

Follow these steps to get started:




1. Set up the Otto System at an online bank or credit union.

(Due to fees and minimum balance requirements, it is not advisable to set the Otto System up at a Traditional Bank. Instead we will get you started with a hybrid system.)



- Open up all of the accounts needed at an online bank or credit union.
- Label each accounts for easy identification.
- Transfer money into these accounts as desired.

The Otto System

3 Checking accounts

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|  Income Deposit Account | - For collecting your income. No checks or debit card are needed for this account. |
|  Bills Account | - For paying your bills. Get checks for this account, if necessary. |
|  Spending Account | - For necessary spending. Get a debit card for this account. |

2+ Savings Accounts

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|  Savings Account(s) | - For dedicated savings. One or more. (Clothing, Gifts, Vacation, Emergency, etc.) |
|  Credit Card Payoff Account | - For making your credit card payments. |

2. Open up a credit card if you do not already have one.

- If you are carrying a large balance on your credit card(s) that you cannot pay off within a few months, we recommend starting fresh with a new credit card, or getting a debt consolidation loan.
(See "How Otto helps you eliminate credit card debt " on the following page for more information.)

3. Set up the Otto App on a desktop or laptop at app.ottosave.com.

- Follow the walkthrough instructions to link your credit card(s) and bank accounts to the app.
- Follow the walkthrough to continue setting up the app.

4. Arrange for your credit card payments to be paid out of your Credit Card Payoff Account.

- If you are not carrying a balance on your credit card(s), you can set up automatic payments for the balance due.

5. Transfer money from each paycheck into your new Income Deposit Account.

- We recommend eventually moving all of your autopay bills to your new Bills Account and having your earnings deposited directly into your new Income Deposit Account. But until you are ready to do this, follow these steps:
 1. Continue depositing your income into your current checking account at your Traditional Bank.
 2. Determine how much money you need to have in your current checking account to cover all of your autopay bills.
 3. Transfer the remaining money into your new Income Deposit Account. You can set this up as an automatic transfer.
 4. Once this money is transferred, you can then organize it with Otto.

How Otto helps you eliminate credit card debt

If you have credit card debt, using Otto will stop the debt spiral. You will only spend money you have, preventing you from slipping further into debt. This is the first, and most important step towards eliminating credit card debt. Once the debt spiral has stopped, it will be easy for you to succeed with a payoff plan.