How to Transfer NicAWS Conference ****Accounts to the new Treasurer

Last updated - 11/5/19

# 

# 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 **>** **the gear wheel > Your Profile**
3. Update **Phone**
4. **> confirm your number** and follow the steps to confirm your number

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

1. **Former** Treasurer: Call HVFCU to send you a Special Account Association Information Form.
   1. Fill in the form using the same info you used to gain access to the account.
   2. Sign and date the first signature line.
   3. Mail filled in form to the new treasurer.
2. Fill in with your information, sign, date, and mail to HVFCU.
3. Logon **Hudson Valley Federal Credit Union** with user name **nicawsco**
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 Anonymousicon > Manage your Google Account**
5. Left menu **> Security > Recovery email** and follow the steps to set up your recovery email address.

The End

