



Credit Union Setup Guide

Follow these steps to get started:

1. Set up the Otto System at your credit union.

- Open up any additional checking and savings accounts needed. Label all accounts for easy identification.
(See “How to use your current bank accounts with Otto” on the following page for more information.)
- Transfer money into these accounts as desired.

The Otto System

3 Checking accounts

-  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

-  Savings Account(s) - **For dedicated savings.** One or more. (Gifts, Clothing, 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. Arrange for your earnings to be deposited into your Income Deposit Account.

- Until this happens, transfer any income you receive in your Bills Account into your Income Deposit Account.

How to use your current accounts in the Otto System

Your current accounts



Checking Account

- If you already have autopay bills connected to this account, it is best to use your current checking account as your Bills Account.

Savings Account

- You can use your current savings account as any one of your savings accounts.
- Label each account based on what it will be used for.

 Income Deposit Account

 Bills Account

 Spending Account

 _____ Savings

 _____ Savings

 _____ Savings

 Credit Card Payoff Account

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 much easier for you to succeed with a payoff plan.