



Website Reference Guide

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HOW TO LOGIN

Your login credentials are your email address and password that was provided by Alliance One. Here's how to log in:

HOW TO LOGIN

HOW TO RESET YOUR PASSWORD

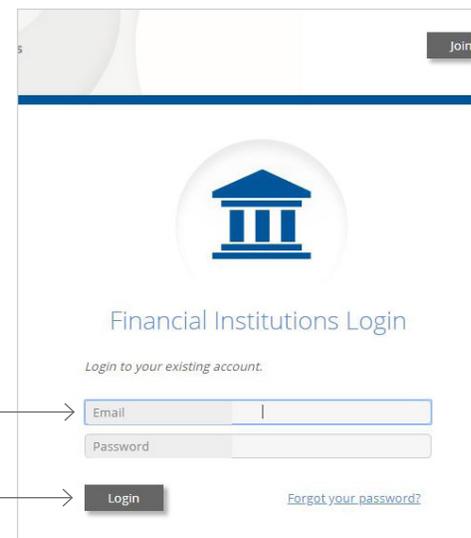
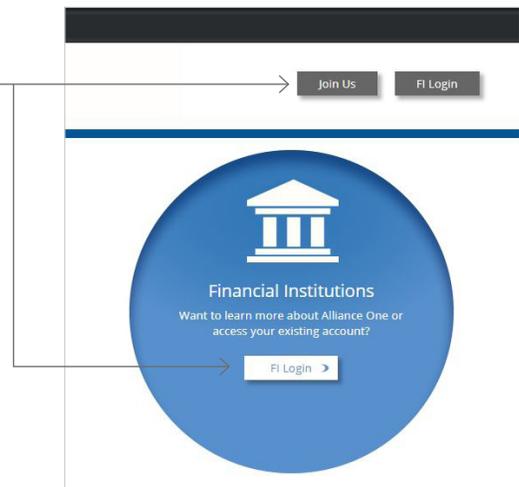
HOW TO LOGIN

STEP 1 Go to <http://www.allianceone.coop>.

STEP 2 Click the grey *FI Login* button in the top right corner or the white one in the large blue circle.

STEP 3 Enter your Email and Password.

STEP 4 Click *Login*.

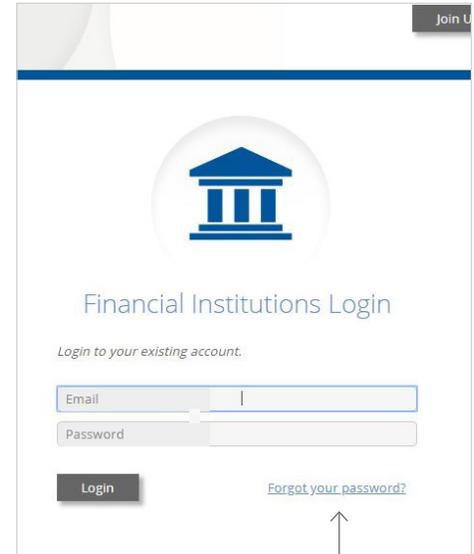


HOW TO RESET YOUR PASSWORD

- Did you forget your password or need to reset it? On the login page you can do that, here's how:

STEP 1 Go to <http://www.allianceone.coop/user/login>.

STEP 2 Click the [Forgot your password](#) link.



STEP 3 Enter your email address in the provided box and click [Send Reset Instructions](#).

- You will be sent an email containing a link to reset your password. Make sure to check your email and click the link as soon as possible - the link will expire 48 hours from when it was sent to you.

DASHBOARD OVERVIEW

Once you login successfully you are now on the dashboard. This is an overall summary view where you will see API Access Tokens, My ATMs, My BINs, and All Employees (Alliance One contacts for your financial institution). From here you can see what action steps you have the ability to take. There is also a navigation bar at the top of the dashboard and you'll use this to navigate through the FI area of the site as well - learn more about this on page 20.



[Home](#) [Find ATMs](#) [About Us](#) [Common Questions](#) [ATM Issues](#)

Welcome

Jane

[Logout](#)

Dashboard

[Dashboard](#) [My User ID](#) [Log Issues](#) [Newsletter](#) [Marketing Resources](#) [Create ATM Locator Brochures](#) [Download ATM / FI Spreadsheets](#) [Due Diligence and FAQs](#)

Smith Financial Co.

R&T Number: 123456789
1234 W Smith Avenue
Columbus, OH 54321
Tel: 123-456-7890

API Access

Label	API Token	Status	Expires	
ABCDEF123456 ✎	190902E690125E94F6	valid	September 2, 2020	✖

[Create New Token](#)

[Manage API Users](#)

[View API Documentation](#)

My ATMs

R&T Number	Address	City	State	Features	
123456789	1234 W SMITH AVE				

[+ Add New ATM](#)

My BINs

BIN Number	R&T Number	Length	Card Type	BIN/ISO	
1234567	123456789				

[+ Add New BIN](#)

All Employees

Title	First Name	Last Name	Email	
	Jane	Doe	janedoe@email.com	✎ ✖

[+ Invite Employee](#)

WHAT IS THE ALLIANCE ONE API?

The Alliance One API offers read-only access to all participating Alliance One ATMs and their information (financial institutions, addresses, geolocations, and features). You can create an Alliance One ATM locator on your financial institution's website or mobile app. You can also combine Alliance One ATMs with any other ATM groups or networks your financial institution participates in. Basically, you're making it easier on your cardholders to find and access ATMs.

HOW TO REQUEST AND MANAGE API ACCESS

You can view your API tokens on the dashboard. From the dashboard you can setup and manage tokens, setup and manage API users, and view your API documents.

HOW TO REQUEST API ACCESS

HOW TO SETUP AND MANAGE TOKENS

HOW TO SETUP AND MANAGE API USERS

VIEWING API DOCUMENTS

HOW TO REQUEST API ACCESS

STEP
1

Log into <http://www.allianceone.coop>.

The screenshot shows a dashboard for 'Smith Financial Co.' with a navigation bar at the top containing links for 'Dashboard', 'My User ID', 'Log Issues', 'Newsletter', 'Marketing Resources', 'Create ATM Locator Brochures', 'Download ATM / FI Spreadsheets', and 'Due Diligence and FAQs'. Below the navigation bar, the company name 'Smith Financial Co.' is displayed along with contact information: 'R&T Number: 123456789', '1234 W Smith Avenue', 'Columbus, OH 54321', and 'Tel: (123) 456-7890'. The main content area is titled 'API Access' and contains the text: 'Integrate Alliance One ATMs into your website or mobile app with the Alliance One API. The API offers read-only access to ATM addresses, geolocations, features (gateways, accessibility), and financial institution names. [View API Documentation](#)'. At the bottom of this section, there is a dark button labeled 'Request API Access' with a left-pointing arrow. A line from the 'Request API Access' button in the screenshot points to the 'Request API Access' button in the diagram below.

STEP
2

In the "API Access" area on your dashboard, click [Request API Access](#).

HOW TO REQUEST API ACCESS (CONT.)

STEP
3

Provide an authorized signer's name, email, and title. The authorized signer will be allowed to sign the API agreement and designate the initial API users.

STEP
4

The requester will receive a confirmation email.

STEP
5

The designated authorized signer will get an automated preliminary email from Alliance One explaining that an email from DocuSign will be sent to them containing an agreement and user form for the Alliance One API.

STEP
6

The authorized signer will receive an API Addendum and user form via DocuSign to complete. Once completed, API access will be approved on the site within 1-2 business days. API users will receive a notification that their access is approved.

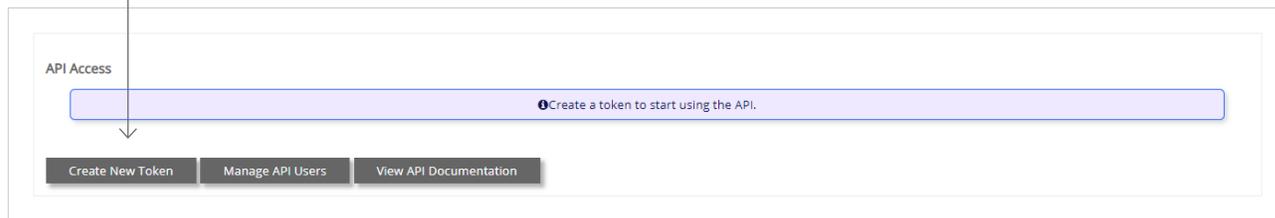
STEP
7

From there, log into <http://www.allianceone.coop> to get started.

HOW TO SETUP AND MANAGE TOKENS

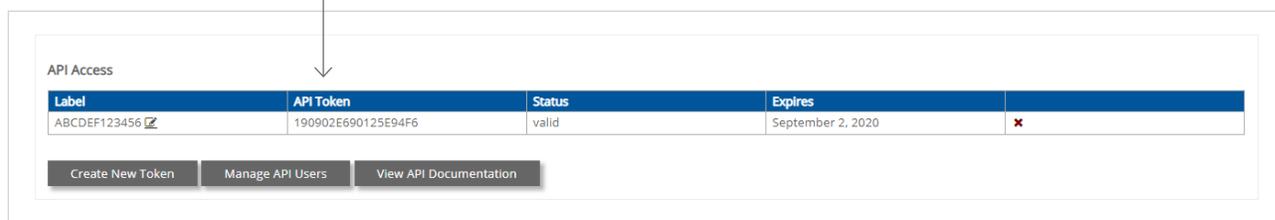
STEP 1

API users can log into <http://www.allianceone.coop> and create an API token from their dashboard by clicking [Create New Token](#). Give the token a unique name.



STEP 2

Once the token is created, it should be visible to the API user.

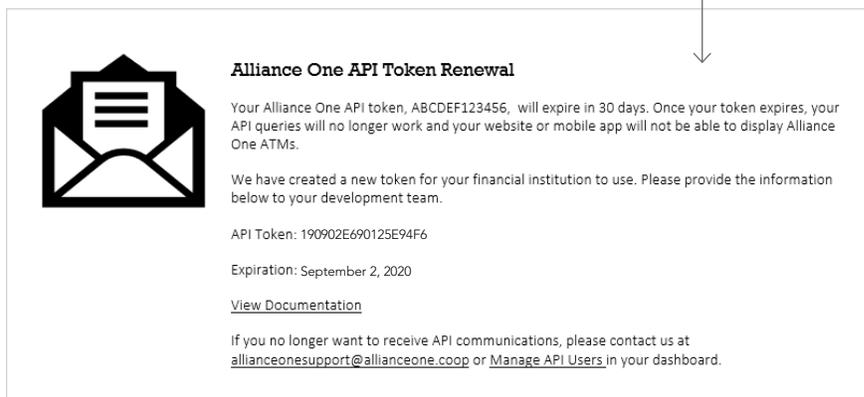


STEP 3

Next, you will receive an email with documentation for your new token. Provide your token and a link to the documentation to your development team. Simply forward this information to your development team, and they'll update your API calls.

STEP 4

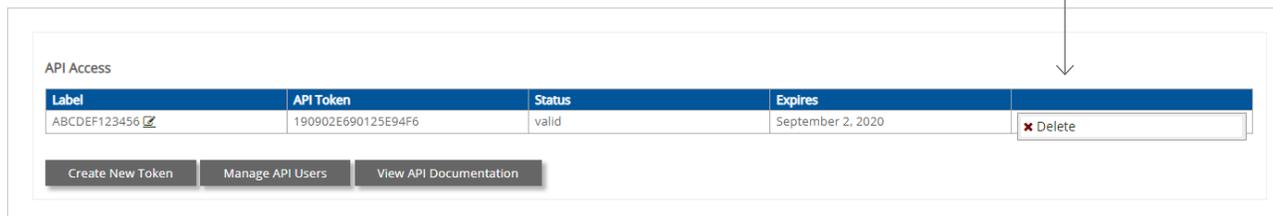
API Tokens are good for one year. API users receive an email from Alliance One 30 days to the expiration of the existing token and are provided with a new auto-generated token.



HOW TO SETUP AND MANAGE TOKENS (CONT.)

STEP
5

Developers will want to update their programming with the new token. Once that is complete, the expiring token can be deleted. API users can log into the Alliance One Portal and delete the expiring token, by clicking the *Delete* icon just to the right of the token expiration date.



The screenshot shows the 'API Access' section of a web interface. It contains a table with the following data:

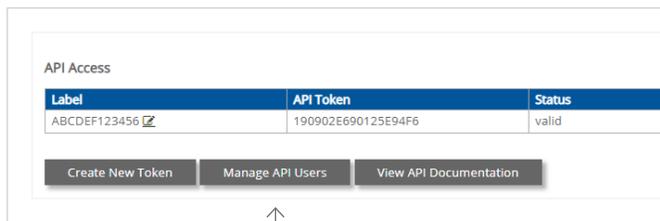
Label	API Token	Status	Expires	
ABCDEF123456	190902E690125E94F6	valid	September 2, 2020	

Below the table are three buttons: 'Create New Token', 'Manage API Users', and 'View API Documentation'. An arrow points from the text above to the 'Delete' icon in the table.

HOW TO SET UP AND MANAGE API USERS

STEP
1

From the Dashboard, click on *Manage API Users*.



The screenshot shows the 'API Access' section of a web interface. It contains a table with the following data:

Label	API Token	Status
ABCDEF123456	190902E690125E94F6	valid

Below the table are three buttons: 'Create New Token', 'Manage API Users', and 'View API Documentation'. An arrow points from the text above to the 'Manage API Users' button.

STEP
2

A list of your existing Alliance One Portal users appears. To add API access permissions to a user, simply check the box next to the user's name. API users are able to add and manage other users, create and delete tokens, and view the API documentation.

→ API Access

Integrate Alliance One ATMs into your website or mobile app with the Alliance One API. The API offers readonly access to ATM addresses, geolocations, features (gateways, accessibility), and financial institution names. [View API Documentation](#)

Select which users can create and delete API tokens and manage API users.

- Jane Doe <janedoe@email.com>
- John Smith <johnsmith@email.com>

Save

VIEWING API DOCUMENTS

STEP
1

Clicking on [View API Documentation](#) will provide API users with a resource repository that includes available API formats, parameters, results schemas, an API builder tool, and API branding.

API Access

Label	API Token	Status	Expires	
ABCDEF123456	190902E690125E94F6	valid	September 2, 2020	

[Create New Token](#)
[Manage API Users](#)
[View API Documentation](#)

Alliance One API (version 1)

Dashboard My User ID Log Issues Newsletter Marketing Resources Create ATM Locator Brochures Download ATM / FI Spreadsheets Due Diligence and FAQs

Alliance One API

For the convenience of our Financial institution partners, Alliance One offers partner ATM data available via an API.

Authentication

All API requests must include your API Token. For more information in acquiring your token, please contact allianceone@allianceone.coop.

Available Formats

HTML
Displays results as HTML. (default)
<https://allianceone.coop/atp1/v1/atm>

XML
Displays results as XML.
<https://allianceone.coop/atp1/v1/atm.xml>

JSON

Parameters

All parameters are set via standard GET flags, in the format of `field=value`

Field	Values	Description
token	string	The API Token to authenticate this request. REQUIRED.
accepts_all_deposits	0 or 1	Toggles the Accepts All Deposits filter
accepts_member_deposits	0 or 1	Toggles the Accepts Member Deposits filter
cirrus_gateway	0 or 1	Toggles the Cirrus Gateway filter
lat	float	Setz the latitude to center results in; must be used along with lng and optionally radius.
lng	float	Setz the longitude to center results in; must be used along with lat and optionally radius.
plus_gateway	0 or 1	Toggles the Plus Gateway filter
public	0 or 1	Toggles the Public filter
radius	int	Optional amount of miles to return results within, used along with lat and lng.
rnumber	int	9-digit RLT Number of your FI; if provided only ATMs owned by your FI will be returned.
address	string	Optional address1 field. Supports matching on partial addresses.
city	string	Optional city to limit results to that city only.
state	string	2-digit state code to limit results to that state only.
zip	string	Postal code to limit results in.

Result Schemas

Schema definitions are available for the XML feed in both DTD and XSD formats. If your browser has errors while displaying the file, simply right-click and save the file locally.

[Download DTD Schema](#)
[Download XSD Schema](#)

API Builder Tool

To assist with getting started with the Alliance One API, we have provided a builder tool to customize and create a ready-to-use call that can be dropped into your application or website.

[Access API Builder Tool](#)

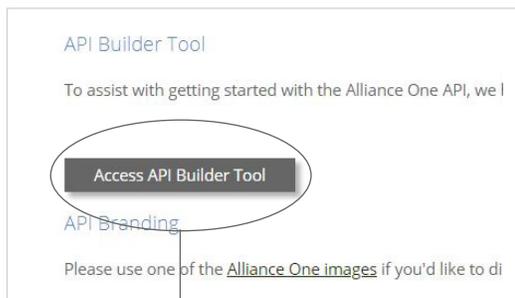
API Branding

Please use one of the [Alliance One images](#) if you'd like to display our logo alongside the ATM results on your website or app.

VIEWING API DOCUMENTS (CONT.)

STEP
1

Clicking the *API Builder Tool* provides a ready-to-use call that can be dropped into your application or website.



Alliance One API Builder

To assist with getting started with the Alliance One API, we have provided a builder tool to customize and create a ready-to-use call that can be dropped into your application or website.

Required Fields

API Token	ABCDEF123456 (190902E690125E94F6)
View Results As	Results as HTML

Optional Filters

RT Number	
Deposits Accepted	Both Member and Public Deposits
Cirrus Gateway	Any Cirrus Status
Plus Gateway	Any Plus Status
Public Access	Any Public Status

Optional Geolocation

Latitude	
Longitude	
Search Radius	50 Miles
Address Lookup	
City Lookup	
State Lookup	Any State
Zip Code Lookup	

Compiled URL, ready to deploy given the settings above:

<https://allianceone.coop/a1apiv1/atm?token=190902E690125E94F6>

View Results

HOW TO MANAGE ATMS

You can view My ATMs on the dashboard. From the dashboard you can edit, delete, or add ATMs. Here are the different ATM scenarios:

HOW TO EDIT, DELETE, OR ADD AN ATM

HOW TO EDIT AN ATM

STEP 1 Find the ATM you want to edit in the list on the dashboard.

R&T Number	Address	City	State	Features
123456789	1234 W SMITH AVE			

+ Add New ATM

STEP 2 Next to the R&T Number, rollover and click the *Edit* icon.



STEP 3 Make the edits to the ATM Listing.

Address1
For physical street addresses only. This will be used to display your ATM on the Locator Map.

Address2
For special instructions, such as "in the lobby"

City

County

State

Zip

Country USA

Accept Member Deposits
 Yes
 No

Accept All Deposits
 Yes
 No

Public
 Yes
 No

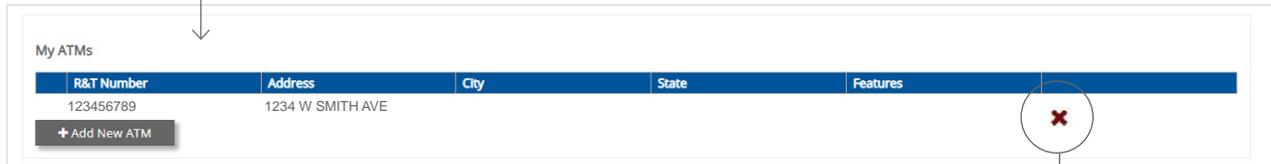
STEP 4 Click *Save*.

- Your edit has been made and sent to Alliance One for approval and shows up as pending approval on the dashboard.

HOW TO DELETE AN ATM

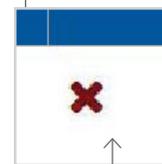
STEP 1

Find the ATM you want to delete in the list on the dashboard.



STEP 2

On the right side of the dashboard, rollover and click the *Delete* icon.



- The ATM has been queued for deletion and will be removed from the dashboard when Alliance One approves the change.



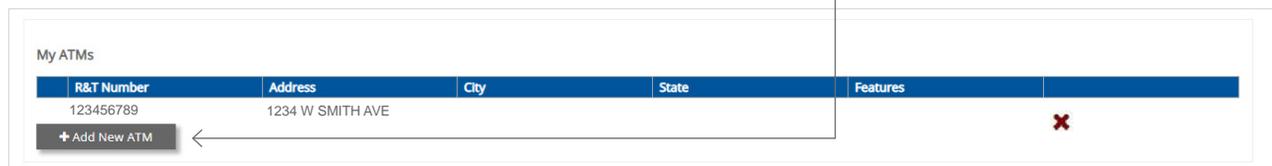
Accidentally delete an ATM? You can re-add the deleted ATM by simply completing the steps to Add an ATM.



HOW TO ADD AN ATM

STEP 1

On the left side of the dashboard, rollover and click the *Add New ATM* icon.



HOW TO ADD AN ATM (CONT.)

STEP
2

Fill out the ATM Listing form completely.

The screenshot shows the ATM Listing form with the following fields and options:

- Address1**: Text input field. Below it: "For physical street addresses only. This will be used to display your ATM on the Locator Map."
- Address2**: Text input field. Below it: "For special instructions, such as 'in the lobby'"
- City**: Text input field.
- County**: Text input field.
- State**: Text input field.
- : Dropdown menu.
- Zip**: Text input field.
- Country**: Text input field with "USA" pre-filled.
- Accept Member Deposits**: Radio button group with "Yes" and "No" (selected).
- Accept All Deposits**: Radio button group with "Yes" and "No" (selected).
- Public**: Radio button group with "Yes" and "No" (selected).
- Plus_gateway**: Radio button group with "Yes" and "No" (selected).
- Cirrus_gateway**: Radio button group with "Yes" and "No" (selected).
- Terminal_id**: Text input field.
- Terminal Driver**: Text input field.
- Other --**: Dropdown menu.
- ATM Status**: Radio button group with "Yes" (selected) and "No". Below it: "Set this to no if you want to hide the ATM listing from public results."
- Create**: Button at the bottom right.

Annotations: A line from the "STEP 2" box points to the "Address1" field. A line from the "STEP 3" box points to the "Create" button.

STEP
3

Click *Create*.

- The ATM has been added and sent to Alliance One for approval and shows up as pending approval on the dashboard.

HOW TO MANAGE BINS

You can view My BINs on the dashboard. From the dashboard you can edit, delete, or add BINs. Here are the different BIN scenarios:

HOW TO EDIT, DELETE, OR ADD A BIN

HOW TO EDIT A BIN

STEP 1 Find the BIN you want to edit in the list on the dashboard.

My BINs

BIN Number	R&T Number	Length	Card Type	BIN/ISO
123456789 	00000000003			

[+ Add New BIN](#)

STEP 2 On the right side of the dashboard, rollover and click the *Edit* icon.



STEP 3 Make the edits to the BIN Listing.

STEP 4 Click *Save*.

BIN

Length 16

Card Type

Visa

Type

BIN

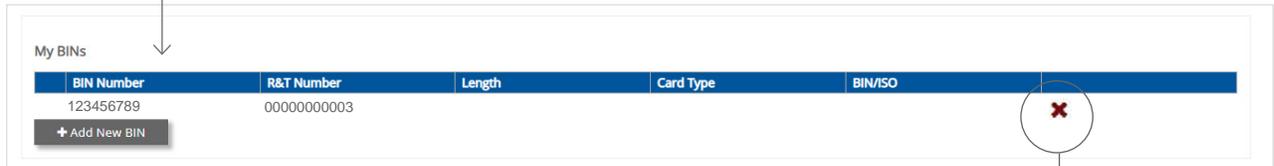
Save

- Your edit has been made and sent to Alliance One for approval and shows up as pending approval on the dashboard.

HOW TO DELETE A BIN

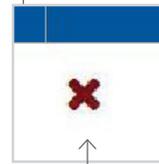
STEP 1

Find the ATM you want to delete in the list on the dashboard.



STEP 2

On the right side of the dashboard, rollover and click the *Delete* icon.



- The BIN has been queued for deletion and will be removed from the dashboard when Alliance One approves the change.



Accidentally delete a BIN? You can re-add the deleted BIN by simply completing the steps to Add a BIN.



HOW TO ADD A BIN

STEP 1

On the left side of the dashboard, rollover and click the *Add New BIN* icon.



HOW TO ADD A BIN (CONT.)

STEP 2 Fill out the BIN Listing form completely.

STEP 3 Click *Create*.

The screenshot shows a form with the following fields and controls:

- BIN**: A text input field.
- Length**: A text input field containing the value "16".
- Card Type**: A dropdown menu with "Visa" selected.
- Type**: A dropdown menu with "BIN" selected.
- Create**: A dark button with white text.

- The BIN has been added and sent to Alliance One for approval and shows up as pending approval on the dashboard.

HOW TO MANAGE EMPLOYEES

You can view All Employees on the dashboard. From the dashboard you can edit, delete, or invite employees. Here are the different Employees scenarios:

HOW TO EDIT, DELETE, OR INVITE AN EMPLOYEE

HOW TO EDIT AN EMPLOYEE

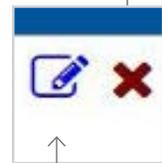
STEP 1 Find the employee you want to edit in the list on the dashboard.

All Employees

Title	First Name	Last Name	Email	
CEO/Manager	Jane	Doe	janedoe@email.com	

[Invite Employee](#)

STEP 2 On the right side of the dashboard, rollover and click the *Edit* icon.



STEP 3 Make the edits to the Employee Listing.

Email

First Name

Last Name

Job Title

[Update](#)

STEP 4 Click *Update*.

- Your edit has been made and sent to Alliance One for approval and shows up as pending approval on the dashboard.

HOW TO DELETE AN EMPLOYEE

STEP 1

Find the employee you want to delete in the list on the dashboard.

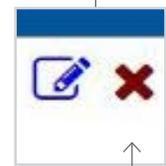
All Employees

Title	First Name	Last Name	Email	
CEO/Manager	Jane	Doe	janedoe@email.com	



STEP 2

On the right side of the dashboard, rollover and click the *Delete* icon.



- The employee has been queued for deletion and will be removed from the dashboard when Alliance One approves the change.



Accidentally delete an Employee? You can re-add them by simply completing the steps to Invite an Employee.



HOW TO INVITE AN EMPLOYEE

STEP 1

On the left side of the dashboard, rollover and click *Invite Employee* and fill in their information.

All Employees

Title	First Name	Last Name	Email	
CEO/Manager	Jane	Doe	janedoe@email.com	



- The employee has been invited and sent to Alliance One for approval and shows up as pending approval on the dashboard.

NAVIGATION BAR OVERVIEW

You can use this menu to navigate through the FI area of the site and learn how to do the following:

HOW TO EDIT YOUR NAME, JOB TITLE OR EMAIL ADDRESS

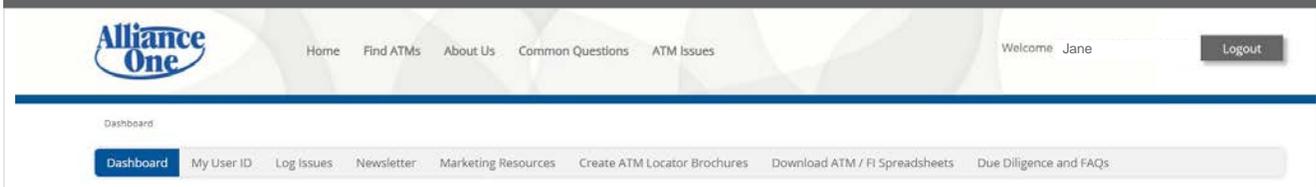
HOW TO LOG AN ISSUE

HOW TO ACCESS NEWSLETTERS

HOW TO ACCESS MARKETING RESOURCES

HOW TO CREATE A BROCHURE FOR YOUR FI

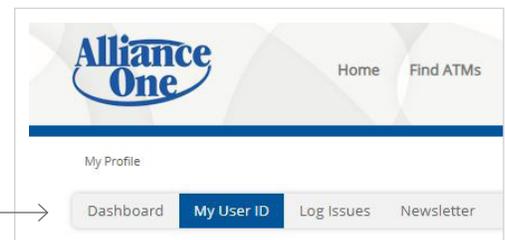
HOW TO DOWNLOAD A LIST OF ALLIANCE ONE ATMS OR PARTICIPATING FIS



HOW TO EDIT YOUR NAME, JOB TITLE OR EMAIL

STEP
1

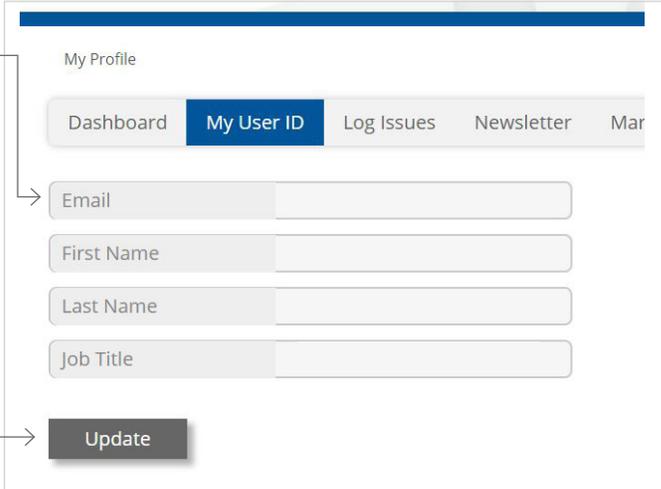
On the navigation bar rollover and click *My User ID*.



HOW TO EDIT YOUR NAME, JOB TITLE OR EMAIL ADDRESS (CONT.)

STEP 2 Make the edits to your Employee Listing.

STEP 3 Click *Update*.

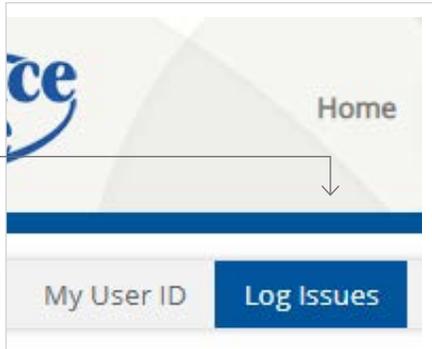


The screenshot shows the 'My Profile' page with a navigation bar containing 'Dashboard', 'My User ID', 'Log Issues', 'Newsletter', and 'Mar'. Below the navigation bar are four input fields: 'Email', 'First Name', 'Last Name', and 'Job Title'. At the bottom of the form is a dark grey 'Update' button. Arrows from the step boxes point to the 'Email' field and the 'Update' button.

- Your edit has been made and sent to Alliance One for approval and shows up as pending approval on the dashboard.

HOW TO LOG AN ISSUE

STEP 1 On the navigation bar rollover and click *Log Issues*.



The screenshot shows a navigation bar with a 'Home' link and a 'Log Issues' button. The 'Log Issues' button is highlighted in blue. An arrow from the step box points to the 'Log Issues' button.

HOW TO LOG AN ISSUE (CONT.)

STEP
2

Fill out the form completely.

The form contains the following fields from top to bottom:

- Email
- Explain Issues Here (text area)
- Cardholder Name
- Transaction Date
- Time of Day
- Terminal ID
- ATM Address
- Surcharge Institution Name
- Withdrawal (Including Fee)
- BIN
- Transaction ID
- Submit button

STEP
3

Click *Submit*.

- The issue has been sent to Alliance One and they will contact you regarding your issue within 2 business days if not sooner.

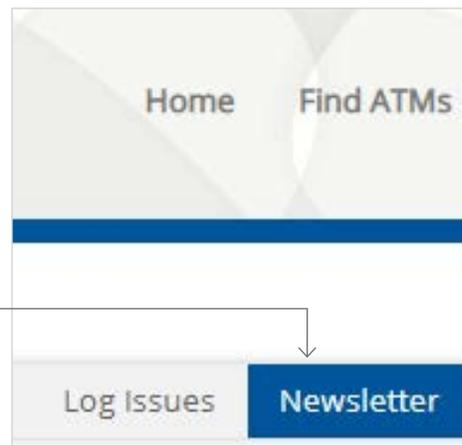
HOW TO ACCESS NEWSLETTERS

STEP
1

On the navigation bar rollover and click [Newsletter](#).

STEP
2

From the Newsletter page you can view the most recent newsletter and articles.



Dashboard My User ID Log Issues **Newsletter** Marketing Resources Create ATM Locator Brochures Download ATM / FI Spreadsheets Due Diligence and FAQs

2018 - September

Alliance One Nationwide Selective-Surcharge Group

ATM's	4984
Institutions	692
U.S. States with ATM's	46

SEARCH ATM MAP

FEATURED ARTICLE

ATM surcharge fees continue to surge nationwide

Posted Sep 24, 2018

Interest rates aren't the only things rising these days. The 2017 Bankrate checking account survey reported that the average cost of an out-of-network ATM withdrawal is now \$4.69, which is an increase of 2.6 percent from a year earlier. Other ATM-fee increases include the following: The total cost of an out-of-network withdrawal had an average annual increase of 4.7% over the past 19 years. ATM fees on withdrawals made from a bank where cardholders do not have an account hit a record h ... [Read More](#) ±

Alliance One welcomes the following new participants to the group

Farmers and Mechanics Federal Bank
Bloomfield, IN
2 ATMs

Reminder: Help your members rake in the savings with free promotional materials

Posted Sep 24, 2018

Temperatures may be falling, but ATM fees are not. It's time to use these free, customizable marketing materials to remind your members that they can keep more of their money in their pockets when they use Alliance One. Remember to use our fall and winter marketing resources now and keep the spring ones handy for the upcoming year. App Promo Kit resources: These free promotional materials are easy to download and print. We have designed a variety of options that correspond with the cur ... [Read More](#) ±

Updates to the Alliance One app

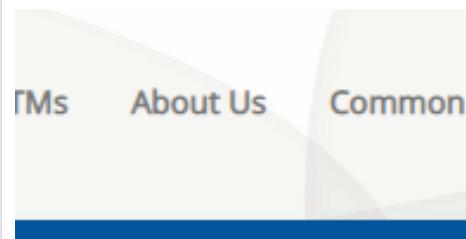
Posted Sep 24, 2018

The Alliance One mobile app lets your cardholders find select surcharge-free ATMs on the go with their Android and iOS devices. This convenient mobile app has been downloaded over 26,000 times to date. The mobile app was recently updated to more accurately identify cardholders' locations. This means that finding an Alliance One ATM is only one click away, without the need to type in a specific address. ... [Read More](#) ±

HOW TO ACCESS MARKETING RESOURCES

STEP 1

On the navigation bar rollover and click [Marketing Resources](#).



STEP 2

From the Marketing Resources page you can download:

- table tents
- posters
- statement stuffers
- web site banners
- logos



Dashboard My User ID Log Issues Newsletter **Marketing Resources** Create ATM Locator Brochures Download ATM / FI Spreadsheets Due Diligence and FAQs

Marketing Resources

- App promo kit: Summer holiday
- App promo kit: Fall season
- App promo kit: Winter holiday
- App promo kit: General theme
- Guides, ATM decals and logos

App Promo Kit resources: Summer
[Download entire App Promo Kit: Summer \(.zip\)](#)

Keep your hard earned dollars (Labor Day) theme:
[Poster \(customizable\)](#) | [Statement Stuffer \(customizable\)](#) | [Table Tent](#)

Dive in and enjoy your freedom theme:
[Poster \(customizable\)](#) | [Statement Stuffer \(customizable\)](#) | [Table Tent](#)

Enjoy a life unencumbered theme:
[Poster \(customizable\)](#) | [Statement Stuffer \(customizable\)](#) | [Table Tent](#)

Web Banners:
Standard 250 x 250: [Red](#) | [Blue](#)



How to customize and print these resources

Choose your desired theme and click the links for posters, statement stuffers, table tents or web banners and then save the files to your computer.

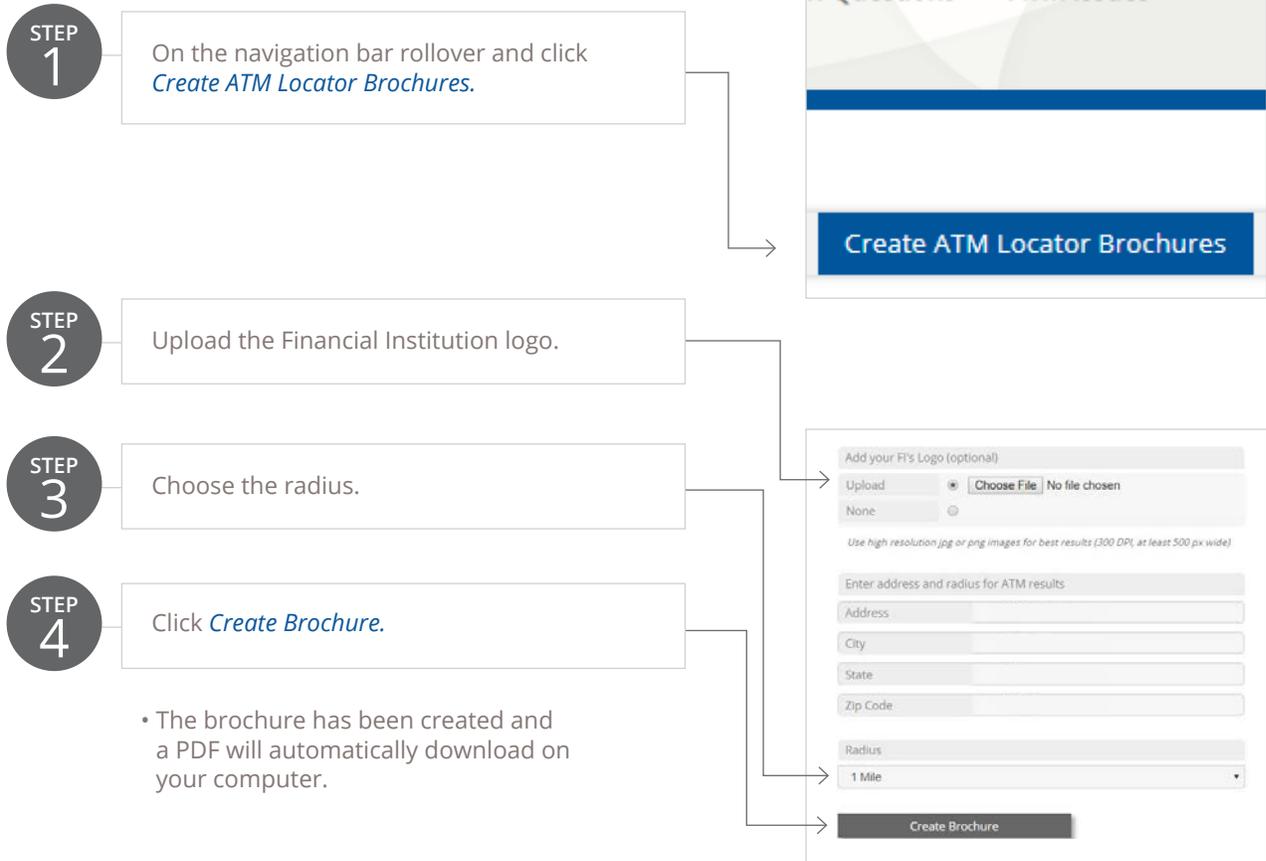
If you'd like to customize a poster or statement stuffer with your logo, simply open the file with Adobe Reader or Adobe Acrobat and then click in the bottom, right corner (which may appear blank) to open the "select image file" dialog box. Select your logo file and it will appear in the designated area. You can then print or save your customized file.

For the best printing results, make sure to choose a color printer and set the scale to "actual size" rather than "shrink to fit." Your exact printer options may vary.

Need help downloading, customizing or printing the materials? No problem. Just give us a call at 614/825-9374, and we can walk you through it.

HOW TO CREATE A BROCHURE FOR YOUR FI

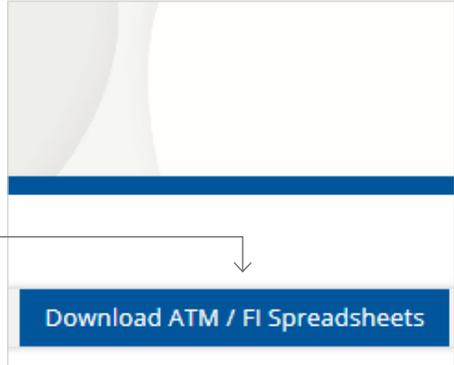
From the ATM Locator Brochure page you can produce a brochure that includes your FI logo, a list of nearest FI ATMs and a list of the nearest Alliance One ATMs. Here's how to make a brochure:



HOW TO DOWNLOAD A LIST OF ALLIANCE ONE ATMS OR PARTICIPATING FIS

STEP
1

On the navigation bar rollover and click [Download ATM / FI Spreadsheets](#).



STEP
2

From the Download ATM / FI Spreadsheets page you can download a list of:

- Alliance One ATMs
- Alliance One participating FIs

A screenshot of the Alliance One website. The header includes the Alliance One logo and navigation links: Home, Find ATMs, About Us, and Common Questions. Below the header is a "Download Spreadsheets" section with a navigation bar containing: Dashboard, My User ID, Log Issues, Newsletter, Marketing Resources, and Create ATM L. The main heading is "Download ATM/FI Spreadsheets". Below this, it says "To download a list of participating financial institutions, use the link below." and "If you are using Microsoft® Internet Explorer®, right-click over the link and select Save Target As. Folk". There are two buttons: "Full ATM Listing Spreadsheet" and "Full Financial Institution Spreadsheet". Below the buttons, it says "This file is a comma-delimited file (.CSV) and is best opened in Microsoft® Excel® or a similar spreads To import the file into Microsoft Excel:" followed by three numbered steps: 1. After you've downloaded the file, launch Microsoft Excel. 2. Click "File>Open." Under "Files of type:" select "All files." 3. Locate the file you downloaded to your computer and click "Open."

GLOSSARY

This is a list of icons that are commonly used throughout the website and in this guide.

ICONS

 = *Edit*

 = *Pending approval from Alliance One*

 = *Delete*

 = *Accepts Member Deposits*

 = *Accepts Deposits*

  = *Cirrus Gateway*

  = *Plus Gateway*

 = *No Public Access*