



SWITCH TO ANECA IN 5 EASY STEPS

1. **Open your ANECA Share Savings & Checking Accounts.**

Fill out our [Membership Application](#) and for more information visit [ANECA.org/Join](https://www.aneca.org/Join).

2. **Switch Direct Deposits**

Change your direct deposits for work, pension, or any other recurring payments. Contact your employment's HR Department or you can use our [Direct Deposit Authorization Form](#), then send it to your HR Department or the source of your recurring income to let them know about the change.

3. **Sign up for Bill Pay and update all automatic debit/credit card payments.**

*TIP Before you start paying all your bills, be sure to sign up for Free Debit/Credit Card Rewards at [Rewards.ANECA.org](https://www.aneca.org/Rewards) so you can start earning points.

Start paying your bills electronically through your ANECA Account by signing up for Bill Pay. Start updating all your debit/credit card information for scheduled and automatic payments. If you have automatic withdrawals coming out from another financial institution, see if you can switch to your ANECA Rewards debit/credit to earn more points or simply change the withdrawal to come from your new ANECA Account.

*TIP We suggest reviewing your last 2-3 bank statements to see everything that is being withdrawn from your account.

4. **Close your old account.**

Before you switch all your funds to your new account, make sure you have enough to cover items already set to come out that you have linked in the past. It is recommended that you keep both accounts open for 30 – 60 days to prevent errors or cause late payments.

5. **Schedule your Free Financial Review with an ANECA Member Service Representative.**

Many ANECA Member Service Representatives are also Certified Financial Counselors. This means they know how to save you money and put you on a path to saving for future opportunities. A Financial Review takes about an hour and involves going over monthly spending, debts, surplus income, and plans for earning more income on the money you save.

Schedule your appointment today, 318-698-6000 Option 4.

ANECA.org | 318.698.6000