brella® CARDHOLDER QUICK GUIDE
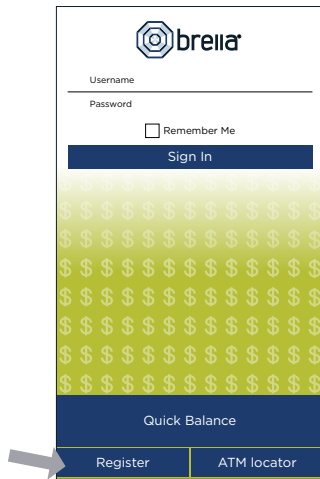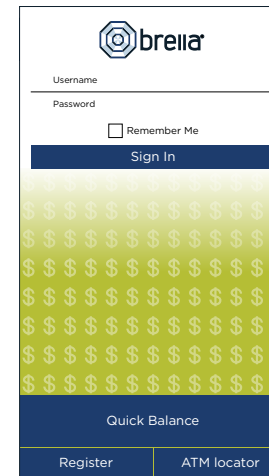
For users with turn card off/on and send money feature.

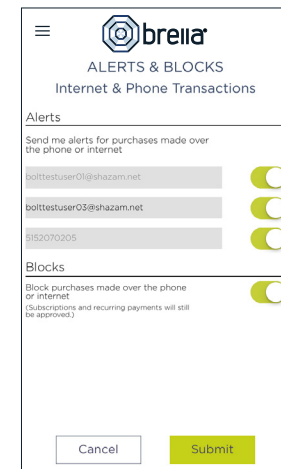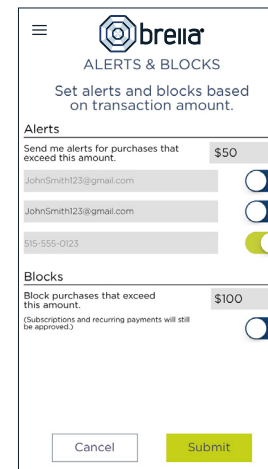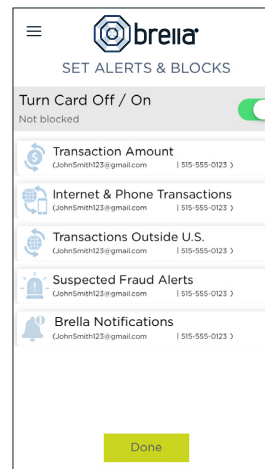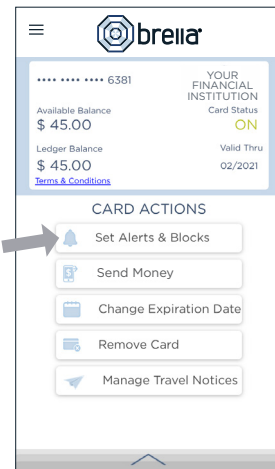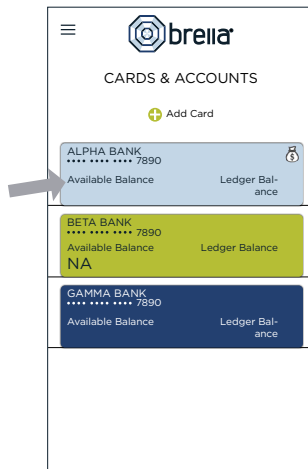### ENROLL

➤ Download Brella for free from the Apple App Store or Google Play

➤ Select **Register**

➤ Enter your debit card number

➤ Review and accept product terms and conditions

➤ Proceed with the Card Verification process and complete the User Profile information

➤ Activate the account via email activation link

LOGGING IN

➤ Enter your username and password, or enable fingerprint access

➤ See your balances without logging in by tapping **Quick Balance**

MANAGE ALERTS AND BLOCKS

➤ Select a card from Cards & Accounts screen

➤ Tap **Set Alerts & Blocks** on the Card Actions screen

There are several options for alerts — tap on each to determine your alert delivery settings and configure the app to best fit your needs.
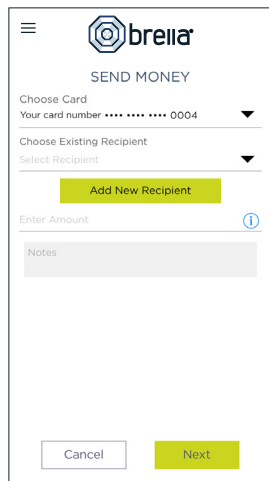
Turn Card Off/On — turn your card off and on using the slider button

Here you can set blocks for:

➤ Transactions over a certain amount

➤ Internet and phone transactions

➤ Transactions outside of the U.S.

Choose how you want to receive alerts.

➤ Set alerts to send to your email and/or via text message (confirmation of the mobile number is required the first time text message alerts are enabled and standard text messaging fees may apply)

➤ Text messaging is an optional feature that needs to be enabled by your financial institution

04/21

SEND MONEY

➤ Tap **Send Money** on the Menu or Card Actions screen

➤ Select a card

➤ Add a new recipient or select an existing

➤ New recipients must be registered and validated

➤ Enter the dollar amount

➤ Include comments in the notes (optional)

➤ Tap **Send** on the Review & Send screen

SEND MONEY

Choose Card
Your card number •••• •••• •••• 0004 ▼
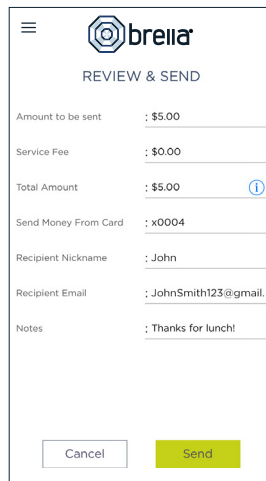
Choose Existing Recipient
Select Recipient ▼

Add New Recipient

Enter Amount ⓘ

Notes

Cancel   Next

REVIEW & SEND

Amount to be sent   : $5.00
Service Fee   : $0.00
Total Amount   : $5.00 ⓘ
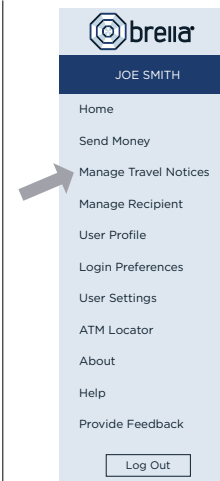Send Money From Card : x0004
Recipient Nickname   : John
Recipient Email   : JohnSmith123@gmail.
Notes   : Thanks for lunch!

Cancel   Send

SUBMIT TRAVEL NOTICE

➤ Tap **Manage Travel Notices** on the Menu screen

➤ Select a card and provide your travel details

JOE SMITH
Home
Send Money
Manage Travel Notices
Manage Recipient
User Profile
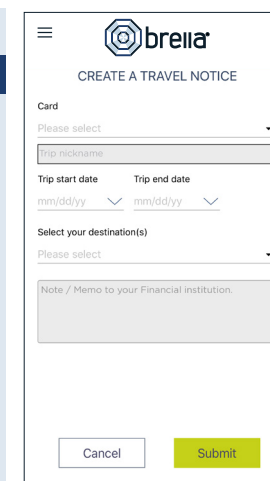Login Preferences
User Settings
ATM Locator
About
Help
Provide Feedback

Log Out

CREATE A TRAVEL NOTICE

Card
Please select ▼

Trip nickname

Trip start date   Trip end date
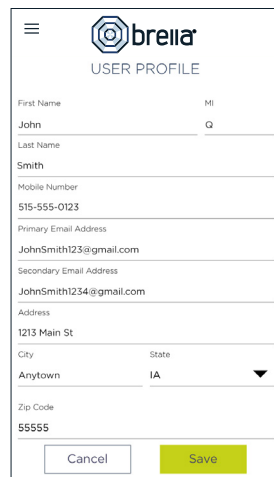mm/dd/yy ▼   mm/dd/yy ▼

Select your destination(s)
Please select ▼

Note / Memo to your Financial institution.

Cancel   Submit

USER PREFERENCES

➤ Tap **User Profile** on the Menu screen to manage your personal information

➤ Tap **Login Preferences** on the Menu screen to enable Quick Balance, Remember Me and fingerprint access

➤ Tap **User Settings** on the Menu screen to change your password, add/delete a card or select a Receive Card

  ➤ Tap **Select Receive Card** to choose a card to receive money from other users

  ➤ The money bag icon indicates your selected receive card

USER PROFILE

First Name   MI
John   Q
Last Name
Smith
Mobile Number
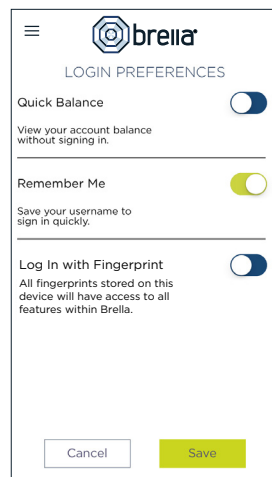515-555-0123
Primary Email Address
JohnSmith123@gmail.com
Secondary Email Address
JohnSmith1234@gmail.com
Address
1213 Main St
City   State
Anytown   IA ▼
Zip Code
55555
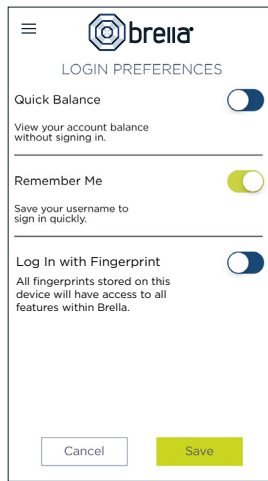
Cancel   Save
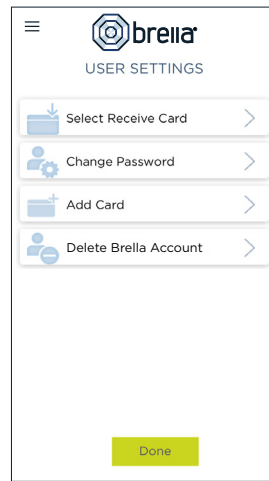
LOGIN PREFERENCES

Quick Balance ⬤
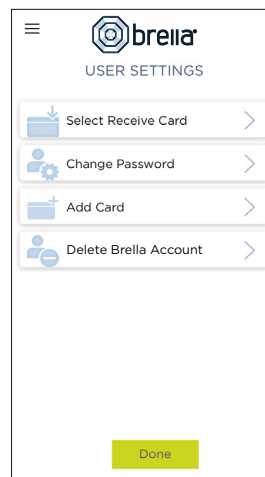View your account balance without signing in.

Remember Me ⬤
Save your username to sign in quickly.

Log In with Fingerprint ⬤
All fingerprints stored on this device will have access to all features within Brella.

Cancel   Save

USER SETTINGS

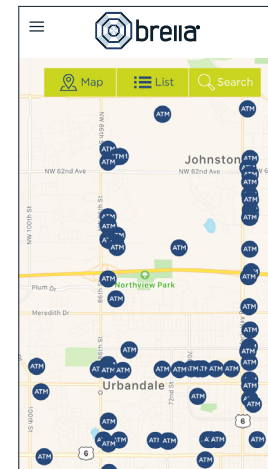Select Receive Card   ›
Change Password   ›
Add Card   ›
Delete Brella Account ›

Done

ATM LOCATOR

➤ Tap **ATM Locator** on the Sign In or Menu screen to find the nearest ATM

➤ If GPS Location Services is enabled, the locator will pinpoint your location

➤ Tap **Search** icon to find a location

Map   List   Search

ADDING A CARD

➤ Tap **Add Card** from the Cards & Accounts or User Settings screen

➤ Follow the same prompts to register the card

➤ Review and accept the terms and conditions and verify the card

ADD CARD 1 OF 3
CARD ELIGIBILITY
Please enter your card details to determine eligibility for this service.

Capture card

Card Number
•••• •••• •••• ••••

Valid Thru
Month ▼   Year ▼

Cancel   Next

Note: Passwords must contain at least one capital letter, one lowercase letter, one number, one special character (!, @, #, $, %, &, or *) and be 5 to 32 characters in length. You're required to change your password once a year.
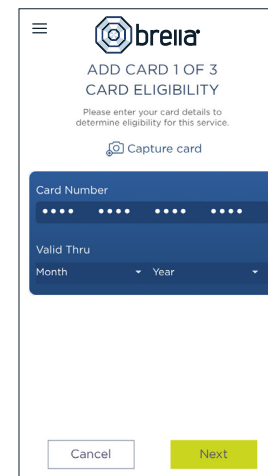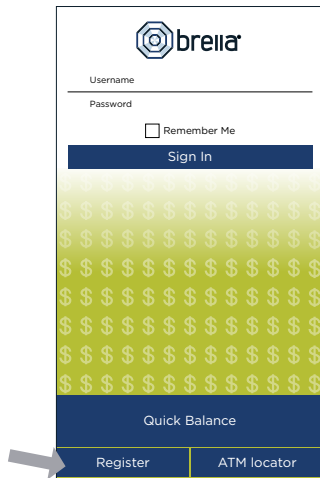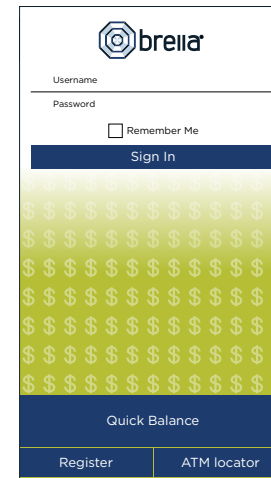
brella® CARDHOLDER QUICK GUIDE

For users with turn card off/on feature.

ENROLL

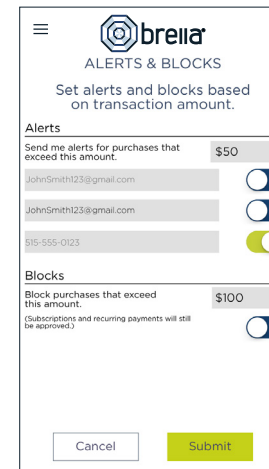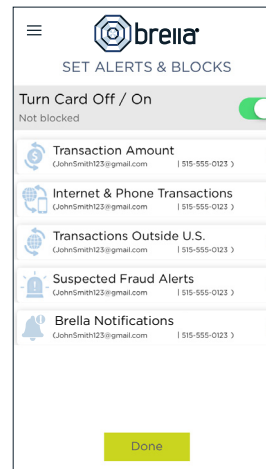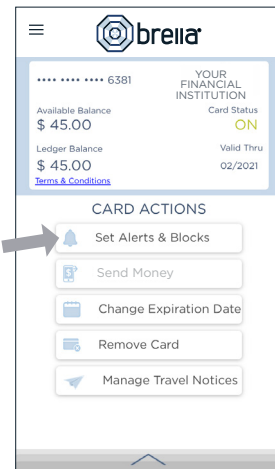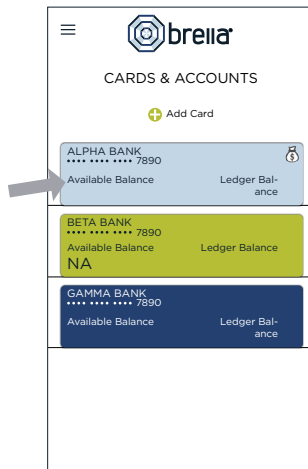➤ Download Brella for free from the Apple App Store or Google Play

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Sign In screen:
Username
Password
☐ Remember Me
Sign In
Quick Balance
Register | ATM locator

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MANAGE ALERTS AND BLOCKS

Screen 1 — CARDS & ACCOUNTS
➕ Add Card
ALPHA BANK •••• •••• 7890
Available Balance   Ledger Balance
BETA BANK •••• •••• 7890
Available Balance   Ledger Balance
NA
GAMMA BANK •••• •••• 7890
Available Balance   Ledger Balance

Screen 2
•••• •••• 6381   YOUR FINANCIAL INSTITUTION
Available Balance   Card Status
$ 45.00   ON
Ledger Balance   Valid Thru
$ 45.00   02/2021
Terms & Conditions
CARD ACTIONS
Set Alerts & Blocks
Send Money
Change Expiration Date
Remove Card
Manage Travel Notices

Screen 3 — SET ALERTS & BLOCKS
Turn Card Off / On
Not blocked
Transaction Amount (JohnSmith123@gmail.com | 515-555-0123)
Internet & Phone Transactions (JohnSmith123@gmail.com | 515-555-0123)
Transactions Outside U.S. (JohnSmith123@gmail.com | 515-555-0123)
Suspected Fraud Alerts (JohnSmith123@gmail.com | 515-555-0123)
Brella Notifications (JohnSmith123@gmail.com | 515-555-0123)
Done

Screen 4 — ALERTS & BLOCKS
Set alerts and blocks based on transaction amount.
Alerts
Send me alerts for purchases that exceed this amount. $50
JohnSmith123@gmail.com
JohnSmith123@gmail.com
515-555-0123
Blocks
Block purchases that exceed this amount. $100
(Subscriptions and recurring payments will still be approved.)
Cancel | Submit

Screen 5 — ALERTS & BLOCKS
Internet & Phone Transactions
Alerts
Send me alerts for purchases made over the phone or internet
bolttestuser01@shazam.net
bolttestuser03@shazam.net
5152070205
Blocks
Block purchases made over the phone or internet
(Subscriptions and recurring payments will still be approved.)
Cancel | Submit

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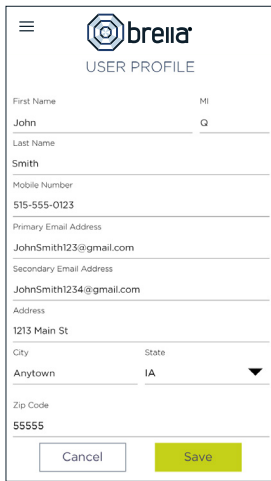
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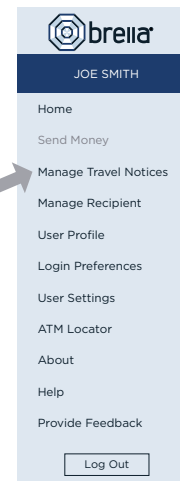## USER PREFERENCES

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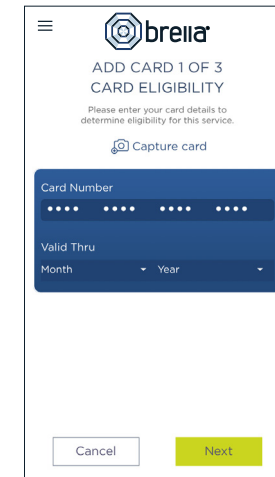- Tap **Add Card** from the Cards & Accounts or User Settings screen

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