

# How do I give someone access to my online or mobile banking account (traditional platform)?

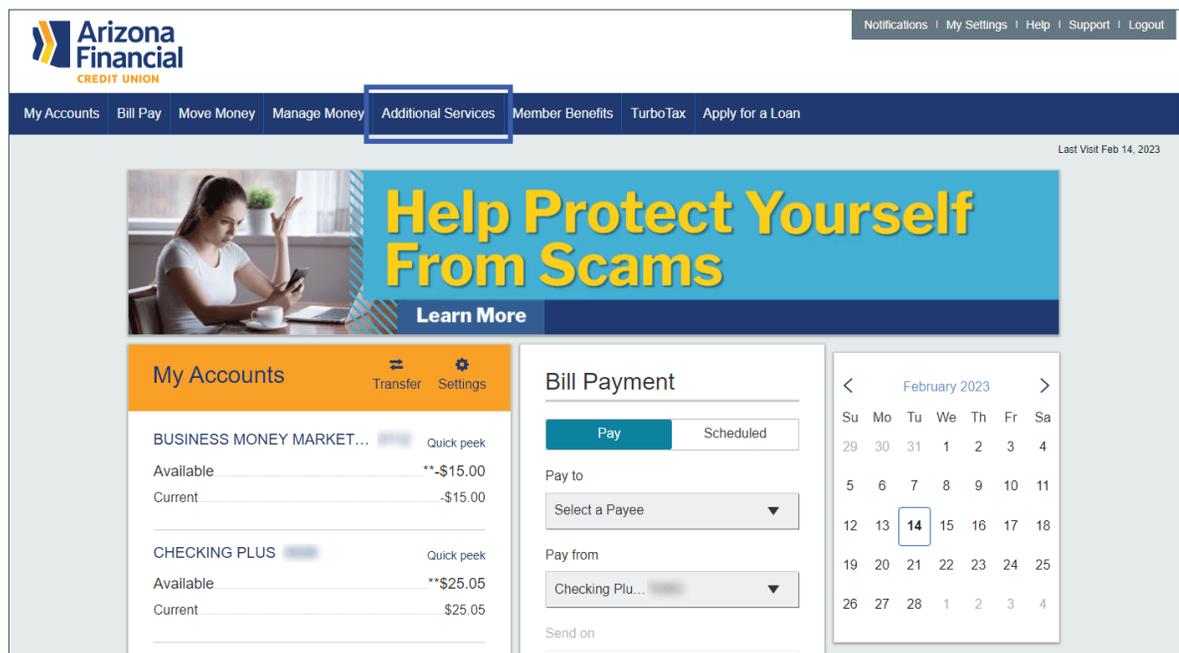


We're excited to assist you with accessing your accounts through online banking and our mobile banking apps. We know switching to a new platform can be a bit of a learning curve, so we're providing this step-by-step guide to help you get up and running as quickly as possible.

**We're here to help!** If you have any questions, please stop by your local branch, give us a call at **602-683-1724** or send an email to [MemberSupport@azfcu.org](mailto:MemberSupport@azfcu.org).

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Log in to Online Banking and click on the **Additional Services** tab.



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**My Accounts** Transfer Settings

BUSINESS MONEY MARKET... Quick peek  
Available ..... \*\*-\$15.00  
Current ..... -\$15.00

CHECKING PLUS Quick peek  
Available ..... \*\*\$25.05  
Current ..... \$25.05

**Bill Payment**

Pay Scheduled

Pay to  
Select a Payee ▼

Pay from  
Checking Plu... ▼

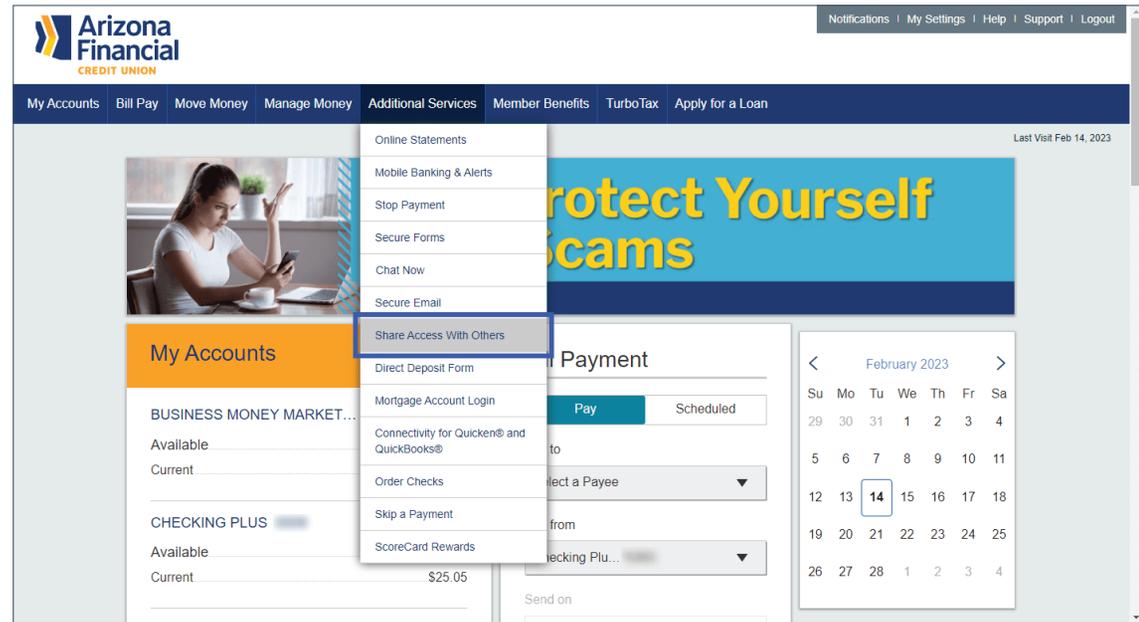
Send on

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

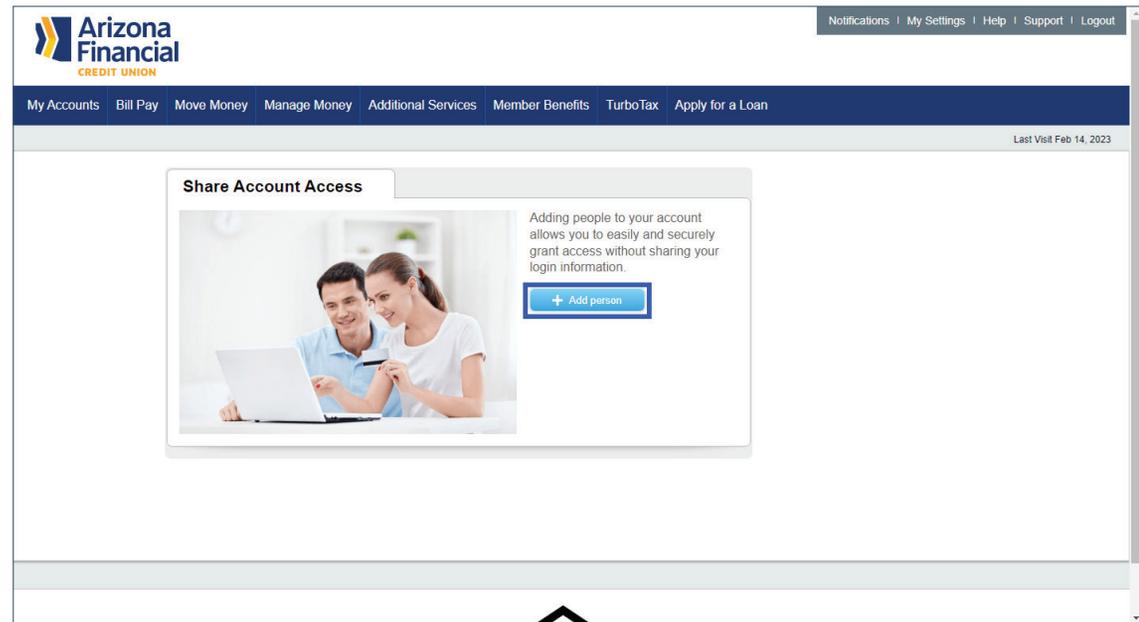
2

Select Share Access With Others.



3

This screen will allow you to edit existing subusers or add additional subusers. Click **Add Person** to get started.



4

Enter the personal information of the subuser.

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### Share Account Access

Who can access my accounts?

First name Middle name (optional) Last name

Phone number Enter email address

What accounts can they access? [Grant full access to all accounts](#)

BUSINESS M... -USD15.00	Click to grant access
CHECKING P... \$25.05	Click to grant access
0 APY BUSIN... \$30.00	Click to grant access

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If you would like to give the subuser full access to all accounts, click on **Grant Full Access to All Accounts**.

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### Share Account Access

Who can access my accounts?

First name Middle name (optional) Last name

Phone number Enter email address

What accounts can they access? [Grant full access to all accounts](#)

BUSINESS M... -USD15.00	Click to grant access
CHECKING P... \$25.05	Click to grant access
0 APY BUSIN... \$30.00	Click to grant access
MEMBERSHI... \$0.01	Click to grant access

6

If you would like to give the user access to a certain account, select the account and the applicable permissions.

The screenshot shows the 'Share Account Access' form in a web browser. The navigation bar at the top includes 'My Accounts', 'Bill Pay', 'Move Money', 'Manage Money', 'Additional Services', 'Member Benefits', 'TurboTax', and 'Apply for a Loan'. The page title is 'Share Account Access'. Below the title, there are input fields for 'Who can access my accounts?' including 'First name', 'Middle name (optional)', and 'Last name', along with 'Phone number' and 'Email address'. A link 'Grant full access to all accounts' is present. A list of accounts is shown, with the first account, 'BUSINESS M... -USD15.00', highlighted with a blue border. Each account entry includes a 'Click to grant access' button.

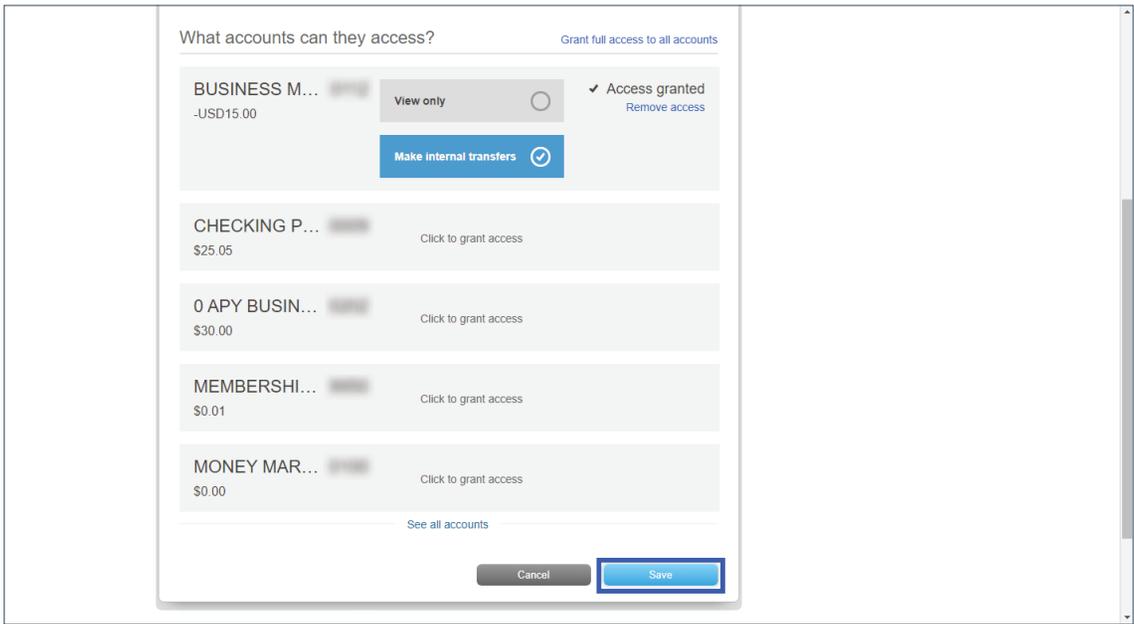
7

For each account, the subuser can be given permission to view only or make internal transfers within the account.

This screenshot shows the same 'Share Account Access' form, but with a dropdown menu open for the 'BUSINESS M... -USD15.00' account. The dropdown menu has two options: 'View only' and 'Make internal transfers', each with a radio button. The 'View only' option is selected. The other accounts in the list, 'CHECKING P... \$25.05' and '0 APY BUSIN... \$30.00', still have 'Click to grant access' buttons.

8

Click **Save**.



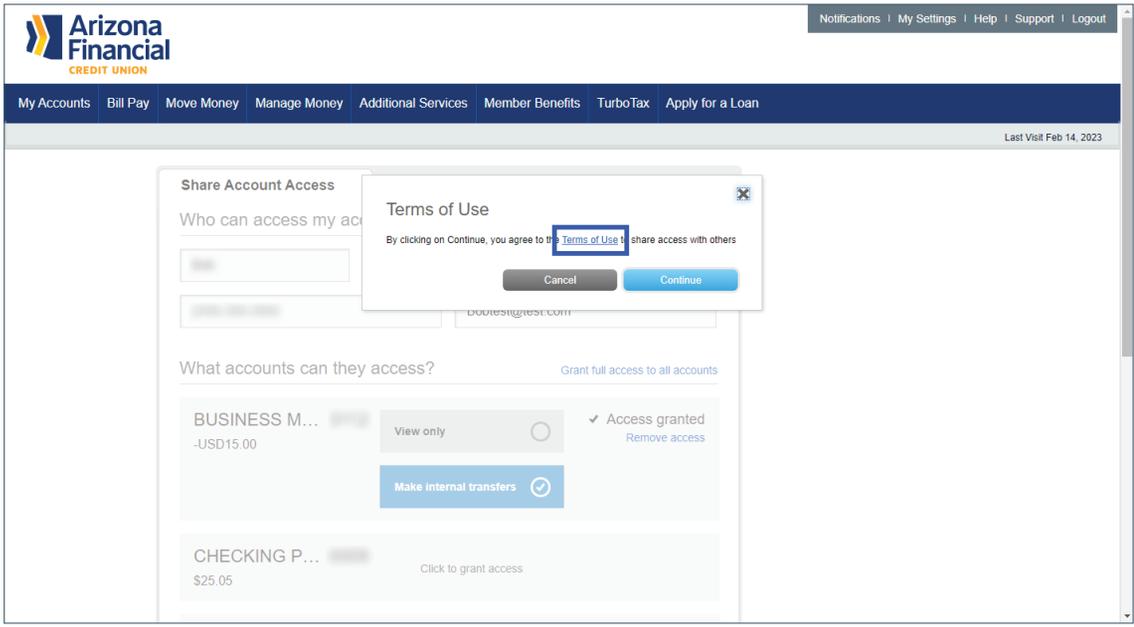
What accounts can they access? Grant full access to all accounts

BUSINESS M... -USD15.00	<input type="radio"/> View only	<input checked="" type="checkbox"/> Access granted <a href="#">Remove access</a>
<input type="button" value="Make internal transfers"/>		
CHECKING P... \$25.05	<a href="#">Click to grant access</a>	
0 APY BUSIN... \$30.00	<a href="#">Click to grant access</a>	
MEMBERSHI... \$0.01	<a href="#">Click to grant access</a>	
MONEY MAR... \$0.00	<a href="#">Click to grant access</a>	

[See all accounts](#)

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Share Account Access

Who can access my account

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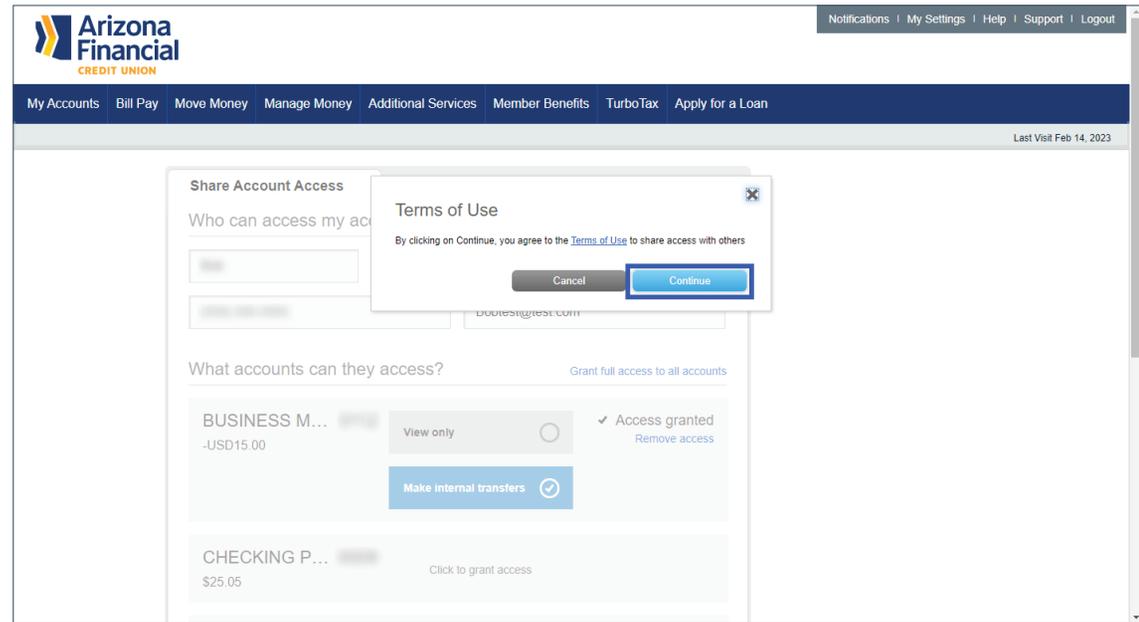
By clicking on Continue, you agree to the [Terms of Use](#) share access with others

What accounts can they access? Grant full access to all accounts

BUSINESS M... -USD15.00	<input type="radio"/> View only	<input checked="" type="checkbox"/> Access granted <a href="#">Remove access</a>
<input type="button" value="Make internal transfers"/>		
CHECKING P... \$25.05	<a href="#">Click to grant access</a>	

10

... and click **Continue** once you are finished.



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That's it! The subuser will receive two emails – one with a username and one with a password. **Note:** The password is active for 30 minutes.

