Key2Benefits – Card Information Page

Once logged into the Key2Benefits website, users will land on the Customer Information page. There is information and added features available directly off this page. To return to this page from anywhere within the site, simply select the “Card Information” link from the navigation menu.

- View your available balance.
- Update your mailing address and phone number.
- Sign up to receive monthly mailed account statements.
- Use the navigation menu to access additional features.
Key2Benefits – Card Activity Page

The “Card Activity” page provides a running list of all transactions preformed. Like a statement, this information helps you track where and when funds are accessed. You will also see deposits made to your account by KDCF.

Key2Benefits

Card Information
Card Number: **********6259
Name on Account: TRACEY FERRARA
Balance: Last Login: 10/26/2016 09:22

Card Activity

<table>
<thead>
<tr>
<th>Time</th>
<th>Card No.</th>
<th>Description/Merchant</th>
<th>Status</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12/2016</td>
<td>6259</td>
<td>ADD FUNDS METAVANTE CORPBILL PAYMT</td>
<td>Complete</td>
<td>$1.15</td>
<td>$7.06</td>
</tr>
<tr>
<td>08/26/2016</td>
<td>6259</td>
<td>ACH OR REMOVE FNDS ACH VIA WEB MILWAUKEE WI ACH WEB</td>
<td>Complete</td>
<td>$5.91</td>
<td></td>
</tr>
<tr>
<td>08/10/2016</td>
<td>6259</td>
<td>MC PURCHASE THE MARQUETTE WASHINGTON , DC 55432866</td>
<td>Complete</td>
<td>-$18.78</td>
<td>$6.91</td>
</tr>
<tr>
<td>07/29/2016</td>
<td>6259</td>
<td>MC PURCHASE STARBUCKS STORE 02274 CLEVELAND , OH 55432866</td>
<td>Complete</td>
<td>-$2.25</td>
<td>$25.69</td>
</tr>
<tr>
<td>21:05:22 6259</td>
<td></td>
<td>MC PURCHASE KEY TOWER CAFE30034409 CLEVELAND ,OH 15410196</td>
<td>Complete</td>
<td>-$6.03</td>
<td>$27.94</td>
</tr>
</tbody>
</table>
Key2Benefits – Card PIN Page

The “Change PIN” screen allows you to change your PIN. You must know your old PIN in order to select a new value. If you do not know or cannot remember your old PIN, call Customer Support to change your PIN via the automated system – 866-295-2955.

This page is accessed by selecting “Change PIN” from the navigation menu.

Enter your current PIN.

Enter your new PIN and confirm your new PIN.

Click “Submit”

You will receive confirmation the change was successful.
The “Paper Transaction History” screen allows you to view and print a monthly statement. You can access monthly statements for the previous 12 months.

This page is accessed by selecting “Paper Transaction History” from the navigation menu.

Select the month you want to view.
Use the “Bill Pay” feature to pay bills, such as a utility bill.

A separate window will open that will allow you to make a payment to a 3rd party.

Set up new payees by entering a name. If the payee is not already in the KeyBank system, you will be prompted to enter an account number (if you have one) and address for the payee.

Previously used payees will be on a list for you to select.

Enter the dollar amount and view delivery date for your payment.

Click the “Pay” button to submit.

This page is accessed by selecting “Bill Pay” from the navigation menu.
Key2Benefits – Card to Account Transfer Page

The “Card to Account Transfer” feature allows you to transfer all or any portion of your balance to an external checking or savings account.

To use this feature, follow these steps:

1. Enter the amount you wish to transfer, the routing number and accounting number for the account you are moving funds to, and select the account type from the drop down menu.

2. Enter the security code as it is displayed on the screen.

3. Click “Continue” when completed.

4. Confirm your transfer information and click “Submit”.

This page is accessed by selecting “Card to Account Transfer” from the navigation menu.
Key2Benefits – Alerts Page

Use the Alerts feature to receive email and/or text notifications when certain events take place with your account.

*KeyBank does no assess a fee for this service. Your telecommunications carrier’s standard text messaging rates may apply.
Select the alerts you would like to receive. Follow the prompts on the screen to determine how you would like to receive each alert (phone and/or email). The Low Balance, Funds Added, Funds Removed, and Signature Transaction alerts also require you to indicate a dollar threshold for when an alert will be sent. The Weekly Balance alert requires that you designate the day of the week you would like to receive your alert.

![Alerts Interface]

Click “Add” to turn the alert on and designate dollar threshold or day of the week.

Click Remove/Edit to turn off an alert or to change the dollar threshold or day of the week.

Click “Finish” after you've selected your alerts.

Dollar Amount Threshold Example

Day of the Week Example

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