

## How to open a checking account and set up automatic payments

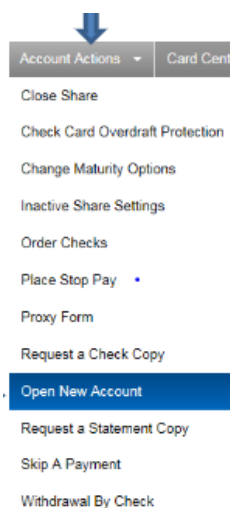
### Part 1: Open a Wescom Checking Account through eBranch.

#### Why open a Wescom Checking Account?

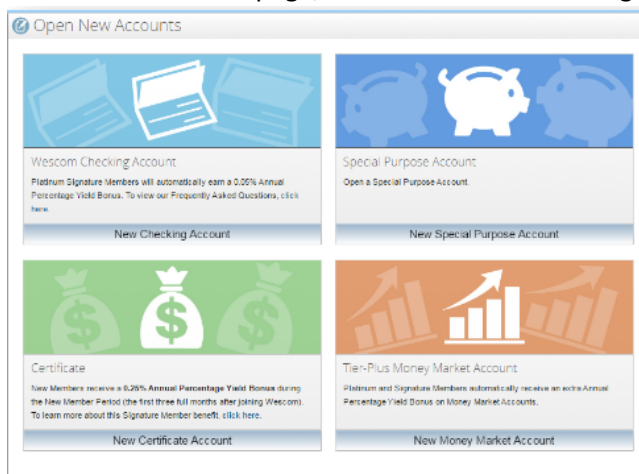
- The Credit Union Advantage: Wescom is a non-profit financial cooperative. As a member-owner, take advantage of better rates, lower fees, and a level of service you just can't get anywhere else.
- Serving the Bruin Community Since 2015: Through our commitment to our UCLA community, students, faculty and staff, and alumni can benefit from exclusive products and services built to bring #BetterBanking4Bruins®.
- Banking on the Go: Wescom offers convenient, secure mobile and online banking as well as fee-free access to a robust network of branches and 30,000 ATMs nationwide.

#### Steps:

1. To access the Open New Account option, click **Account Actions** from the top menu. Then select "Open New Account".



2. From the Open New Accounts menu page, select "Wescom Checking Account".



3. The Open New Account (shares) screen will then list steps that can be completed by expanding the area. Each of the steps are identified as “Optional” or “Required”. Clicking **Submit** will display the Account Summary Page. The opening process can be completed without having to expand the optional steps, which are listed below:

The screenshot shows the 'Open an Account' form. The 'Account Type' section is expanded, showing a dropdown menu with 'Checking Account' selected. Other sections like 'Joint Owners', 'Beneficiaries', 'Funding', 'Check Order', and 'Overdraft Protection' are collapsed. A 'Submit' button is visible at the bottom right.

- a. **Add Joint Owner(s):** To add an existing joint to the new account, select the box next to the listed name. To add a new joint, the Joint Owner Designation Form must be printed, completed, and mailed in.

The screenshot shows the 'Joint Owners' section. It contains instructions on how to add a new joint owner, a checkbox for 'CHARLIE BROWN', and a 'Joint Owner Designation Form' button.

- b. **Add Beneficiaries:**

- i. To add an existing beneficiary to the new account, select the box next to the listed name and enter the percentage of ownership.

The screenshot shows the 'Beneficiaries' section. It contains instructions on how to add a new beneficiary, an 'Add a new beneficiary' button, and a checkbox for '% CHARLIE BROWN'.

- ii. To add a new beneficiary, click on the **Add a new beneficiary** button, complete the information on the following page, then click **Submit**. A confirmation message will display that the beneficiary has been added. Click **Close** to return to the Open New Account page.

**New Account - Edit Beneficiary** [X]

Please enter the beneficiary's information below.

Title: [Dropdown]

First: Lucy

MI: [Text]

Last: Ricardo

Suffix: [Dropdown]

Date of Birth: 8/5/1911 [Calendar Icon]

Percentage: 50

Relationship: Grandmother

Social Security: 555 - 55 - 5555

Address Line 1: 123 Anytown

Address Line 2: [Text]

City: Pasadena

State: California [Dropdown]

Zip: 91101 - [Text]

Home Phone: [Text] - [Text] - [Text]

Work Phone: [Text] - [Text] - [Text] Ext. [Text]

E-mail address: [Text]

[Submit] [Cancel]

- c. **Funding:**
- i. Below are the funding options for special purpose, money market, and checking accounts.

**Funding** [Optional]

Do not fund the account, open with a zero balance.

Transfer from another financial institution (up to \$10,000.00):

Transfer funds from my following Account:

- ii. Below is the funding screen required for certificates.

**Funding** [Required]

Transfer funds from my following Account:

Account: S00 - Checking - Available \$800.53 [Dropdown]

Amount: 1000 [Text] [X]

Minimum Amount: \$500.00

- d. **Check Order:** To order checks, select the box **Yes, please order checks** and enter the starting number, up to 4 digits.

**Check Order** Optional

We can order checks for you automatically once the verification process has been completed. If you have selected to add a new joint owner and printed the Joint Owner Designation Form, you will need to place a new check order once the joint owner designation form is received.

If you select to opt out of ordering checks, you can always order checks at a later date by clicking the Check Ordering link from the drop menu under Account Actions.

You will receive your first box of Wescom check designs free of charge with the starting check number you have selected.

Yes, please order checks.

Starting check number:

- e. **Overdraft Protection:** To add overdraft protection, check the box agreeing to Overdraft Protection, and select the accounts from the list. Click **Submit** to continue.

**Overdraft Protection** Optional

Overdraft protection safeguards your account if you should exceed your balance with a check, ATM withdrawal or Check Card purchase. If you exceed your balance, Overdraft Protection covers the extra amount by automatically transferring the needed funds from another account.

Yes, I would like to select my overdraft accounts.

Please specify which accounts you elect for overdraft. You can select up to three accounts — savings or personal lines of credit — to cover possible overdrafts. The accounts will be debited in the order that you select them.

1 S00 - Regular Savings

2 L01 - Personal Line Of Credit

4. **Account Summary:** A summary of the account and options selected will be displayed. The member must click the box indicating that he or she has agreed to the terms and conditions. To open the share(s), click **Submit**.

**Open an Account**

**Account Summary**

Account Type: Checking

Funding From: No Initial Funding.

Funding Amount: \$0.00

Checks: Checks starting at: 5000

Over Drafts: 1 - S10 - Mortgage Payment  
2 - L00 - Line Of Credit  
3 - S00 - My Savings

**Joint Owner Summary**

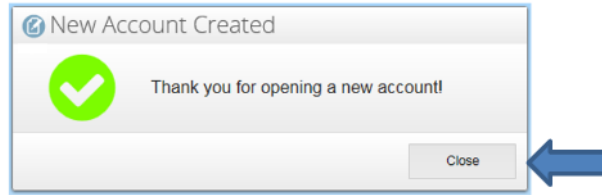
Joint Owner Information: There are no Joint Owners currently selected.

**Beneficiary Summary**

Beneficiary Information: 100% Lucy Ricardo

I have read and agree to the disclosure of terms and conditions for this account.

5. The confirmation pop up will display. Click **Close** to return to the Account Balances Page, and you're done!



## Part 2: Set up automatic payments through eBranch.

### Why set up auto pay?

- It's dependable – never worry about missing a payment.
- It's fast – it only takes a few minutes to set up, and bills will automatically be paid on time for you. You no longer have to keep track of payment due dates!
- It's convenient – manage your loan and your accounts through eBranch or the mobile app.
- It prioritizes your financial health – every monthly payment submitted on time improves your credit score and represents a step towards a better financial future.
- It's secure – Wescom's secure portal will only collect payments that you have chosen and confirmed. You can easily stop auto pay at any time via eBranch.

### Steps:

1. Log in to eBranch.

A screenshot of the "Transfers - Recurring" form. The form has tabs for "Immediate", "Future", "Recurring", and "Pending". The "Recurring" tab is selected. The form contains the following fields:

- From:** S09 - My Checking - Available \$2,121.56
- To:** L00 - Credit Line - Due \$15.00 Balance \$150.00
- Amount:** \$15.00
- Payment Options:**  Minimum Payment
- Indefinite:**  Yes
- Frequency:** Monthly
- First Transfer:** 8/25/2020

A "Submit" button is located at the bottom right of the form.

2. Click on the **Transfers** Tab and select To/From Wescom Accounts.
3. Select the **Recurring** Transfer Tab.
  - a. Select the **From** share.
  - b. Under **To**, choose the loan you wish to set up payments for.
  - c. Choose the **Amount** of the payment or select **Minimum Payment**. Members can enter any fixed payment amount or select the minimum payment option. If there is a balance due at the time they are setting it up, the box pre-fills with the amount due.
  - d. Select **Yes** for indefinite payments, which continue until cancelled. The frequency will be automatically selected to **monthly**.
  - e. Select the **First Transfer** date.
4. Click **Submit**, and you're done!