INSTRUCTION MANUAL

Custom Marketing Kit

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This Custom Marketing Kit gives you the opportunity to inform your customers that secure online payments are now accepted through UniPay by UniBank. Please review the following instructions to gain proper access to the materials included in this kit.

Included you will find:

- "Pay Online" Poster (1)
- "Coming Soon" Poster (1)
- Horizontal Buckslip (2)
- Vertical Buckslip (1)
- Social Media Post Options (4)
- UniPay Logos (3)
- Website Buttons (3)
- Email Signature (1)
- Customer Email/Letter Template (1)

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Instructions

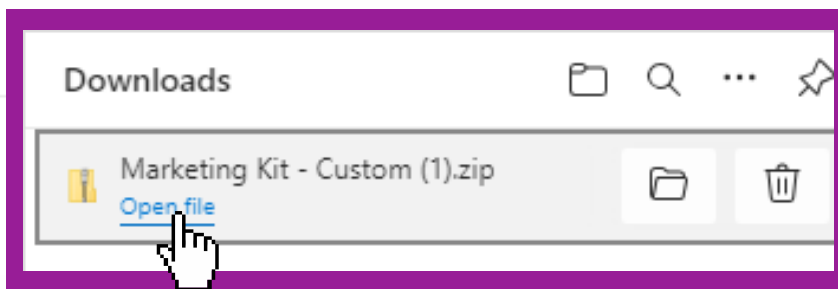**1) Navigate to https://www.unipaydirect.com/**
- **In the menu bar, click Product -> Marketing Kit**

2) Locate and select "Marketing Kit - Custom" to begin download
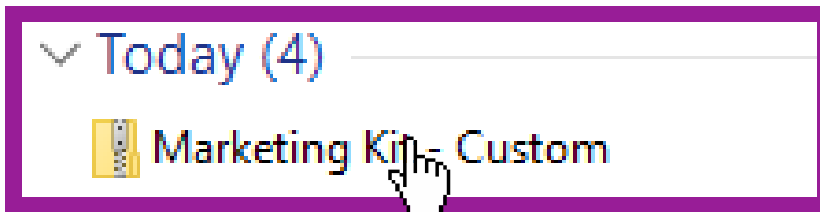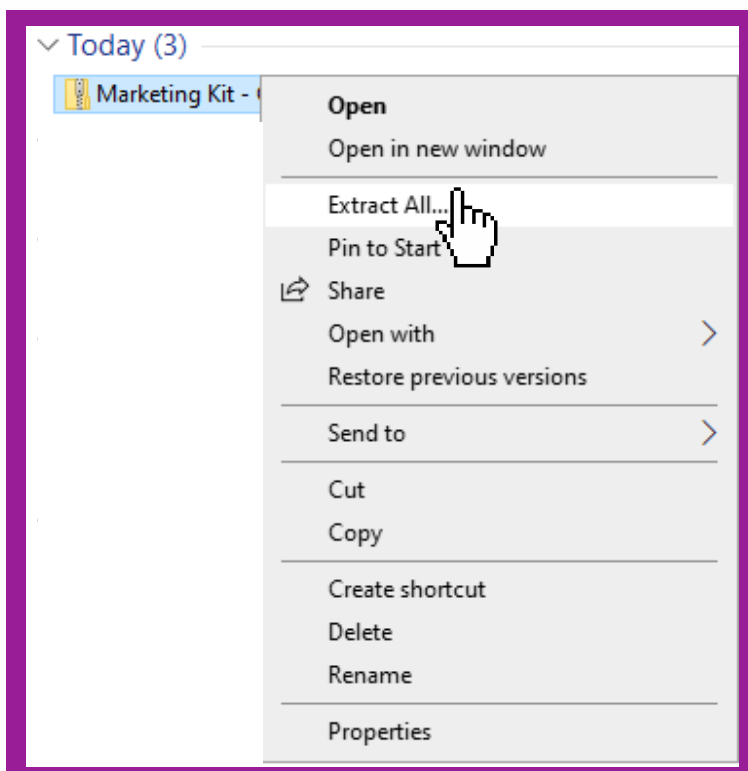- **File will automatically download in top right corner of screen**

Marketing Kit - Custom

HOW TO DOWNLOAD

3) Select Open File

Downloads

Marketing Kit - Custom (1).zip
Open file

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4) On your computer, go to **Downloads** to locate downloaded item
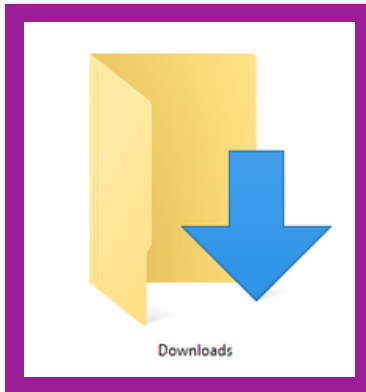
Downloads

5) Left click on downloaded item

⌄ Today (4)
📁 Marketing Kit - Custom

6) Right click to select "Extract All"

⌄ Today (3)
📁 Marketing Kit - C

| **Open** |
| Open in new window |
| Extract All... |
| Pin to Start |
| ↪ Share |
| Open with ＞ |
| Restore previous versions |
| Send to ＞ |
| Cut |
| Copy |
| Create shortcut |
| Delete |
| Rename |
| Properties |

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7) Choose destination and select "Extract"
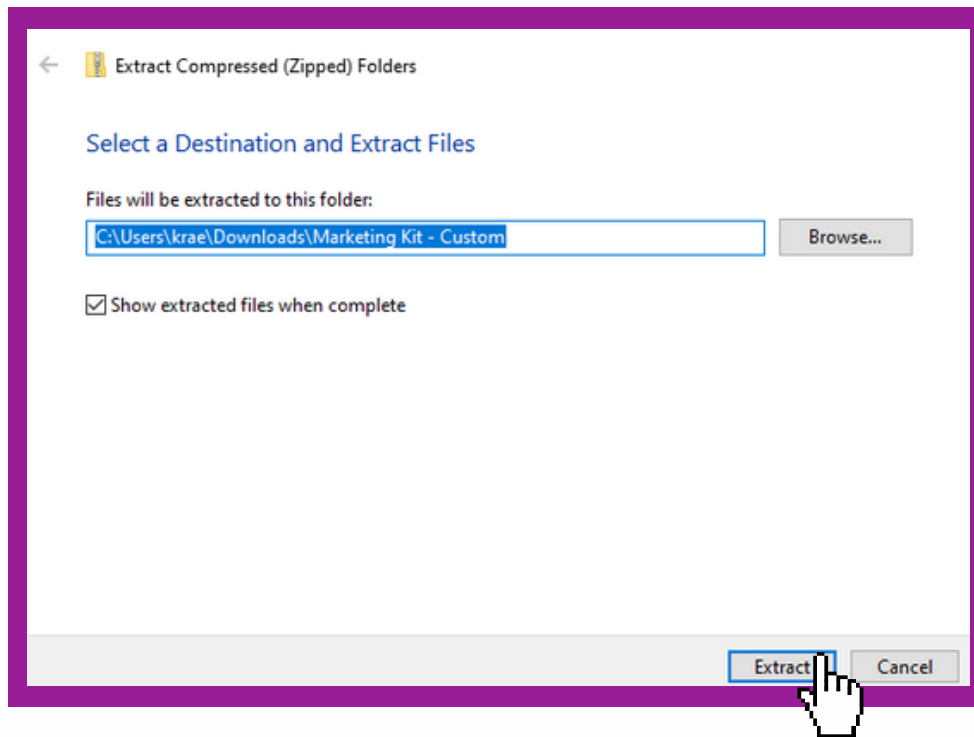
8) Double-click to open the folder and view the materials within the marketing kit

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9) The following files are those that you will be able to customize with either a logo, URL, QR code, or all three. Please follow the instructions below to properly place these items in each file.

- **Custom Horizontal Buckslip (no logo) :** (pages 7-10)
- **Custom Horizontal Buckslip (with logo) :** (pages 11-14)
- **Custom Vertical Buckslip :** (pages 15-17)
- **Custom Pay Online Poster :** (pages 18-20)
- **Custom Coming Soon Poster :** (pages 21-23)

- **For best results, open each of these files through Adobe Acrobat**

10) The following files do not need to be customized but have been added to this kit for convenience.

- **Social Media Post Options**
- **UniPay Logos**
- **Website Buttons**
- **Email Signature**

- **The Customer Email/Letter Template has a separate instruction kit**

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Custom Horizontal Buckslip (no logo)

1) Double click on the file "Custom Horizontal Buckslip (no logo)" to open

2) As seen in the guide below, you will be placing your personalized QR code (sent in your UniPay start-up kit) where the image icon is, and you will be adding the last 4 numbers of your personalized URL to the existing URL in the template

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Pay Online!

UNIPAY *by* UNIBANK

We now offer you the convenience of online payments through **UNIPAY**

Why should I use UniPay?

- User friendly and secure method for electronic payments
- Quicker payment process using pre-filled account information
- Make payments anywhere, anytime
- Access to transaction payment history
- Use of payment reminders
- Ability to schedule payments

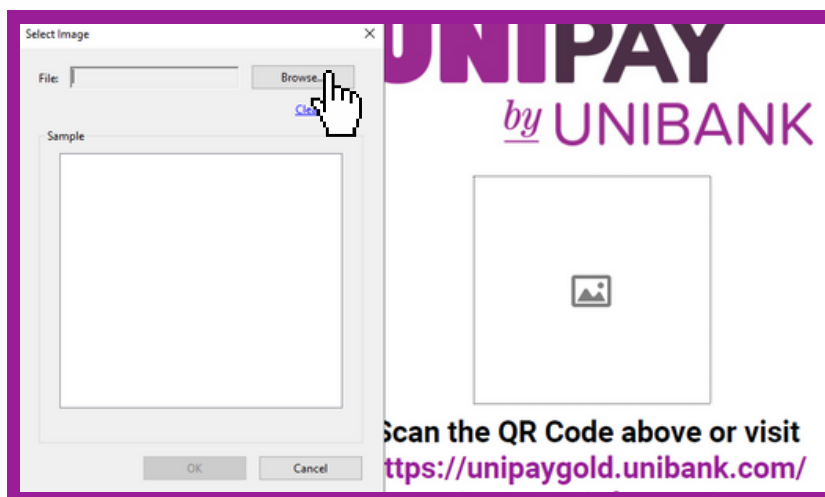*insert your personalized QR code*

Scan the QR Code above or visit

https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=

insert last 4 numbers of personalized URL

for more information

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this image is a guide and is not included in marketing kit

3) To insert your QR code, navigate your mouse over the top of the image icon and left click. In the "Select Image" pop-up box, select "browse" to locate your QR code. Once located, double click to upload and then select "OK" to drop the image into the template.

Select Image

File: Browse...

Sample

UNIPAY *by* UNIBANK

OK   Cancel

Scan the QR Code above or visit
https://unipaygold.unibank.com/

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4) Now that your QR code is inserted, you will need to insert the last 4 numbers of your personalized URL to complete the file. Right click in the light blue box at the end of the existing URL to select it with your cursor.

Scan the QR Code above or visit
https://unipaygold.unibank.com/
CustomerInfo.aspx?
Customerid=
for more information

5) Begin to type the last 4 numbers of your personalized URL. Your URL was sent in your UniPay starter kit along with your QR code.

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Pay Online!

UNIPAY *by* UNIBANK

We now offer you the convenience of online payments through UNIPAY

Why should I use UniPay?
- User friendly and secure method for electronic payments
- Quicker payment process using pre-filled account information
- Make payments anywhere, anytime
- Access to transaction payment history
- Use of payment reminders
- Ability to schedule payments

Scan the QR Code above or visit https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=1234 for more information

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6) Your Custom Horizontal Buckslip (no logo) is ready to use! Be sure to save this file to the location of your choice.

- **We recommend to print this buckslip in color and on heavy-weight paper such as cardstock**

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Custom Horizontal Buckslip (with logo)

1) Double click on the file "Custom Horizontal Buckslip (with logo)" to open

2) As seen in the guide below, you will be placing your personalized QR code where the image icon is, adding the last 4 numbers of your personalized URL to the existing URL in the template, and inserting your business's logo into the left corner of the buckslip.

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Pay Online!

UNIPAY by UNIBANK

insert your personalized logo

now offers you the convenience of online payments through UNIPAY

insert your personalized QR code

Why should I use UniPay?

- User friendly and secure method for electronic payments
- Quicker payment process using pre-filled account information
- Make payments anywhere, anytime
- Access to transaction payment history
- Use of payment reminders
- Ability to schedule payments

Scan the QR Code above or visit

https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=

insert last 4 numbers of personalized URL

for more information

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this image is a guide and is not included in marketing kit

3) To insert your QR code and the last 4 numbers of your personalized URL, repeat steps 3-5 from the above instructions for "Custom Horizontal Buckslip (no logo)". To insert your business's logo in the left-hand corner of the buckslip, right click in the general area shown for the logo in the above photo. A rectangle with a dotted line should appear along with the "Select Image" pop-up box.

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4) **In the "Select Image" pop-up box, click "browse" to locate your business's logo. Once located, double click to upload and then select "OK" to drop the image into the template.**

6) Your Custom Horizontal Buckslip (with logo) is ready to use! Be sure to save this file to the location of your choice.

- **We recommend to print this buckslip in color and on heavy-weight paper such as cardstock**

Custom Vertical Buckslip

1) Double click on the file "Custom Vertical Buckslip" to open

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2) As seen in the guide below, you will be inserting your personalized QR code, the last 4 numbers of personalized URL, and your business's logo into this file. Follow the same instructions as with the horizontal buckslips to insert these items, referring back to the above steps as needed.

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3) Your Custom Vertical Buckslip is ready to use! Be sure to save this file to the location of your choice.

- We recommend to print this buckslip in color and on heavy-weight paper such as cardstock

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Custom Pay Online Poster

1) Double click on the file "Custom Pay Online Poster" to open

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2) As seen in the guide below, you will be inserting your personalized QR code and the last 4 numbers of personalized URL into this file. Follow the same instructions as with the horizontal and vertical buckslips to insert these items, referring back to the above steps as needed.

Pay Online!

We offer the convenience of online payments through

UNIPAY
by UNIBANK

insert your personalized QR code

Scan the QR Code or visit:

https://unipaygold.unibank.com/CustomerInfo.aspx?
Customerid=
for more information

insert last 4 numbers of personalized URL

Simple. Efficient. Secure.
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3) Your Custom Vertical Buckslip is ready to use! Be sure to save this file to the location of your choice.

- **We recommend to print this poster in color**

Custom Coming Soon Poster

1) Double click on the file "Custom Coming Soon Poster" to open

2) As seen in the guide below, you will be inserting your business's logo into this file. Follow the same instructions as with the horizontal and vertical buckslips to insert these items, referring back to the above steps as needed.

Coming Soon! UNIPAY *by* UNIBANK

insert your personalized logo

will soon be offering the convenience of online payments through UNIPAY

Stay tuned for more information!

It's convenient, fast, and secure.
Member FDIC

this image is a guide and is not included in marketing kit

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3) Your Custom Vertical Buckslip is ready to use! Be sure to save this file to the location of your choice.

- **We recommend to print this poster in color**

We encourage you to share these materials with your customers! Print, post, and communicate UniPay's benefits as much as you would like.

If you have any questions, please contact support@unipayteam.com or call (877) 277-1157 Option 2

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