skylight financial

a NetSpend Company

ONLINE ENROLLMENT GUIDE

Login

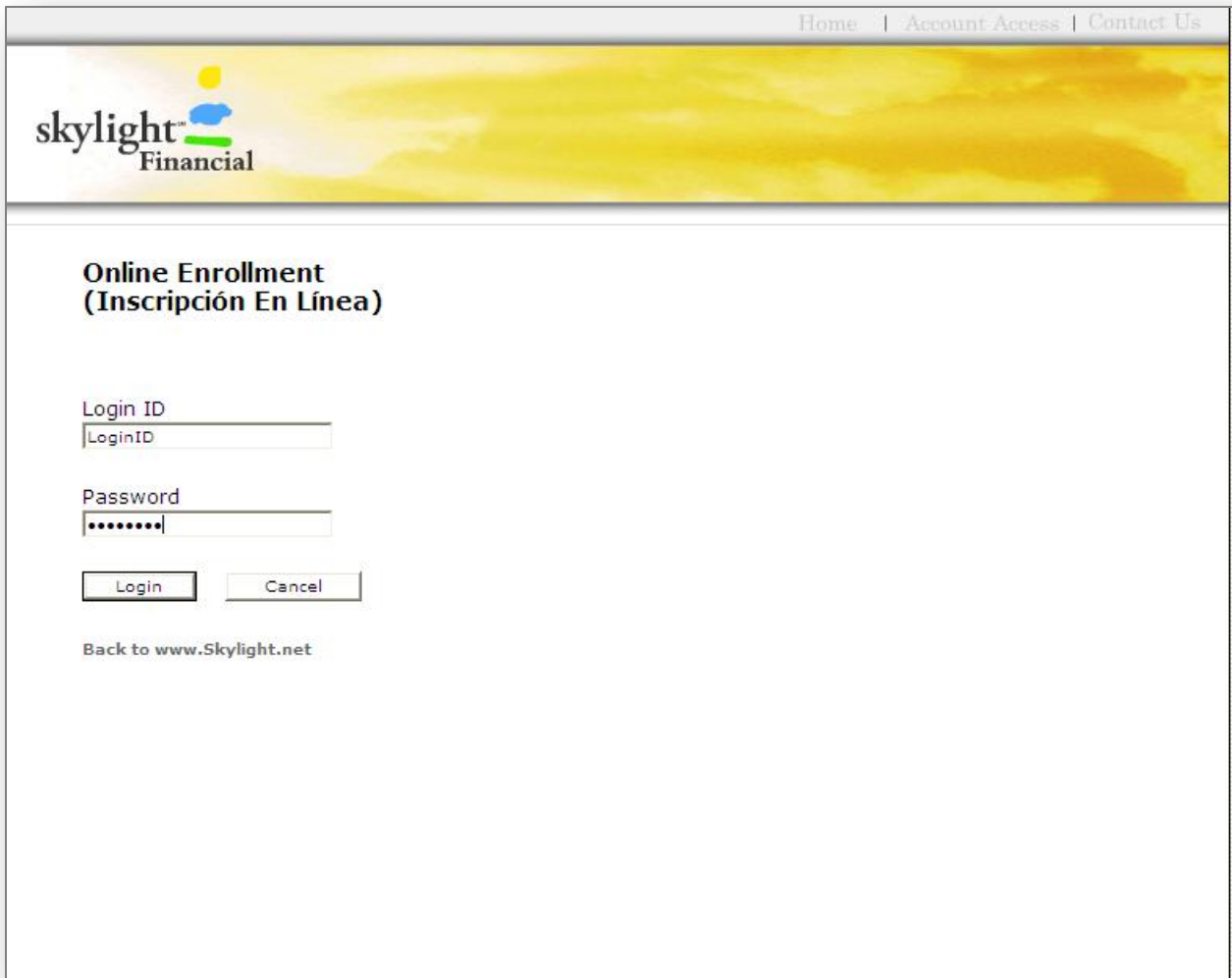Access the Skylight Financial Corporate website at: http://www.skylightfinancial.com

1. Select the **Employer Products & Support** on the menu screen and click on the **Enrollment** link in the dropdown menu

   OR

2. Select the **Enrollment** link at the bottom right of the website (see circled in red below)

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3. Enter the **Login ID** that was provided to you by Skylight.

4. Enter the Password: You must set your password upon first login. **Please select any four-digit number that you prefer.**

5. Click the **Login** button to continue.

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**Online Enrollment
(Inscripción En Línea)**

Login ID
LoginID

Password
•••••••

Login   Cancel

Back to www.Skylight.net

6. Select the appropriate language icon, English or Español.

7. Enter the **16-digit card number** in the card number field. Please do not include any dashes or spaces in the card number.

8. Select **OK.**

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Online Enrollment

Please enter the 16 digit card number of the Skylight card being enrolled.

Invalid card number - card number must be a 16 digit number or 10 digit account number.

Card Number

5027159000000000

OK   Cancel

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5027 1590 0000 0000

MEMBER SINCE · 01/03 GOOD THRU LAST DAY OF · 12/08
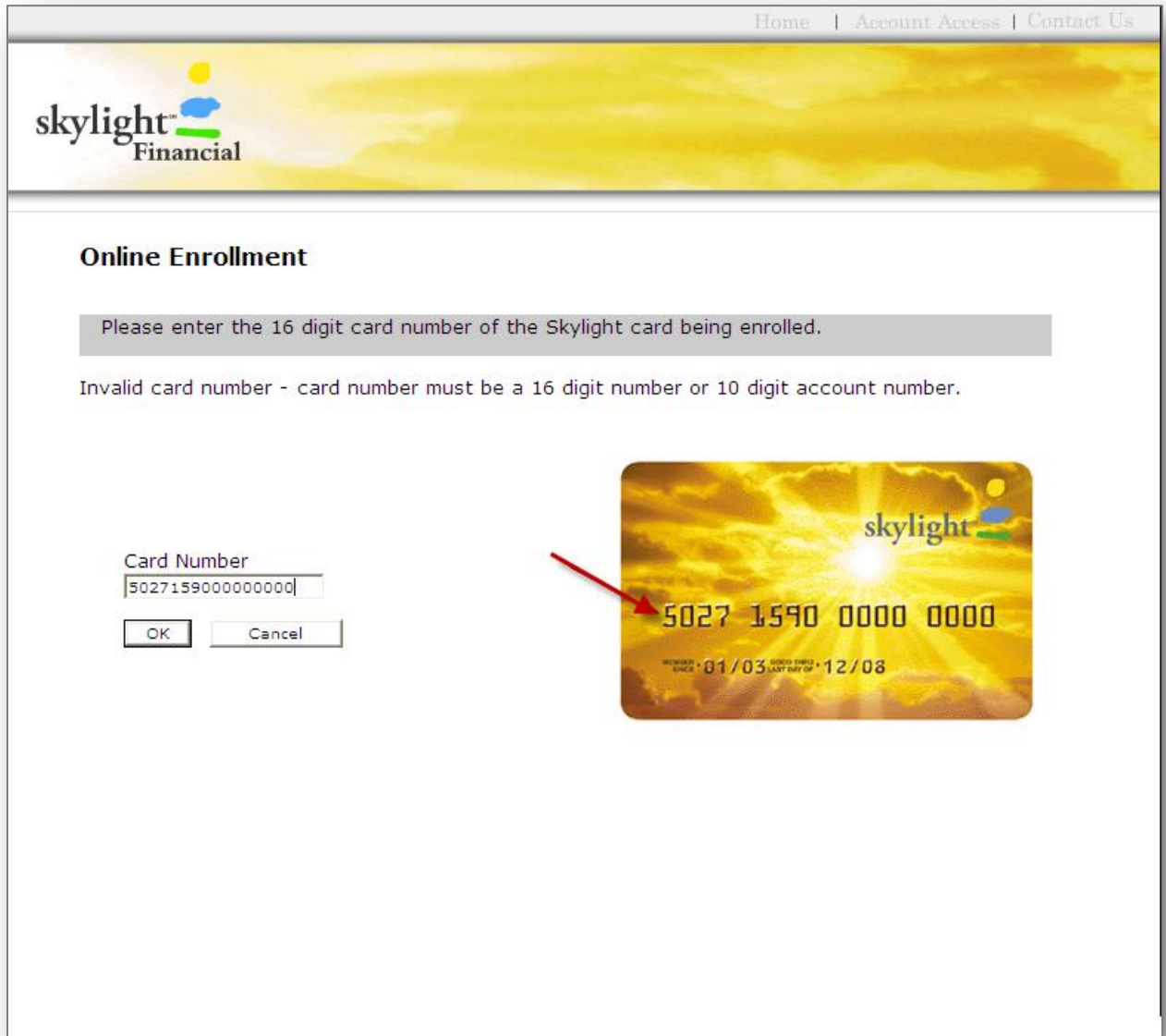
9. Enter the information in the fields provided. The required fields are denoted with an asterisk (*). The entry format is indicated within each field.

- The **Name** field should be completed with the full name (**First and Last**).
- Enter the **Social Security Number** with 9 digits and **NO** dashes or spaces.
- Enter the **Date of Birth** using the following format: MM/DD/YYYY.
- If the enrollee's **Mother's Maiden Name** is available, please enter it. This information is used to positively verify the identity of the enrollee when they call Customer Care.
- Enter the **E-Mail Address** to receive future communication from Skylight.

10. Select Submit.

Back To Main Menu

Online Enrollment

Please fill in your information below.
Required fields are marked with an asterisk *.

Office/Location
Main Office

⦿ Mr. ○ Mrs. ○ Ms. *

First Name* John   M.I.
Last Name* Smith   Suffix

Physical Address (No P.O. Boxes)

Address 1* 1455 Lincoln Parkway
Address 2
City* Atlanta   State* GA   Zip* 30346

Mailing Address*

☑ Same as physical address

Address 1*
Address 2
City*   State*   Zip*

Work Phone 404-720-2000   Home Phone* 404-720-2000   Mobile Phone
Social Security Number* 123456789   Date of Birth* 01/01/1970
Mother's Maiden Name   Email Address clientservice@skylight.net

Once you have completely filled in the above information, please select the 'Submit' button below to transmit to Skylight.

Submit   Cancel

11. A new screen will appear providing you with the account and confirmation numbers.

- Select the **click here** hyperlink to view a printable voided check before proceeding. (Circled in red below)

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12. As an option, the voided check has a signature panel available if you wish to have the employee sign and use as a signature card. If your company is entering the enrollment application in payroll, you may either print the check to use for payroll purposes or use the information from the Instant Issue Pack.

13. Select the **Click here to Print** hyperlink if you wish to print the voided check.

Online Enrollment

Print your **voided check**, sign it and return to your HR/payroll administrator.
Click here to Print

If you do not have access to a printer, please fill out the **voided check** form in your instant issue pack and give it to your HR/payroll representative.

Alison McKenzie
123 Main Street
Atlanta, GA 30260
                                                    Date/Fecha _10/28/2009_

Account Number/Número de cuenta: _6009607486_
Account Type/Tipo de Cuenta: _Checking_

VOID   VOID   VOID   VOID   VOID

skylight Financial | Skylight
PO BOX 467428
Atlanta, GA 31146-7428

                                                    THIS IS NOT A CHECK
0631 0675 0   6009607486   **ESTO NO ES UN CHEQUE**

SIGNATURE/FIRMA _____   DATE/FECHA _____

14. After closing the voided check screen, click the **Done** button.

15. Another confirmation screen will appear which provides the enrollee's new Skylight account number and the confirmation number.
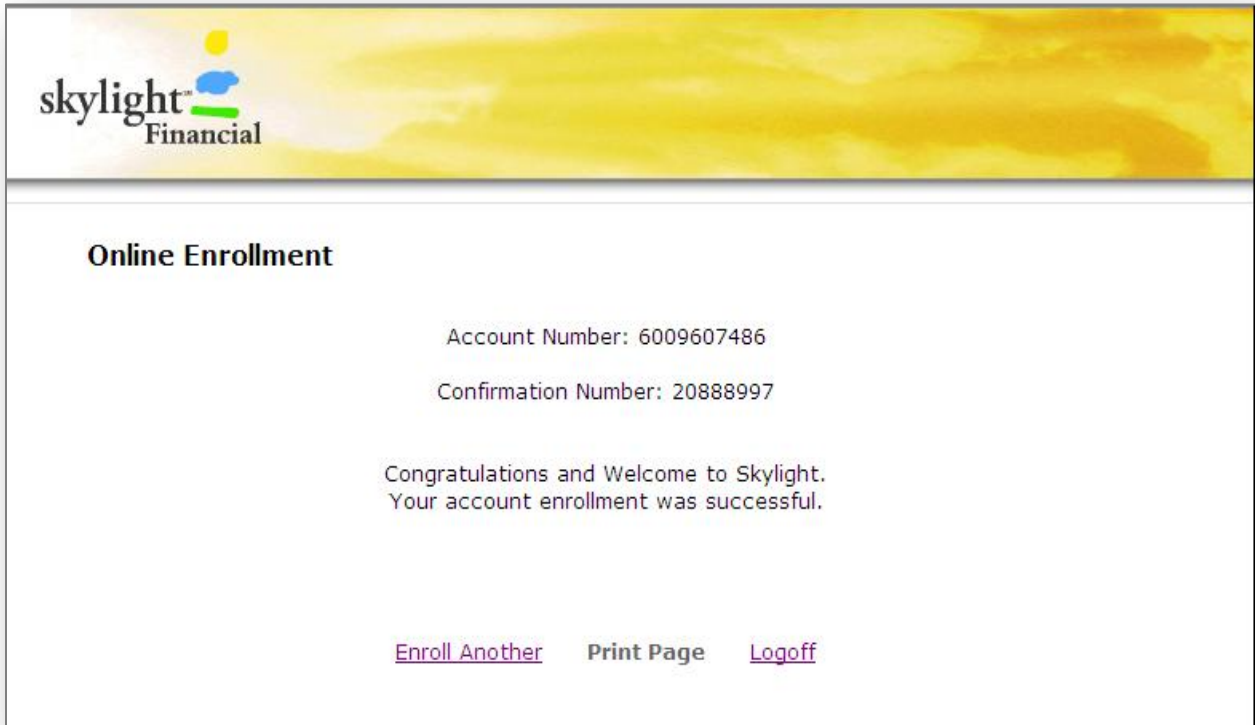
16. Choose either **Enroll Another** to continue enrolling or **Logoff** to exit the online enrollment process.

17. Select **Logoff** (located below the language icons) to exit Online Enrollment

18. Remind the enrollee to call the activation number (located on the sticker that is affixed to the front of the card) to activate their card by choosing a PIN number.