

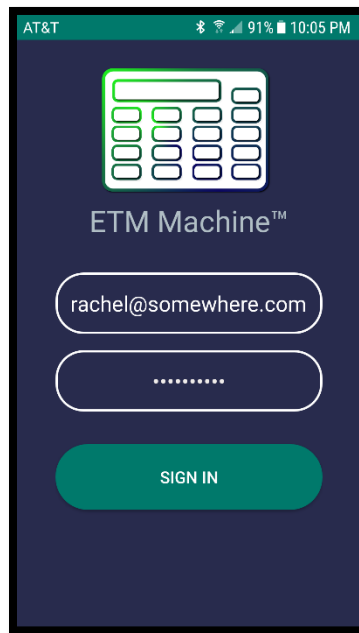
How to Use the Mobile APP



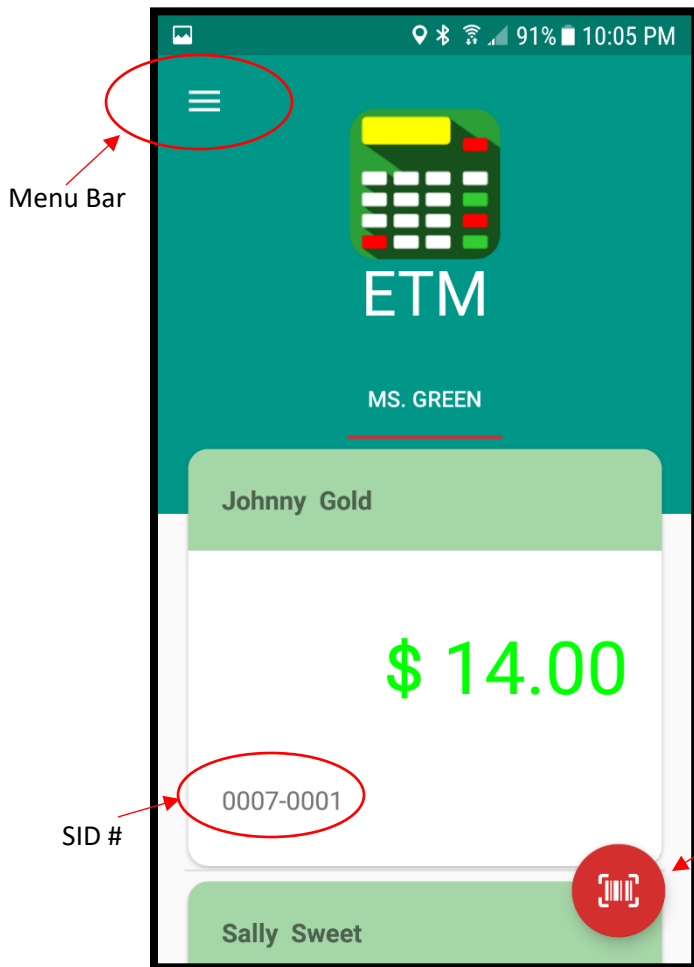
Type in "ETM Machine" when searching for it in the APP stores. This is the icon you will see when you locate it.



This is the icon that will appear on your device once it has downloaded.



This screen will appear each time you log into the APP. Enter your Login "Email address" and your password. Click "Sign in".

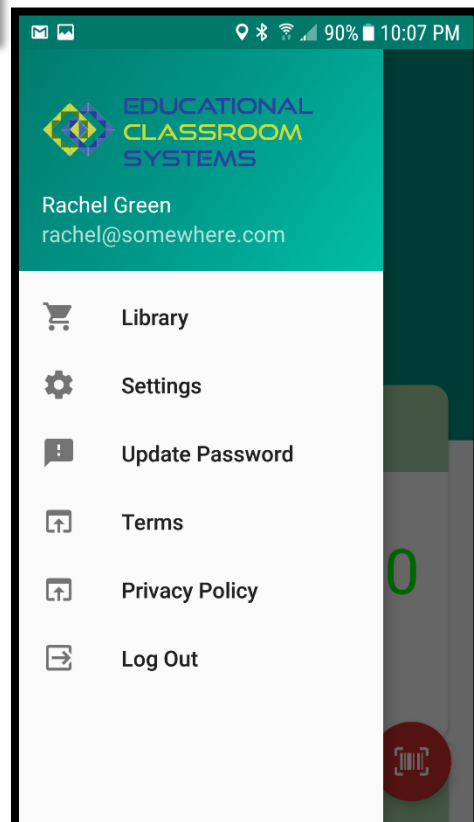


Once you are logged in, your name and a list of your ETMcard holders assigned to you will appear. It will show the balance of each ETMcard holder and their SID#.

In the upper left hand corner you will find 3 horizontal lines. This is the menu bar.

In the lower right hand corner you will find the QR code scanner. Click on this when you want to scan an ETMcard.

When you click on the menu bar, this will slide out. You can add transactions to your library, edit your settings and reset your password.



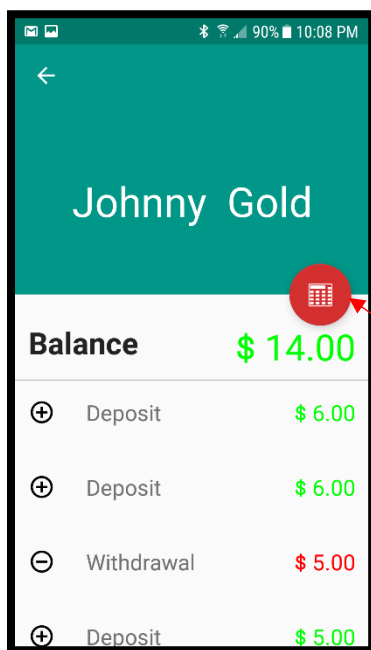
Ways you can deposit or withdraw from each ETMcard holder.

1. The fastest and simplest way to deposit or withdraw from accounts is to use the QR Scanner. Scan the QR code symbol located on the back of each ETMcard.



QR code symbol

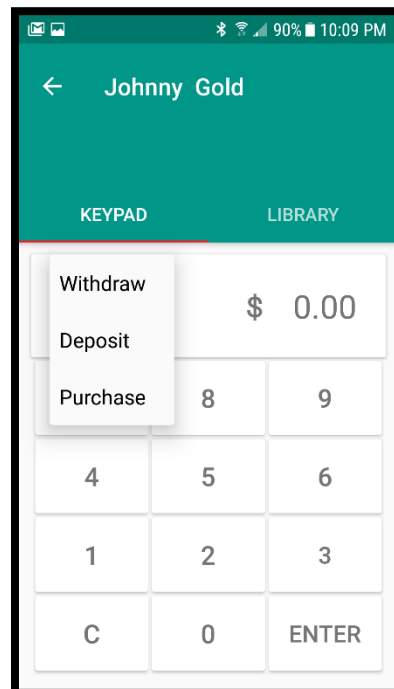
2. You can also manually enter these transactions. Here's how.

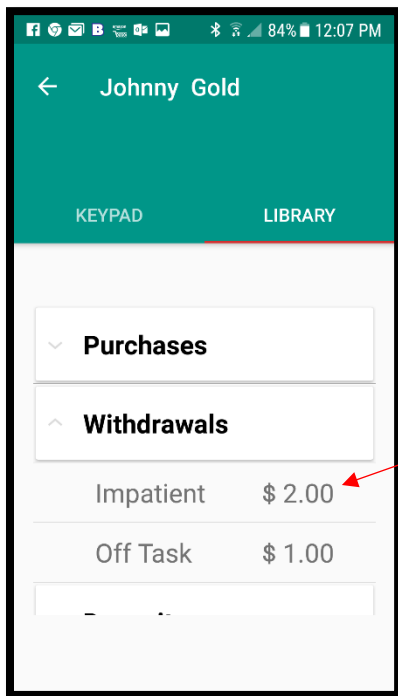


1. Scroll up or down to find the cardholder you wish to place a transaction.
2. Tap on an individual ETMcard holder's name.
3. You will find a list of all of that cardholder's transaction history.
4. The keypad icon is used to enter amounts manually.
5. Click on this "Keypad" icon.

KEYPAD

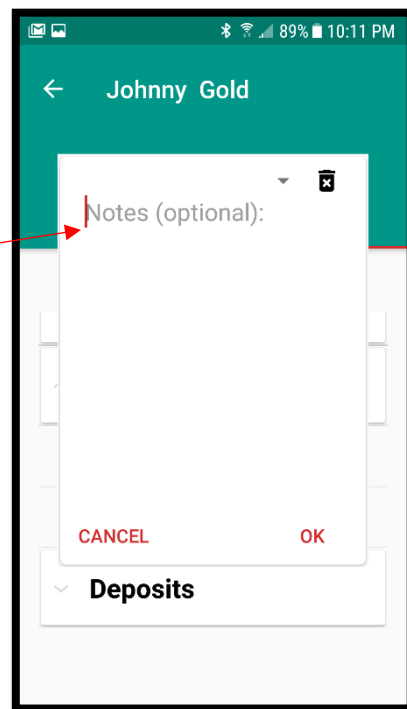
1. This menu will now appear.
2. Click on Keypad to make the keypad appear.
3. Use the drop down menu to select the type of transaction to use.
4. Type in the amount and hit Enter.



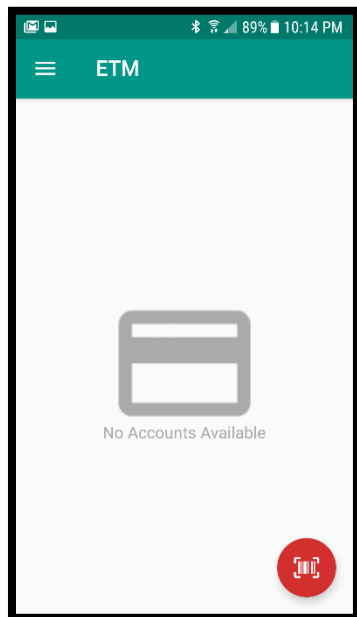


LIBRARY

1. This is where you will find your preset amounts.
2. Click on the type of transaction.
3. Then click on item.



4. When item is clicked on, this will appear.
5. This is optional. This allows you to add information about the transaction.
6. Enter your notes and click "OK".
7. If you choose to leave it blank, click "OK".



This screen will appear if you were not assigned any cardholders/students. You will still be able to swipe ETMcards from all accounts attached to the subscription plan. Use the QR code scanner and swipe the QR code symbol. Choose a transaction and amount. Hit "Enter".