


uniAssist^{MC}

Assist Guide

Help with online services
for individuals





Depositing a cheque without leaving the house ? Paying your rent in a few clicks ? We say yes !

See how you can do all the financial transactions you used to do at the teller counter by using our self-service virtual system.

Need help ?

Client Contact Centre:
1 888 359-1357

Monday to Friday
9 a.m. to 5 p.m.

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Register for our online services

Complete your AccèsD registration by telephone or on the full AccèsD website

Once registered, you can download the UNI mobile app ([see page 8](#)) to connect to our online services.

Register for AccèsD by telephone

You can start your registration by telephone by calling the Client Contact Centre and asking to speak with a UNI representative who will provide you with a temporary password

Important: Once you have your temporary password, you will have five (5) days to complete your registration. After this time, call us back and we will provide you with a new password.

Here is how to complete your registration:

1. [Go to AccèsD](#)
2. Enter your debit card number and click on **Enter**.
3. Enter your temporary password, respecting uppercase and lowercase, and click on **Submit**.
4. Choose a new password to replace your temporary password and enter it twice to validate it. Click on **Confirm**.
5. Write a personal phrase and choose an image that you will see every time you log in.
6. Choose three (3) security questions and write three (3) answers to these security questions, making sure you remember uppercase and lowercase usage, then click on **Confirm**.

Register for AccèsD on the website

You can start your registration on AccèsD by confirming your identity using a code received by e-mail or text message. Here is how to proceed:

1. [Go to AccèsD](#)
2. Click on **Register for AccèsD**.
3. Enter your debit card number and click on **Enter**.
4. **Check the box** for the AccèsD terms of use and click on **Start**.
5. Choose to receive a code by text message or e-mail, depending on your preference, and click on **Continue**.
6. You will receive a code by text message or e-mail. **Enter this code** in AccèsD, and click on **Continue**.
7. Choose a password and enter it twice to validate it. Click on **Confirm**.
8. Write a personal phrase and choose an image that you will see every time you log on.
9. Choose three (3) security questions and write three (3) answers to these security questions, making sure to remember uppercase and lowercase letter usage, then click **Confirm**.

Do you want to strengthen the security of your account? Activate two-step verification ([see page 7](#)).

Connect to our online services

Connect to AccèsD.

Not yet registered? [See how to do it on page 4.](#)

Did you forget your password? [See how to do it on page 6.](#)

Directly on the UNI mobile app

Log on to AccèsD

1. Download the UNI mobile app for mobile telephones and tablets ([see page 8](#)).
2. Enter your debit card number with or without the 4540, or your email, and click **Enter**.
3. Make sure you recognize your personal phrase and image.
4. Enter your password, respecting uppercase and lowercase usage.
5. Click on **Submit**.

Directly on the full AccèsD website

Log on to AccèsD

1. [Go to AccèsD](#)
2. Enter your debit card number with or without the 4540, or your email, and click **Enter**.
3. Make sure you recognize your personal phrase and image.
4. Enter your password, respecting uppercase and lowercase usage.
5. Click on **Submit**.

Recover your password

You can choose a new password through these **two (2) options**.

Request a temporary password by telephone

You can request the password by telephone by calling a UNI representative who will provide you with a temporary password.

Client Contact Centre: 1 888 359-1357

Hours:

Monday to Friday | 9 a.m. to 5 p.m.

Important: Once you have your temporary password, you will have five (5) days to complete your registration. After this time, call us back and we will provide you with a new password.

Here is how to change your AccèsD password:

1. [Go to AccèsD](#), either on the full website or the mobile application.
2. Enter your debit card number with or without the 4540, or your email, and click on **Enter**.
3. Enter your temporary password, respecting uppercase and lowercase usage, and click on **Submit**.
4. Choose a new password to replace your temporary password and enter it twice to validate it. Click on **Confirm**.

Change your password on the AccèsD website

You can change your password on AccèsD by confirming your identity with a code received by e-mail or text message. Here is how to do it:

1. [Go to AccèsD](#), either on the full website or the mobile application.
2. Click on **Forgot Password**.
3. Enter your debit card number with or without the 4540, or your email, and click on **Enter**.
4. Choose to receive a code by text message or e-mail, depending on your preference, and click on **Continue**.
5. You will receive a code by text message or e-mail. Enter this code in AccèsD, and click on **Continue**.
6. Choose a password and enter it twice to validate it. Click on **Confirm**.

Strengthen your account security

Enable recommendations to enhance the security of your account.

Directly on the UNI mobile app

1. Log on to AccèsD ([see page 5](#)).
2. In the section on the right, click on **My Security**.
3. In the **Settings** section, click on **2-Step Verification**.
4. Click on the button to activate the function. Note that you can also deactivate the function at any time.
5. Choose how you want to receive your security code, i.e. **By Notification on My Mobile Devices** or **By Text Message**. Note that to receive the code by notification on mobile devices, you must download the AccèsD mobile app from UNI ([see page 8](#)).
6. Click on **Continue**. You will receive a security code by notification or by text message, depending on the option you chose.
7. Enter the security code you received, and click on **Continue**.
8. Verify that the two-step verification status is set to **Enabled**.

Directly on the full AccèsD website

1. Log on to AccèsD ([see page 5](#)).
2. Click on the **Profile and Preferences** option.
3. In the menu, select the **2-Step Verification** option.
4. To activate **2-Step Verification**, click on the toggle key (activate).
5. Choose a method (text message or push notification) through which you will receive a one-time security code.
6. Once received, enter the security code and **confirm it**.

Download the UNI mobile app

Download UNI's free mobile app and manage your finances wherever and whenever you want.

Pay a bill, transfer, receive and send money, deposit a cheque, receive insufficient funds notifications and more!

Download the UNI mobile app

Choose the corresponding link for your device to download the UNI mobile app.



Available on
Google Play



Available on
App Store



Available on
Blackberry World

Pay a bill

Pay your bills quickly and easily with AccèsD.

With the full AccèsD website

1. Log on to AccèsD ([see page 5](#)).
2. Click on **Pay**.
3. Click on the **Add a Bill** tab. If the bill is not on your list, go to Step 8.
4. Search for the name of the supplier for whom you have a bill to pay. You can either enter the name directly or choose a category to find it. Click on **Search**.
5. Select the supplier for which you have a bill to pay. Click on **Submit**.
6. Depending on the supplier selected, different billing information is required. Click on **(?)** to get more details.
7. Regardless of the supplier, enter a personal description that will allow you to recognize it. Click on **Submit**.
8. Click on the **Make a Payment** tab.
9. Enter the payment **Amount (\$)**.
10. Choose the payment time(s) under **Frequency**. You will be given options to choose from, such as selecting a date for a one-time payment.
11. Select the originating account.
12. Review your payment details and click **Confirm** if all is correct, **Correction** to change or **Cancel** to start over.

Want to change the details for a supplier or a bill? Go to the **Edit tab or delete a bill**.

With the AccèsD mobile app

1. Download the UNI app for mobile telephones and tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. At the very bottom, click on **Pay**.
4. Click on **Add** to find the supplier to be paid. If the bill is already on your list, go to Step 9.
5. Enter and select the name of the supplier for which you have a bill to pay. If the bill is not listed among the first results, click on **More Results**.
6. Depending on the supplier selected, different billing information is required. Click on **(?)** to get more details.
7. Regardless of the supplier, enter a personal description that will allow you to recognize it. Click on **Submit**.
8. Review the supplier's details and click **Confirm** if all is correct, **Correction** to change or **Cancel** to start over.
9. Click on **Pay**.
10. Select the supplier to pay.
11. Select the originating account.
12. Enter the payment **Amount (\$)**.
13. Choose the payment time(s) under **Frequency**. You will be given options to choose from, such as selecting a date for a one-time payment.
14. Click on **Submit**.
15. Review your payment details and click **Confirm** if all is correct, **Correction** to change or **Cancel** to start over.

Want to change the details of a supplier or a bill? Click on **More**, then on **Manage Bills**. Then select the **bill you want to edit or delete**.

Check your balance

Track all your transactions, savings and expenses, without having to leave home.

With the full AccèsD website

1. Log on to the full AccèsD website ([see page 5](#)).
2. Check the balance of each of your accounts or credit cards under **Accounts** on the right.
3. Click on each of your accounts or credit cards to see your transactions.

With the AccèsD app

1. Download the UNI app for mobile telephones or tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. Click on **My Accounts** to see all your accounts. If you want to pin certain accounts to the AccèsD welcome screen for future visits, go to **Manage My Favourites**.
4. In **My Accounts**, click on each one of your accounts or credit cards to see your transactions.

Deposit a cheque

Deposit a cheque using the UNI mobile app.

Directly using the UNI mobile app

Steps for depositing a cheque

1. Download the UNI app for mobile telephones and tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. Click on **Deposit** at the bottom of the page.
4. Enter the amount of the cheque to be deposited under **Cheque Amount**.
5. Click on **Select Account** to choose the destination account.
6. Place your cheque down, preferably on a dark surface.
7. Click on **Front** under **Cheque Photos**, and position the camera over the cheque. The camera will automatically take a photo for you.
8. Turn the cheque around.
9. Click on **Back** under **Cheque Photos**, and position the camera over the cheque. The camera will automatically take a photo for you.
10. Click on **Submit**.

Transfer between accounts

Transfer funds between accounts or make a credit card payment online.

With the full AccèsD website

To transfer now

1. Log on to AccèsD ([see page 5](#)).
2. Click on **Transfer**.
3. Click on **Transfers Between Accounts**.
4. Choose whether you want to transfer the funds **Now** (default) or schedule the transfer for a later date (**Later**). Please note that for repayment of a line of credit, only the option to transfer **Now** is available.
5. Choose the originating account and click on **From**.
6. Choose the destination account and click on **To**.
7. Enter the amount of funds to transfer and click on **Submit**.
8. Verify the details of your transfer and click on **Confirm** if everything is accurate, **Correction** to change or **Cancel** to start over.

To schedule a transfer for later

1. Log on to AccèsD ([see page 5](#)).
2. Click on **Transfer**.
3. Click on **Transfers Between Accounts**.
4. Choose whether you want to transfer the funds **Now** (default) or schedule the transfer for a later date (**Later**). Please note that for the repayment of a line of credit, only the option to transfer **Now** is available.
5. Choose the originating account and click on **From**.
6. Choose the destination account and click on **To**.
7. Enter the amount of funds to transfer.
8. Choose the transfer time period(s) under **Frequency**. You will be given options to choose from, such as selecting a date for a one-time transfer.
9. Click on **Submit**.
10. Review the details of your transfer and click **Confirm** if everything is accurate, **Correction** to change or **Cancel** to start over.

With the AccèsD mobile app

To transfer now

1. Download the UNI app for mobile telephones and tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. At the very bottom, click on **Transfer**.
4. Click on **Transfers Between Accounts**.
5. Choose the originating account.
6. Click on **To** and choose the destination account.
7. Enter the amount of funds to transfer.
8. Click on **Submit**.
9. Review the details of your transfer and click **Confirm** if everything is accurate, **Correction** to change or **Cancel** to start over.

To schedule a transfer for later

1. Log on to AccèsD ([see page 5](#)).
2. Click on **Transfer**.
3. Click on **Transfers Between Accounts**.
4. Choose whether you want to transfer the funds **Now** (default) or schedule the transfer for a later date (**Later**). Please note that for repayment of a line of credit, only the option to transfer **Now** is available.
5. Choose the originating account and click on **From**.
6. Choose the destination account and click on **To**.
7. Enter the amount of funds to transfer.
8. Choose the transfer time period(s) under **Frequency**. You will be given options to choose from, such as selecting a date for a one-time transfer.
9. Click on **Submit**.
10. Review the details of your transfer and click **Confirm** if everything is accurate, **Correction** to change or **Cancel** to start over.

Send an international transfer

Send an international transfer on the full AccèsD website.

With the full AccèsD website only

First international transfer

1. **Contact your business location** to register a funds transfer limit on your account, if not already done.
2. Log on to AccèsD ([see page 5](#)).
3. Click on **Transfer**.
4. Click on **International Transfers**.
5. Click on **Add Recipient**.
6. Choose **Destination Country** and enter the additional information requested depending on the destination country selected. Click on **Next**.
7. Enter the requested banking details for the recipient and click on **Submit**.
8. Verify that the corresponding financial institution is the correct one and click **Next**.
9. Enter the contact information for the recipient's financial institution's branch and click **Next**.
10. Verify all the information entered, check the box to accept the terms and conditions of use and click on **Confirm**.
11. Click on the **Send Transfer** tab.
12. Choose the originating account and click on **From**.
13. Choose the recipient in the drop-down menu.
14. Enter the reason for the transfer in **Reason for Transfer**.
15. Enter the amount of funds to be transferred by choosing the currency and click **Submit**.
16. Verify that your contact information is correct and click **Next**.
17. Choose the method of transfer (**Direct Deposit** or **Swift**) and click **Next**. Direct deposit costs between \$5 and \$15 and is completed within four (4) business days of the request. Swift transfers cost between \$40 and \$80 and are completed within 48 business hours of the request.
18. Review the details of your transfer and click **Confirm** if all is correct, **Correction** to change or **Cancel** to start over.

Want to delete a recipient or change their details? Go to the Manage Recipients tab.

Subsequent international transfers

1. Log on to AccèsD ([see page 5](#)).
2. Click on **Transfer**.
3. Click on **International Transfers**.
4. Choose the originating account.
5. Choose the recipient in the drop-down menu.
6. Enter the reason for the transfer in **Reason for Transfer**.
7. Enter the amount of funds to be transferred by choosing the currency and click on **Submit**.
8. Verify that your contact information is correct and click **Next**.
9. Choose the method of transfer (**Direct Deposit** or **Swift**) and click **Next**. Direct deposit costs between \$5 and \$15 and is completed within four (4) business days of the request. Swift transfers cost between \$40 and \$80 and are completed within 48 business hours of the request.
10. Review the details of your transfer and click **Confirm** if all is correct, **Correction** to change or **Cancel** to start over.

Send an Interac® e-Transfer

Send an Interac® e-Transfer using the recipient's email or cell telephone number.

With the full AccèsD website

First Interac® e-Transfer

1. Log on to AccèsD ([see page 5](#)).
2. Click on **Transfer**.
3. Click on **Interac® e-Transfers**.
4. Read the three (3) steps listed and click on **Continue**.
5. Click on **Create My Profile**. Please note that you must have an email address to create your profile.
6. Enter your email (required) and your cell telephone number (optional) and click on **Save**.
7. Choose whether you want to be notified of your completed transfer by **Email** only or also by text message (**Mobile**), and enter your information. Click on **Submit**.
8. Click on **Add** and enter your transfer recipient.
9. Choose whether you want your recipient to receive the transfer by email or text message.
10. Write a security question and an answer that your recipient will need to enter upon receipt of your transfer. Click on **Confirm**.
11. Click on **From** and choose the originating account.
12. Enter the **Amount (\$)**, **Frequency**, **Date** and **Reason** for your transfer. Check all information related to the transfer and click on **Submit**. An email or text will be sent to you when your recipient accepts your transfer. Click on **Cancel** if you no longer wish to send the transfer.

Subsequent Interac® e-Transfers

1. Log on to AccèsD ([see page 5](#)).
2. Click on **Transfer**.
3. Click on **Interac® e-Transfers**.
4. Click on **Add** and enter your transfer recipient.
5. Choose whether you want your recipient to receive the transfer by email or text message.
6. Write a security question and an answer that your recipient will need to enter upon receipt of your transfer. Click on **Confirm**.
7. Click on **From** and choose the originating account.
8. Enter the **Amount (\$)**, **Frequency**, **Date** and **Reason** for your transfer and click on **Submit**. An email or text will be sent to you when your recipient accepts your transfer.

With the AccèsD mobile app

First Interac® e-Transfer

1. Download the UNI mobile app for mobile telephones and tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. At the very bottom, click on **Transfer**.
4. Click on **Interac® e-Transfers**.
5. Read the three (3) steps listed and click on **Continue**.
6. Click on **Create My Profile**. Please note that you must have an email address to create your profile.
7. Enter your email (required) and your cell telephone number (optional) and click on **Save**.
8. Click on **Add** and enter your transfer recipient.
9. Choose how your recipient will receive notification of the transfer (Email or Mobile) and enter your recipient's coordinates based on the option chosen.
10. Write a security question and an answer that your recipient will need to enter upon receipt of your transfer. Click on **Confirm**.
11. Click on **From** and choose the originating account.
12. Enter the **Amount (\$), Frequency, Date** and **Reason** for your transfer. Click on **Submit**.
13. Verify your transfer information and check the terms and conditions box.
14. Click on **Confirm** if you wish to send the transfer, on **Correction** if you wish to change the transfer details or on **Cancel** if you no longer wish to send the transfer. An email or text message will be sent to you when your recipient has accepted your transfer.

Subsequent Interac® e-Transfers

1. Download the UNI mobile app for mobile telephones and tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. At the very bottom, click on **Transfer**.
4. Click on **Interac® e-Transfers**.
5. Choose the transfer recipient from your list. **If your recipient is not already on your list, follow steps 8 to 14 of the process for First Interac® e-Transfer.**
6. Click on **From** and choose the originating account.
7. Enter the **Amount (\$), Frequency, Date** and **Reason** for your transfer.
8. Check the security question and answer associated with the recipient and change them if necessary.
9. Click on **Submit**.
10. Verify your transfer information and check the terms and conditions box.
11. Click on **Confirm** if you wish to send the transfer, **Correction** if you wish to change the transfer details or on **Cancel** if you no longer wish to send the transfer. An email or text message will be sent to you when your recipient has accepted your transfer.

Receive an Interac® e-Transfer

Receiving an Interac® e-Transfer from another person is very simple.

With the full AccèsD website

1. Click on the link from the notification you received by email or text message.
2. Choose **New Brunswick** from the list of provinces and territories.
3. Choose **UNI Financial Cooperation** from the list of financial institutions.
4. Log on to AccèsD ([see page 5](#)).
5. Enter the answer to the security question composed by the sender of the transfer. Contact the sender if necessary to find out the answer. Click on **Submit**.
6. In the window that appears, click **Accept** to receive the transfer or **Decline** to refuse.
7. Choose the account to which you want to deposit the transfer.
8. Click on **Deposit**.

With the AccèsD mobile app

1. Download the UNI app for mobile telephones and tablets ([see page 8](#)).
2. Click on the link from the notification you received by e-mail or text message. If this is your first transfer, you will be asked to choose between the full AccèsD website and the mobile app. Choose the mobile app.
3. Choose **New Brunswick** from the list of provinces and territories.
4. Choose **UNI Financial Cooperation** from the list of financial institutions.
5. Log on to AccèsD ([see page 5](#)).
6. Enter the answer to the security question composed by the sender of the transfer. Contact the sender if necessary to find out the answer. Click on **Submit**.
7. In the window that appears, click **Accept** to receive the transfer or **Decline** to refuse.
8. Choose the account to which you want to deposit the transfer.
9. Click on **Deposit**.

Make a payment on your personal line of credit

Make a payment on your personal line of credit on the full AccèsD website.

Make a payment on your personal line of credit on AccèsD

1. Log on to AccèsD ([see page 5](#)).
2. Send a transfer between accounts ([see page 12](#)) by choosing your line of credit as the destination account.

Redeem your credit card BONUSDOLLARS®

Redeem your BONUSDOLLARS® for a wide range of products and services.
1 BONUSDOLLAR® earned = \$1 to redeem !

By telephone

1 800 363-4345

Hours:

Monday to Friday | 8 a.m. to 8 p.m.

Saturday and Sunday | 8:30 a.m. to 5 p.m.

Directly on AccèsD

1. Log on to AccèsD ([see page 5](#)).
2. Click on the card for which you want to exchange BONUSDOLLARS®.
3. In the menu on the right, click on **BONUSDOLLARS®**.
4. Click on **Redeem BONUSDOLLARS®**.
5. Select a category for redeeming your BONUSDOLLARS® and click on **Continue**.
6. Follow the steps for redeeming your BONUSDOLLARS® based on the chosen category.

With the AccèsD app

1. Download the UNI app for mobile telephones and tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. Click on **My Accounts**.
4. In the **Cards, Loans and Lines of Credit** section, select the card for which you want you redeem your BONUSDOLLARS®.
5. Click on the **Information** tab.
6. At the bottom, click on **Redeem BONUSDOLLARS®**.
7. Select a category for redeeming your BONUSDOLLARS® and click on **Continue**. Please note that the **Rewards and Gift Cards** category requires that a BONUSDOLLARS® account be opened.
8. Follow the steps for redeeming your BONUSDOLLARS® based on the chosen category.

Put a temporary lock on a card

Put a temporary lock on a credit card you can't find in just a few clicks directly on AccèsD.

With the full AccèsD website

1. Log on to AccèsD ([see page 5](#)).
2. In the **Loans, Lines of Credit and Credit Cards** section, select the credit card which you wish to lock.
3. On the right, click on **Options** and then **Manage Card**.
4. Click on **Lock Card**, then on **Accept**.
5. To reactivate the card, click again on **Lock Card**.

With the AccèsD mobile app

1. Download the UNI app for mobile telephones and tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. In the **Quick Access** section, click on **My Accounts**.
4. Under **Cards, Loans and Lines of Credit**, select the credit card which you wish to lock.
5. In the **Information** tab, click on **Manage the Card**.
6. Click on **Lock Card**, then on **Accept**.
7. To reactivate the card, click again on **Lock Card**.

Lost or stolen card notification

Can't find your credit card or think it has been stolen?

Contact us as soon as possible. We will verify the expenses, and in case of theft, we will be able to reimburse you.

After reporting your lost or stolen credit card, you can lock it yourself directly online ([see page 21](#)).

Notify us by telephone that a credit card has been lost or stolen

Canada and United States: 1 800 363-3380

Elsewhere in the world (call collect): 514 397-4610

Hours:

24 hours per day, 7 days per week

Increase your credit card limit

You can increase your credit card limit by telephone or online on the full AccèsD website by filling out an application.

By telephone

You can call the customer service number **on the back of the credit card** for which you want to increase the limit.

Directly on AccèsD

1. Log on to AccèsD ([see page 5](#)).
2. Find the credit card for which you want to increase the credit limit and click on **Options**.
3. Click on **Manage This Account**.
4. In the **Account Management** section on the left, click on **Increase Credit Limit**.
5. Enter the new desired credit limit and click on **Continue**.
6. Enter the information requested and click on **Continue**.
7. Check the legal notice and click on **Confirm**.

Request a supplementary copy of your credit card

Request a supplementary copy of your credit card directly through the full AccèsD website or by telephone.

By telephone

You can call the customer service number **on the back of the credit card** for which you want a supplementary copy.

Directly on the full AccèsD website only

1. Log on to AccèsD ([see page 5](#)).
2. Find the credit card for which you want an additional copy and click on **Options**.
3. Click on **Manage This Account**.
4. In the **Online Requests** section, click on **Request a Supplementary Credit Card**.
5. Enter the information requested and click on **Confirm**.

Request a new credit card

Find the credit card that will benefit you most with cash back or BONUSDOLLARS®, insurance, interest rate, annual fee or exclusive benefits.

With the full AccèsD website

1. Log on to AccèsD ([see page 5](#)).
2. In the **Loans, Lines of Credit and Credit Cards** section, click on **Apply for Credit**.
3. Click on **Credit Cards**.
4. Click on **Complete Your Application** and follow the steps.

With the AccèsD mobile app

1. Download the UNI app for mobile telephones and tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. Click on **My Accounts**.
4. In the **Loans, Lines of Credit and Credit Cards** section, click on **Apply**.
5. Click on **Credit Card**.
6. Choose a credit card and follow the steps.

Make a payment on a credit card

Never forget a payment and easily pay your credit card balance online.

With the full AccèsD website

1. Log on to AccèsD ([see page 5](#)).
2. Click on the credit card you want to pay.
3. Click on **Pay**.
4. Enter the payment amount.
5. Choose the originating account.
6. Click on **Submit**.
7. Review your payment details and click **Confirm** if all is correct, **Correction** to change or **Cancel** to start over.

With the AccèsD mobile app

1. Download the UNI app for mobile telephones and tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. Click on the **Details** tab.
4. At the very bottom of the screen, click on **Pay Now**.
5. Choose the originating account.
6. Enter the payment amount.
7. Click on **Submit**.
8. Review your payment details and click **Confirm** if all is correct, **Correction** to change or **Cancel** to start over.

With pre-authorized automatic payments

For members, on the full AccèsD website only:

1. Log in to AccèsD ([see page 5](#)).
2. Find the credit card for which you wish to enrol in automatic payments, and click on **Options**.
3. Click on **Manage This Account**.
4. In the **Account Management** section on the left, click on **Add Options**.
5. Select **Pre-authorized Payment** and click on **Continue**.

For non-members or for members who do not use AccèsD:

[Fill out the form](#)

Inform UNI of an upcoming trip

It is best to inform us through the AccèsD website or by telephone when you travel so that we know that transactions made on your card abroad are normal.

By telephone

1 800 363-3380

Hours:

Monday to Friday | 8 a.m. to 8 p.m.

Saturday and Sunday | 8:30 a.m. to 5 p.m.

Directly on AccèsD

1. Log on to AccèsD ([see page 5](#)).
2. Find the credit card you want to use when travelling and click on **Options**.
3. Click on **Manage This Account**.
4. In the **Account Management** section on the left, click on **Add a Travel Notification**.
5. Enter the requested details and click on **Confirm**.

Make an online investment using AccèsD

Find out how to make an online investment on your own using AccèsD.

Make an online investment using the AccèsD website:

1. Log on to AccèsD ([see page 5](#)).
2. Go to the **Savings and Investments** section.
3. Select **Make an Investment**.
4. Choose your desired investment vehicle.

With the AccèsD mobile app

1. Download the UNI app for mobile telephones and tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. Click on **My Accounts** and go to the **Savings and Investments** section.
4. Choose your desired investment vehicle.

Changing your transaction plan

On the full AccèsD website, quickly check the number of transactions you make each month and change your plan if necessary.

With the full AccèsD website

1. Log on to AccèsD ([see page 5](#)).
2. In the section on the right, click on **More Options**.
3. Select **Choose a Plan**.
4. Choose the account for which you want to change your plan and click on **Change**.
5. Check out which plans are available and select **Choose** to select your new plan.

Order cheques

Order a batch of 50 or 100 cheques and choose the details included on them from the full AccèsD website.

With the full AccèsD website

1. Log on to the AccèsD ([see page 5](#)).
2. In the section on the right, click on **More Options**.
3. Select **Order Cheques**.
4. Choose the account for which you want to order cheques and enter the personal details you want included on them.
5. Click on **Submit** (you will be redirected to the supplier's website).

Register for Canada Revenue Agency (CRA) direct deposit

Apply for CRA online deposit to take advantage of direct deposit into your account.

With the full AccèsD website

1. Log on to AccèsD ([see page 5](#)).
2. In the section on the right, click on **More Options**.
3. Select **Register for Canada Revenue Agency Direct Deposit**.
4. Review the information displayed and click on **Continue**.
5. Choose the account into which you would like to receive the payments and click on **Continue**.
6. To confirm your identity, enter your Social Insurance Number and click on **Submit**. Note that the AccèsD website version is a completely secure platform.
7. Review the details of your registration and check the box under **Privacy Notice**.
8. Click on **Confirm** if everything is accurate, **Edit** to make changes, or **Cancel** to terminate your request.

With the AccèsD mobile app

1. Download the UNI app for mobile telephones and tablets ([see page 8](#)).
2. Log on to AccèsD ([see page 5](#)).
3. Click on the 3 dots (...).
4. Click on **Profile and Preferences**.
5. Click on **Direct Deposit**.
6. Click on **Canada Revenue Agency Direct Deposit**.
7. Review the information displayed and click on **Continue**.
8. Choose the account into which you would like to receive the payments and click on **Continue**.
9. To confirm your identity, enter your Social Insurance Number and click on **Submit**. Note that the AccèsD mobile app version is a completely secure platform.
10. Review the details of your registration and check the box under **Privacy Notice**.
11. Click on **Confirm** if everything is accurate, **Edit** to make changes, or **Cancel** to terminate your request.