

# **brella**<sup>®</sup> CARDHOLDER QUICK GUIDE

For users with basic functionality.





## LOGGING IN

- Enter your username and password, or enable fingerprint access
- See your balances without logging in by tapping Quick Balance

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CARDS & ACCOUNTS	6381 YOUR FINANCIAL INSTITUTION Available Balance Card Status \$ 45.00 ON
ALPHA BANK 7890 Available Balance Ledger Bal- ance	Ledger Balance Valid Thru \$ 45,00 02/2021 Terms & Conditions
BETA BANK 7890 Available Balance Ledger Balance NA	CARD ACTIONS
GAMMA BANK 7890 Available Balance Ledger Bal- ance	Change Expiration Date
	Manage Travel Notices
	~

### MANAGE ALERTS

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SET ALERTS

Internet & Phone Transactions (JohnSmith123@gmail.com | 515-555-0123 ) Transactions Outside U.S.

Suspected Fraud Alerts (JohnSmith123@gmail.com 155-5 Brella Notifications

515-555-0123

| 515-555-0123 ]

Transaction Amount

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	ALE				
	Set alerts transaction				Interr
Alerts	5			4	Alerts
Send m this am	ne alerts for purchase jount.	s that exceed	\$50	s t	Send me alerts he phone or i
JohnSm	nith123@gmail.com				JohnSmith123@
JohnSm	nith123@gmail.com				JohnSmith123@
515-555	-0123			5	515-555-0123



- > Select a card from Cards & Accounts screen
- > Tap Set Alerts 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.

#### Here you can set alerts for

Transactions over a certain amount

Done

- 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





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	USER SETTINGS	
-	Select Receive Card	>
-0	Change Password	>
	Add Card	>
-	Delete Brella Account	>

#### 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



## 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

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JOE SMITH	CREATE A TRAVEL NOTICE
Home	Card Please select
Send Money	Trip nickname
Manage Travel Notices	Trip start date Trip end date
Manage Recipient	mm/dd/yy V mm/dd/yy V
User Profile	Select your destination(s)
Login Preferences	
User Settings	Note / Memo to your Financial institution.
ATM Locator	
About	
Help	
Provide Feedback	
Log Out	Cancel Submit

## SUBMIT TRAVEL NOTICE

- Tap Manage Travel Notices on the Menu screen
- Select a card and provide your travel details



## **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

**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.