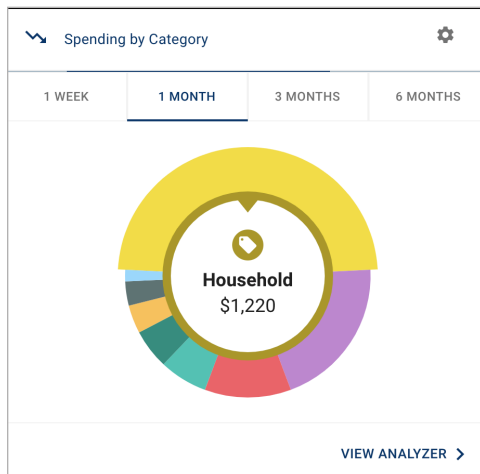


Quick Start Guide



ILWU Credit Union Financial Tracker



Dashboard

See which spending category you have spent the most in so far this month.

Step 1: Select other parts of the wheel to see other major category spending. Your transactions will categorize themselves with 'tags'.

Step 2: To personalize these categories, or split the transaction between tags, select the transaction and edit the tag.

Step 3: When you select a transaction from the dashboard you can also change the name of the transaction, create a budget or add a recurring transaction to your Cashflow Calendar.

The screenshot shows the "New Budget" screen. At the top, there's a back arrow and the title "New Budget". Below the title, there are three numbered steps: "1 Choose which tags to track", "2 Choose the name & amount", and "3 Choose accounts". Step 1 is currently active. It says "Select the tags for the transactions you want to track. Below each of the tags is the average monthly amount." There are four checkboxes with labels and amounts: "Appliances \$0", "Auto \$0", "Auto Expense \$0", and "Baby Expenses \$0". Below these is a link that says "SHOW MORE". At the bottom of step 1 is a "NEXT" button.

Spending Targets

New users can look at the insights for guidance on what to budget based on spending.

Step 1: Navigate to Budgets and click on "View Budgets."

Step 2: Click on the Spending Target you'd like to edit from the list.

Step 3: Click "Edit Budget" to edit or delete.

Step 4: You can change the name, amount, tags, and accounts associated with this Spending Target from here.

The screenshot shows the "Create An Income" screen. At the top, there's a back arrow and the title "Create An Income". Below the title, there's a section titled "Income Info". It contains several fields: "Name *" with a placeholder "Example: Paycheck, Tips, Social Security", "Amount *" with a value of "\$ 0.00", "Frequency" with a dropdown arrow, and "Start On Date" with a value of "Apr 29, 2019". At the bottom, there are two buttons: "SAVE" and "CANCEL".

Cashflow

The cash flow calendar brings your budget to life through an interactive calendar.

Step 1: Navigate to Cashflow.

Step 2: Click the plus sign to "Add Income" or "Add Bill."

Step 3: Enter in the required information and select "Save."

Goals

Create savings goals, like saving for a vacation, or a debt reduction goal, like paying off a high-rate credit card.

Step 1: Navigate to Goals, and select “Add Goal.”

Step 2: Select your desired pay off or savings goal.

Step 3: Fill in the required information.

Step 4: Click “Save” to complete the process of adding a new goal.

Your Goal Summary will update your completion date and the amount needed per month according to your preferences. Goals will automatically update your progress and will reflect your day-to-day account balances in Financial Tracker.

Add an Account

Syncing other accounts for a complete financial picture is simple.

Step 1: Navigate to Accounts, and click the plus sign to “Add Linked Account.”

Step 2: Select an institution or use the search to find your institution.

Step 3: Enter in the required information and select “Connect.”

You’ll receive a notification on your Financial Tracker dashboard once the account has been synced successfully.

Questions?

Call us at **866.445.9828** or visit **www.ilwucu.org/financial_tracker**.

