

skylight financial

a NetSpend Company

**ONLINE ENROLLMENT
GUIDE**

Login

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

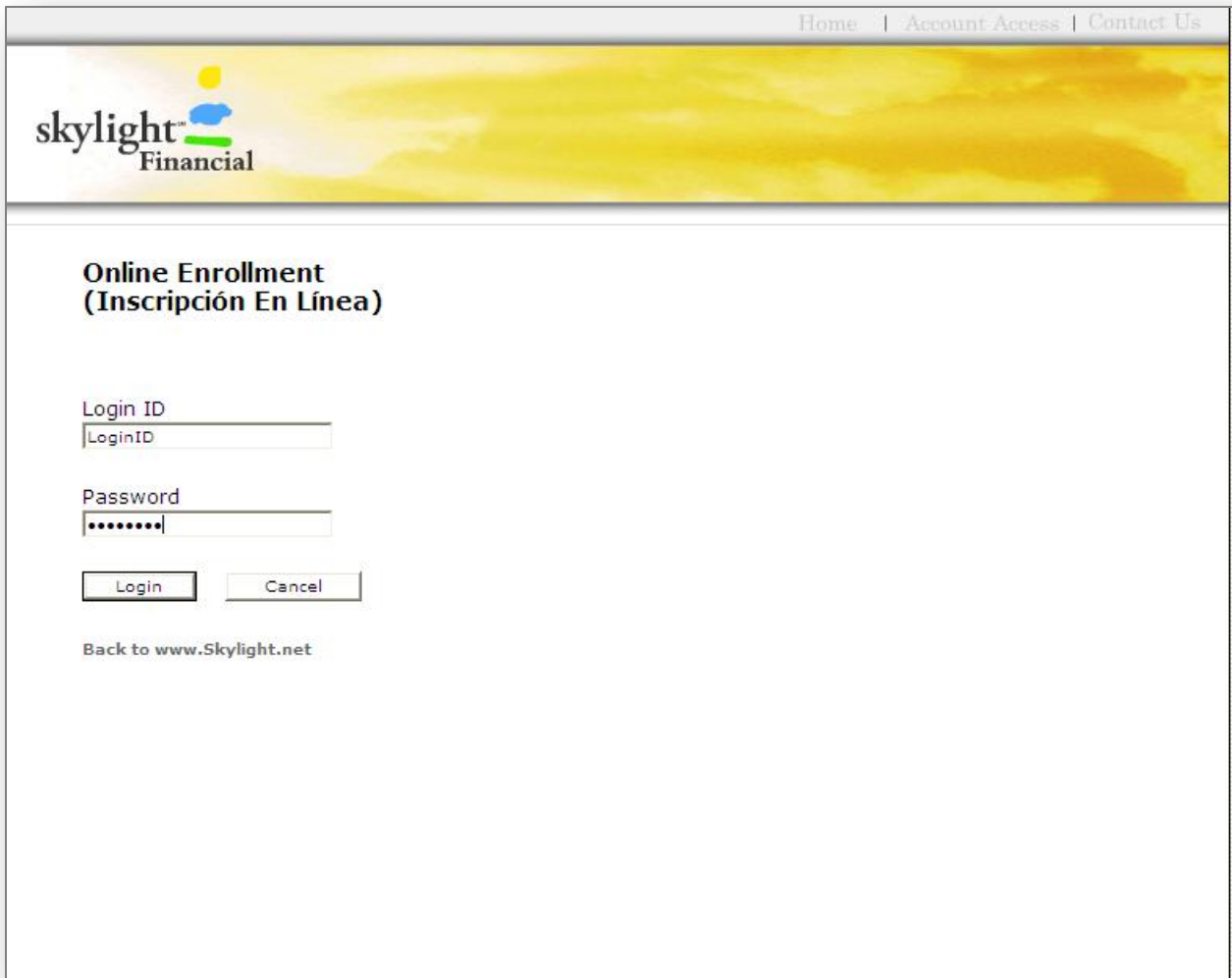
1. Select the **Employer Products & Support** on the menu screen and click on the **Enrollment** link in the dropdown menu

OR

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




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.



The screenshot shows the Skylight Financial website's online enrollment page. At the top right, there are navigation links: Home | Account Access | Contact Us. The Skylight Financial logo is on the left. The main heading is "Online Enrollment (Inscripción En Línea)". Below this, there are two input fields: "Login ID" with the text "LoginID" inside, and "Password" with seven dots. There are two buttons: "Login" and "Cancel". At the bottom, there is a link: "Back to www.Skylight.net".



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

[Home](#) | [Account Access](#) | [Contact Us](#)



Online Enrollment (Inscripción En Línea)

Company: Demo Company 3



English **Español**

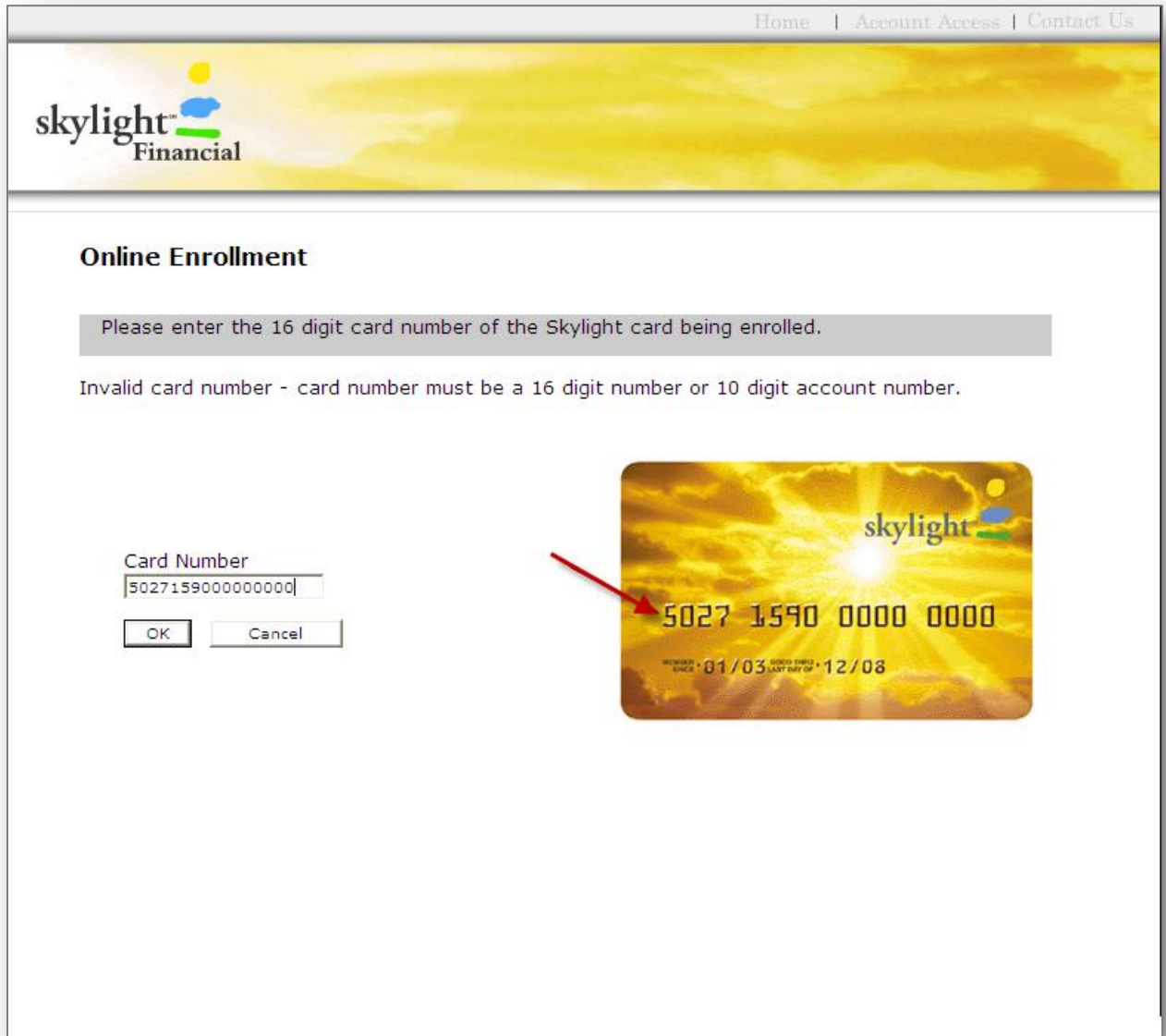
*In order to complete this online enrollment process, you must consent to receive certain disclosures electronically.
Para completar el proceso de inscripción en línea, usted debe aceptar ciertos términos electrónicamente.*

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

INFORMACIÓN IMPORTANTE SOBRE LOS PROCEDIMIENTOS PARA ABRIR UNA CUENTA NUEVA: Para ayudar al gobierno a luchar contra el financiamiento de las actividades terroristas y lavado de dinero, la ley federal requiere que las instituciones financieras obtengan, verifiquen y registren la información de cada persona que abre una cuenta. Qué significa para usted: Cuando usted abra una cuenta, le pediremos su nombre, dirección, fecha de nacimiento u otra información que nos permita identificarlo. También podremos pedir ver su licencia de conducir u otros documentos de identificación.

[More Options >](#) [Logoff](#) [Direct Deposit Demo](#)

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.



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*	M.I.	
John		
Last Name*	Suffix	
Smith		

Physical Address (No P.O. Boxes)

Address 1*
1455 Lincoln Parkway

Address 2

City*	State*	Zip*
Atlanta	GA	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.

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)

click here to view and print a voided check which must be submitted to your HR/payroll department to start direct deposit into your Skylight account.' A red circle highlights the 'click here' link, with a red arrow pointing to it from the left. Below the text is a 'Done' button. An 'Example...' section shows a sample 'Authorization Agreement' form with fields for name, address, phone, and signature. A red arrow points to the signature line with the label 'sign and date here', and another red arrow points to a box for the confirmation number with the label 'confirmation number here'. The form also includes an FDIC logo and contact information for Skylight Financial."/>

Home | Account Access | Contact Us

skylight
Financial

Online Enrollment

Your account number is 6001416266.

Your confirmation number is 22994708.

Please write your confirmation number on the authorization agreement found in your instant issue pack. Federal Banking Regulations require Skylight to maintain your signature on file. See the example below for the correct placement of the confirmation number and signature. You do not need to fill in your personal information, only your confirmation number is necessary. Please sign in the space provided and return this section to your enrollment administrator.

Please [click here](#) to view and print a **voided check** which must be submitted to your HR/payroll department to start direct deposit into your Skylight account.

Done

Example...

Authorization Agreement
Convenio de Autorización

Before signing, read agreement on reverse, complete form and confirm accuracy of name, address and telephone number printed above.
Antes de firmar, sírvase leer el convenio al reverso y verificar su nombre y apellido, dirección y número de teléfono impresos en este formulario.

Mail or fax to / Envíe por correo o fax a:
Skylight • P.O. Box 487428 • Atlanta GA 31146-7428 • Fax: (888) 628-9125

FDIC (Insured)

sign and date here

confirmation number here


- 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 <u>10/28/2009</u>		
Account Number/Número de cuenta: <u>6009607486</u> Account Type/Tipo de Cuenta: <u>Checking</u>				
VOID		VOID		VOID
VOID		VOID		VOID

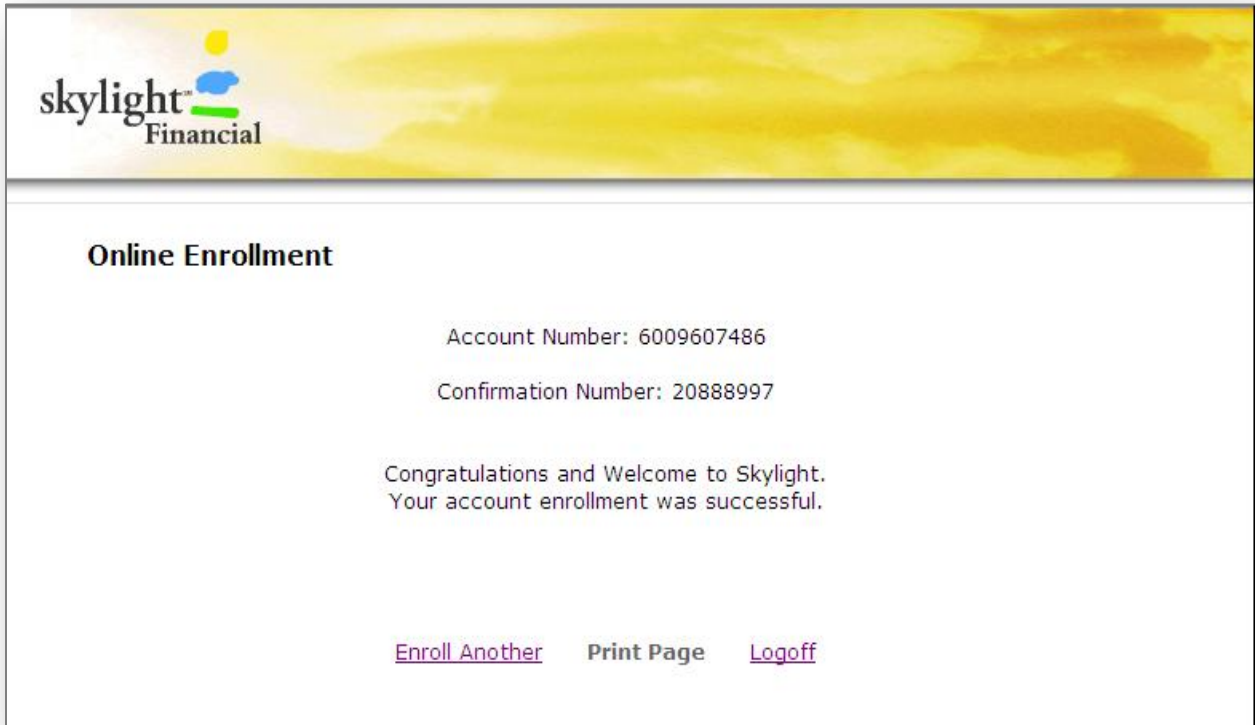
 Skylight
PO BOX 467428
Atlanta, GA 31146-7428

0631 0675 0 **6009607486**

**THIS IS NOT A CHECK
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.