



# Manage Multiple Accounts in Digital Banking

Vantage Credit Union allows members to access multiple accounts under a single profile. Use these tips to link and manage all of your accounts when you log in to digital banking.

Perform these functions across multiple accounts in digital banking:

- Enroll to receive and view eStatements (*account and/or credit card*) and tax forms
- Use bill pay
- Change profile information, such as address, phone number and email
- Enable/modify card controls and alerts
- Enable/modify account alerts
- View unique offers
- And more!

## Set Up Multiple Accounts in Digital Banking

In order to access account-specific functions for all of your accounts, such as those listed to the left, you will need to register each account under a separate username. Once an account is registered, you can link it to your primary profile by using the **Switch Accounts** function.

Follow these steps to add your other accounts into your primary digital banking profile:

- 1) Register each account you wish to add to your primary profile with a unique username.
- 2) Log out of all profiles and log in to your primary profile.
- 3) Click on the profile icon in the top right corner of the page and click **Switch Accounts** OR tap **Menu** then **Settings** on mobile.
- 4) On the **Switch Accounts** screen, click the **Add Switch Account** button OR tap **Switch Accounts**, then the **+** in the upper right corner on mobile.
- 5) Log in with the credentials for the account you'd like to link to your primary profile.
- 6) Once you've entered valid credentials, you'll be prompted to complete additional security validation by requesting and entering a validation code.
- 7) Once validated, the username will display on the **Switch Accounts** screen OR **Switch Profile** dropdown after tapping **Menu** on mobile.
- 8) Under your profile icon, when you select **Other Profiles**, you'll now have access to this other account on your primary profile.
- 9) Repeat this process for any additional accounts you'd like to add to your primary profile.

## Turn On eStatements and Avoid Paper Statement Fees

A monthly fee will be assessed on all accounts receiving paper statements, effective with April 2024 statements. To avoid this fee and receive eStatements, follow these steps for each of your accounts:

- 1) Log in to digital banking.
- 2) Click on the ellipses on desktop OR tap **Menu** then **More** on mobile.
- 3) Select **Documents and Statements** (then **eStatements and Documents** on mobile).
- 4) Slide the toggle next to **Paper Statements** to enable eStatements.

Once enabled, the toggle will turn green and the words "eStatements enabled" will display along with a leaf icon.

