



This guide will be used to describe how to use the Card Swap payment service within online banking to update your payment method for participating vendors. You can update all accounts at one time with this service by simply changing your linked card. All you need is your login credentials for any vendor account you are wanting to link to your online banking account. You will need to have the account set up with the vendor prior to starting this process.

CARD SWAP SETUP

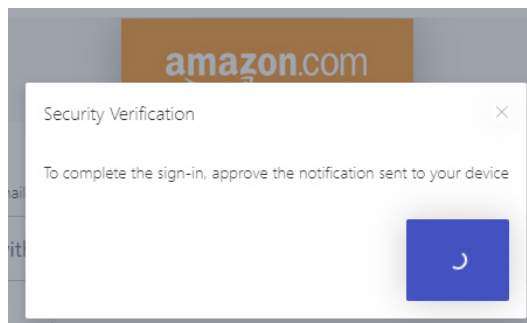
1. Select [Card Swap](#), found under Services on the menu.
 - A brief overview of the product will come up. Click [Get Started](#) after reviewing the product introduction.
 - You will need to agree to the Terms and Conditions by clicking [I accept](#).
2. Initial users will select a vendor account they are wanting to link for future payment management. An example vendor is Pandora.
3. Select [Next Step](#).
4. Login using the [Linking Accounts](#) section below.

CARD SWAP DASHBOARD

1. The Card Swap Dashboard will have linked cards and accounts you are managing.
2. Scroll down to access [Link Account](#), [Card Swap](#), or [Notifications](#).
 - [Link Account](#) — use the Linking Accounts section below for managing payment methods for participating vendors.
 - [Card Swap](#) — this is where you can change out the payment method for all linked accounts.
 - [Notifications](#) — you can change Notifications settings here.

LINKING ACCOUNTS

1. Click [Link Account](#).
2. Select a vendor from the participating vendor list. An example name is Amazon.com.
 - Only participating vendors will be on the list. The list is updated on a regular basis as new businesses are registered.
3. Login with your account credentials to verify your account. You will also select a debit card or credit card to link for payment, if you don't have a previously linked card set up. Click [Submit](#).
 - Your account's credentials will need to be verified. This should take between 10 to 20 seconds.
 - If your account is currently being paid through a third-party provider, you will first need to link that account. Example- if you have signed up for Pandora through Amazon.com, you will need to link Amazon.com first and then add Pandora.
 - You will also receive a screen alert asking you to complete final sign in by authorizing the set up. The notification will be sent through text message or email if the vendor needs additional authorization from you before linking.
 - Example:



CHANGING PAYMENT METHOD

1. Select [Swap Card](#) from bottom of screen.
2. Enter new card information.
 - Once this card information is submitted, the payment method for all linked accounts will update.

NOTIFICATIONS

1. You can change the method of notification for all alerts you receive related to card swap by clicking [Notifications](#) at the bottom of the screen.