

# AirTeller Quick Reference



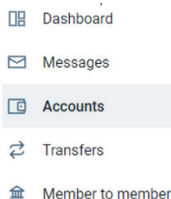
## How to Login

**Sign in to the new AirTeller at [firstedfcu.com](https://firstedfcu.com)**

Download the new AirTeller app from your favorite app store.  
Just search for AirTeller or First Education.

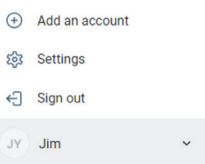
### Want to see all your account balances?

Just click on **Accounts** on the left-hand side of the screen.



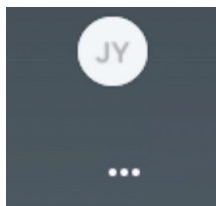
### Ready to sign off?

Just click on your name in the lower left-hand corner and then click **Sign out**.



### Want to rearrange things on the dashboard?

Click on the **ellipsis** (three dots) under your initials on the upper right-hand corner of the screen.



**Hint:** The ellipsis always links to a menu.

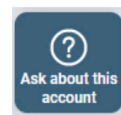
### Want to send us a secure message?

Click on **Plus Sign** icon on the right-hand side of the Messages Card or anywhere you see it.

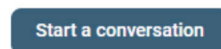


You can also...

Click on the **Ask about this account** icon **or**



Click on the **Start a Conversation** button **or**



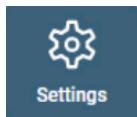
Click on the **Question Mark** icon anywhere you see it.



## Want to rename a share or loan?

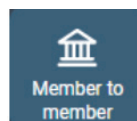
Click on the card for the share or loan you want to change on either the Dashboard or Accounts list and then click the **Settings** icon.

Once in the settings screen, you can rename the account, set whether it shows in AirTeller, set up balance, transaction, and card alerts, and view statements (Documents).



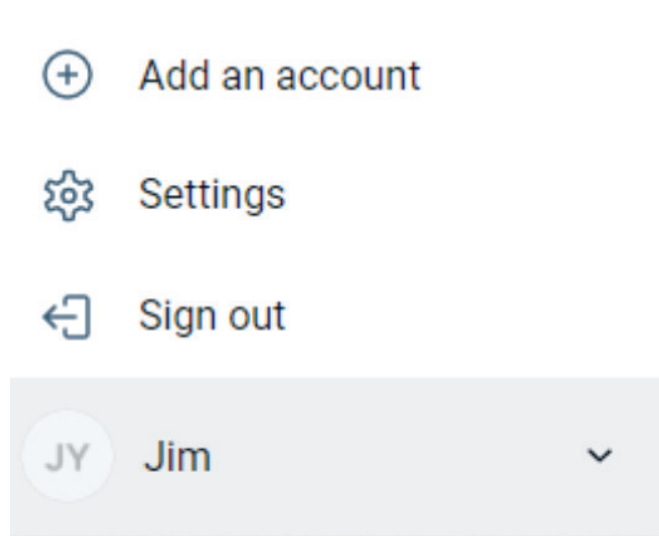
## Want to make a transfer to another First Education member?

Click on the Member to member icon and follow the instructions. You will need the other member's account number and last name of the primary account holder.



## Want to change your address or phone number?

Just click on your name in the lower left-hand corner and then click **Settings**.



## Want to lock a card or set up card alerts?

Click on the card you want to manage under Card management and click on Alerts and protection.


### Card management

Mary Member  
.....- 1111 - Active

## Card Management Menu

### Card services

---

 Alerts and protection

 Report lost/stolen

 Reorder card

 Activate new card


**Alerts and Protection:** Get alerts on all transactions, transactions over a certain amount, or at certain type of merchants, block foreign transaction, and much more. You control your cards.

**Report lost/stolen:** Report a card as lost or stolen. If you think you'll find it, lock the card under Alerts and protection, then unlock it when you do.

**Reorder a card.**

**Activate your new card** when you get it.

## Profile Menu

 Add an account


 Settings

 Sign out

**Add an Account:** Open a new savings account or apply for a loan.

**Settings:** Change your address, phone numbers, or password.

**Sign out** of AirTeller

 Jim


## Navigation Pane

 **Dashboard**


Shows a summary of accounts and available actions.

 **Messages**

Displays the Conversations window where you can view messages and send new messages to us.

 **Accounts**


Displays all accounts set up for AirTeller.

 **Transfers**

Make transfers between shares and loans on your account.

 **Member to member**

Transfer money to another First Education member.

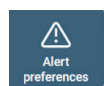
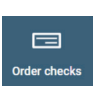
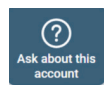
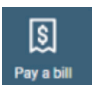
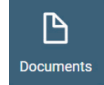
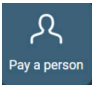
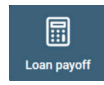
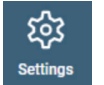
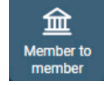
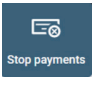


 **Payments**

Make payments using iPay, our bill payment system.

 **Support**

Displays information and lets you start a conversation with us.

## AirTeller Icons

	Set up or edit balance, transaction, and card alerts.		Order checks.
	Send us a secure message.		Make payments using iPay, our bill payment system.
	View statements.		Use bill payment to pay anyone with just an email address.
	Get an estimated payoff on your loan for a future date.		Rename account, set whether it shows in AirTeller, set up balance, transaction, and card alerts, and view statements.
	Transfer money to another First Education member.		Set up a stop payment on a draft.
	Send a secure message to us.		Make transfers between shares and loans on your account.

## Card Management - Alerts and Protection

### Notification settings

Choose which notifications you want and where you receive them.

Manage

### Protection options

Notify me on all transactions



- Locations >
- Merchant types >
- Transaction types >
- Spending limits >

### Want to get an alert any time a card is used...

Click on the slider button across from 'Notify me on all transactions'. You can turn this off or on any time you want.

### Want to get an alert on just certain types of transactions...

Click on the arrow across from the type of transaction you'd like to get an alert about and then fill in the requested information. You can also block specific transactions using this screen. They can be changed at any time.

## Your cards can better your financial future!

Using the Alerts and Protections is a great way to not only prevent or spot fraudulent transactions on your card but also control your spending or help teach others responsible spending habits.

All the card controls can be used on both your First Education credit card and debit card.

To contact us with any questions or concerns, call or text **(307) 432-7400**, email **ms@firstedfcu.com**, or start a conversation in AirTeller.