



PENNY POST
CREDIT UNION

www.pennypostcu.com

E: office@penny-post.co.uk

T: 0333 332 1461

Our online services at a glance -

	Website	App
External Account Withdrawals Transfer funds to an external bank or building society account	✓	✓
Account Balances View current & cleared balances for your Penny Post accounts	✓	✓
Transfers between Penny Post Accounts Transfer funds between your Penny Post accounts	✓	✓
Transaction History View recent transactions for your Penny Post accounts	✓	✓
Upload Documents Upload documents including pay slips & bank statements	✓	✓
Apply for a Loan Complete our online loan application to apply for a loan	✓	
e-Statements View & print statements for your Penny Post accounts	✓	
Change Payroll Deduction Change your Payroll Deduction amount	✓	
Change PIN Change your 6 digit PIN - never disclose your PIN to anyone	✓	
Manage payees Add new external accounts (for withdrawals) & manage existing	✓	
Make a Loan Payment Make a debit card payment into your Penny Post loan account	✓	
Sign Member Documents Including a loan agreement	✓	
Savings Accounts Request additional saving accounts including Christmas, Prime & Plus	✓	

Savings & loans straight from your pay exclusively for the Royal Mail family



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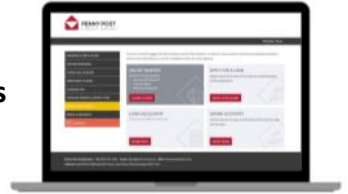
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How to manage your Penny Post account anytime ...

Welcome to Penny Post Online Banking!

Great news! You're just a few steps away from being able to manage your Penny Post accounts whenever you wish with Online Banking & the Penny Post App.



Here's what you need to do to get started -

1. Verify your mobile number

To make full use of our online services & to use our Mobile App, you must firstly verify your mobile number.

- a) Login to the Members Area via our website - *you will need your Penny Post membership number & the enclosed 6 digit PIN.*
- b) Launch Online Banking & login using your PIN
- c) Follow the onscreen prompts to verify your mobile number.
You will receive a verification code by text to your mobile.

2. Change PIN to a memorable number, if you wish

Log out of Online Banking & return to Members Area Home Screen, then click 'Change PIN'.



3. Download the Penny Post App

And manage your accounts 24/7 on the go!

- a) Search Penny Post Credit Union in the App Store or Google Play.
- b) Click install & follow instructions.
- c) Open App & follow instructions.
You will receive a verification code by text to your mobile to open the App for the first time.



See overleaf for 'our online services at a glance'

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