



## Instant Cash Marketing Toolkit Access and Ordering Instructions

### Getting Started

Go to [www.firstdata.com/instantcash](http://www.firstdata.com/instantcash). Click on Instant Cash Marketing Toolkit on the right-hand side of the page. A login screen will appear and you will be asked for your username and password.

If you are a new user, click on the “New User?” link and enter the appropriate information to establish an account. The authorization code is 123.

### Accessing the Materials

Once you are logged in, you will see that there are materials posted under three themes: Freedom, Flexibility and Security. The information under each is designed around the specific theme. The materials available include: ATM Screens, counter cards, statement inserts, posters and Web banners. To download ATM screens, simply click on the ATM screens link and download the file you want. For the Web banners, click on the Web Banner link and download the file you want.

To order inserts, for example, click on the Inserts link, and then click on Customize and Order next to the insert you want. Note the quantity and cost, and then click on the Customize and Order button. In the “Name of Draft” box, enter a file name such as Instant Cash Bill Pay-First National Bank. Hit save and next. Upload your logo by clicking that box and then enter your card name (e.g., First national Bank Debit Card). Click finish and view proof. If there are mistakes, click edit. If not, click accept.

To download any of the letters under the Letter Template section, simply click on one of the letters and click view Word Template. When the pop-up box appears, click ok and then save the document to your desktop.