How to Register for the CYC Web Portal & Set Up Direct Deposit



Step 1 Registering for an online CYC account	<text></text>
Step 2	Click on "New User Registration" at the bottom of the Login box Don't have an account? <u>New User Registration</u>
Step 3	 Fill in blanks with all requested personal information Check "I am not a robot" and, if prompted, follow instructions Click Submit Information
Step 4	 Fill in the blanks with a username and password of your choosing Choose a security question and fill in the answer Enter a valid email address and, if desired, phone number Tip! CYC is a primarily digital company so make sure the email address you enter is one that you will check regularly Click "Submit"
Step 5	Review the steps to use your account and click Get Started
Step 6	 Enter your newly created username and password Click Log IN

Step 7	 If you get the following option, choose "Alliant Energy" If you don't see this screen, proceed to Step 8 YOU HAVE ACCOUNTS UNDER MULTIPLE EMPLOYERS. Please select one account to log into. Employer Alliant Energy-TERMED 1/1/12 Submit
Step 8	 Select the method in which you would like to receive your identification code Click Send Code Retrieve code and enter it in the space provided, click Continue
Step 9	Once in, following the steps below if you would like to set up direct
Setting Up Direct Deposit	Click the arrow next to your name in the top, right corner of your screen and select SETTINGS & PREFERENCES
Step 10	Click "Bank Accounts," then "Add Account" Settings and Preferences Personal Information Direct Deposit Information Direct Deposit is a free feature that automatically deposits claims reimb. BANK ACCOUNT INFORMATION Add Account

Step 11	Complete all necessary fieldsClick "Verify"
	BANK ACCOUNT INFORMATION Please complete all the fields below if you wish to have claims reimbursements deposited directly into your bank account. BANK NAME * ACCOUNT TYPE * Bank Name Select a type Direct deposit into this account ROUTING NUMBER * ACCOUNT NUMBER * Routing Number Account NUMBER * Routing Number Account Number Reenter Account Number Reenter Account Number CONTACT INFORMATION Please enter the current e-mail address that you would like associated with this account. Correspondence concerning your account will be sent to this email address. E-MAIL ADDRESS * I Cancel Verify
Step 12	Verify that the account information shown on the screen is accurate and click Continue
Step 13	 Read through the ACH Authorization Agreement Click the drop-down arrow and select "Yes" Click "Save" AcH Authorization Agreement Herely authorize to initiate deposits to and/or withdrawals from the bank account indicate here. I authorize credit entries, delt entries and, fineessary, adjustments for any credit entries made in graveount. This authorize to initiate deposits to and/or withdrawals from the bank account indicate here. I authorize credit entries, delt entries and, fineessary, adjustments for any credit entries made in graveount. This authorize to initiate deposits to and/or withdrawals from the bank account indicate here. I authorize credit entries, delt entries and, fineessary, adjustments for any credit entries made in graveount. This authorize to instance the unit in the contract has terminate of a here updated in ypayment performace. Connect/outCare ensemest the infit to terminate electronic apprent services in the event of unsuccessful or rejected funds movement attempts. I acknowledge the origination of ACH transaction to or from my account must comply with the provision of US law. INVERENT THE ACH AUTHORIZATION AND WISH TO CONTINUE Inter entries and fine deposites to advisor with a terminate in a definition of a second transaction to or from my account must comply with the provision of US law. INVERENT THE ACH AUTHORIZATION AND WISH TO CONTINUE Inter entries and advisor adviso
Step 14	Congratulations! You are all set up for web portal access and direct deposit!