Joz and Messages (D   ) United   ) Versid 3 Actions Edit
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Add Category Payee categories Categories Credit Cards Household Insurance Leans Loans	Add payee category Congery Lans dar My Account Holp Welcome Web Demo   damoaccount@learmbills.com   Last logi: 05.47 PM on 1108/2013   Log and Massaces (0)   @ Livedhal   @ Vara d Category successfully added Fig Fig Fig Fig Fig Fig Fig Fig
Add Calegory Payee categories Categories Ceregories Ceredicade Kousebold Insurance Leans	Add payee category Congery Leas dar My Account Help Welcome Web Demo   demoscount/Blaambellin.com   Lest logi: 03.47 PM on 11/08/2013   Log and Messaes (0)   @ Leveldit   > Vered Addies Addies Edit Edit

- 1. To add a category, go to the **My Account** tab and click the **Add Category** link.
- 2. A new window will pop up asking you to name your category. When finished, click **Submit**.
- **3.** You will see on the right hand side of the screen that your category has been successfully added.

View and print bill history and details by entering the appropriate search criteria.

Payments GiftPay	Calendar My Acco	unt Help							
+ Add a Payee		Welcome Web De	no   <u>demoaccount@ip</u>	aymybills.c		login:03:47 P ages (0)   🤞			
Display: <u>All</u>   <u>Shortcut</u>   <u>La</u> Choose a Category \$	st 30 days   Individuals only   Ina		P-1		Search	Pending Processing in	next 45 days	view	w more
choose a category a		Search your paye	es Enter payee name or	nicknam	Search	Ameri	\$1,000.00	11/15	Edit
Рау То	Pay from	Amount	Payment date		Actions	Fred	\$50.00	11/19	Edit
American Express	Primary Chec***5676 \$	\$ Min Due: \$35.00 Stmt Bal: \$1,250.65	11/18/2013	Make it I	Delivery Recurring Comment	Red C Total:	\$500.00 \$1,550.00	11/19	Edit
Electronic		Stmt Bal: \$1,250.65	Due by: 12/01/2013		File eBill	History		view	w more
Car Loan	Primary Chec***5676 \$	\$	11/18/2013	Make it	Delivery Recurring	Processed in			
Electronic			Deliver by: Thzorzoto	Add	Comment	Day Care	\$500.00	11/15	View
= Cellular One	Primary Chec***5676 \$	\$	11/18/2013		Delivery	Chris	\$200.00	11/14	View
Electronic			Deliver By: 11/20/2013	Make it Add	Comment	Mortgage			View
Last paid: \$75.00 on 11/08/201	3					Cellu	\$75.00	11/08	View
Set up eBill						Phone	\$50.00	10/18	View
<u>Day Care</u>	Primary Chec***5676 \$	\$	11/18/2013 Deliver By: 11/21/2013	Make it I	Delivery Recurring	Sarah Total:	\$100.00 \$2,125.00	10/02	View
Check Last paid: \$500.00 on 11/15/20			Derver by: Th2 h2010	Add	Comment	Total:	\$2,125.00		
	Calendar My Accou		mo   <u>demoaccount@ir</u>	aaymybills.		st login: 03:47 sages (0)			
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listory splay: <u>All   Last 30 days</u> <u>Excel</u> Choose a Category #) [C tay To seluluar One	Last 60 days   Last 90 days hoose a Payee   \$   Status	Welcome Web De	win ange MM/DD/YYYY 🖽	to MM/D	D/YYYY	sages (0)	arch 3	Addition	iew demo
listory splay: <u>Al</u>   <u>Last 30 days</u> <u>Excel</u>	<u>Last 60 days</u>   <u>Last 90 days</u> hoose a Payee   ¢   Status Pay From Hobby Account	Welcome Web De	win ange MM/DD/YYYY 🗂 Process date	to MM/D Deliver	D/YYYY	sages (0)	P Livechat	Addition Cuency: elivery: Stat Deta puency: tatus: Ph	al items Conf: #17 One time Standard tus: Paid
listory splay: Al   <u>Last 30 days</u> <u>Excol</u> Choose a Category 0 C vay To calular One calular One calular Sone calular Son	Last 60 days   Last 90 days hoose a Payee   0   Status Pay From Hobby Account *1753 Primary Checking	Welcome Web De	win ange MM/DD/YYYY Process date 11/8/2013	to MM/D Deliver 11/13/	D/YYYY	sages (0)	erection of the second	Addition ( uuency: beta uuency: beta uuency: beta status: PP beta status: PP beta Stat Stat Stat	aal items conf: #17 One time Standard tus: Paid alis: <u>View</u> Conf: #8 One time Standard trocessed alis: <u>view</u> conf: #13 mber: 12 One time
listory splay: Al   <u>Last 30 days</u> <u>Excel</u> Choose a Category 0 C ray To Pay To P	Last 60 days     Last 90 days       hoose a Payee     \$       Pay From       Hobby Account       ***7576       Primary Checking       ****5676	Welcome Web De           Print         I I I I I I I I I I I I I I I I I I I	win           mage           MM/DD/YYY           Process date           11/8/2013           11/14/2013	to MM/D Deliver 11/13/ 11/18/	D/YYYY C by date 2013 2013	sages (0)	Pierchat	Addition cuuency: : stat beta uuency: : beta beta beta beta beta beta beta beta	al items conf: #17 One time Standard tus: Paid ills: View Conf: #8 Conf: #8 Conf: #8 Conf: #13 mber: 12 One time inssDay tus: Paid

- 1. Click the **Payments** tab.
- 2. Click View More located next to the History panel.
- **3.** Narrow down your search using the provided drop-down menus and options; click **Search** to see your results.
- **4.** To print the search results for your records, click **Print**.

With our Mobile App on your Android or iOS device, you can deposit checks into your Gulf Winds Online Banking account by simply snapping a photo of a paper check.

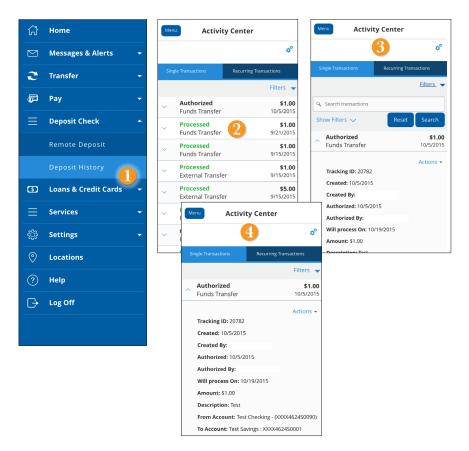
#### To Deposit a Check via Your Smartphone:



Click on the **Deposit Check** tab.

- 1. Click the Remote Deposit Tab
- 2. Choose the account to where you wish to make a deposit.
- **3.** Enter check number and amount, then click save.
- 4. Click the Capture Image button for each side.
- 5. Verify that all four corners of the check are visible and all elements are legible.
- **6.** Take the image of the backside so that the endorsement is on the left side of the image.
- 7. Click the **Submit Deposit** button. You should then see a confirmation screen to show that this action is completed.

#### To View Deposit History on a Mobile Device:



Click on the **Deposit Check** tab.

- 1. Click on the **Deposit History** tab.
- 2. The list of transactions will be displayed, click on the desired transaction.
- **3.** There is also an option to use **Filters** to search transaction history.
- 4. The screen will display all of the information pertaining to transaction.

# **Services**

Using Online Banking with Gulf Winds, you can initiate a stop check payment request from any device. Visit Activity Center to review the status of your request. The stop payment will remain in effect for six months.

Contact Gulf Winds at 1.800.650.6328 for current fee information.

#### To Initiate a Stop Payment Request:

Stop Payment Complete the fields below to ma	ke a stop payment	request based on known payment information.
REQUEST TYPE	*	Are you requesting to stop payment on one or multiple checks?
ACCOUNT	*	Single Check
		Multiple Checks
* - Indicates required field		Send Request Back

Single Check		Enter the check number		
ACCOUNT MY FREE CHECKING	•			
CHECK NUMBER		1	2 2	3
PAYEE		4	5	6
AMOUNT		7	8	9
DATE		Delete	0	Save
NOTE				
NOTE		* - Indicates required field		Send Request B

REQUEST TYPE Single Check		Enter the date of the check						
ACCOUNT MY FREE CHEOONG			September 🕨 🔍 2015 🕨					
(WEDGEREN (STREET)		Sun	Mon	Tue	Wed	Thu	Pri	Set
CHECK NUMBER	•			1	2	3	4	5
P6Y77		6	7	8	9	10	11	12
WATER .		13	14	15	16	17	18	19
AMOUNT		20	21	22	23	24	25	26
DATE		27	28	29	30			
NOTE							Send Requ	est Back

REQUEST TYPE Single Check	Enter a brief note to include with th	is request
CCOUNT IY FREE CHECKING	Description Set	0
HECK NUMBER		3
AYEE	<ul> <li>Indicates required field</li> </ul>	Send Request Back
MOUNT		
ATE		
IOTE		

#### Click on the Stop Payment tab.

- 1. Select request type; single or multiple checks.
- 2. Select an account, check number, and other requested information.
- 3. Click Send Request.

Once enrolled in Text Banking, you can check balances, review account history and transfer funds from your Online Banking account using any text enabled device.

#### **To Enroll in Text Banking:**



To enroll, click the **Text Enrollment** tab.

- 1. Turn the Text Enrollment button from OFF to ON.
- 2. Enter your phone/SMS text number.
- 3. Read the terms and conditions and check the Agree to Terms box.
- 4. Click Save to complete enrollment.

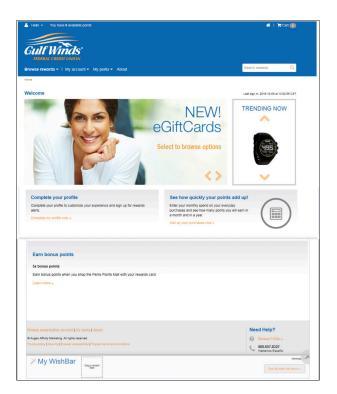


# To enable your account to be viewed in Text Banking, visit Account Preferences under the Settings menu.

Text Command Options To 226563 For The Following Information:				
BAL or BAL <account nickname=""></account>	Request account balance			
HIST <account nickname=""></account>	Request account history			
XFER <from account="" nickname=""> <to account="" nickname=""> <amount></amount></to></from>	Transfer funds between accounts			
LIST	Receive a list of keywords			
HELP	Receive a list of contact points for information on text banking			
STOP	Stop all text messages to the mobile device (for text banking and SMS alerts/notifications)			
START	Enable message send/receive for text banking			

Simply use your Gulf Winds Rewards card for all your everyday qualified purchases and earn points! From groceries to fuel to utility bills, your purchases will really pay off.

#### My Rewards:



Click on the Services tab > Get Your Rewards tab.

From the **Browse Rewards** menu, you can access rewards by type: From the **My Account** menu, you can access your account information including:

- 1. Account statement Includes your points summary and transaction history.
- 2. Profile View and edit your communication preferences.
- 3. Order status See if your order has shipped.
- **4.** Wish list Browse the site and add your favorite reward(s) to your wish list. When you've met your point goal, simply add it to your cart.
- **5.** Purchase points Can't wait to get your reward? Purchase points to get the rewards you want today.

Sub-Accounts consist of Secondary Shares and Holiday Savings accounts. Members are permitted transfers up to six (6) per calendar month of non-demand accounts (accounts other than checking accounts). A member can withdraw from their Secondary Share or Holiday Savings accounts as often as they want. A member can have as many Secondary Shares as they want. These Shares can be named anything the member wants.

#### **To Open a Sub-Account**

┨ Hom	e			
⊠ Mess	sages & Alerts 🛛 👻	Open A Sub-Account		
C Tran	sfer 🗸			
Pay		SELECT AN ACCOUNT TYPE.*		
Loan	s & Credit Cards 🛛 👻	Holiday Savings	~	
		Would you like to fund your account?*		
≡ Servi	ices ^	• YES		O NO
		Are you subject to Backup Witholding?*		
		YES		O NO
		ACCOUNT.*		
Chec	k Reorder	select	~	
		AMOUNT:*		
			0.00	
		0		
		Account Opening Disclosure		
🕼 Setti	ngs 👻			

Click on the **Services > Open a Sub-Account** tab.

- 1. Using the dropdown menus, Select An Account Type you wish to open.
- 2. If you would like to make an immediate deposit to your new sub-account choose yes for "Would you like to fund your account"; otherwise choose no.
- 3. If you are subject to backup withholding choose yes; otherwise choose no.
- 4. Enter the dollar amount to process the transaction to your new sub-account.
- 5. Read and check the box next to I Accept the Terms and Conditions.
- **6.** When completed entering the required information, select Continue.

Note

All the funds in a Holiday Savings account is automatically transferred to the member's Savings or Checking on November 1st of each year. The Holiday Savings account remains open to start saving for the next year. A Primary Savings account must be open before a member can open a Sub-Account. Note

With Online Banking, you can conveniently reorder checks online.

#### If you notice that you are missing checks, please contact us right away so that we can take precautions to safeguard against identity theft and fraud.

#### **To Reorder Checks:**



Click on the Check Reorder tab.

- 1. Choose the account for which you would like checks ordered.
- 2. You will be redirected to our trusted vendor's website to complete your order.

It is important to maintain current contact information on your account.

#### To View and Update Your Profile:

Profile Please review and update your profile					
Please review and update your profile					
PREFIX	IRST NAME *			MIDDLE NAME	
-	E. DABETH			REVES	
LAST NAME *				SUFFIX	
EXCHNEMED					-
E-MAIL ADDRESS *	•				
ILIDH00711/COMONON@RDWP/CU/OH/C					
ADDRESS 1 *					
115261E LLLEWE 517					
ADDRESS 2					
COUNTRY *					
United States					•
CITY *	STATE *		ZIP *		
PENSACELA.	#Sections	•	32503		
PHONE COUNTRY *					
United States					•
HOME PHONE *		WORK PHONE *			
(8111)11.016-(81118)		(851),4575-341111			
					2
* - Indicates required field				Submit	Profile

#### Click on the **Profile** Tab.

- 1. Input new information into the spaces provided that you would like to be changed like name, address, email, and phone.
- 2. Click Submit Profile to save.

In Account Preferences you can change the nickname for each of your accounts with Gulf Winds to help distinguish between accounts.

#### To Setup or Change Your Account Nicknames:

	ly reference your accounts. The account nicknames shown here will appear on your online statements. Enter or the corresponding account(s) and click Submit. NOTE: Some changes will not be reflected until you have
CHECKING X0000X68050090 DISPLAY NAME	1
SAVINGS xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
SAVINGS xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
* - Indicates required field	2 Submit

Click on the Account Preferences tab.

- **1.** Customize nicknames for your accounts.
- 2. When you are happy with your choices, click **Submit**.

In Security Preferences, you can change the different designations that help keep your account secure.

#### To Set Up or Change Your Security Preferences:

Click on the **Security Preferences** tab.

<b>Password</b> When changing your password, make sure you follow the guidelines for creating a strong password.	Change Password OLD PASSWORD * Cid Password NEW PASSWORD * New PASSWORD * Confirm New Password Confirm New Password and Confirm New Password fields must match Password must be at least 5 characters long. Password must contain a minimum of 1 numbers.	Indicates required field     Change Password
<b>Login ID</b> Be sure to create a login that you will remember, but that is not too recognizable.	Change Login ID Type your desired new Login ID in the field block. New Login 0 Login ID must be at least 8 characters long. Login ID must be in more than 32 characters long. *- Indicates required field	
Secure Delivery Make sure we have your correct email and phone number on file so you can receive secure access codes when logging in from an unregistered device.	Secure Delivery Contact Information Uner pur problems in and another process extension between the same of the sam	II Cald delawy: Edit Delator Edit Delator Edit Delator Edit Delator Edit Delator Edit Delator

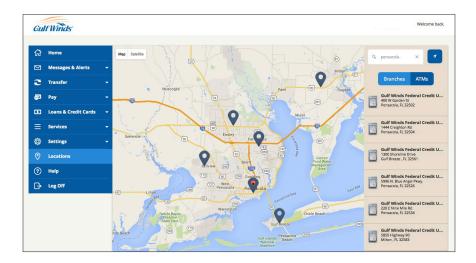
In our Themes tab, you can change the way your Online Banking appears. Making this change is as simple as clicking the sample screen that you desire.

#### **To Change Your Theme:**



# Locations

Looking for the branch location or ATM nearest to you? You can click on the appropriate button to locate Gulf Winds's branches and ATMs.



# **Need Online Banking Help?**

Phone: 1.800.650.6328

**Contact Center Hours of Operation:** Monday through Friday: 8:00 a.m. - 5:00 p.m. CST Saturday: 8:30 a.m. - 12:00 p.m. CST

Email: OnlineBankingSupport@gwfcu.org

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