



# Self-Service Walkthrough

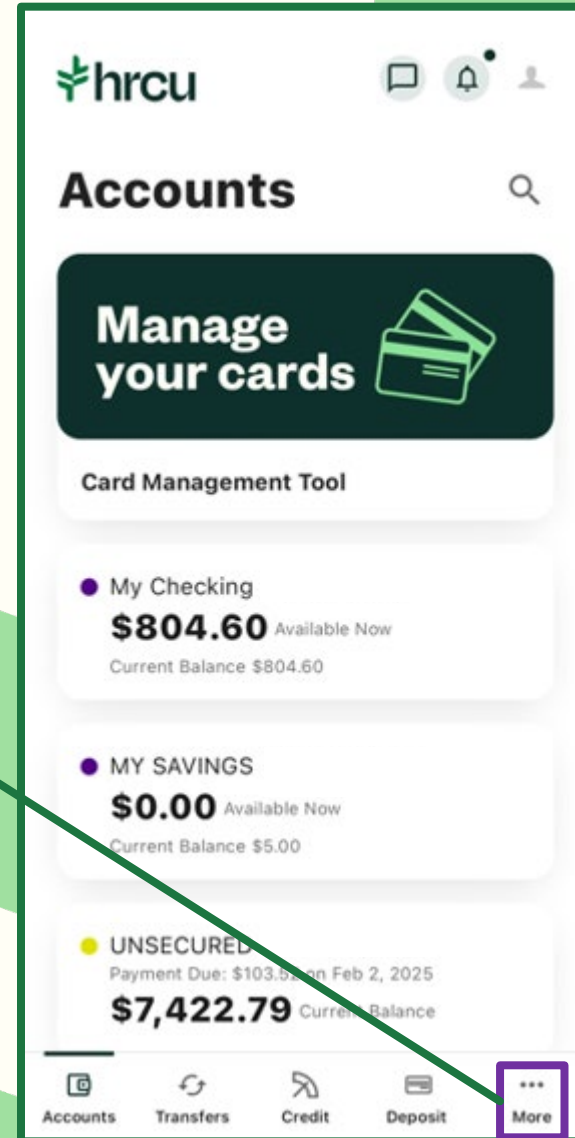
Helpful tips for your everyday  
digital banking needs.



A stylized green plant graphic with several leaves of varying shades of green, positioned on the right side of the slide. The leaves are layered and have rounded, organic shapes.

# Setting Up A Travel Plan

After logging into your HRCU Mobile App, you should see a Snapshot of your account, as shown here. To set up a *Travel Plan*, click on the *More* button at the bottom right.



Click on the *Tools & Settings* tab, followed by *Card Management*.

The screenshot displays the hrcu mobile application interface. At the top left is the hrcu logo. Below it, a user profile icon is followed by the text "LAST LOGIN January 1, 2025". A vertical navigation menu on the left contains several items: "Accounts" with a dropdown arrow, "Transfer & Pay" with a dropdown arrow, "Apply" with a dropdown arrow, "Financial Planning" with a dropdown arrow, "Tools & Settings" with a gear icon and an upward arrow (highlighted with a purple box), "Card Management" (highlighted with a purple box), "Message Center", "Locations", "Settings", and "Alert Settings". Below this menu is a "UTILITIES" section with "Contact Us", "Locations", and "Go to HRCU.org". On the right side, there is a hamburger menu icon. Below it, the account overview is categorized into "CHECKING" (with "FREE CHECKING" and "REGULAR CHECKING"), "SAVINGS" (with "PRIMARY SAVINGS"), and "CREDIT CARDS" (with "VISA CLASSIC"). A "LEGEND" section at the bottom right explains icons for "available balance" and "external account". At the very bottom, a dark banner with white text reads "Tap here to app" and "Opening an account with us has ne".

This is displaying which card you are going to be making the Travel Plan for. If you would like to set one up for another card of yours, simply swipe the card to the left and your next card will appear. Once you have the card you would like, scroll down until you see Manage Travel Plans.

**CardHub**

Switch or Add Card ▾

**Debit**

**Card is ON**

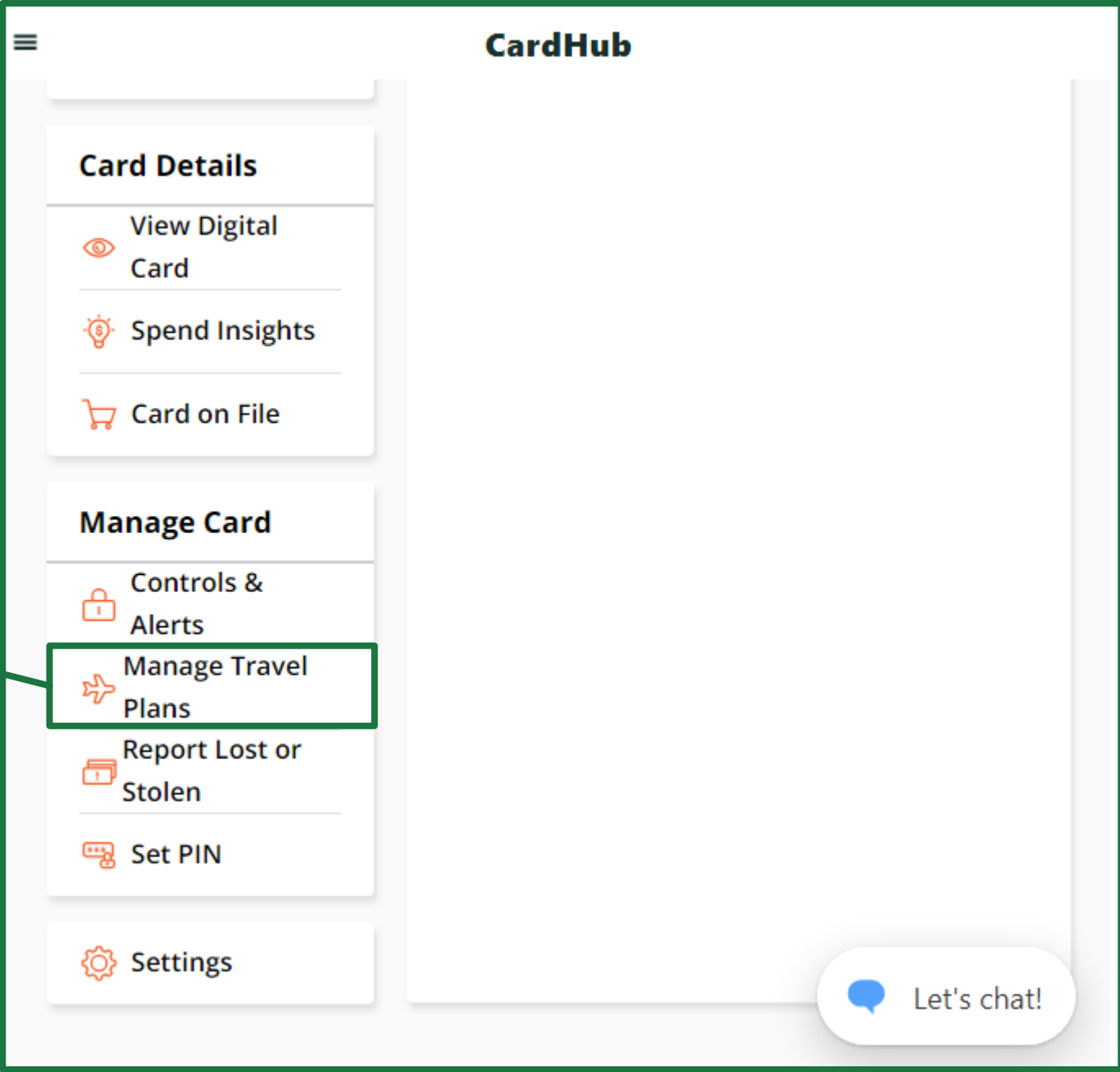
**Card Details**

- View Digital Card
- Spend Insights
- Card on File

**Recent Transactions** [View All](#)

You have no recent transactions.  
Click "View All" for older transactions.

Let's chat!




Select *Manage Travel Plans*.

CardHub

Switch or Add Card ▾

Debit



Card is ON


Card Details


- View Digital Card
- Spend Insights
- Card on File

< Manage Travel Plans

Add countries and U.S. states you may visit so we can help keep your card secure.

Travel Plans

Add Travel Plan 

 You can add up to 2 Travel Plans per card and within each Travel Plan max 15 destinations.

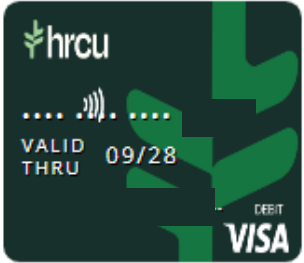
Let's chat!

Since we want to set up a *Travel Plan*, we should click on *Add Travel Plan*.

*Note: You can add up to 2 Travel Plans per card and each Travel Plan can be set to a maximum of 15 days. After this, it will be part of your normal spending pattern.*


## CardHub


Debit



Card is ON


### Card Details


 View Digital Card

 Spend Insights

 Card on File

### Manage Card

 Controls & Alerts

 Manage Travel

## Security Token

We need to send you a security token. Please select how you would like to receive the token.

(XXX)XXX-



@GMAIL.COM



If your email address or phone number has changed, please [contact us](#) to get them updated.

Next

Cancel



Let's chat!

When setting up a *Manage Travel Plan*, you will be required to do Two Factor Authentication and verify your identity. You can elect to receive an email confirmation or a text message.

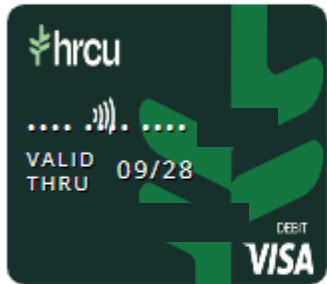




# CardHub


Switch or Add Card ▾


## Debit



Card is ON

## Card Details

 View Digital Card

 Spend Insights

 Card on File

## Security Token

Help us protect your account by confirming your identity.

A temporary Security Token has been sent to (XXX)XXX-  
Once you receive the token, enter it below.


Security Token \*

SHOW

[Having Trouble?](#)

Next

Cancel

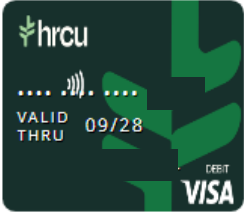
 Let's chat!

When setting up a *Travel Plan*, you will be required to do Two Factor Authentication and verify your identity. After receiving the *Security Token*, key it in here and click *Next*.

**CardHub**




Switch or Add Card ▾

**Debit**






**Card is ON**

**Card Details**

-  View Digital Card
-  Spend Insights
-  Card on File

**Manage Card**

-  Controls & Alerts
-  **Manage Travel Plans**
-  Report Lost or

**Add Travel Plan**

**Traveling To**


Destinations

Afghanistan	<input type="checkbox"/>
Alabama (US)	<input type="checkbox"/>
Aland Islands	<input type="checkbox"/>
Alaska (US)	<input type="checkbox"/>
Albania	<input type="checkbox"/>

For any issues or concerns, [Contact Us](#)

**Submit**

**Cancel**

 Let's chat!

Choose the destination you are traveling to here. You can add up to 15 destinations at one time, or two different travel plans.

Then we can add our *Travel Dates*, being sure to remember not to exceed 15 days. After this, it should be part of your spending pattern.

**CardHub**

Switch or Add Card ▾

**Debit**

hrcu  
VALID THRU 09/28  
DEBIT VISA

Card is ON

**Card Details**

- View Digital Card
- Spend Insights
- Card on File

**Manage Card**

- Controls & Alerts
- Manage Travel Plans
- Report Lost or Stolen

**Add Travel Plan**

**Traveling To**

Destinations  
Greece ✕

You can add up to 15 domestic or international destinations to a Travel Plan.

**Travel Dates**

Date of Departure \*  
Jan 13, 2025

Date of Return \*  
Jan 15, 2025

Your Travel Plan cannot exceed 15 days.

For any issues or concerns, [Contact Us](#).

Submit

Cancel

Let's chat!