

## IMPORTANT REMINDERS

- Minimum-balance requirement of \$50.
- Monthly service charge of \$5 if your average daily balance falls below \$50. (The average daily balance is calculated by adding the principal in the account for each day of the statement cycle and dividing that figure by the number of days in the cycle.)

## QUESTIONS?



Contact your bank officer.



Call our Contact Center at 800.843.1552.



Send us a secure message using the chat feature in Digital Banking.

Visit [BANKeasy.com/welcome](https://www.bankeasy.com/welcome) for Digital Banking tutorials and a digital account checklist.



## SAVINGS

# ACCOUNT CHECKLIST



**BANKeasy**  
WWW.BANKEASY.COM

# YOUR SAVINGS ACCOUNT CHECKLIST

## YOUR ACCOUNT DETAILS

Account Open Date: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Digital Banking Username: \_\_\_\_\_

## YOUR BANK OFFICER INFORMATION

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## EXTRA NOTES:

### MAKE AN INITIAL DEPOSIT

A minimum deposit of \$50 is required to open this account.

### ACCESS YOUR DIGITAL BANKING ACCOUNT

(online or mobile) with the username provided by your bank officer. Find more information about Digital Banking features and FAQ at [BANKeasy.com/digitalbanking](http://BANKeasy.com/digitalbanking).

- Log in at [BANKeasy.com](http://BANKeasy.com); or
- Download the app to access on your smartphone or tablet. Search for “BANKeasy” in the App Store® or Google Play™.

### ENROLL IN ELECTRONIC STATEMENTS

1. Log in to Digital Banking.
2. Select the account you want to enroll.
3. Select **Statements & Notices**.
4. Accept the terms.
5. Enter the email address where you want to receive notifications.
6. Select the account.
7. Finish by selecting **Enroll**.

### SET UP OR SWITCH DIRECT DEPOSIT

- Log in to Digital Banking > select **Set Up Direct Deposit** on the dashboard > follow the on-screen steps to complete the process!  
**OR** scan this QR code:



- **Need a form?** That's an option, too. It's pre-filled and ready when you are. Find it in Digital Banking under “Set Up Direct Deposit.”

*After set up, remove the Direct Deposit card from your Digital Banking dashboard by selecting the “...” in the top right corner of the card, then **Organize dashboard**, then the “X” next to the card name, and then **Done** in the top corner.*

### ACTIVATE YOUR ATM CARD using one of these options as soon as you receive it in the mail.

- Log in to Digital Banking > select the account associated with your debit card > choose **Card management** > select the card > click **Activate new card**; or
- Call the phone number provided on the activation label; or
- Call 800.843.1552 during banking hours; or
- Make a withdrawal or balance inquiry with the PIN at any ATM.