Key2Benefits – Card Information Page

Once logged into the Key2Benefits website, users will land on the Customer Information page. There is information and added features available directly off this page. To return to this page from anywhere within the site, simply select the "Card Information" link from the navigation menu.

Key2Benefits

Card Number: ************6259	Balance:	$ 7.06
Name on Account: TRACEY FERRARA	Last Login:	10/26/2016 09:22 CDT

Navigation menu:
- Card Information
- Card Activity
- Change PIN
- Paper Transaction History
- Bill Pay
- Card to Account Transfer
- Alerts
- Logout

Cardholder Information

Click Update to enter your name, address and contact information.

TRACEY FERRARA
127 PUBLIC SQUARE
OH 01 27 0529
CLEVELAND, OH 44114 USA

Contact Information

Email Address	
Home Phone	216-689-7782
Business Phone	000-000-0000
Cell Phone	000-000-0000

Update

Card Information

Status	ACTIVE
Last Used	08/10/2016

Paper Transaction History Information

I would like to receive monthly Paper Transaction Histories in the mail.

Yes ⦿
No ○

*Additional fees may apply.
Please consult the fee schedule for further details.

Callout annotations:
- View your available balance.
- Update your mailing address and phone number
- Sign up to receive monthly mailed account statements.
- Use the navigation menu to access additional features.

Key2Benefits – Card Activity Page

The "Card Activity" page provides a running list of all transactions preformed. Like a statement, this information helps you track where and when funds are accessed. You will also see deposits made to your account by KDCF.

Key2Benefits – Card PIN Page

The "Change PIN" screen allows you to change your PIN. You must know your old PIN in order to select a new value. If you do not know or cannot remember your old PIN, call Customer Support to change your PIN via the automated system – 866-295-2955.

Enter your current PIN.

Enter your new PIN and confirm your new PIN.

This page is accessed by selecting "Change PIN" from the navigation menu.

Click "Submit"

You will receive confirmation the change was successful.

Key2Benefits – Paper Transaction History Page

The "Paper Transaction History" screen allows you to view and print a monthly statement. You can access monthly statements for the previous 12 months.

This page is accessed by selecting "Paper Transaction History" from the navigation menu.

Select the month you want to view.

Key2Benefits – Bill Pay Page

Use the "Bill Pay" feature to pay bills, such as a utility bill.

> This page is accessed by selecting "Bill Pay" from the navigation menu.

A separate window will open that will allow you to make a payment to a 3rd party.

> Click the "Pay" button to submit.

> Set up new payees by entering a name. If the payee is not already in the KeyBank system, you will be prompted to enter an account number (if you have one) and address for the payee.

> Previously used payees will be on a list for you to select.

> Enter the dollar amount and view delivery date for your payment.

Key2Benefits – Card to Account Transfer Page

The "Card to Account Transfer" feature allows you to transfer all or any portion of your balance to an external checking or savings account.

Key2Benefits

Card Number: ************6259
Name on Account: TRACEY FERRARA
Balance: $ 7.06
Last Login: 11/01/2016 10:30 CDT

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Card to Account Transfer   ⓘ

Amount
Routing Number
Account Number
Account Type   -Select- ▾

3fwgk ↻

Enter the code as it appears in the shaded area.

Cancel   **Continue**

This page is accessed by selecting "Card to Account Transfer" from the navigation menu.

Enter the security code as it is displayed on the screen.

Enter the amount you wish to transfer, the routing number and accounting number for the account you are moving funds to, and select the account type from the drop down menu

Click "Continue" when completed.

Card Number: ************6259
Name on Account: TRACEY FERRARA
Balance: $ 7.06
Last Login: 11/01/2016 10:30 CDT

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Card to Account Transfer

Please verify that the information entered is accurate before selecting "Submit".

Amount $2.50
Routing Number   ***********
Account Number   121212121
Account Type   Checking

Edit   Cancel   ➡ Submit

Confirm your transfer information and click "Submit".

Key2Benefits – Alerts Page

Use the Alerts feature to receive email and/or text notifications when certain events take place with your account.

Key2Benefits

Card Number: ************6259
Name on Account: TRACEY FERRARA

Balance: $ 7.06
Last Login: 11/01/2016 10:30 CDT

Card Information
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Lo...

Contact Information

Please enter your contact information which will be used when notifying you based on the alerts you select.

E-mail 1   TAF@email.com
E-mail 2   123@email.com
Mobile #   555 - 123 - 1234
Nickname   KPC CARD

Card Nickname will appear in place of the card number within the alert text message you receive.

Cancel   → Submit

Enter the phone and/or email address and card nickname to be used for alerts.

Click "Submit" to save your contact information.

This page is accessed by selecting "Alerts" from the navigation menu.

Alerts   ⓘ

Low Balance
    MOBILE | $200.00

Signature Transactions
    EMAIL1 | MOBILE | $0.00

Balance Inquiry
    Mobile #

Remove All   **Add/Update**

Click the "Add/Update" link for a full listing of all alert options.

Use the "Remove All" link to turn off all alters previously selected.

*KeyBank does no assess a fee for this service. Your telecommunications carrier's standard text messaging rates may apply.

Select the alerts you would like to receive. Follow the prompts on the screen to determine how you would like to receive each alert (phone and/or email). The Low Balance, Funds Added, Funds Removed, and Signature Transaction alerts also require you to indicate a dollar threshold for when an alert will be sent.   The Weekly Balance alert requires that you designate the day of the week you would like to receive your alert.

Alerts   ⓘ

Declined Transactions   Add
_____

Low Balance
   MOBILE | $200.00
                                        Remove | Edit
_____

Funds Added   Add
_____

Card Status Change   Add
_____

Funds Removed   Add
_____

Signature Transactions
   EMAIL1 | MOBILE | $0.00
                                        Remove | Edit
_____

Zero / Negative balance   Add
_____

Weekly Balance   Add
_____

Address Change   Add
_____

Balance Inquiry
   Mobile #
_____

                                          Finish

> Click "Add" to turn the alert on and designate dollar threshold or day of the week.

> Click Remove/Edit to turn off an alert or to change the dollar threshold or day of the week.

> Click "Finish" after you've selected your alerts.

Low Balance   ✖
E-mail 1 ☑
Mobile # ☐
Threshold Amount
[25.00   ✖]
* Minimum $0

          Cancel   Add

Weekly Balance   ✖
E-mail 1 ☐
Mobile # ☑
Day of Week [Monday   ▾]

          Cancel   Add

Dollar Amount Threshold Example   Day of the Week Example

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