Skylight Financial Online Enrollment Demonstration

If you have any questions regarding this demonstration, please contact:

Skylight Corporate Support

404-720-2003.

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About Us   **Personal**   **Corporate**

SITE NAVIGATION
- About Us
- Personal
- Corporate

- Surcharge-free ATMs
- New Features
- Partners
- U.S. Bank

Personal Solutions

We provide real bank accounts for individuals in need of financial services, regardless of your experiences with other institutions.

Corporate Solutions

We offer a program to provide any employee a bank account. Our account based product is a true employee benefit while helping the company increase its participation in direct deposit.

U.S. Bank

Skylight Financial has partnered with U.S. Bank, the 8th largest bank in the United States, to provide you with our products. We provide our accounts as an alternative for individuals in their branches, as well as selling to their corporate customers via their Treasury Management and Relationship Management organizations.

- Open An Account
- ePosit
- Online Banking
- Contact Us

FDIC Insured   © 2003 Skylight Financial. Bank accounts through U.S. Bank, N.A. U.S. Bank, N.A. member FDIC.

Click on Enroll Online (far left).

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About Us   Personal   Corporate

SITE NAVIGATION

- Skylight account
- Money Transfer
- About ePosit
- SkylightOne
- TermPay
- *Online*PayStubs
- Enroll Online
- FAQ's

At Skylight we offer brighter financial solutions. Through the development of unique payroll systems, we give companies and their previously unbanked employees convenient and cost effective options to traditional banks.

We believe that everyone should have a bank account. Because each of your employees are pre-approved, everyone in your organization now has the opportunity to take advantage of direct deposit.

Skylight empowers your employees through technology and products that provide a world of new opportunities. We value everyone and exclude no one. We welcome you to Skylight.

- Open An Account
- ePosit
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- Contact Us
- Home

![skylight Financial logo]

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SITE NAVIGATION

- Skylight account
- Money Transfer
- About ePosit
- SkylightOne
- TermPay
- *Online*PayStubs
- Enroll Online
- FAQ's

You are about to enter a secure area of our website. Gaining access to Online Enrollment requires a login ID and password. Click below to enter.

Online Enrollment

Click To Enter

Click on Online Enrollment.

VeriSign
Secure Site
Click to verify

About your browser and security...
Skylight Financial's **Online Enrollment** service uses a Secure Sockets Layer (SSL) to secure and authenticate the user through a secure browser. This provides 128 bit encryption which is widely accepted as the standard for processing financial transactions and ensures the security of the data being sent over the Internet into Skylight. To use **Online Enrollment** Skylight requires Microsoft Internet Explorer v 4.0

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Online
Enrollment

Login ID

Your **Login ID** will be SOK.

Password

Your **Password** will be your agency number. For example, Kansas State University would use 367.

Login   Cancel

Once your Login ID and Password are typed in, click Login.

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Online Enrollment

Company: Demo Company 1

English   *Español*

Select English or Espanol.

In order to complete this online enrollment process, you must consent to receive certain disclosures electronically.

Para completar el proceso de inscripción en línea, usted debe aceptar ciertos términos electrónicamente.

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

INFORMACIÓN IMPORTANTE SOBRE LOS PROCEDIMIENTOS PARA ABRIR UNA CUENTA NUEVA: Para ayudar al gobierno a luchar contra el financiamiento de las actividades terroristas y lavado de dinero, la ley

Online Enrollment

Open the instant issue pack and enter the 16-digit card number in the **card number** field. Please do not include any dashes or spaces in the card number.

Card Number

Select **OK**.

OK   Cancel

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5027 1590 0000 0000

MEMBER SINCE ·01/03 GOOD THRU LAST DAY OF ·12/08

Online Enrollment

Enter the requested information in the fields provided (entry format is indicated). The **optional fields** are denoted with an **asterisk** (*). The entry format is indicated within the field.

Choose the **Salutation.**

○ Mr. ○ Mrs. ○ Ms.

The name field should be completed with the full name (**first and last**).

Name

Address 1 (No P.O. Boxes)

Address 2*

City   State   Zip

The **Phone Number** should be entered as ###-###-####.

Work Phone*   Home Phone   Mobile Phone*
                                       ###-###-####

In the **Social Security Number** field, type the 9 digits with **NO** dashes or spaces.

Social Security Number   Date of Birth
NO DASHES   MM/DD/YYYY

The **Date of Birth** field type the date as follows: MM/DD/YYYY.

Mother's Maiden Name*   Email Address*

If you have the employee's **Mother's Maiden Name** please enter it in to the field. It is denoted as optional because it is not something that company's typically have in the employee's file.

Once you have completely filled in the above information, please select the 'Submit' button below to transmit to Skylight.

Submit   Cancel

Once complete, Select **Submit.**

A new screen will appear providing you with the **account** and **confirmation** number.

As an option, we have provided a voided check for you to print for your payroll entry.

Select the **click here** hyperlink to view the voided check before proceeding.

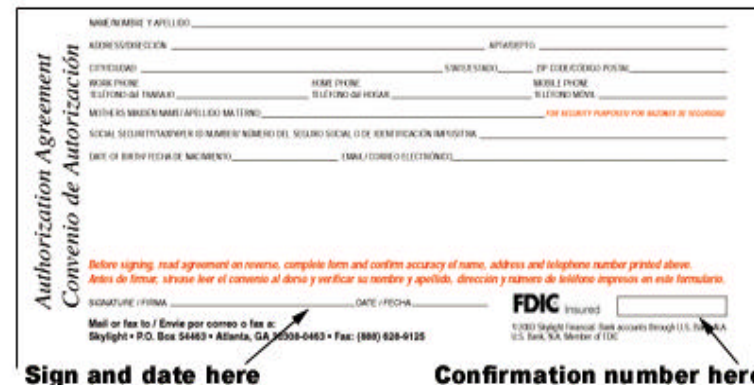

Online Enrollment

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Your account number is 6004093881.

Your confirmation number is 80840720.

Please write your confirmation number on the authorization agreement found in your instant issue pack. Federal Banking Regulations require Skylight to maintain your signature on file. See the example below for the correct placement of the confirmation number and signature. You do not need to fill in your personal information, only your confirmation number is necessary. Please sign in the space provided and return this section to your enrollment administrator.

Please **click here** to view and print a **voided check** which must be submitted to your HR/payroll department to start direct deposit into your Skylight account.

Done

Example...

Sign and date here   **Confirmation number here**

If you wish to print the voided check, simply select the **PRINT** icon on your web browser. The voided check has space available for a signature if you would like to use this as the signature card. If your company is entering the application in payroll, you may either print the check to use for payroll purposes or use the check from the cardpack.

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Online Enrollment

Print your **voided check**, sign it and return to your HR/payroll administrator.

If you do not have access to a printer, please fill out the **voided check** form in your instant issue pack and give it to your HR/payroll representative.

john smith
1234 main street
atlanta, ga 30346

Date/Fecha **7/14/2004**

Account Number/Número de cuenta: **6004093881**
Account Type/Tipo de Cuenta: **Checking**

VOID   VOID   VOID   VOID   VOID

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Skylight
PO BOX 54463
Atlanta, GA 30308-0463

THIS IS NOT A CHECK

If you have opened the voided check screen, you *MUST* click on the "**X**" in the upper right hand corner (of the most recently opened screen) to close the screen used to view the voided check document. Failing to do so will cause the same account number to appear on each voided check.

Online Enrollment

Once you close the voided check screen, you will come back to this screen. Make sure the **account number** matches the account number on the authorization agreement, and write the **confirmation number** in the **box next to FDIC** located on the right hand section of the form.

Select **Done**

Your account number is 6004093881.

Your confirmation number is 80840720.

Please write your confirmation number on the authorization agreement found in your instant issue pack. Federal Banking Regulations require Skylight to maintain your signature on file. See the example below for the correct placement of the confirmation number and signature. You do not need to fill in your personal information, only your confirmation number is necessary. Please sign in the space provided and return this section to your enrollment administrator.

Please **click here** to view and print a **voided check** which must be submitted to your HR/payroll department to start direct deposit into your Skylight account.

Done

Example...

Sign and date here   **Confirmation number here**

A final confirmation screen will briefly appear to confirm your completion of Online Enrollment.

The confirmation screen will automatically disappear and the "Language" screen will be displayed. Select the **Logoff** hyperlink located below the language icons to exit Online Enrollment.

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Online Enrollment

Account Number: 6004093881

Confirmation Number: 80840720

Congratulations and Welcome to Skylight.
Your account enrollment was successful.

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If you choose, the **voided check** can then be submitted to HR/Payroll to set up the Direct Deposit.
We encourage you to keep a copy of the authorization agreement on file in your office.
The card can then be given to the employee, and they will call the **activation number** (located on the sticker that is attached to the front of the card) to activate their card by **choosing a PIN** (personal identification number).
When prompted to enter the **temporary PIN**, use **1998**.

The <u>signed</u> authorization agreement or a copy must be submitted

to Skylight once per month by mail or fax:

<u>(888) 628-9125.</u>

We recommend sending all forms using a secure mailing

method such as UPS.

If mailing secured method, please send to:

<u>7200 Perimeter Center East Atlanta, GA 30346.</u>