

INSTRUCTION MANUAL



Custom Marketing Kit

UNIPAY

Member FDIC

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)

Instructions

1) Navigate to <https://www.unipaydirect.com/>

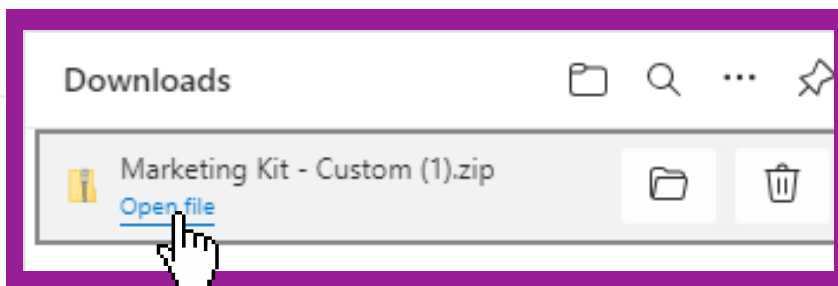
- In the menu bar, click Product -> Marketing Kit

2) Locate and select "Marketing Kit - Custom" to begin download

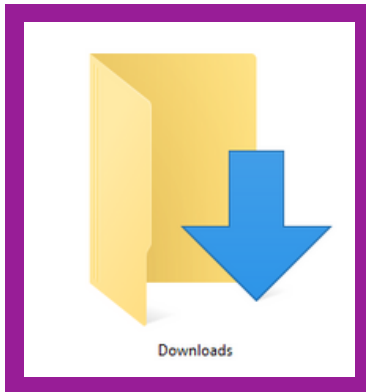
- File will automatically download in top right corner of screen



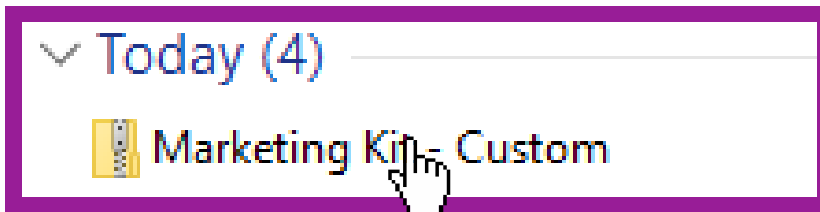
3) Select Open File



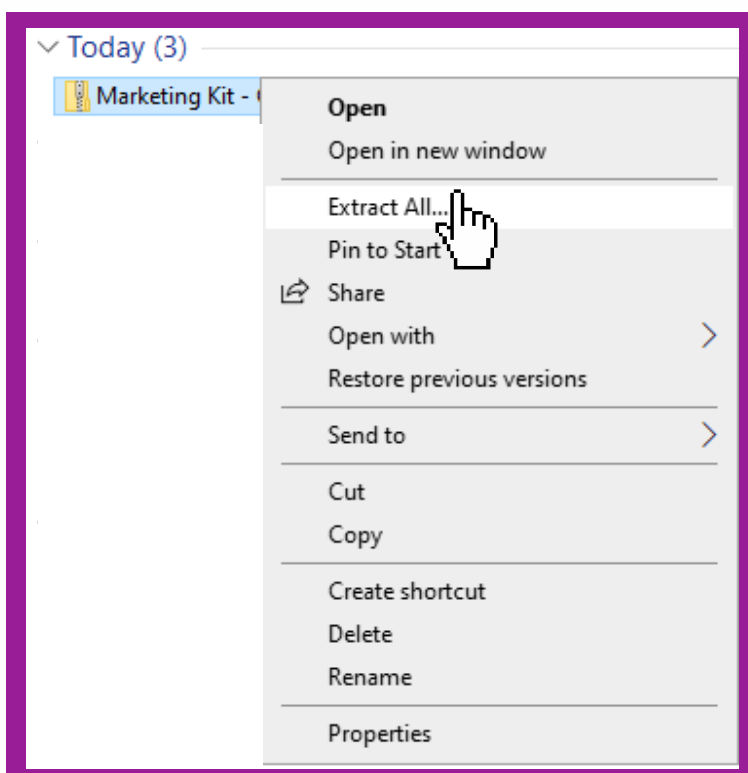
4) On your computer, go to **Downloads** to locate downloaded item



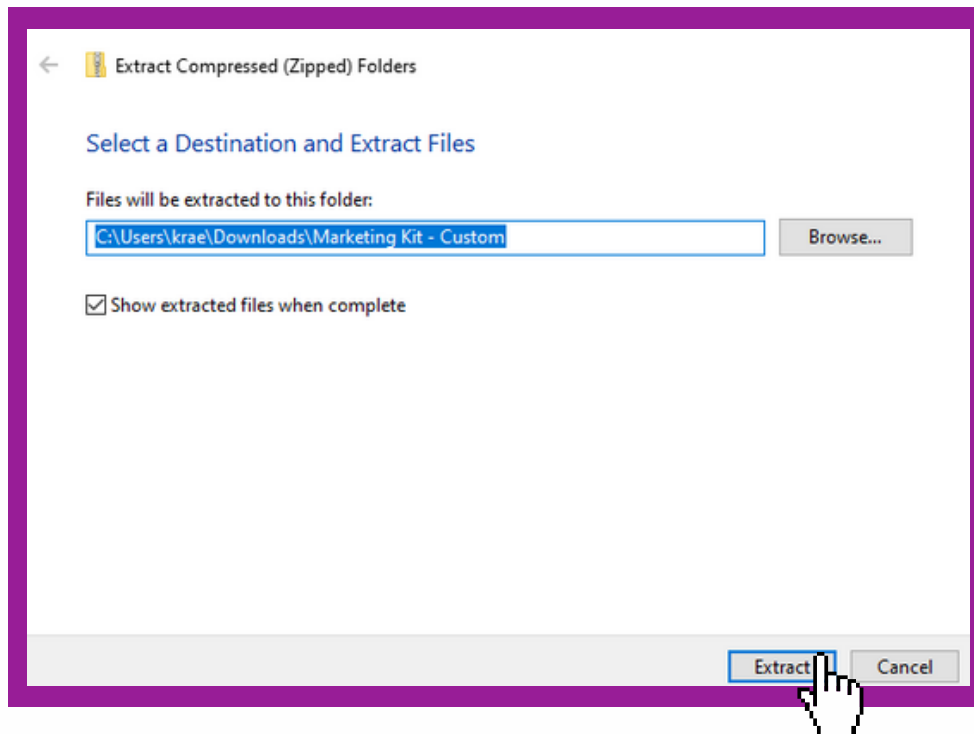
5) Left click on downloaded item



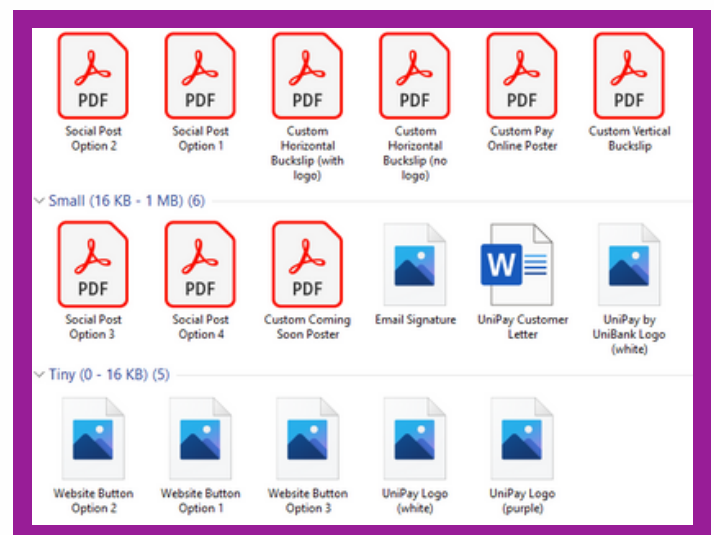
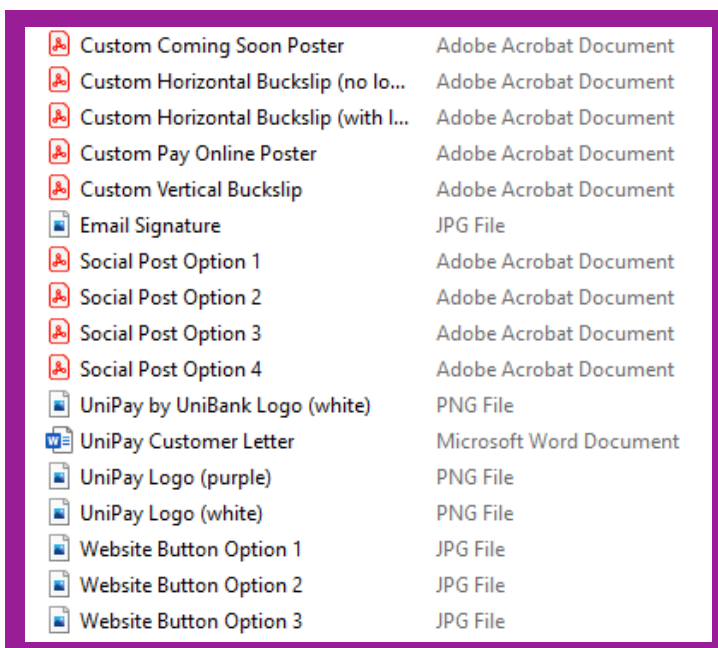
6) Right click to select "Extract All"



7) Choose destination and select "Extract"



8) Double-click to open the folder and view the materials within the marketing kit



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

Custom Horizontal Buckslip (no logo)⁷



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

Pay Online!

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

Member FDIC

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

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/m/CustomerInfo.aspx?Customerid=>

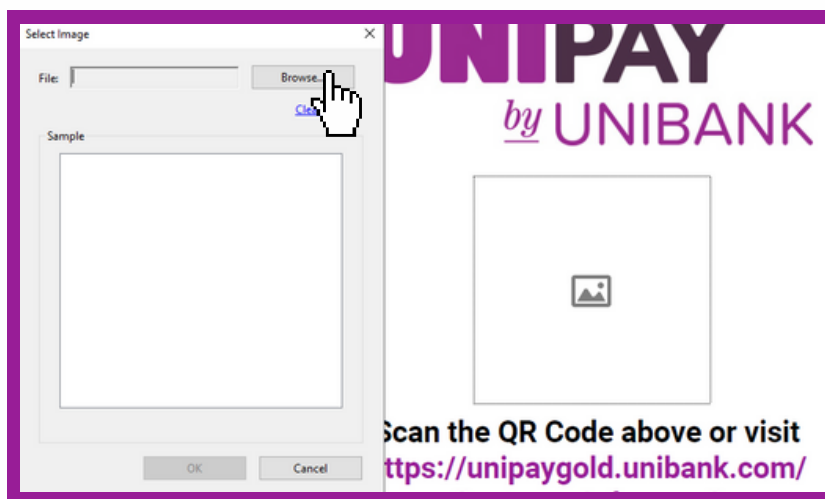
insert last 4 numbers of personalized URL

for more information

Member FDIC

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.



UNIPAY
Member FDIC

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.



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.

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](https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=1234)
for more information

Member FDIC

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

UNIPAY
Member FDIC

Custom Horizontal Buckslip (with logo)



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

Pay Online!

UNIPAY
by UNIBANK

now offers 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=](https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=)
for more information

Member FDIC

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 organization's logo into the left corner of the buckslip.

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

Member FDIC

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 organization'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.

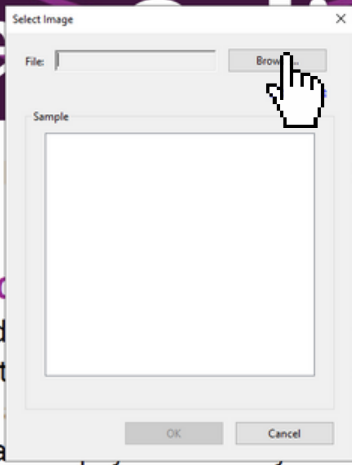
UNIPAY
Member FDIC

Pay Online!


the convenience of
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



UNIPAY
by UNIBANK



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

Member FDIC

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


Pay Online!

UNIPAY now offers 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

UNIPAY
by UNIBANK



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

Member FDIC







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

Pay Online!	Pay Online!	Pay Online!
<p>We now offer the convenience of online payments through</p> <p>UNIPAY <i>by</i> UNIBANK</p>  <p>https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=</p> 	<p>We now offer the convenience of online payments through</p> <p>UNIPAY <i>by</i> UNIBANK</p>  <p>https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=</p> 	<p>We now offer the convenience of online payments through</p> <p>UNIPAY <i>by</i> UNIBANK</p>  <p>https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=</p> 
Member FDIC	Member FDIC	Member FDIC

2) As seen in the guide below, you will be inserting your personalized QR code, the last 4 numbers of personalized URL, and your organization'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.

Pay Online!	Pay Online!	Pay Online!
<p>We now offer the convenience of online payments through</p> <p>UNIPAY <i>by</i> UNIBANK</p> <p>*insert your personalized QR code*</p> <p>https://unipaygold.unibank.com/CustomInfo.aspx? Customerid=</p> <p>*insert last 4 numbers of personalized URL*</p> <p>*insert your personalized logo*</p>	<p>We now offer the convenience of online payments through</p> <p>UNIPAY <i>by</i> UNIBANK</p> <p>*insert your personalized QR code*</p> <p>https://unipaygold.unibank.com/CustomInfo.aspx? Customerid=</p> <p>*insert last 4 numbers of personalized URL*</p> <p>*insert your personalized logo*</p>	<p>We now offer the convenience of online payments through</p> <p>UNIPAY <i>by</i> UNIBANK</p> <p>*insert your personalized QR code*</p> <p>https://unipaygold.unibank.com/CustomInfo.aspx? Customerid=</p> <p>*insert last 4 numbers of personalized URL*</p> <p>*insert your personalized logo*</p>
Member FDIC	Member FDIC	Member FDIC

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

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

Pay Online!	Pay Online!	Pay Online!
<p>We now offer the convenience of online payments through</p> <p>UNIPAY <i>by</i> UNIBANK</p>  <p>https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=1234</p> <p>UNIPAY</p>	<p>We now offer the convenience of online payments through</p> <p>UNIPAY <i>by</i> UNIBANK</p>  <p>https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=1234</p> <p>UNIPAY</p>	<p>We now offer the convenience of online payments through</p> <p>UNIPAY <i>by</i> UNIBANK</p>  <p>https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=1234</p> <p>UNIPAY</p>
Member FDIC	Member FDIC	Member FDIC

Custom Pay Online Poster



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

A poster for online payments. The top section has a dark blue background with white wavy lines and the text "Pay Online!" in large white font. Below this, on a white background, is the text "We offer the convenience of online payments through" in black. The logo "UNIPAY by UNIBANK" is centered, with "UNIPAY" in large blue letters and "by UNIBANK" in smaller blue letters. To the left of the QR code is a small icon of a QR code. To the right of the QR code is the text "Scan the QR Code or visit:" followed by the URL "https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=" and a blue rectangular box. Below the URL is the text "for more information". The bottom section has a dark blue background with the text "Simple. Efficient. Secure." in white, and "Member FDIC" in smaller white text below it.

Pay Online!

We offer the convenience of
online payments through

UNIPAY
by UNIBANK

Scan the QR Code
or visit:

 [https://unipaygold.unibank.com/
CustomerInfo.aspx?
Customerid=](https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=)
for more information

Simple. Efficient. Secure.
Member FDIC

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

Scan the QR Code or visit:

[https://unipaygold.unibank.com/CustomInfo.aspx?](https://unipaygold.unibank.com/CustomInfo.aspx?Customerid=)
Customerid=

insert your personalized QR code

insert last 4 numbers of personalized URL

for more information

Simple. Efficient. Secure.
Member FDIC

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

UNIPAY
Member FDIC

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

Pay Online!

We offer the convenience of
online payments through

UNIPAY
by UNIBANK



Scan the QR Code
or visit:

[https://unipaygold.unibank.com/
CustomerInfo.aspx?
Customerid=1234](https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=1234)
for more information

Simple. Efficient. Secure.
Member FDIC

Custom Coming Soon Poster



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

Coming Soon!





will soon be offering the convenience of
online payments through **UNIPAY**



**Stay tuned for
more information!**

It's convenient, fast, and secure.

Member FDIC

2) As seen in the guide below, you will be inserting your organization'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

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

Coming Soon!



UNIPAY

will soon be offering the convenience of
online payments through **UNIPAY**



Stay tuned for
more information!

It's convenient, fast, and secure.

Member FDIC

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