

How to use our envelope facility

Never miss an important bill payment again!



Contis Group'

Your Visa credEcardplus will be issued by Contis Financial Services Ltd who is authorised by the Financial Conduct Authority to issue e-money (Firm Reference Number; 900025) and is a member of Visa. Please note that credEcardplus prepaid card is an electronic money product and although it is a product regulated by the Financial Conduct Authority, it is not covered by the Financial Services Compensation Scheme. We ensure that any funds received by you are held in a segregated account so that in the unlikely event that Contis Financial Services Ltd becomes insolvent your funds will be protected against claims made by creditors.





Manage your money more easily with our guide

What is the envelope facility?

It is a facility with your online account that lets you keep money separate to pay essential bills or save up for special occasions. This tool helps you keep track of your outgoings so you don't overspend by accident.

How often can I manage my money with the envelope facility?

As often as you like it is flexible. You can set the envelope facility to ringfence funds and make payments on a monthly or weekly basis. And you can release the money at any time if your priorities or circumstances change.

Will the envelope facility let me see what funds I *can* spend?

Yes, the facility separates funds for bills. You can see at a glance how much disposable money you have in your account that is available to spend once all your bill payments are taken care of.



How to manage your money

Step 1 Log into your personal account

Log in at www.engageaccount.com to access your account



Step 2 View your balances

	Account number :	000XXXXXX	
The total amount of money you have in your account	Sort code :	00-00-00	
	Max daily spend on card :	£5,000.00	
	Account balance :	£1,500.00	
The funds you have available to spend	Money reserved in Envelopes :	£900.00	Money placed envelopes and
	Available to spend on card :	£600.00	aside for payin bills

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How to manage your money



Step 4 Set up your income



How to manage your money

Set up your outgoings Step 5

For each relevant payment, click Manage, then:

- 1. Name each envelope for example 'Child care' and the monthly amount you pay
- 2. Choose a priority (1 most important) and set the bill date
- 3. Choose how you want to pay the bill and save

" See at a glance how much money you have left over to spend once your bills are taken care of.

BILLS TO PAY	AMOUNT per month	
Rent_Mortgage	£300.00	Manage
CouncilTax	£70.00	Manage
Childcare	£130.00	Manage
Gas	£100.00	Manage
Electric	£100.00	Manage
Water	£50.00	Manage
Insurance	£50.00	Manage
Others	£100.00	Manage
Total amount set aside for bills	£900.00	
Money left after bills are paid	£600.00	



Payment Option 1: Standing Order

- In the envelope you would like to pay select **SET UP A STANDING ORDER** 1.
- 2. After you have filled the online form press
- NEXT
- 3. Check the information of the standing order and insert your account password then press CONFIRM

FINISH

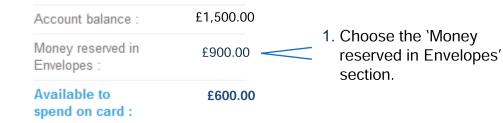
To complete select 4.

Payment Option 2: Pay By Card

- **1.** Click Manage on the bill you want to pay
- 2. On the manage bill envelope select Pay by card
- 3. Select when you want the funds to be released using the drop down menu
- 4. Once funds are released you can pay the bill by card or withdraw the cash from an ATM



?) How to release funds from an envelope



- Select the envelope and Release Money 2.
- 3. Choose how much to withdraw
- 4. Once saved this money will be released and available for you to spend

BILLS TO PAY	required per month	Money reserved in Envelopes		
Rent_Mortgage	£300.00	£300.00	release money	reserve Money
CouncilTax	£70.00	£70.00	release money	reserve Money
Childcare	£130.00	£130.00	release money	reserve Money
Total money reserved in Envelopes		£500.00		

