INTEGRATION WEEKEND

September 22-24, 2023 Here's a quick checklist to help you prepare.

BEFORE FRIDAY, SEPTEMBER 15

IMPORTANT:

- [ ] Send any planned INTERAC e-Transfers®.
- [ ] Make a list, print, or screenshot all INTERAC e-Transfer® recipient email addresses and keep them in a safe place.

OPTIONAL:

- [ ] Fulfill any Request Money via INTERAC e-Transfer® requests.
- [ ] Screenshot and save/print your e-Transfer® history.
- [ ] Turn off the Autodeposit® setting on online banking (if activated).

BEFORE MONDAY, SEPTEMBER 18

IMPORTANT:

- [ ] Remind your e-Transfer® recipients to accept their funds and/or to cancel any pending e-Transfers®.
- [ ] Accept or cancel any legitimate e-Transfers.

BEFORE FRIDAY, SEPTEMBER 22

IMPORTANT:

- [ ] Ensure any bills due September 22-24 have been paid by September 21. The bill payee list setup pre-integration will remain. For exceptions visit **sunova.cusuccess.ca.**
- [ ] Delete any CRA payments due after September 22.
- [ ] Take out cash and/or ensure there is a limit available on credit cards to pay for transactions.
- [ ] Complete any in-branch banking before noon on Friday, September 22 to avoid delays.

OPTIONAL:

- [ ] Complete any account transfers to/from external accounts.
- [ ] Download/print your account history to PDF, Excel, Quicken®, or whichever accounting/budgeting software you use.
- [ ] Download/print your historical e-Statements.
- [ ] Download any forms or tax slips from online banking.

AFTER MONDAY, SEPTEMBER 25

On September 25, the way you log into online and mobile banking will change.

- » You will log into online banking from the **accesscu.ca** website using your 16-digit Sunova debit card number (or the unique 16-digit code mailed to you for onboarding purposes).
- » You will then be prompted to create a new username and a new password.
- » The requirements for creating a strong password are:

  No fewer than 8 and no more than 34 characters that include an uppercase letter, a lowercase letter, and a number.

  We recommend your password include a special character. The accepted special characters are: @ # $ - | !.

  It is important to keep your password confidential.

REMINDER: Members will need to delete the Sunova GO mobile app and download the Access Credit Union mobile app.

RESET SETTINGS AND FEATURES AFTER INTEGRATION:

- [ ] Reset alerts for online and mobile banking.
- [ ] Re-populate your INTERAC e-Transfer® sender profile.
- [ ] Recreate your INTERAC e-Transfer® recipients list.
- [ ] Reset your INTERAC e-Transfer® Autodeposit® settings (same email/mobile number as previously used).
- [ ] Add your Sunova debit card to your mobile wallet.
- [ ] Reset any third-party budgeting apps.
- [ ] Add your Collabria credit card as a bill payee (search SUNOVA MASTERCARD).
- [ ] Set up recurring payments to your Collabria credit card.
- [ ] Add CRA bill payee and reschedule any deleted payments.
- [ ] Make alternative payment arrangements for unavailable bill payees (please see complete list at sunova.cusuccess.ca).

For further details on the integration weekend, please visit sunova.cusuccess.ca.

ACCESS CREDIT UNION