



Getting Started with Online Banking

Access your accounts 24/7.

- Check your account balances in real time
- Pay current and future bills
- Set-up pre-authorized transactions
- Send and receive Interac e-Transfers
- Transfer money between accounts
- View your monthly e-statements
- Open an account online
- Order cheques
- Pay for online purchases with Interac Online
- Set up and manage your security banking alerts



You will need your MemberCard and a Personal Access Code (PAC). If you do not have these, please contact us at **1.855.220.2580**.

1

LOGIN



Visit our website, www.interiorsavings.com, and click on the orange LOGIN button

2

MemberCard Number

Access Code (PAC)

Enter your MemberCard (debit card) number and your PAC in the spaces provided, and click on the orange LOGIN button below

3

Current PAC

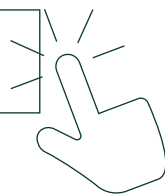
New PAC

Verify New PAC

The first time you login with a temporary PAC, you'll be prompted to create a new PAC that is at least 8 characters and includes an uppercase letter, lowercase letter and a number. Please do not use symbols.

4

NEXT



The first time you login, follow the prompts to set up your increased authentication (3 security questions and answers) and click Next at the bottom of the page.

5

CONTINUE

If the questions you chose are the questions that are visible, continue.



6



You should now be logged into your online banking!

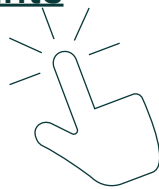


Tip!! Don't want to enter your MemberCard # every time you login?

1

Click

Add Memorized Accounts



2

Account Name

MemberCard #

Give your account a name; enter your MemberCard # and click **SUBMIT**

3

MemberCard Number

55000000000000004

Access Code (PAC)

Your computer will remember your MemberCard # in future and you will only need to enter your Access Code (PAC).



Tip!! Anytime you want to return to the main screen, click "My Accounts" in the left-hand navigation menu

1

You are here: Online Banking > My Accounts

My Accounts

- > View Account Activity
- > Rename Accounts
- > View e-Statements
- > View e-Documents
- > View Cheque Images

Messages

You have no new messages

Accounts Summary

Interior Savings Credit Union Accounts

Check balances and transactions

1



LOGIN to online banking

2

Account

JD Cheq	\$4,570.09
JD Savings	\$1,500.00

A list of all your accounts with their current balances will be in the centre of the screen. Click on any account to see account details and recent transactions.

3

Review the past 14-days of transactions

You are here: Online Banking > My Accounts > **View Account Activity**

My Accounts

- > **View Account Activity**
- > Rename Accounts
- > View e-Statements
- > View e-Documents
- > View Cheque Images

Payments
Transfers


Account Activity

View

All accounts 


3a Choose the account you wish to view.

Timeframe

Last 14 days 

3b To see more transactions, change the timeframe.

Search or Filter Transactions

Select One 

3c To see only certain types of transactions, use the filter.



Tip! To view your monthly e-Statements: Click on My Accounts and then select “View e-Statements” from the menu on the left.

You are here: Online Banking > My Accounts > **View e-Statements**

My Accounts

- > View Account Activity
- > Rename Accounts
- > **View e-Statements**
- > View e-Documents
- > View Cheque Images

Payments
Transfers

Account Activity

E-Statements are available as PDF Files. You must have Acrobat reader installed on your computer in order to access them.

Download statement for:

2020 | 2019 | 2019 | 2017 | 2016 | 2015 | 2014

Add a Bill Payee

The first time you pay a vendor, you'll need to add them as a payee.

1

My Accounts

- > View Account Activity
- > Rename Accounts
- > View e-Statements
- > View e-Documents
- > View Cheque Images

Payments

Select "Payments" from the left-hand navigation menu

2

Accounts

- Schedule Recurring Payments
- Manage Scheduled Payments
- Delete Payees
- Business Taxes

Delete Payee

[Add Payee](#)

To add a new bill payee, click "Add Payee" near the top of your screen

3

Add Payee - Step 1

Search by Payee Name

Browse by Type

Payee Name

Type in the name of the company you wish to pay (e.g. Fortis) and click the orange "search" button

4

Add Payee - Step 2

Search by Payee Name

Browse by Type

F

- FortisAlberta Inc
- FortisBC Electricity
- FortisBC-Natural Gas

Select the payee from the list that appears

5

Add Payee - Step 3

Search by Payee Name

Browse by Type

Payee Name FortisBC-Natural Gas

Account Number

Enter your account number for the payee and click SUBMIT (e.g. if paying Fortis, you'll find the account number on your Fortis bill)

6

Add Payee - Receipt

	Add Payee Status	Completed
✓	Payee	FortisBC-Natural Gas
	Account Number	4556000

This payee will now appear in your list of payees. You're ready to pay a bill!
Click Return to pay bills

Pay a Bill

You can pay one bill at a time, or pay multiple bills at once. Here's how:

1

Payments

- > Schedule Recurring Payments
- > Manage Scheduled Payments
- > Add/Delete Payees
- > Pay Business Taxes

Click "Payments" in the left navigation

2

Pay Bills

Make Payments

Schedule Recurring Payments

Pay From

Select an Account 

In the "Pay From" field, click on the small arrow to select the Interior Savings account you want your payment to come from

3

Make Payments

Schedule Recurring Payments

Pay To	Payment Date	Amount
<input checked="" type="checkbox"/> Mastercard	<input type="text" value="29/09/2020"/>	<input type="text" value="50"/>
<input type="checkbox"/> FortisBC-Natural Gas	<input type="text"/>	<input type="text"/>

Under the "Pay To" heading: Check the box beside any bill you want to pay, and then add the date you want to pay each bill (today or future-dated) and enter in the amount. Click the orange PAY BILLS button

4

CONFIRM 

Check to review your bill payments. If it looks correct, click the orange CONFIRM button

Learn more: www.interiorsavings.com/online-banking-info