

Your Skylight card packs have arrived!!

Enclosed are the Skylight account card packs you recently ordered. Please be aware that they have been pre-coded within Skylight's system with your location information for tracking purposes. If you need to return these card packs, please include this form to allow us to accurately reflect their return to inventory.

Location #	# Card packs	Date Shipped	Online Enrollment Login



Each Skylight cardpack contains the following items:

- the enrollment form, which is designed to help you collect information about your employee. This information is loaded into Skylight's system and allows us to identify each individual when he calls for support. The form also contains a "voided check" (with an ABA number and account number) to be used when loading the employee into your payroll system, as well as a section on the reverse side which outlines the fees associated with the Skylight account.
- the Skylight card, which is attached to the enrollment form. A sticker is affixed to the card with activation instructions.
- an account Terms and Conditions booklet, which outlines the terms and conditions associated with ownership of the Skylight account. This booklet specifically summarizes procedures surrounding reports of ATM malfunction and fraud.
- a Quick Start Guide to the Skylight account, which gives instruction to the cardholder about how to access money at an ATM, make purchases at a POS (point-of-sale) location, read a monthly statement, deposit additional funds, etc.
- a privacy guidelines booklet, which allows the cardholder to opt out of any contact from Skylight about additional product offers, etc.
- SkylightChecks, which allow an employee to "write his own paycheck", at most banks, check cashing locations, etc. The SkylightCheck may also be used to pay bills, pay rent, etc. The item below is a picture of the SkylightCheck. Please note that located at the bottom, is an account number and routing number. These numbers are NOT to be used. The account number and routing number for the employee are located on the Voided Check portion of the enrollment form.



Routing Number

Account Number

To return your card packs:

1. You may use whatever delivery service (UPS, Fedex) is normal for your company. It is advised that you use a method that allows for tracking.
2. Include this sheet with your return to allow for expedited return to inventory and credit to your location.
3. Please mail the card packs to the below address.

Skylight Financial, Inc.
Attn: Corporate Support
1455 Lincoln Parkway
Atlanta, GA 30346



**All cardholders MUST be enrolled
through Skylight's website**

Please refer to the reverse side Online Enrollment instructions.

If you have questions, please contact Skylight Corporate Support corporatesupport@skylight.net or call
1.888.414.8885

Skylight Online Enrollment Process

Requirement: To use this version of online enrollment, you **MUST** have a Skylight card pack available.

- Access your Internet and type Skylight's address: www.skylight.net in the web browser window.
- Select the **Corporate Clients** option located in the top right corner of the page.
- Select the **Corporate Banking** option.
- Select the **Enroll Online** hyperlink on the left side menu.
- Click on the blue **Online Enrollment** logo.
- Enter the requested information in the following fields.

Login ID:

Password: You will set your password upon first login. Please select any four-digit number you would like. The initial password you use will continue to be your password for all uses.

- Click on the **Login** icon to continue.
- Select the appropriate language icon, **English or Español**.
- Open the instant issue pack and enter the 16-digit card number in the **card number** field. Please do not include any dashes or spaces in the card number.
- Select **OK** by clicking it with your mouse.
- Enter the requested information in the fields provided (entry format is indicated). The optional fields are denoted with an asterisk (*). The entry format is indicated within the field.

Note: The Name field should be completed with the full name (**first and last**).

The **Social Security Number** field type the 9 digits with **NO** dashes or spaces.

The **Date of Birth** field type the date as follows: MM/DD/YYYY (i.e. 04/26/1975).

- Select the **Submit** icon.
 - A new screen will appear providing you with the account and confirmation number.
 - You may select the **click here** hyperlink to view the voided check before proceeding.
 - Select the **PRINT** icon on your web browser [if you wish to print the voided check](#). The voided check has space available for a signature if you would like to use this as the signature card. If your company is entering the application in payroll, you may either print the check to use for payroll purposes or use the check from the cardpack.
 - You **MUST** Click on the "X" in the upper right hand corner (of the most recently opened screen) to close the screen used to view the voided check document. Failing to do so will cause the same account number to appear on each voided check.
 - Select **Done**.
 - A final confirmation screen will briefly appear to confirm your completion of online enrollment.
 - The confirmation screen will automatically disappear and the "Language" screen will be displayed. Select the **Logoff** hyperlink located below the language icons to exit Online Enrollment.
 - The voided check should be submitted to payroll to set up the direct deposit.

The signed enrollment form may be filed with the employee documents, filed separately or kept in accordance with your company policy.