# INSTRUCTION MANUAL

## Basic Marketing Kit

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This Basic 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.

## This kit includes:

- "Pay Online" Poster (1)
- "Coming Soon" Poster (1)
- Horizontal Buckslip (1)
- Vertical Buckslip (1)
- Social Media Post Template (4)
- UniPay Logo (3)
- Website Button (3)
- Email Signature (1)
- Customter Email/Letter Template (1)

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# Instructions

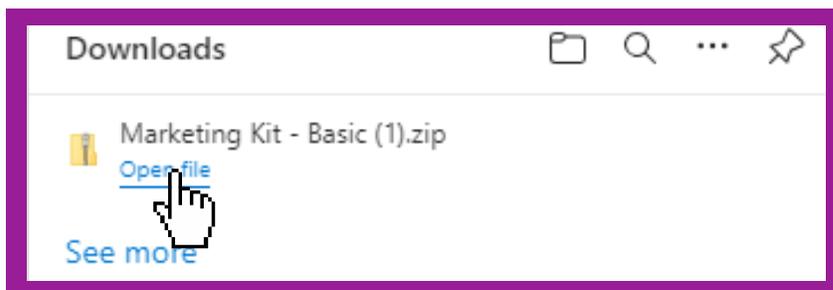**1) Navigate to https://www.unipaydirect.com/**

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

**2) Locate and select "Marketing Kit - Basic" to begin download**

- **File will automatically download in top right corner of screen**



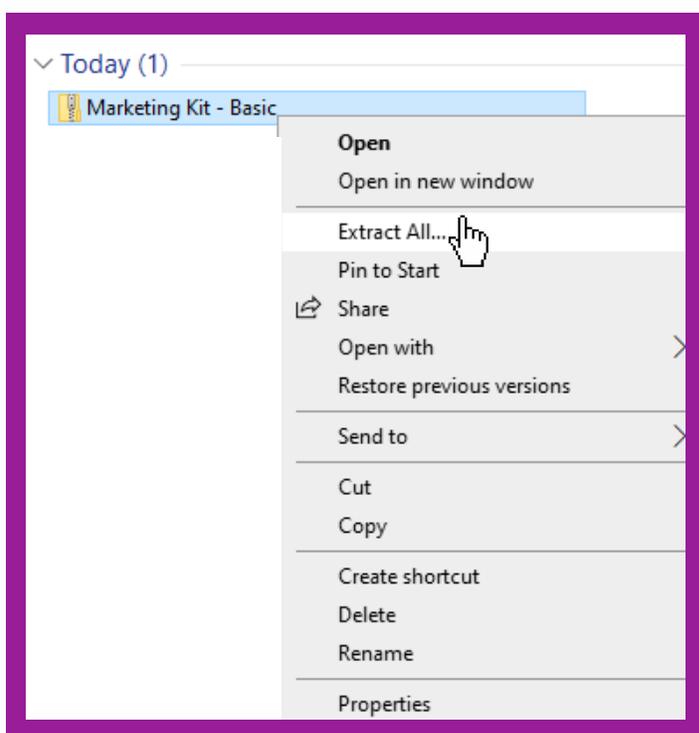**3) Select Open File**



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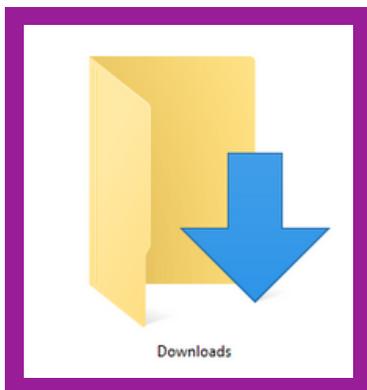


**5) Left click on downloaded item**



**6) Right click to select "Extract All"**



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# 7) Choose destination and select "Extract"
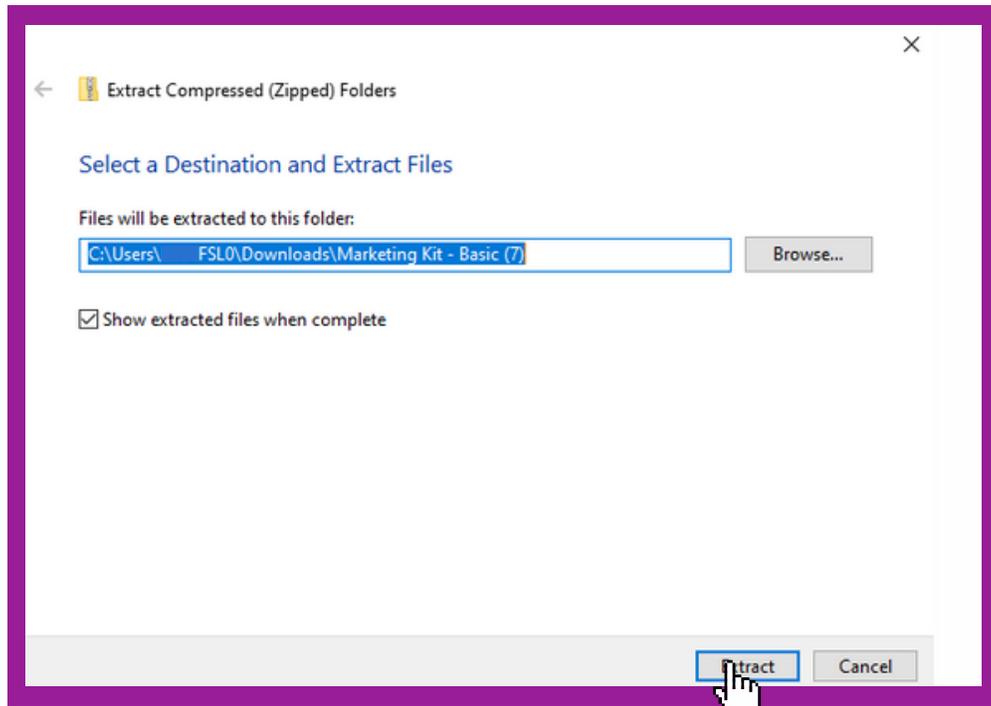


# 8) View the materials within the marketing kit
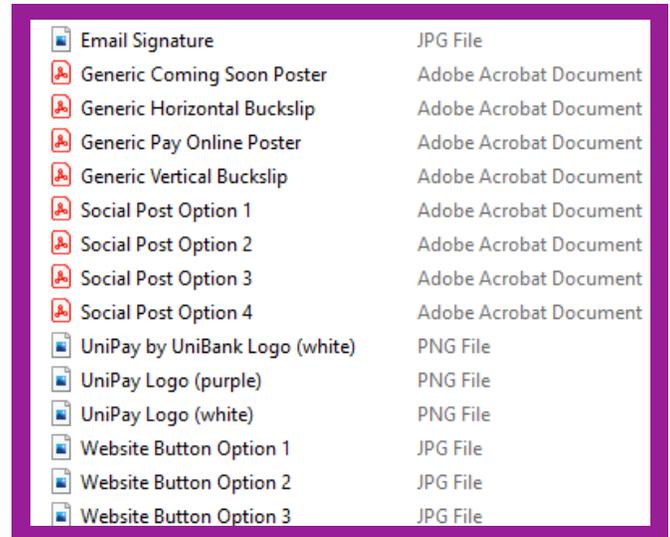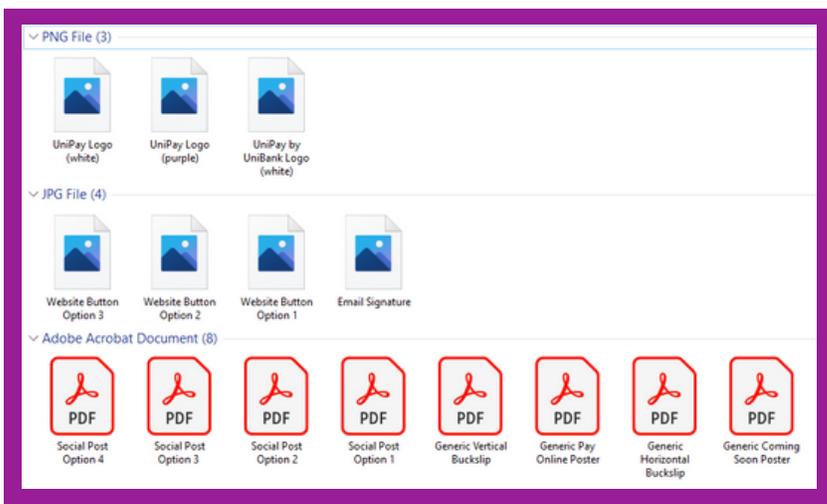




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## 9) Open files of choice and begin to share that UniPay is available for your customers!

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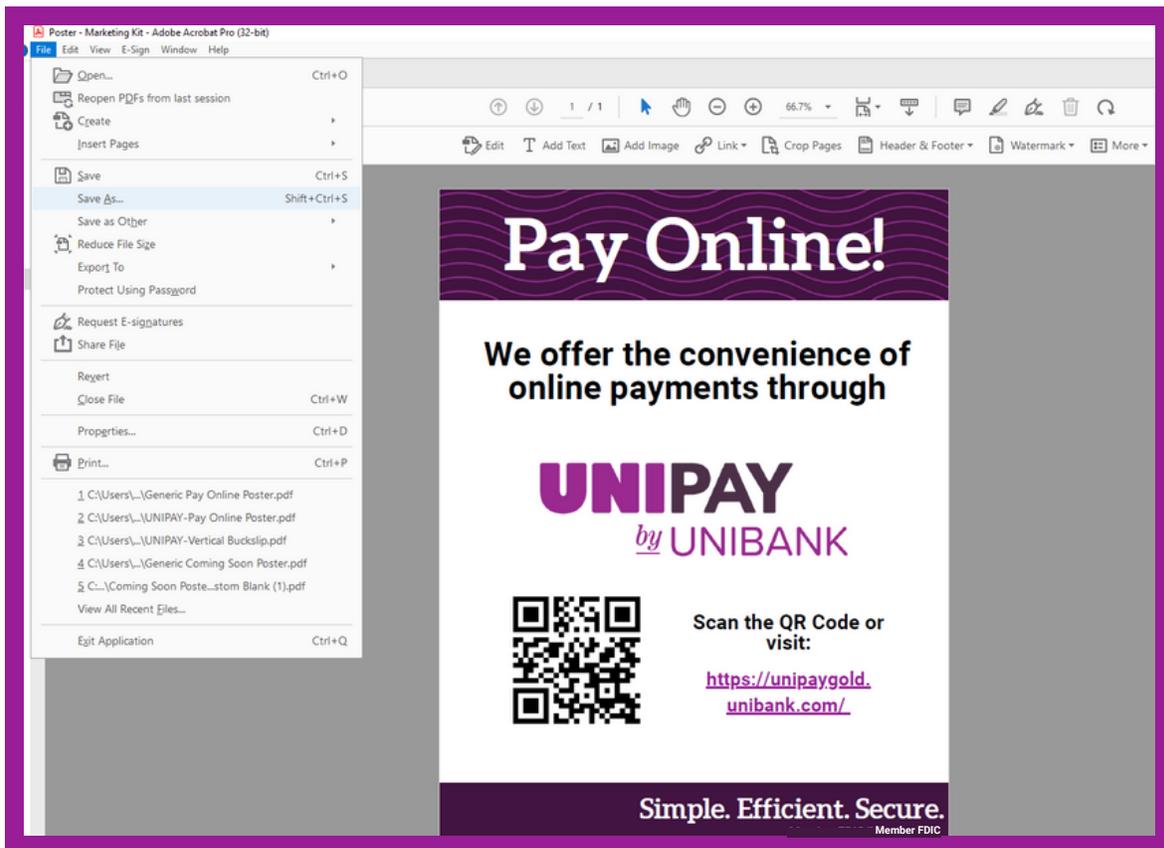


**If you have any questions, please contact support@unipayteam.com or call (877) 277-1157 Option 2**

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