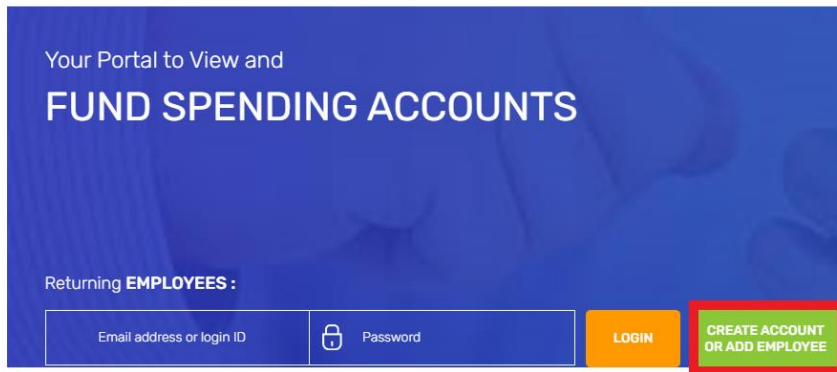
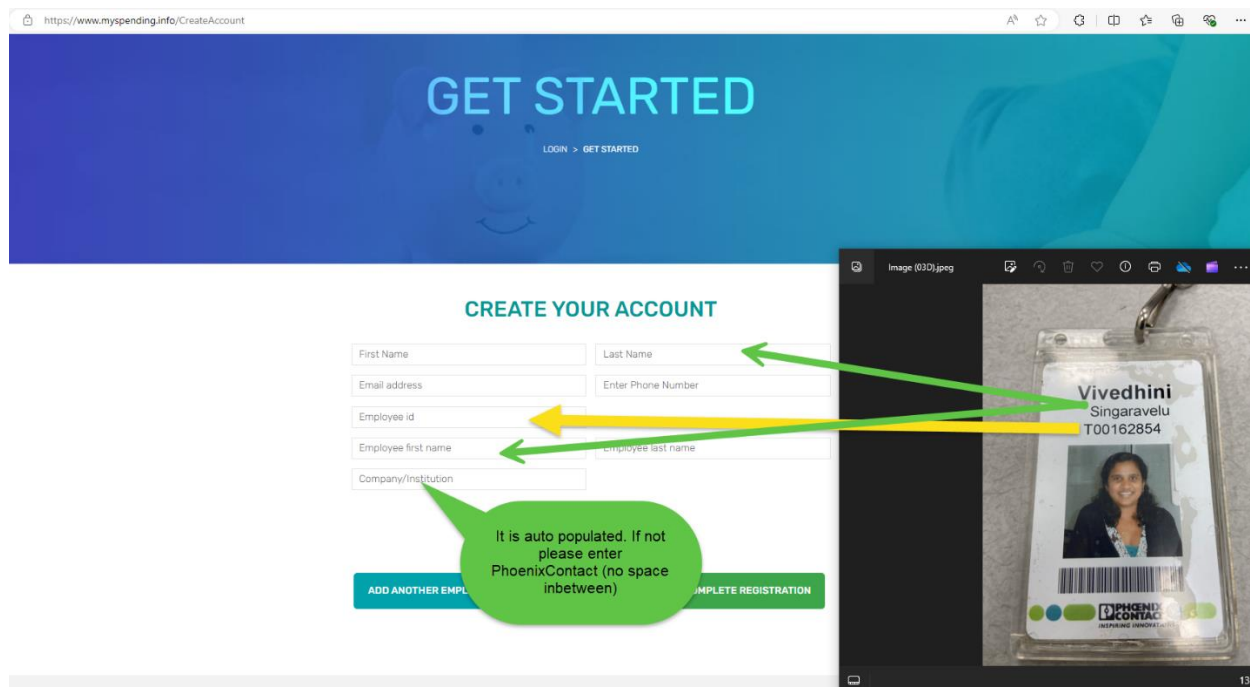


Phoenix Contact Café – Setting up a New Account

- Go to the MySpendingInfo website is at: <https://www.myspending.info>
- Click Create Account or Add Employee



- You must create your account using the name and ID listed on your badge:



- Click Complete Registration. You will receive an email with your login information.

Adding Funds

- There are two ways to add funds to your account:
 - The “Fund Accounts” button allows you to make a one-off deposit as needed, using either an electronic check or a credit card.
 - The “Auto Transfers” button allows you to set up a checking account so that funds will automatically be added to your spending account from your checking account according to the parameters you set. Please note auto-funding requires a checking account and cannot be set up with a credit card.

One Time Deposit

- To make a one off deposit, first click the Fund Accounts button. Then enter the amount that you would like to add and then click on the update button on the middle left of the screen.
- The service charges applicable to each payment option for the amount entered will display. Select the payment option you wish to use to continue: Process Electronic Check or Process Credit Card. If you do not have a checking account on file, then you will be taken to the Bank Account information screen.
- Once you have submitted your checking account information, or if you already have a checking account on file, then you will be taken to the payment processing screen.
- Please take a minute to confirm you are using the correct checking account. If you are not using the correct account, please click on the “Change” button to make the necessary changes.
- If you are happy with the total, which includes any processing charges, click on the “Submit” button to process the deposit.
- Your request will not be sent until you click the Submit button and your approval code will display at the bottom of the box and you will receive an e-mail confirmation of the deposit.
- After successfully making a deposit, either by electronic check or credit card, your account balance on the MySpending website will immediately reflect your deposit. The account balance at the company will reflect this deposit once synchronization between the website and the company takes place. While we ask that you leave 24 hours for the funds to be available in case of communication errors, they will often be available more quickly (within 5-10 minutes).

Automatic Transfers

- You have the option of saving your checking account information to the MySpending website, and when you reach a certain dollar amount in their account, a deposit will be scheduled for you.
- To set up Auto Funding, from the main page click on the “Auto Transfers” button.
- Input the checking account information for the checking account you would like to use, if you do not already have it saved. (Please note you are not able to use a credit card for automatic funding.)
- Put a check mark in the box marked Enable Auto Replenish to turn auto funding on.
- Specify the balance at which automatic funding is triggered. The default is \$25, but can be altered. When you reach this balance, the auto fund process will begin. We recommend not choosing an amount below what you might spend in 2 days in order to keep the account positive.
- Specify the amount to add to your account. The default is \$100, but can be altered. Click on submit to accept the changes.
- As an example, if your threshold is \$25, and spending activity on Tuesday brings the balance to \$20, then you should get an email on Tuesday night letting you know that a deposit has been scheduled. The deposit itself will then be processed on Wednesday night, and a second email confirming the deposit has been processed will be sent out to you.
- An important note on timing: - Setting up auto funding does not immediately make a deposit, it just switches on the auto fund process. If you would like to make funds available for you to use immediately, the quickest way is making a separate deposit using the fund accounts button.

ACKNOWLEDGMENT

As a contingent associate of Phoenix Contact, I acknowledge that I have received, reviewed and understand the instructions to set up and fund a café account.

I understand it is my responsibility to set up the account and add funds.

Name

Date