

# INSTRUCTION MANUAL



## Custom Marketing Kit

**UNIPAY**

Member FDIC

**This Custom Marketing Kit gives you the opportunity to inform your customers that secure online payments are now accepted through UniPay by UniBank. Please review the following instructions to gain proper access to the materials included in this kit.**

## **Included you will find:**

- "Pay Online" Poster (1)
- "Coming Soon" Poster (1)
- Horizontal Buckslip (2)
- Vertical Buckslip (1)
- Social Media Post Options (4)
- UniPay Logos (3)
- Website Buttons (3)
- Email Signature (1)
- Customer Email/Letter Template (1)

# Instructions

## 1) Navigate to <https://www.unipaydirect.com/>

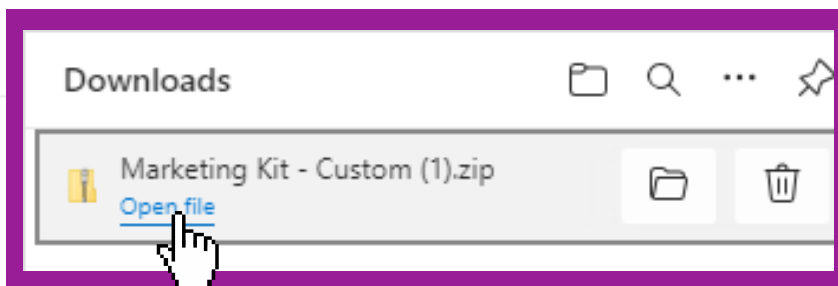
- In the menu bar, click Product -> Marketing Kit

## 2) Locate and select "Marketing Kit - Custom" to begin download

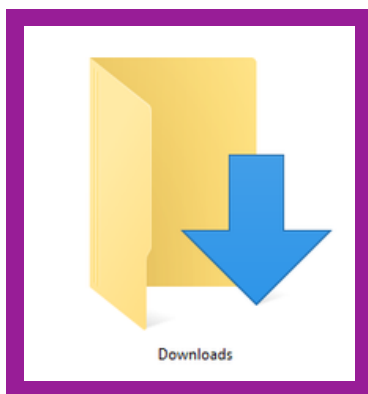
- File will automatically download in top right corner of screen



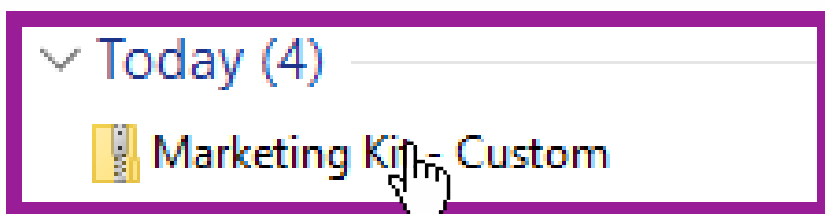
## 3) Select Open File



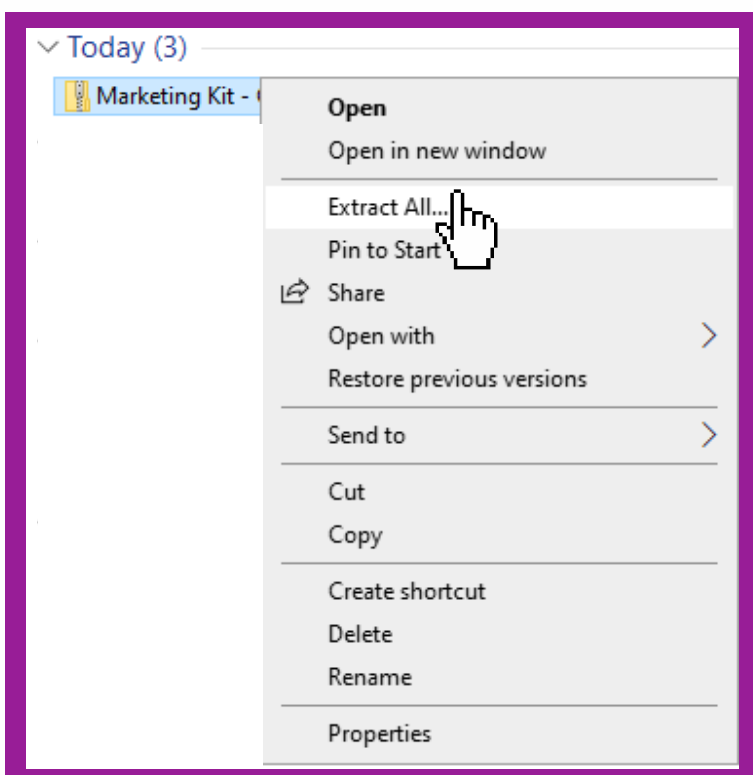
4) On your computer, go to **Downloads** to locate downloaded item



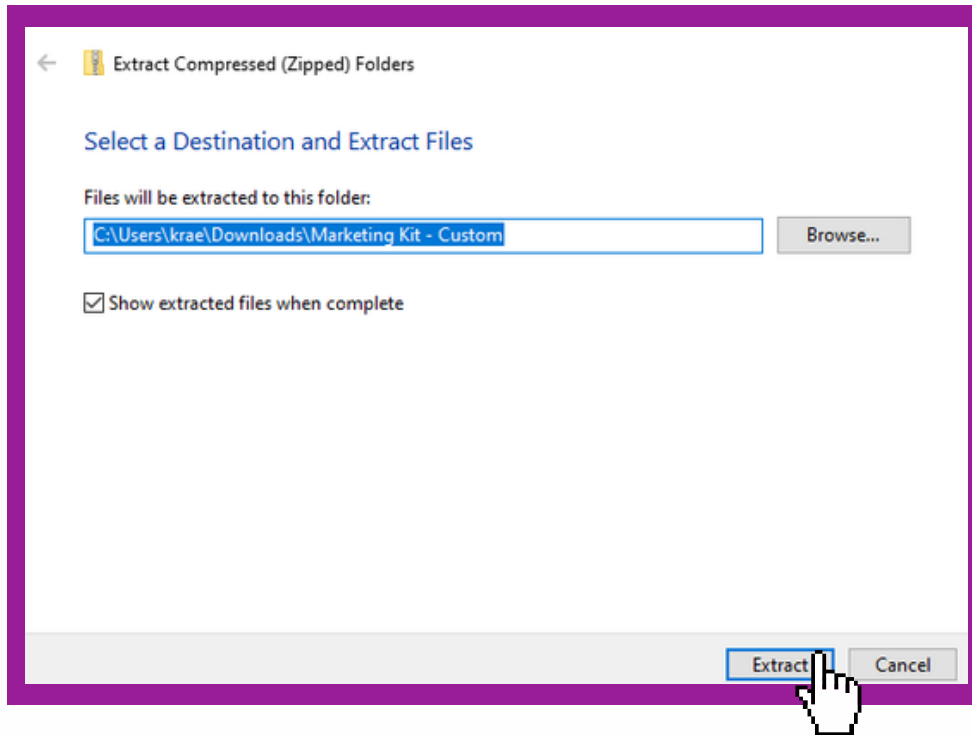
5) Left click on downloaded item



6) Right click to select "Extract All"

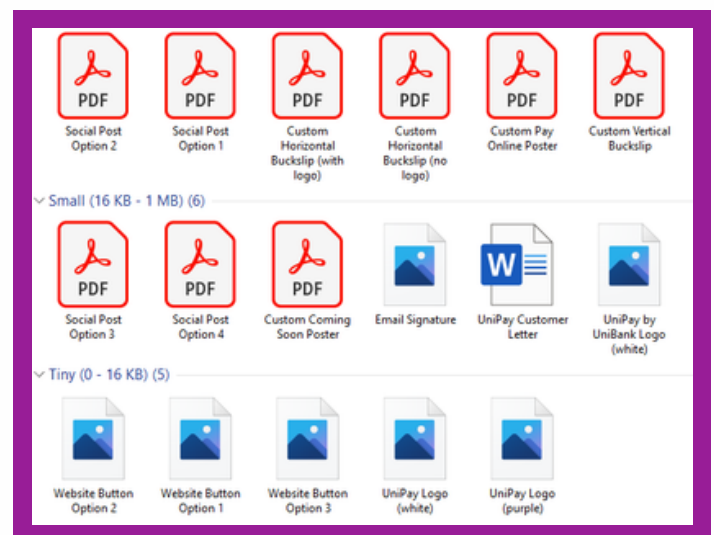


## 7) Choose destination and select "Extract"



## 8) Double-click to open the folder and view the materials within the marketing kit

Custom Coming Soon Poster	Adobe Acrobat Document
Custom Horizontal Buckslip (no logo)	Adobe Acrobat Document
Custom Horizontal Buckslip (with logo)	Adobe Acrobat Document
Custom Pay Online Poster	Adobe Acrobat Document
Custom Vertical Buckslip	Adobe Acrobat Document
Email Signature	JPG File
Social Post Option 1	Adobe Acrobat Document
Social Post Option 2	Adobe Acrobat Document
Social Post Option 3	Adobe Acrobat Document
Social Post Option 4	Adobe Acrobat Document
UniPay by UniBank Logo (white)	PNG File
UniPay Customer Letter	Microsoft Word Document
UniPay Logo (purple)	PNG File
UniPay Logo (white)	PNG File
Website Button Option 1	JPG File
Website Button Option 2	JPG File
Website Button Option 3	JPG File



**9) The following files are those that you will be able to customize with either a logo, URL, QR code, or all three. Please follow the instructions below to properly place these items in each file.**

- **Custom Horizontal Buckslip (no logo) : (pages 7-10)**
- **Custom Horizontal Buckslip (with logo) : (pages 11-14)**
- **Custom Vertical Buckslip : (pages 15-17)**
- **Custom Pay Online Poster : (pages 18-20)**
- **Custom Coming Soon Poster : (pages 21-23)**
- **For best results, open each of these files through Adobe Acrobat**

**10) The following files do not need to be customized but have been added to this kit for convenience.**

- **Social Media Post Options**
- **UniPay Logos**
- **Website Buttons**
- **Email Signature**
- **The Customer Email/Letter Template has a separate instruction kit**

# Custom Horizontal Buckslip (no logo)<sup>7</sup>



**1) Double click on the file "Custom Horizontal Buckslip (no logo)" to open**



**2) As seen in the guide below, you will be placing your personalized QR code (sent in your UniPay start-up kit) where the image icon is, and you will be adding the last 4 numbers of your personalized URL to the existing URL in the template**

# Pay Online!

**UNIPAY**  
by UNIBANK

We now offer you the convenience of online payments through **UNIPAY**

## Why should I use UniPay?

- User friendly and secure method for electronic payments
- Quicker payment process using pre-filled account information
- Make payments anywhere, anytime
- Access to transaction payment history
- Use of payment reminders
- Ability to schedule payments

\*insert  
personalized  
QR code here\*

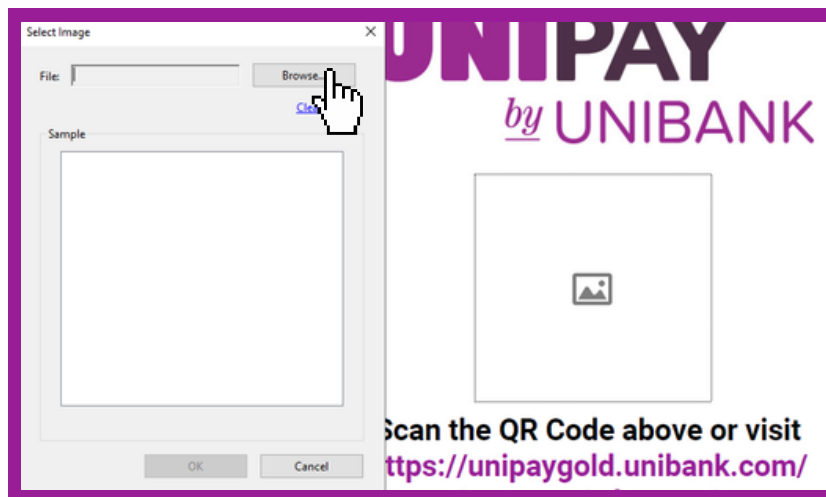
Scan the QR Code above or visit the below website for more information:

\*insert personalized URL here\*

Member FDIC

\*this image is a guide and is not included in marketing kit\*

3) To insert your QR code, navigate your mouse over the top of the image icon and left click. In the "Select Image" pop-up box, select "browse" to locate your QR code. Once located, double click to upload and then select "OK" to drop the image into the template.



**UNIPAY**  
Member FDIC

4) Now that your QR code is inserted, you will need to insert your personalized URL to complete the file. Right click in the light blue box to select it with your cursor.



5) Begin to type or paste in your URL. Your URL was sent in your UniPay starter kit along with your QR code.

# Pay Online!

**UNIPAY**  
by UNIBANK

We now offer you the convenience of online payments through **UNIPAY**

## Why should I use UniPay?

- User friendly and secure method for electronic payments
- Quicker payment process using pre-filled account information
- Make payments anywhere, anytime
- Access to transaction payment history
- Use of payment reminders
- Ability to schedule payments



Scan the QR Code above or visit  
[https://unipaygold.unibank.com/  
CustomerInfo.aspx?  
Customerid=1234](https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=1234)  
for more information

Member FDIC

**6) Your Custom Horizontal Buckslip (no logo) is ready to use! Be sure to save this file to the location of your choice.**

- We recommend to print this buckslip in color and on heavy-weight paper such as cardstock

**UNIPAY**  
Member FDIC

# Custom Horizontal Buckslip (with logo)



1) Double click on the file "Custom Horizontal Buckslip (with logo)" to open

**Pay Online!**

**UNIPAY**  
*by* UNIBANK

now offers you the convenience of online payments through **UNIPAY**

**Why should I use UniPay?**

- User friendly and secure method for electronic payments
- Quicker payment process using pre-filled account information
- Make payments anywhere, anytime
- Access to transaction payment history
- Use of payment reminders
- Ability to schedule payments

Scan the QR Code above or visit the below website for more information:

Member FDIC

2) As seen in the guide below, you will be placing your personalized QR code where the image icon is, adding your personalized URL to the existing URL in the template, and inserting your organization's logo into the left corner of the buckslip.

# Pay Online!

**UNIPAY**  
by UNIBANK

\*insert  
logo here\*

now offers you the convenience of  
online payments through **UNIPAY**

\*insert  
personalized  
QR code here\*

## Why should I use UniPay?

- User friendly and secure method for electronic payments
- Quicker payment process using pre-filled account information
- Make payments anywhere, anytime
- Access to transaction payment history
- Use of payment reminders
- Ability to schedule payments

Scan the QR Code above or  
visit the below website for more  
information:

\*insert personalized URL here\*

Member FDIC

**\*this image is a guide and is not included in marketing kit\***

**3) To insert your QR code and your personalized URL, repeat steps 3-5 from the above instructions for "Custom Horizontal Buckslip (no logo)". To insert your organization's logo in the left-hand corner of the buckslip, right click in the general area shown for the logo in the above photo. A rectangle with a dotted line should appear along with the "Select Image" pop-up box.**

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**Pay Online!**

**UNIPAY** by UNIBANK

the convenience of online payments through **UNIPAY**

**Why should I use UniPay?**

- User friendly and secure method for electronic payments
- Quicker payment process using pre-filled account information
- Make payments anywhere, anytime
- Access to transaction payment history
- Use of payment reminders
- Ability to schedule payments

Scan the QR Code above or visit the below website for more information:

<https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234>

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4) In the "Select Image" pop-up box, click "browse" to locate your organization's logo. Once located, double click to upload and then select "OK" to drop the image into the template.

**Pay Online!**

**UNIPAY** by UNIBANK

**UNIPAY** now offers you the convenience of online payments through **UNIPAY**

**Why should I use UniPay?**

- User friendly and secure method for electronic payments
- Quicker payment process using pre-filled account information
- Make payments anywhere, anytime
- Access to transaction payment history
- Use of payment reminders
- Ability to schedule payments

Scan the QR Code above or visit the below website for more information:

<https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234>

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**6) Your Custom Horizontal Buckslip (with logo) is ready to use! Be sure to save this file to the location of your choice.**

- We recommend to print this buckslip in color and on heavy-weight paper such as cardstock

# Custom Vertical Buckslip



1) Double click on the file "Custom Vertical Buckslip" to open

Pay Online!	Pay Online!	Pay Online!
<p>We now offer the convenience of online payments through</p> <p><b>UNIPAY</b> <i>by</i> UNIBANK</p>  <p><a href="https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234">https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234</a></p> 	<p>We now offer the convenience of online payments through</p> <p><b>UNIPAY</b> <i>by</i> UNIBANK</p>  <p><a href="https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234">https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234</a></p> 	<p>We now offer the convenience of online payments through</p> <p><b>UNIPAY</b> <i>by</i> UNIBANK</p>  <p><a href="https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234">https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234</a></p> 
Member FDIC	Member FDIC	Member FDIC

2) As seen in the guide below, you will be inserting your personalized QR code, your personalized URL, and your organization's logo into this file. Follow the same instructions as with the horizontal buckslips to insert these items, referring back to the above steps as needed.



\*this image is a guide and is not included in marketing kit\*

3) Your Custom Vertical Buckslip is ready to use! Be sure to save this file to the location of your choice.

- We recommend to print this buckslip in color and on heavy-weight paper such as cardstock

Pay Online!	Pay Online!	Pay Online!
<p>We now offer the convenience of online payments through</p>	<p>We now offer the convenience of online payments through</p>	<p>We now offer the convenience of online payments through</p>
<p><b>UNIPAY</b> by UNIBANK</p>	<p><b>UNIPAY</b> by UNIBANK</p>	<p><b>UNIPAY</b> by UNIBANK</p>
		
<p><a href="https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234">https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234</a></p>	<p><a href="https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234">https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234</a></p>	<p><a href="https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234">https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234</a></p>
<p><b>UNIPAY</b></p>	<p><b>UNIPAY</b></p>	<p><b>UNIPAY</b></p>
<p>Member FDIC</p>	<p>Member FDIC</p>	<p>Member FDIC</p>

# Custom Pay Online Poster



1) Double click on the file "Custom Pay Online Poster" to open



**Pay Online!**

**We offer the convenience of  
online payments through**

**UNIPAY**  
*by* UNIBANK

Scan the QR Code  
or visit:

 [https://unipaygold.unibank.com/  
CustomerInfo.aspx?  
Customerid=](https://unipaygold.unibank.com/CustomerInfo.aspx?Customerid=)   
for more information

**Simple. Efficient. Secure.**  
Member FDIC

2) As seen in the guide below, you will be inserting your personalized QR code and the personalized URL into this file. Follow the same instructions as with the horizontal and vertical buckslips to insert these items, referring back to the above steps as needed.

**Pay Online!**

We offer the convenience of online payments through

**UNIPAY**  
*by* UNIBANK

\*insert your personalized QR code\*

Scan the QR code or visit the below website for more information:

\*insert personalized URL\*

**Simple. Efficient. Secure.**  
Member FDIC

\*this image is a guide and is not included in marketing kit\*

**UNIPAY**  
Member FDIC

3) Your Custom Vertical Buckslip is ready to use! Be sure to save this file to the location of your choice.

- We recommend to print this poster in color

**Pay Online!**

We offer the convenience of  
online payments through

**UNIPAY**  
*by* UNIBANK



Scan the QR  
code or visit the  
below website  
for more  
information:

[https://unipaygold.unibank.com/  
customerinfo.aspx?customerid=1234](https://unipaygold.unibank.com/customerinfo.aspx?customerid=1234)

**Simple. Efficient. Secure.**  
Member FDIC

# Custom Coming Soon Poster



1) Double click on the file "Custom Coming Soon Poster" to open

**Coming Soon!**

**UNIPAY**  
*by* UNIBANK



will soon be offering the convenience of  
online payments through **UNIPAY**



**Stay tuned for  
more information!**

**It's convenient, fast, and secure.**  
Member FDIC

2) As seen in the guide below, you will be inserting your organization's logo into this file. Follow the same instructions as with the horizontal and vertical buckslips to insert these items, referring back to the above steps as needed.

Coming Soon!

UNIPAY

by UNIBANK

\*insert your personalized logo\*

will soon be offering the convenience of  
online payments through **UNIPAY**



Stay tuned for  
more information!

It's convenient, fast, and secure.

Member FDIC

\*this image is a guide and is not included in marketing kit\*

3) Your Custom Vertical Buckslip is ready to use! Be sure to save this file to the location of your choice.

- We recommend to print this poster in color



The poster features a purple and white color scheme. At the top left, the text "Coming Soon!" is written in white on a purple background with wavy lines. To the right is the "UNIPAY by UNIBANK" logo. The word "UNIPAY" is prominently displayed in large, bold, black letters. Below it, the text "will soon be offering the convenience of online payments through UNIPAY" is centered. On the left, there are images of a desktop monitor, a tablet, and a smartphone, all displaying the UNIPAY web interface. To the right of these images is a grey rounded rectangle containing the text "Stay tuned for more information!". At the bottom, a dark purple banner contains the text "It's convenient, fast, and secure." and "Member FDIC" in white.

**Coming Soon!**

**UNIPAY**  
by UNIBANK

**UNIPAY**

will soon be offering the convenience of  
online payments through **UNIPAY**

Stay tuned for  
more information!

**It's convenient, fast, and secure.**  
Member FDIC

**We encourage you to share these materials with your customers! Print, post, and communicate UniPay's benefits as much as you would like.**

**If you have any questions, please contact [support@unipayteam.com](mailto:support@unipayteam.com) or call (877) 277-1157 Option 1**