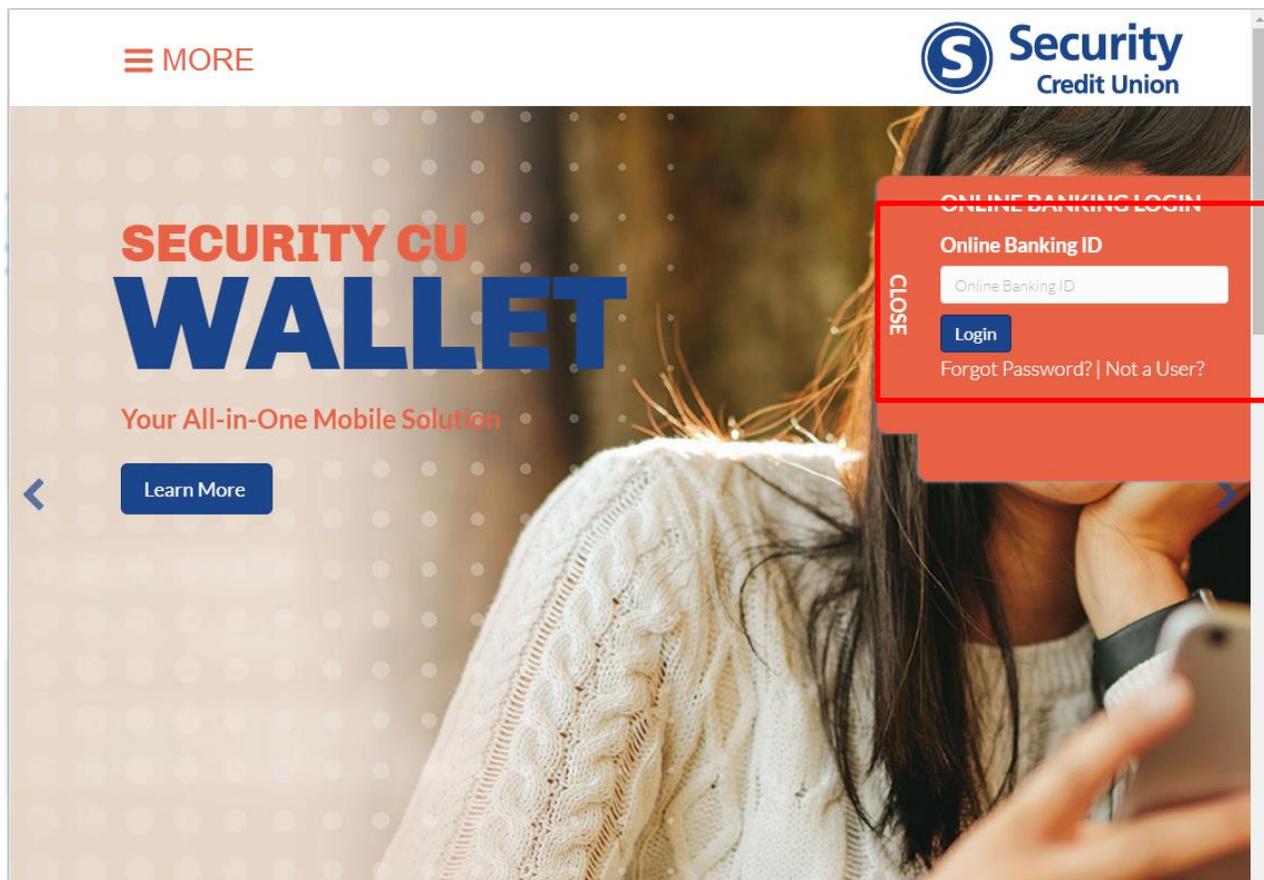


Security Credit Union Bill Pay Update Guide

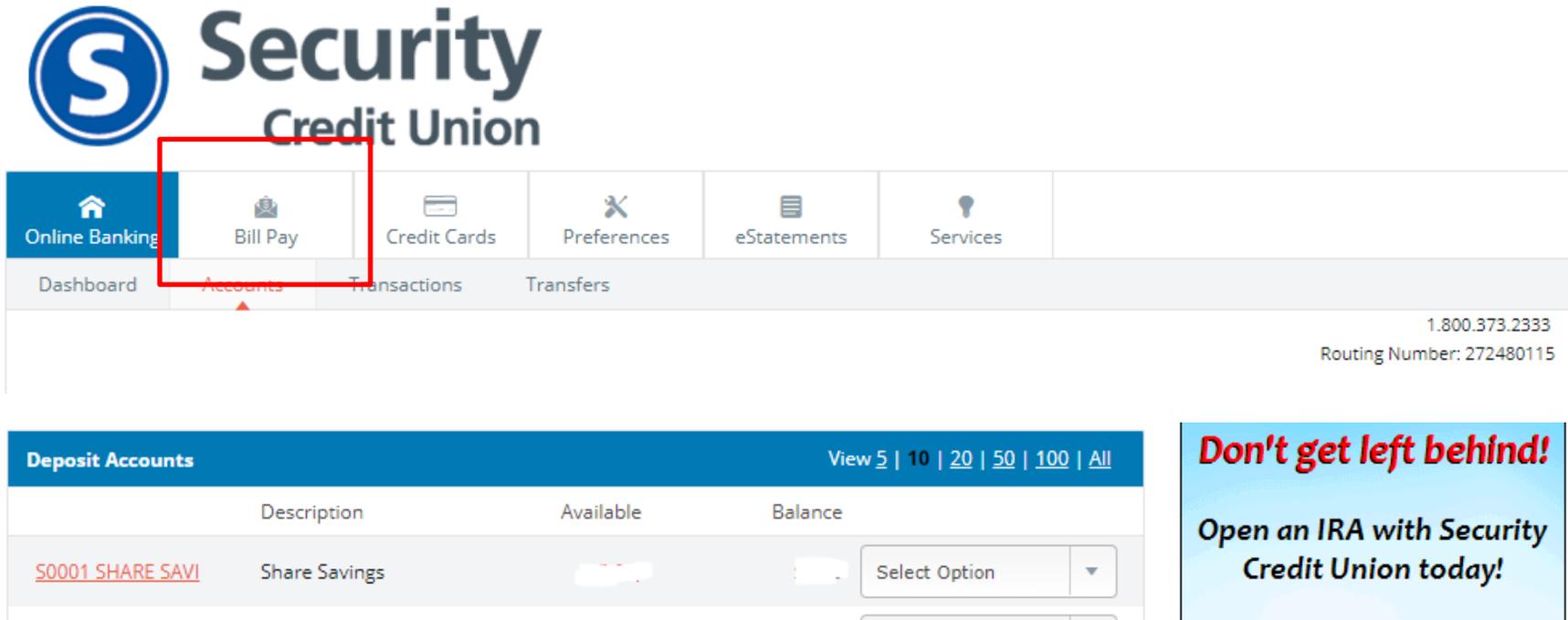
This guide will help you familiarize yourself with the updated look and feel of our Bill Pay system. As noted in the pages to follow, you can visit us at www.securitycu.org/update for demo videos of paying bills, paying a person and setting up alerts within the updated site.

As always, to get started, please visit our Home Page, www.securitycu.org, and click on the orange sliding button on the right side of the screen to log into Online Banking. Enter your Online Banking ID in the screen below and on the next screen, verify your security image and enter your Online Banking Password.



Paying Bills

Once you are logged into Online Banking, as you did before the update, you will click on the “Bill Pay” tab towards the top of your screen. However, instead of opening a new tab and asking for your Bill Pay User Name and Password, the system will now automatically log you into Bill Pay.



The screenshot displays the Security Credit Union online banking dashboard. At the top left is the logo, a blue circle with a white 'S' inside, followed by the text "Security Credit Union". Below the logo is a navigation bar with several tabs: "Online Banking" (with a home icon), "Bill Pay" (with a bill icon), "Credit Cards" (with a card icon), "Preferences" (with a gear icon), "eStatements" (with a document icon), and "Services" (with a lightbulb icon). The "Bill Pay" tab is highlighted with a red rectangular box. Below the navigation bar is a secondary menu with "Dashboard", "Accounts", "Transactions", and "Transfers". On the right side of the dashboard, the phone number "1.800.373.2333" and the routing number "Routing Number: 272480115" are displayed. Below the navigation bar is a section titled "Deposit Accounts" with a blue header. To the right of the header is a link "View 5 | 10 | 20 | 50 | 100 | All". Below the header is a table with columns for "Description", "Available", and "Balance". The first row shows "S0001 SHARE SAVI" under "Description", "Share Savings" under "Description", and a redacted amount under "Available". To the right of the table is a "Select Option" dropdown menu. On the right side of the dashboard, there is a blue promotional banner with the text "Don't get left behind!" in red, followed by "Open an IRA with Security Credit Union today!" in black.

Deposit Accounts			View 5 10 20 50 100 All
Description	Available	Balance	
S0001 SHARE SAVI	Share Savings	[REDACTED]	Select Option ▼

Next, you will be prompted to set up a default account for paying bills. Select the radio button in front of the account you would like to use (often this screen will only display one account) and click “Continue”.

The screenshot shows a web interface with a navigation bar at the top containing icons and labels for 'Online Banking', 'Bill Pay', 'Credit Cards', 'Preferences', 'eStatements', and 'Services'. The 'Bill Pay' tab is active. Below the navigation bar, the phone number '1.800.373.2333' and 'Routing Number: 272480115' are displayed. A required instruction states: 'Required: Please select the account from which you most often pay your bills. This will be your default account when setting up new payments. You will still have the option to choose to pay bills from your other accounts.' Below this instruction, there is a radio button next to the account number '00060' and '50003'. The radio button is highlighted with a red square. To the right of the account information, there is a blue 'Continue' button, also highlighted with a red square.

As our Terms and Conditions have updated, you will need to read and accept these Terms and Conditions before being able to proceed. Select the correct boxes and press "Accept & Submit".

Get started with Free Bill Pay

* Required field

 Print

Terms and Conditions
Updated March 5, 2018

Introduction: This is your bill paying agreement with Security Credit Union. You may use Security Credit Union's bill paying service, Bill Pay, to direct Security Credit Union to make payments from your designated Security Credit Union checking account to ?Payees? you choose in accordance with this agreement. The terms and conditions of this agreement are in addition to the account

- Yes, I accept the terms & conditions
- Please notify me of account updates, benefits, or offers via email.

 Accept & Submit

At this point, you will notice our updated look and feel. The Bill Pay page has been redesigned and the colors and fonts from Online Banking now carry over into Bill Pay.

This is the starting page of Bill Pay, also known as the Dashboard. On the top of the page (in orange words), you will see links to your “Payments” page, a link to “Pay a person”, “Transfers” to move funds from another financial institution, a “GiftPay” area for sending gifts or donations, a “Calendar”, a “My account” area where you can adjust your Bill Pay settings, and finally a “Help” section.

You will also see all of your payees on this page.

Select “Add a payee” to add a new payee into the system.

Security Credit Union

Payments Pay a person Transfers GiftPay Calendar My account Help

Welcome

Payments

Schedule

[+ Add a payee](#)

Display Category

Payee name or nickname Search

Pay to	Pay from	Amount	Payment date	Actions
--------	----------	--------	--------------	---------

After selecting “Add a payee” on the previous screen, the updated system will ask whether you would like to pay a company, person or another bank or credit union.

For a video of this process, please visit www.securitycu.org/update.

We’re going to move forward with paying a company. We select the radio button in front of that option and click “Next”.

 **Security**
Credit Union

Payments Pay a person Transfers GiftPay Calendar My account Help

Welcome .

Add payee

I need to:

- Pay a company (e.g. credit card, utilities or cable)
- Pay a person (e.g. friend or relative)
- Pay a bank or credit union (e.g. mortgage or loan)

Next Back

Next, enter some basic information regarding the company that you would like to pay. Click "Next" to proceed.



- Payments
- Pay a person
- Transfers
- GiftPay
- Calendar
- My account
- Help

Welcome | Last login: 12:44 PM on 02/23/2018 | [Log out](#)

Add payee

Who are you trying to pay?

* Required field

Payee name *	<input type="text" value="Hallmark Insurance Agency"/>
Payee account number *	<input type="text" value="123456"/>
Confirm account number *	<input type="text" value="123456"/>
Payee phone number *	(<input type="text" value="810"/>) <input type="text" value="695"/> - <input type="text" value="0600"/>
Payee zip code *	<input type="text" value="48439"/> - <input type="text"/>

The system may then ask for some additional information to make sure that the payment is routed correctly, or this information may be pre-filled for well-known companies. Supply the required information in the blank boxes and select the “Next” button, if there are no blank boxes, simply select the “Next” button in the bottom right corner.

Add payee

Need more information about Hallmark Insurance Agency

* Required field

Payee name	Hallmark Insurance Agency
Payee account number	123456
Payee phone number	810-695-0600
Payee address *	<input type="text" value="11506 S Saginaw St"/>
	<input type="text"/>
Payee city *	<input type="text" value="Grand Blanc"/>
Payee state	Michigan
Payee zip code	48439
Payee nickname *	<input type="text" value="Hallmark Insurance Agency"/>
Default pay from *	<input type="text" value="CHK Acct: *****67"/>
Category	<input type="text" value="Unassigned"/>
	Add new category
Name on bill	<input type="text" value="Security Credit Union"/>
	(Name as it appears on the bill)

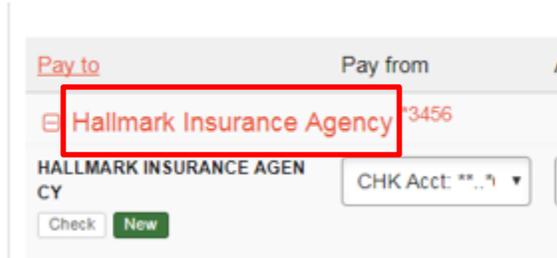
The payee has now been added to the Dashboard.

You can process a “Quick Payment” by typing the amount due into the Amount field, filling in the payment date and clicking “Pay”.

We’ll show you another way to pay on the next page.

The screenshot shows the Security Credit Union dashboard. At the top left is the logo with a blue circle containing a white 'S' and the text 'Security Credit Union'. Below the logo is a navigation bar with links: Payments, Pay a person, Transfers, GiftPay, Calendar, My account, and Help. The 'Payments' link is highlighted with a red arrow. To the right of the navigation bar, there is a 'Welcome' message, a 'Last login: 12:44 PM on 02/23/2018' timestamp, and a 'Log out' link. Below the navigation bar, there is a 'Messages (0)' notification. The main content area is titled 'Payments' and is divided into three sections: 'Schedule', 'Pending', and 'History'. The 'Schedule' section has a blue header and contains an 'Add a payee' button, 'Display' and 'Category' dropdowns, a search box for 'Payee name or nickname', and a table. The table has columns for 'Pay to', 'Pay from', 'Amount', 'Payment date', and 'Actions'. One row is visible for 'Hallmark Insurance Agency *3456'. The 'Pay to' field is expanded to show 'HALLMARK INSURANCE AGEN CY' with a 'Check' button and a 'New' button. The 'Pay from' field shows 'CHK Acct: **..*'. The 'Amount' field contains '\$ 0.00', the 'Payment date' field contains '03/01/2018' with a calendar icon, and the 'Actions' field contains a 'Pay' button. A red box highlights the 'Amount', 'Payment date', and 'Pay' fields. Below the table, there are links for 'Process date: 02/23/2018', 'Make it recurring', and 'Add memo/comment'. The 'Pending' section has a blue header and shows 'Processing in next 45 days | View more', a 'Payee' field, and a 'Total: \$0.00' summary. The 'History' section has a blue header and shows 'Processed in last 45 days | View more', a 'Payee' field, and a 'Total: \$0.00' summary.

You may also pay a payee using the Payee details page, to access the Payee details page, click on the name of the business in the Payees area of the Dashboard.



Now, simply enter the amount due, fill in the payment date and click "Pay".

Payee details

Hallmark Insurance Agency *3456

HALLMARK INSURANCE AGENCY | [Edit payee](#)

Schedule a payment [View pending](#)

Pay to	Amount	Payment date
Hallmark Insurance Agency *3456 HALLMARK INSURANCE AGENCY <input type="button" value="Check"/>	<input type="text" value="\$ 100.00"/>	<input type="text" value="03/01/2018"/> <input type="button" value="Calendar"/> Process date: 02/23/2018

Pay from: [CHK Acct: **..*67'](#) | [Memo / Comment](#) | [Pay recurring](#)

You will now be taken back to the Dashboard.

Your pending payment will now show on the right side of your screen in the Pending area. You can edit your pending payment there, by clicking the orange "Edit", and change the amount, due date or cancel the payment entirely.

The screenshot displays the Security Credit Union dashboard. At the top left is the logo for Security Credit Union. A navigation bar contains links for Payments, Pay a person, Transfers, GiftPay, Calendar, My account, and Help. Below the navigation bar, there is a welcome message and a last login timestamp of 12:44 PM on 02/23/2018, along with a Log out link and a Messages (0) notification.

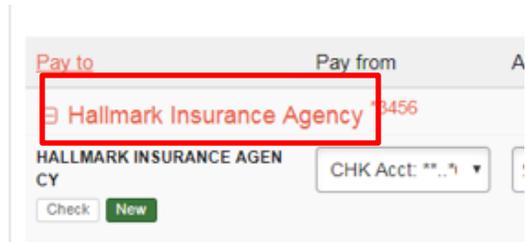
The main content area is titled "Payments" and is divided into three sections: Schedule, Pending, and History.

Schedule Section: This section includes an "Add a payee" button, "Display" and "Category" dropdown menus, and a search box for "Payee name or nickname". Below this is a table with columns for "Pay to", "Pay from", "Amount", "Payment date", and "Actions". The first entry is for "Hallmark Insurance Agency *3456". The form below the table shows "HALLMARK INSURANCE AGENCY", "CHK Acct: **..*", "\$ 0.00", and "03/01/2018". There are "Check" and "New" buttons, and a "Pay" button. Links for "Make it recurring" and "Add memo/comment" are also present.

Pending Section: This section shows "Processing in next 45 days | View more". Below this is a "Payee" section with a table listing pending payments. One payment is highlighted with a red box: "Hallmark Insuran ce Agency" for \$100.00 on 03/01/2018, with an "Edit" link. A "Total: \$100.00" is shown at the bottom of the pending list.

History Section: This section shows "Processed in last 45 days | View more" and a "Payee" section.

After you have scheduled your payment, you can click the name of the payee to access the Payee details page.



From this page, you can see this pending payment (and all of your other payment history for this payee) on this Payee details page.

Payee details

Hallmark Insurance Agency *3456

HALLMARK INSURANCE AGENCY | [Edit payee](#)

Schedule a payment [View pending](#)

Pay to	Amount	Payment date	
Hallmark Insurance Agency *3456 HALLMARK INSURANCE AGENCY <small>Check</small>	\$ 0.00	03/01/2018 <small>Calendar icon</small>	Pay
<small>Process date: 02/23/2018</small>			

Pay from: [CHK Acct: **.67](#) | [Memo / Comment](#) | [Pay recurring](#)

Reminders [Add reminder](#)

Delivery method	Reminder date	Frequency	Actions
There are no scheduled reminders. Add reminder			

Recent activity [View pending](#) | [View history](#)

Pay to	Pay from	Amount	Process date	Deliver by	Additional items
Hallmark Insurance Agency *3456 <small>Check</small>	CHK Acct: *****67	\$100.00	2/23/2018	3/1/2018	Conf. #9 Frequency: One time Delivery: Standard Status: <i>Scheduled</i> Edit

Going back to the Dashboard page, you can easily see whether a payment will be made electronically or via a check by looking under the payee name.

For payees where a check must be mailed, you can set up a recurring payment by clicking “Make it recurring”. Please visit our website at www.securitycu.org/update for a video walk-through of this process.

Hallmark Insurance Agency *3456

HALLMARK INSURANCE AGENCY

Check

CHK Acct: **..*67

\$ 0.00

03/02/2018

Process date:
02/26/2018

Pay

Make it recurring

Add memo/comment

For payees that are sent electronically, you will also be able to set up a recurring payment by clicking “Make it recurring”. Please visit our website at www.securitycu.org/update for a video walk-through of this process. For electronic payments, you can also set up a rushed payment by selecting “Rush delivery”. Only electronic payments can be rushed at this time.

*0607

A T AND T

Electronic

CHK Acct: **..*67

\$ 0.00

02/27/2018

Process date:
02/26/2018

Pay

Rush delivery

Make it recurring

Add comment

Pay a Person

You can also choose to pay a person by sending them an email link to money, by direct depositing money into their account or by mailing them a check. If you would like to pay a business, please see our “Add a payee” section beginning on page 3 of this guide.

For a walk-through video of this process, please visit www.securitycu.org/update.

Let’s proceed with sending money via email. Select the proper radio button and press “Next”.

Security Credit Union

Payments **Pay a person** Transfers GiftPay Calendar My account Help

Welcome | Last login: 12:44 PM on 02/23/2018 | [Log out](#)

[Messages \(0\)](#)

Pay a person

Send the money by:

- Email (Electronic)**
Recipient provides routing and account number; paid within 1-2 business days
- Direct deposit (Electronic)
Requires routing and account number; paid within 1-2 business days.
- Check
Mailed and paid within 5-7 business days.

Next

You will be asked to enter the information below. When complete, press "Next".

Who are you paying?

* Required field

Payee first name *	<input type="text" value="John"/>
Payee last name *	<input type="text" value="Smith"/>
Payee email address	<input type="text" value="jsmith@me.com"/>
Confirm email address	<input type="text" value="jsmith@me.com"/>
Payee phone number	(<input type="text" value="810"/>) <input type="text" value="235"/> - <input type="text" value="2322"/>
Payee nickname *	<input type="text" value="John"/>
Default pay from *	<input type="text" value="CHK Acct: *****67"/>
Category	<input type="text" value="Unassigned"/>

[Add new category.](#)

Next

Back

Next, you will be asked to create a keyword. You must give this keyword to the person you are paying as it will need to be entered by them to receive the money you are sending. Choose a keyword that both of you will be able to remember however please use a more secure password than the one in our example.

Create a keyword for John

The Keyword is a password you create for John. They will use this password when accessing our secure website to submit account information. Be sure to share the keyword with John right away.

* Required field

Keyword *

Confirm keyword *

John access will be locked after 3 failed login attempts

We'll come back to this in a minute, but first, we would like to show you what happens if you select to send the funds to someone else's account or by check.

If you have chosen to send the money via Direct Deposit, choose that radio button and press “Next”.

Pay a person

- Send the money by:
- Email (Electronic)
Recipient provides routing and account number; paid within 1-2 business days.
 - Direct deposit (Electronic)
Requires routing and account number; paid within 1-2 business days.
 - Check
Mailed and paid within 5-7 business days.

Next

The system will now ask for some information about the person you would like to send money to. All fields are required. When they are complete, press “Next”.

Who are you paying?

* Required field

Payee first name *	<input type="text" value="John"/>
Payee last name *	<input type="text" value="Smith"/>
Payee phone number *	(<input type="text" value="810"/>) <input type="text" value="235"/> - <input type="text" value="2322"/>
Payee account number *	<input type="text" value="123456789"/>
Confirm account number *	<input type="text" value="123456789"/>
Payee routing number *	<input type="text" value="272480115"/>
Confirm routing number *	<input type="text" value="272480115"/>
Payee account type *	<input type="text" value="Checking"/>
Payee nickname *	<input type="text" value="Johnny "/>
Default pay from *	<input type="text" value="CHK Acct: *****67"/>
Category	<input type="text" value="Unassigned"/>

[Add new category.](#)

If you would like to send money via check, choose that radio button and press “Next”.

Pay a person

- Send the money by:
- Email (Electronic)
Recipient provides routing and account number; paid within 1-2 business days.
 - Direct deposit (Electronic)
Requires routing and account number; paid within 1-2 business days.
 - Check
Mailed and paid within 5-7 business days.

Next

As before, the system requires that you enter some information regarding the person you would like to pay. Enter the required information and press “Next”.

Who are you paying?

* Required field

Payee first name *	<input type="text" value="John"/>
Payee last name *	<input type="text" value="Smith"/>
Payee phone number *	(<input type="text" value="810"/>) <input type="text" value="235"/> - <input type="text" value="2322"/>
Payee address *	<input type="text" value="1234 Main St"/>
	<input type="text"/>
Payee city *	<input type="text" value="Grand Blanc"/>
Payee state *	<input type="text" value="MI"/>
Payee zip code *	<input type="text" value="48439"/> - <input type="text"/>
Payee account number	<input type="text" value="123456789"/>
Confirm account number	<input type="text" value="123456789"/>
Payee nickname *	<input type="text" value="John (Landlord)"/>
Default pay from *	<input type="text" value="CHK Acct: *****67"/>
Category	<input type="text" value="Unassigned"/>

[Add new category.](#)

For all three payment and delivery methods, as an additional layer of security, the system will send you an activation code so you can add the payee. You may select any of the contact methods that are on file. If you need to update your contact methods, you may do that in the “My account” section of Bill Pay.

Select the radio button for the method you would like to use and press “Next”.

First time payee activation for John

* Required field

For security purposes, a one-time activation code is required before being able to schedule payments to this payee.

Delivery method for activation code *

Work phone

Primary email

After you receive the activation code, enter it in the box and press “Next”.

First time payee activation for [redacted]

* Required field

Your activation code is being sent to (810) [redacted]

Enter activation code *

[Click here to resend code](#)

The system will now take you back to the Dashboard and your list of payees. You will see this new person has been added to the list. You will have payment options on the right such as the ability to make the payment recurring, add a comment or note to the payment. Now that this person has been added, you may pay them in the same manner as we described above beginning on page 7.

Schedule

[+ Add a payee](#)

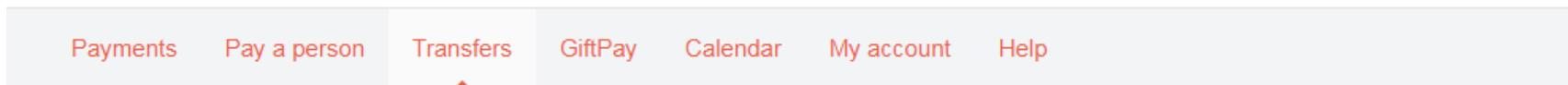
Display Category

Payee name or nickname

Pay to	Pay from	Amount	Payment date	Actions
<input type="checkbox"/> John JOHN SMITH Electronic <input type="button" value="New"/>	CHK Acct: **_*67 <input type="button" value="v"/>	\$ 0.00	MM/DD/YYYY <input type="button" value="Calendar"/>	<input type="button" value="Pay"/> Make it recurring Add comment Add personal note

Transfers

To set up transfers from another financial institution into your SCU account, select “Transfers” from the top menu. Then select “Add Account”.



Transfers

Accounts

[+ Add account](#)

From	To	Amount	Date	Actions
<input type="text" value="Select from account"/>	<input type="text" value="Select to account"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="MM/DD/YYYY"/>	Make it recurring Add comment
Add another transfer entry				

[View pending](#) | [View history](#)

[Review](#) [Submit transfer](#)

You will next be asked to enter information for the other account, then please select “Next”. You will also be asked to confirm the information you entered.

Add account

* Required field

Account holder name	<input type="text"/>
Account nickname *	<input type="text" value="Son's Account"/>
Account type *	<input type="text" value="Checking"/>
Routing number *	<input type="text" value="123456789"/>
Confirm routing number *	<input type="text" value="123456789"/>
Account number *	<input type="text" value="987654321"/>
Confirm account number *	<input type="text" value="987654321"/>
Category	<input type="text" value="Unassigned"/>

[Add new category](#)

Next, as an additional layer of security, the system will send you an activation code so you can add activate the account. You may select any of the contact methods that are on file. If you need to update your contact methods, you may do that in the “My account” section of Bill Pay. After the account has been activated, you will be able to transfer funds from the other account. Select the radio button (only select one) that corresponds with the method you would like to use and click “Next”.

One time activation for Son's Account

For security purposes, a one-time activation code is required.

Delivery method for activation code * Phone:
 Primary email:

Enter the activation code you receive and the account will be added for transfers.

One time activation for Son's Checking

* Required field

Your activation code is being sent to ...

Enter activation code *

[Click here to resend code](#)

Once the account has been added, you will see it on your transfers page. To transfer money, simply select the From and To accounts from the drop-down boxes and enter an amount and payment date, then press “Submit transfer”. You may also schedule a recurring payment by selecting “Make it recurring”. On the right side of the page you will see a listing of your available Transfer accounts. To edit or delete an account, simply select the “Edit” button and follow the prompts.

Transfers

Accounts

[+ Add account](#)

From	To	Amount	Date	Actions
<input type="text" value="CHK Acct... *6"/>	<input type="text" value="Son's Che.. *"/>	<input type="text" value="\$ 100.00"/>	<input type="text" value="02/28/2018"/>	Make it recurring Add comment

[Add another transfer entry.](#)

[Review](#) [Submit transfer](#)

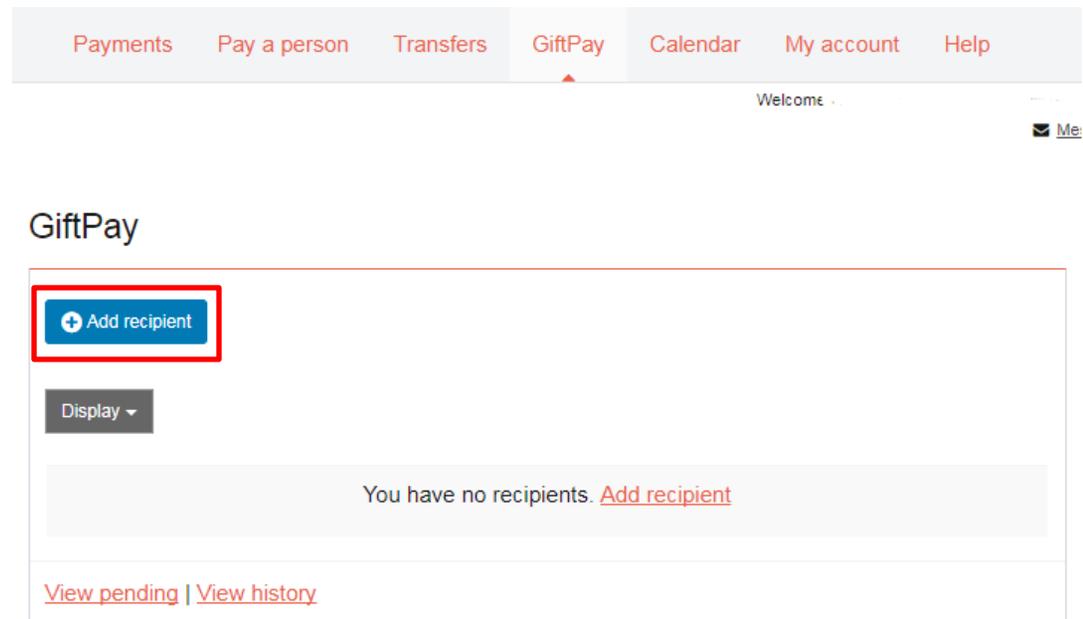
Transfer accounts

[Son's Checking](#)
To [Edit](#)

[CHK Acct: *****67](#)
From [Edit](#)

GiftPay

One new feature that has come from our update is the ability to send a “gift” through Bill Pay. To send a gift, select “GiftPay” from the options at the top of the page. To add a new gift recipient, select “Add recipient”.



The screenshot shows the top navigation bar with the following items: Payments, Pay a person, Transfers, GiftPay (highlighted with a red arrow), Calendar, My account, and Help. Below the navigation bar, there is a 'Welcome' message and a 'Me' profile icon. The main content area is titled 'GiftPay' and contains a blue button with a plus icon and the text 'Add recipient', which is highlighted with a red box. Below this button is a 'Display' dropdown menu. A message states 'You have no recipients. [Add recipient](#)'. At the bottom of the section, there are links for 'View pending' and 'View history'.

You will also be asked one, of a variety of challenge questions to proceed. Please answer the question and press “Submit”.

Challenge prompt



The challenge prompt form includes a red asterisk indicating a required field. The question is 'Maternal grandmother's maiden name *'. There is an empty text input field below the question. At the bottom right of the form, there is a blue 'Submit' button, which is highlighted with a red box.

Next, you will set up the type of gift you are sending. You are able to send a gift check or donation check. Descriptions of the two types are below and will always appear on screen. For now, we're going to proceed with setting up a gift check. Select the correct radio button and press "Next".

Add recipient

What kind of GiftPay are you sending?

Gift checks
If you're the gift-giving type, make it easy for you and special for them. Send a gift check with a personalized message designed for birthdays, new babies, weddings, graduations, anniversaries, or just because for only \$0.00.

Donations
Show you care by giving a gift that doesn't end. Send a donation to your favorite charity or organization in honor or memory of someone special for only \$0.00. You can send a personalized message about your donation using up to 4 email addresses and receive a copy for tax purposes. If you wish to send a standard donation without these features, [click here](#) to add your charity and schedule as a payment at no additional cost.

I would like to send a

Gift check

Donation

Next **Back**

You will then need to complete the following information regarding your gift recipient. Once all fields are completed (fields with an asterisk are required, other fields are optional), press “Next”.

Tell us about your gift recipient

* Required field

First name *	<input type="text"/>
Middle name	<input type="text"/>
Last name *	<input type="text"/>
Payee address *	<input type="text"/>
	<input type="text"/>
Payee city *	<input type="text"/>
Payee state *	<input type="text" value="Select State"/>
Payee zip code *	<input type="text"/> - <input type="text"/>

You will then be asked to review the information you've added. If it is all correct, press "Submit". If not, select "Edit", correct the information and repeat the process.

Review your gift recipient

First name	Food Bank
Middle name	
Last name	of Eastern Michigan
Payee address	2300 Lapeer Rd
Payee city	Flint
Payee state	MI
Payee zip code	48503 -

Once the recipient is added, they will display on the GiftPay page. Select “Send gift” to send them a check.

GiftPay

The screenshot displays the GiftPay interface. At the top left, there is a blue button with a plus sign and the text "Add recipient". Below it is a dark grey button with the text "Display" and a downward arrow. The main area contains a list of recipients. The first recipient is "Food Bank of Eastern Michigan", shown in red text. Below the name are two buttons: "Gift check" and "New". To the right of the name, the text "Last sent: N/A" and "Gift amount: N/A" is displayed. A red rectangular box highlights the "Send gift" link, which is underlined and in red text. At the bottom of the interface, there are two links: "View pending" and "View history", both underlined and in red text.

Complete the information on the Send gift check page to send a gift check. Once all fields have been completed, select “Next”.

Send gift check

* Required field

To **Food Bank of Eastern Michigan**

From *

Amount *

GiftPay fee \$ 0.00

Date *
Process date 02/26/2018

Please select the occasion *

You will also have the ability to enter some messages to appear with the check.

Create your message

* Required field

Opening message *

Personalized message *
(Maximum characters: 300) You have characters left.

Closing message *

Finally, you will be asked to verify the information you have entered. If all of the information is correct, please select "Submit".

Gift check information

To Food Bank of Eastern Michigan

Amount \$ 100.00

GiftPay fee \$ 0.00

Process date 2/26/2018

Deliver by 3/1/2018

Memo

(Maximum characters: 25) Memos will appear at the bottom of your check.

Return address

FLINT, MI 48503

Submit

The process to send a donation is similar. Select the correct radio button and click “Next”.

What kind of GiftPay are you sending?

Gift checks
If you're the gift-giving type, make it easy for you and special for them. Send a gift check with a personalized message designed for birthdays, new babies, weddings, graduations, anniversaries, or just because for only \$0.00.

Donations
Show you care by giving a gift that doesn't end. Send a donation to your favorite charity or organization in honor or memory of someone special for only \$0.00. You can send a personalized message about your donation using up to 4 email addresses and receive a copy for tax purposes. If you wish to send a standard donation without these features, [click here](#) to add your charity and schedule as a payment at no additional cost.

I would like to send a

Gift check

Donation

Add information regarding your charity and click “Next”. The system will have you review the information regarding your charity before adding it.

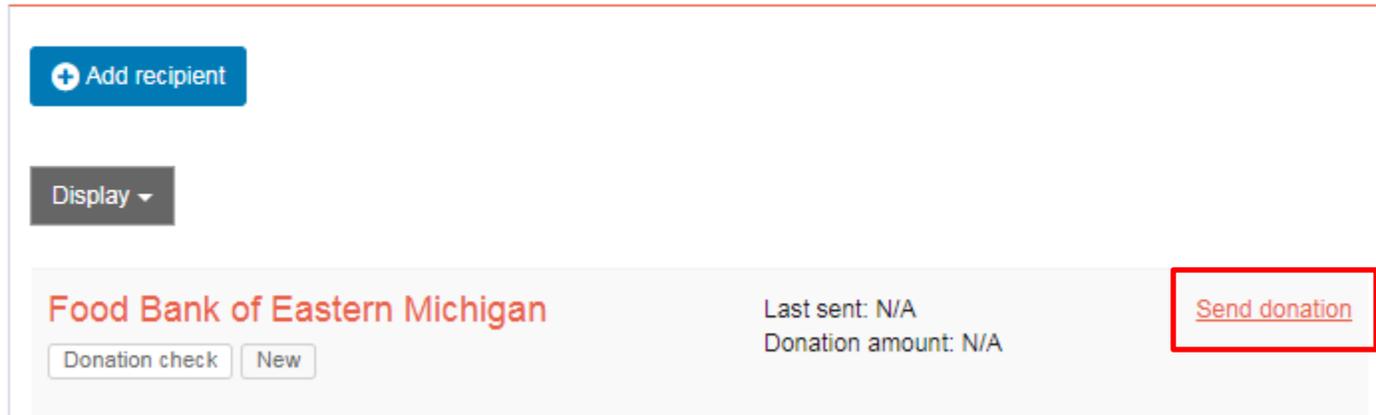
Tell us about your charity

* Required field

Charity name *	<input type="text" value="Food Bank of Eastern Michigan"/>
Payee address *	<input type="text" value="2300 Lapeer Rd"/> <input type="text"/>
Payee city *	<input type="text" value="Flint"/>
Payee state *	<input type="text" value="MI"/>
Payee zip code *	<input type="text" value="48503"/> - <input type="text"/>

Once the recipient has been added, it will appear on the GiftPay page, select "Send donation" to send a donation.

GiftPay



The screenshot shows the GiftPay interface. At the top left, there is a blue button with a plus sign and the text "Add recipient". Below it is a dark grey button with the text "Display" and a downward arrow. The main area contains a list of recipients. The first recipient is "Food Bank of Eastern Michigan". To the right of the name, it says "Last sent: N/A" and "Donation amount: N/A". On the far right of this row, there is a red-bordered button with the text "Send donation". Below the name "Food Bank of Eastern Michigan", there are two buttons: "Donation check" and "New".

Complete the required fields to send a donation. You can also choose to send the gift in honor of someone else, request an acknowledgement of the donation and create a personalized email to be sent with your donation. When you are finished, press “Next”.

Send donation

* Required field

To **Food Bank of Eastern Michigan**

From *

Amount *

GiftPay fee \$0.00

Date * 
Process date 02/26/2018

Send in recognition of someone? *

Request an acknowledgement of my donation? * Yes No

Create a personalized email to someone to notify them regarding my donation? * Yes No

If you have selected to have your donation acknowledged, complete the fields below using your contact information. When you are finished, click "Next".

Acknowledgement request

* Required field

First name *	<input type="text" value="John"/>
Last name *	<input type="text" value="Smith"/>
Address *	<input type="text" value="1234 Main St"/>
	<input type="text"/>
City *	<input type="text" value="Grand Blanc"/>
State *	<input type="text" value="MI"/>
Payee zip code *	<input type="text" value="48439"/> - <input type="text"/>

If you have chosen to send a personalized email, complete the information on the page. You can also choose to disclose the amount of your donation in the email and receive a copy of the email. Fields with an asterisk are required. When complete, press “Next”.

Personalized email

* Required field

Recipient email *

Email

Email

Email

Options Disclose donation amount
 Send me a copy

Email opening *

Message *

(Maximum characters: 300) You have characters left.

Email closing *

You will then be asked to review the details of your donation.

If you requested an acknowledgement, your information will appear at the top of the page.

Review your donation

Requested acknowledgement

To address John Smith
1234 Main St
Grand Blanc, MI 48439

Followed by your personalized email information if you requested one be sent.

Review your donation

Personalized email



To contactus@securitycu.org

Subject Donation from [redacted]

Message A donation has been made to the Food Bank of Eastern Michigan in the amount of \$100.00
Dear Sir or Madam
A donation has been made to your organization.
Thank you for helping feed hungry people.

Finally, you will be asked to verify the information of the donation itself. If all of the information is correct, please select "Submit". If not, please choose "Back" and adjust the information as necessary.

Donation check information

To	Food Bank of Eastern Michigan
Amount	\$100.00
GiftPay fee	\$ 0.00
Process date	2/26/2018
Deliver by	3/1/2018
Memo	<input type="text"/>
	<small>(Maximum characters: 25) Memos appear at the bottom of your check.</small>
Return address	FLINT, MI 48503

For other features, please reference our demo videos at www.securitycu.org/update, click the “Help” link at the top of your Bill Pay dashboard or contact a Security Credit Union representative by phone at (810) 235-2322.



Dedicated. Secure. Trusted.