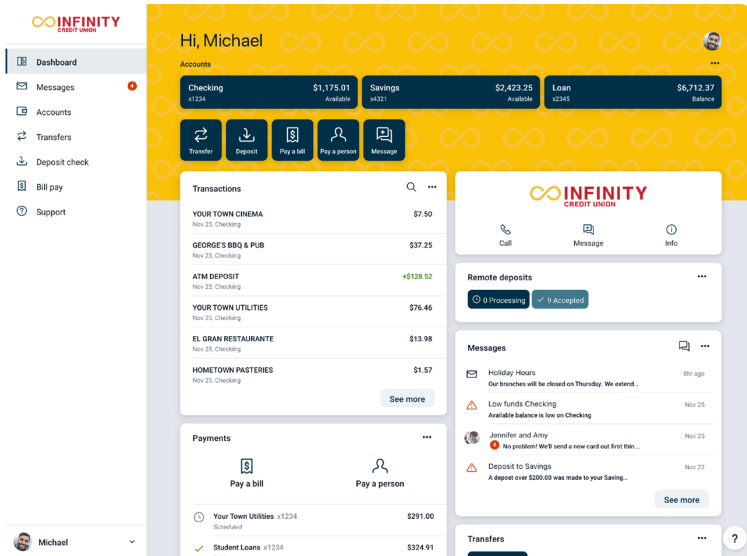


HOW-TOS



DESKTOP DIGITAL BANKING GUIDE

USE THESE HOW-TOS ONCE YOU LOG ON TO DIGITAL BANKING USING YOUR LAPTOP OR COMPUTER.



ADD EXTERNAL ACCOUNTS

- 1 Click on the ^ (bottom left corner) of the menu and click **Settings**.
- 2 Next, select **External Accounts**.
- 3 Select **Add Account**.
- 4 For security purposes, **Enter/Confirm** your password to continue.
- 5 You can **identify the account** by entering a name. Ex: *Bank Name Savings*.
- 6 Enter the **routing number and account number** of the other institution.
- 7 Select **Checking or Savings**.
- 8 Click **Submit**.
- 9 A message will appear: "We've sent two small amounts to verify your Savings account. When they arrive in 1-3 business days, you'll need to confirm the amounts."
- 10 Monitor your **external account** for the two small deposits from Infinity CU. Once they arrive, visit "How to enter the two confirmation deposits" to complete the connection.

VERIFICATION OF DEPOSITS

- 11 In the top left corner, click the three lines to drop the menu down.
- 12 Click **Settings** at the very bottom of the menu.
- 13 Click **External Transfers**.
- 14 Select the name of the **external credit union/bank**.
- 15 Enter the deposit amounts in the boxes and click **Confirm**.

PERSONALIZE YOUR DASHBOARD

- 1 Click **Dashboard**, next select the ... menu in the upper right of your screen.
- 2 Select **Organize Accounts**.
- 3 **Click** on the account(s) to drag and drop the order in which you want them to display.
- 4 When finished, click the ← in the upper left corner.
- 5 To change how you view your accounts, select **Compact, Expanded or Totals**.
- 6 You may also organize your dashboard to display how you prefer by selecting **Organize Dashboard** and drag and drop to reorder your account information.

CONVERSATIONS

Start a **Conversation** with us during normal business hours from inside Digital Banking.

- 1 From the menu in the upper left corner, scroll to the bottom and select **Support**.
- 2 Next, select **Start a Conversation** and type in your request.
- 3 A member of our **Team** is available to assist you.

ENROLL eSTATEMENTS

- 1 Once logged in, select **Documents** from the blue icons. You may need to scroll to the left for all icons to display.
- 2 **Review and accept** the terms and conditions.
- 3 Check **Enroll all accounts**. Click **Enroll** button.

 Log onto **infinitycu.com** or call us today at **(207) 854-6000**.

HOW-TOS






MOBILE DEVICE DIGITAL BANKING GUIDE

USE THESE HOW-TOS ONCE YOU LOG ON TO DIGITAL BANKING USING YOUR MOBILE DEVICE.



ADD PROFILE

Available using Mobile app only.


- 1 Click the menu  in the upper left corner, scroll to the bottom of the app and click on the  (bottom left corner) of app and click **Add Profile**.
- 2 Enter Username and Password of the Account you would like to add (the account must be enrolled in Digital Banking) and enter the code sent to you.
- 3 Set up the 4-digit passcode and enable face ID if you choose.
- 4 Once logged in, you will **choose which profile** you want to access by selecting  and then selecting the correct account to launch.

Additional profiles may be added by following the steps above.



ADD EXTERNAL ACCOUNTS

- 1 In the top left corner, click the three lines  to display the **Menu**.
- 2 Next, click on the  (bottom left corner) of app and click **Settings**.
- 3 Next, select **External Accounts**.
- 4 Select **Add Account**.
- 5 For security purposes, **Enter/Confirm** your password to continue.
- 6 You can **identify the account** by entering a name.
Ex: Bank Name Savings
- 7 Enter the **routing number and account number** of the other institution.
- 8 Select **Checking or Savings**.
- 9 Click **Submit**.
- 10 A **message** will appear: "We've sent two small amounts to verify your Savings account. When they arrive in 1-3 business days, you'll need to confirm the amounts."
- 11 Monitor your **external account** for two small deposits from Infinity CU. Once they arrive, continue on to steps 12-16 to confirm and enter your two deposit amounts.

PERSONALIZE YOUR DASHBOARD

- 1 Click **Dashboard**
- 2 Scroll to bottom of screen, select **Organize**.
- 3 **Press, drag and drop** the order in which you want your accounts to display.
- 4 When finished, click the  in the upper left corner.
- 5 To view accounts by type, click **All Accounts** in the upper right corner.
- 6 Select **All** to view all accounts.
- 7 Select **Cash** to view deposit accounts.
- 8 Select **Credit** to view credit cards.
- 9 Select **Borrow** to view loan accounts.
- 10 To end, select the **Menu** in the upper left, and/or close out of the app.

VERIFICATION OF DEPOSITS

- 12 In the top left corner, click the three lines  to display the **Menu**.
- 13 Next, click on the  (bottom left corner) of app and click **Settings**.
- 14 Click **External Accounts**.
- 15 Select the name of the **External Credit Union/Bank**.
- 16 Enter the deposit amounts in the boxes and click **Confirm**.

CONVERSATIONS

Start a **Conversation** with us during normal business hours from inside Digital Banking.

- 1 From the menu in the upper left corner, scroll to the bottom and select **Support**.
- 2 Next, select **Start a Conversation** and type in your request.
- 3 A member of our **Team** is available to assist you.

ENROLL eSTATEMENTS

- 1 After Logging in, select **Documents** from the blue icons. You may need to swipe left for all icons to display.
- 2 **Review and accept** the terms and conditions.
- 3 Check **Enroll all accounts** and click the blue **Enroll** button.