



How to Transfer NicAWS Conference Accounts to the new Treasurer

Last updated – 10/10/2021

The symbol ">" means "click on"

All actions are conducted by the new Treasurer unless otherwise stated (**former**).

PayPal Account: <https://www.paypal.com/us/home>

1. Logon **PayPal** using the email address **nicawsc@gmail.com**
2. Top right > **Jeanette Stephens > Profile Settings**
3. Update **Phone**

Bank Account: <https://www.hvcu.org/> 845.463.3011 | 800.468.3011

1. **Former** Treasurer: Call HVCU to send you a Special Account Association Information Form.
 - a. Fill in the form using the same info you used to gain access to the account.
 - b. Sign and date the first signature line.
 - c. Mail filled in form to the new treasurer.
2. Fill in with your information, sign, date, and mail to HVCU.
3. Logon **Hudson Valley Credit Union** with user name **nicawsc**
4. Top right > **NicA WSC > Settings > Contact** tab
5. Update > **Phone Number** and follow the steps to update your phone number.

Email Address: <https://www.google.com/gmail/>

1. Attempt to login to **Gmail** with **nicawsc@gmail.com**. You will more than likely be blocked for a security issue due to your location not matching that of the **former** Treasurer.
2. The **former** treasurer's recovery email address will receive an email asking something like... "was that you." Reply, Yes.
3. Log in again. This time it should work.



4. Top right > **Nicotine Anonymous** icon > **Manage your Google Account**
5. Left menu > **Security > Recovery email & Phone:** follow the steps to set up your recovery email address & phone number.

The End



HudsonValley[®]
FEDERAL CREDIT UNION

P.O. Box 1071 | Poughkeepsie, NY | 12602-1071
845.463.3011 | hvfcu.org

Member Number: 100023465
Share ID: 0200
Share ID: 0000

SPECIAL ACCOUNT ASSOCIATION INFORMATION

IMPORTANT INFORMATION ABOUT THE PROCEDURES FOR ADDING ASSOCIATION INFORMATION TO AN ACCOUNT
(Includes Signator, Guardian, Conservator, Executor, Administrator, or Representative Payee)
To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.
What this means for you: When you open an account, we will ask you for your name, address, date of birth, and other information that will allow us to identify you. We will also ask to see your driver's license or other identifying documents.

Signer's Member/Associated Member Number: _____

Signer Information:

Type: Driver's License Issued By: _____ ID#: _____ Date Issued: _____ Exp. Date: _____

Jeanette Stephens
First Name Last Name Middle Initial Date of Birth Social Security Number

Residential Address City State Zip Code Home Phone

Mailing Address Passcode E-mail

Signer's Member/Associated Member Number: _____

Signer Information:

Type: _____ Issued By: _____ ID#: _____ Date Issued: _____ Exp. Date: _____

First Name Last Name Middle Initial Date of Birth Social Security Number

Residential Address City State Zip Code Home Phone

Mailing Address Passcode E-mail

Signature with title _____ Date _____

Signature with title _____ Date _____