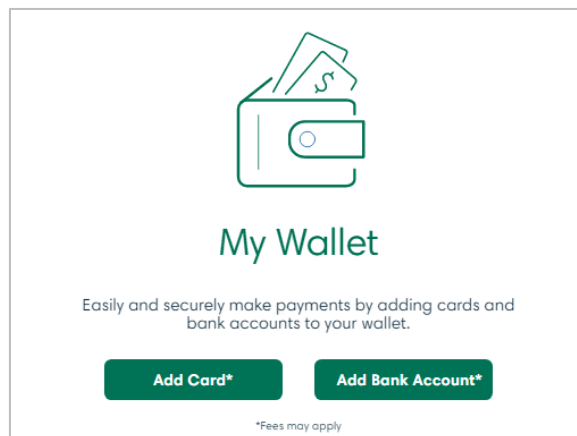


My Wallet

The Wallet is used to manage payment methods.

The first time the Wallet is opened, a menu option is provided to add a payment method.

- Select **Add Card** or **Add Bank Account**.
- Complete the required fields.
- Designate a default payment method.
- Click on **Add** to save.



Add a Bank Account

1. Select **Wallet** from the Menu bar.
2. Click on **Add Bank Account**.
3. Enter required information:
 - Routing number
 - Select as default account (optional)
 - Account Number
 - Confirm Account Number
 - Account Nickname


Note: When changing the default payment method, the application will display an option to update any existing payment schedules using the old default payment method.

4. Click on **Add Checking Account**.


You are returned to the Payment Methods screen and the new account is listed.


My Account - Add Bank Account

Bank Account Details

Routing Number *  Make Default ☐

FIRST CITIZENS BANK & TRUST COMPANY

Account Number *  Confirm Account Number *

Is this a savings account? 

Account Nickname *

* Indicates required field Cancel Add Bank Account

Payment Methods [Make a Payment](#)

Cards [Add Card](#)

Would you like to [add a card](#)?

Bank Accounts [Add Bank Account](#)

Default	Account
★	First Citizens Bank, (6789)

Add a Card

1. Select **Wallet** from the Menu bar.
2. Click on **Add Card**.
3. Enter required information:
 - Name as it appears on the card
 - #Expiration Date – Month and Year.
 - Security Code.
 - Select a billing address from the drop-down menu **OR** enter a different billing address.
4. Click on **Add Card**.

You are returned to the Payment Methods screen and the new account is listed.

My Account - Add Card

Card Details

Name as it appears on your card * Make Default

Sample Homeowner

Card Number * Expiration Date * Security Code * ?

4012000077777777 7 2025 123

Card Nickname *

Sample Homeowner

Card Billing Address

Same as 1012 15th St. v

Address Line 1 * Unit #

1012 15th St. (optional)

Address Line 2

(optional)

City * State * Zip Code *

Phoenix AZ 85001

Country *

USA - United States

* Indicates required field

[Cancel](#) [Add Card](#)

Delete a Payment Method

1. Click on My Wallet to access the Payment Method Details page.
2. Select a Payment Method to view.
3. Click on Delete Payment Method.

Notes:

Deleting a Payment Method will also delete any payment schedules attached to the Payment Method.

A confirmation screen will appear indicating the payment schedule will be deleted as well.

The user will need to create a new payment schedule with the new payment method, if needed.

First Citizens Bank & Trust Company (6789)

Bank Account Details
[Edit](#)

Routing Number
122187335 - FIRST CITIZENS BANK & TRUST COMPANY

Account Number
xxxx6789

★ Default Payment

Scheduled Payments

Click on Schedule Name link below to edit an existing schedule

	Schedule Name	Next Payment	Type	Amount
Edit	Test 2023.4	05/24/23	Fixed Amount	\$350.00
Edit	Test 2023.4 Acct Balance...	06/05/23	Account Balance	Amount Due

[Back](#)

→

Delete Payment Method

Delete Payment Method

There are existing payment schedules associated with this bank account which will be deleted if you proceed. Are you sure you want to delete this bank account and all of its schedules?

Test 2023.4

Test 2023.4 Acct Balance Schd

[No](#)

Yes

Edit Payment Method Details

1. Click on My Wallet to access the Payment Methods details page.
2. Select a payment method to view.
3. A user is unable to update the payment method account number or expiration date. If these changes are necessary, then a new payment method and payment schedule is created.
4. Click on **Edit**. Fields available to update include:
 - Routing Number.
 - Account Nickname.
 - Make Default toggle switch.

Sample MC (1773)

Card Details
[Edit](#)

Name on Card
Sample Homeowner

Card Number
XXXX XXXX XXXX 1773

Expiration Date
10/2028

Card Billing Address
1012 15th St.
Phoenix, AZ 85001
USA

Scheduled Payments
You have no scheduled payments.
 [Back](#)

[Delete Payment Method](#)

Note: When changing the default payment method, the application will display an option to update any existing payment schedules using the old default payment method.

5. Click on **Save** to return to the Payment Methods Details screen.

First Citizens Bank (6789)

Bank Account Details

Routing Number * [?](#)

122187335

Make Default

FIRST CITIZENS BANK & TRUST COMPANY

Account Number
XXXX6789

Is this a savings account?
No

Account Nickname *
First Citizens Bank

[Cancel](#)
[Save](#)

* Indicates required field

Card Details

Card Details
[Clear Card](#)

Name as it appears on your card *

Sample Homeowner

Make Default

Card Number *

Expiration Date *

Security Code * [?](#)

XXXX XXXX XXXX 1773

10 2028

Card Nickname *

Sample MC

Card Billing Address

Same as [Choose Property](#)

Address Line 1 *

Unit #

1012 15th St.

(optional)

Address Line 2

(optional)

City *

State *

Zip Code *

Phoenix

AZ

85001

Country *

USA - United States

[Cancel](#)
[Save](#)