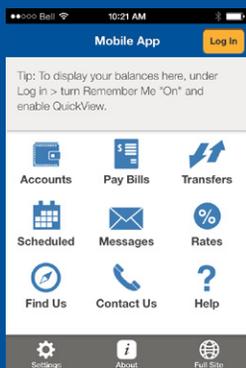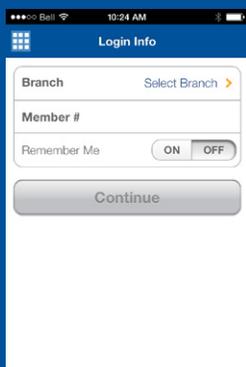# COMMUNITY SAVINGS
iOS APPLICATION HOW-TO

Logging In...

Start by selecting "Log in" on the top right hand corner of your screen and provide your login details.

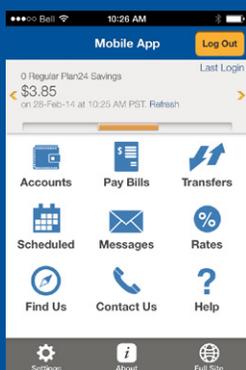Use this same button to log out later.

Enter your login details on this screen with:

- Your home branch
- Your member number

Optional: If you want the app to remember your login details, select "Remember Me" and put in the nickname of your choosing.
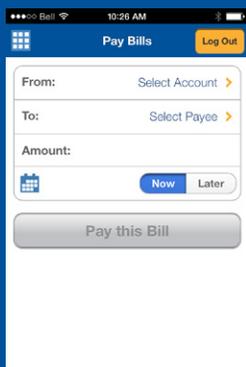
Select "Continue."

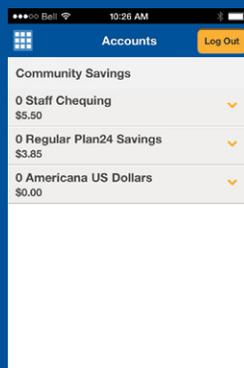You will now be logged in to your account.

You will be able to see your account balances at the top of the screen and can swipe left and right between them.

From this screen you will now be able to access all of your mobile app features.

Your Accounts

When you select "Accounts" it will bring you to a summary of all of your accounts with their corresponding balances.

By selecting on one of your accounts it will give you more detailed information such as interest rates.

- **Activity:** shows recent account transactions
- **Pay Bills:** Opens your bill payment screen
- **Transfer:** Transfer money in between accounts or to other members (including Interac e-transfers).

Scheduled

You can get a quick glance of your scheduled transfers and bill payments. Here you also have the option to cancel scheduled activities by selecting it and hitting "delete."
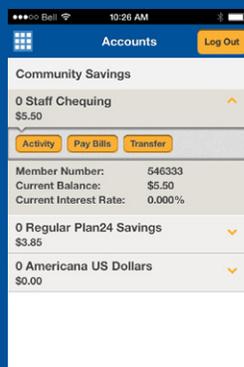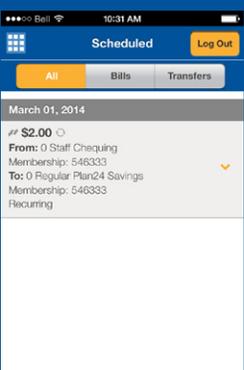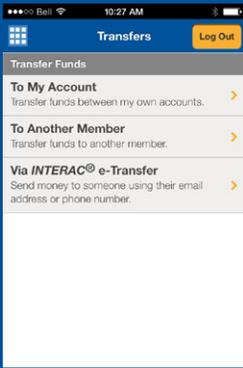
Pay Bills

On this screen you can pay bills right from your app. Start by selecting which account you want to pay the bill from, and then select your vendor. Only vendors that have been added from in-branch or online banking will be displayed. To add one, pay a bill from online banking or branch first.

24/7 SUPPORT: 1 (888) 273-3488

Community Savings™
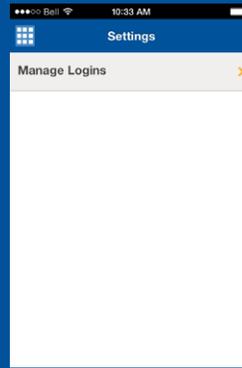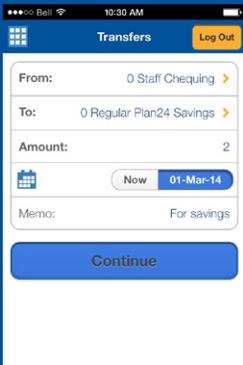### the unions' credit union

Transfers

Transfers are easy. Select any of the options to transfer your money almost instantly. If you are transferring from a personal account to a joint account, you will need to select "To Another Member."
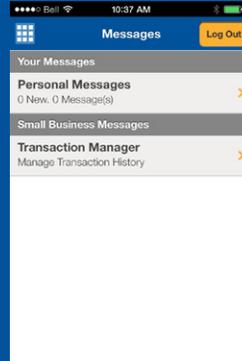
Settings

If you have any saved login information or would like to add any, you can do it from the settings page to quickly access your account instead of having to enter it in every time you login. (You will always need to enter your password).

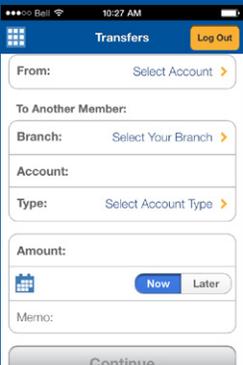## TO YOURSELF (BETWEEN ACCOUNTS)

Select the account you want to move your money from, and then the destination.

You have the option to schedule the transfer for a future date if you do not want it to transfer immediately.
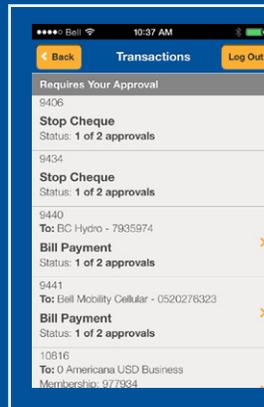
Messages

Here you can see messages from Community Savings. If you are managing a business account with multiple signers, this is where you will manage any account transaction approvals.
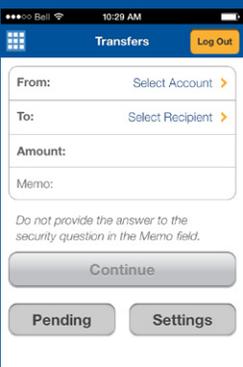
TO ANOTHER MEMBER

To transfer to another member select the account you wish to transfer from, and then enter in the details for the member you wish to transfer to. You will need their:

- Home branch
- Member number
- What account they wish to have their money deposited to.

Approvals

For Businesses/Organizations Only: For multi-signer accounts, under messages you can manage transactions approvals by selecting "Transaction Manager." Select the transaction that requires approval and you can approve it right from your app.

INTERAC E-TRANSFER (Some fees may apply.)

You can send money to almost anyone in Canada with Interac. All you need is their e-mail or cell phone number. Just select what account you want to send the money from, then your recipient. You can add new recipients on the following screen by selecting the "add."

Enter the amount and follow the dialogue.

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www.comsavings.com