

SWAC Account Basics

Summary

This *Customer Support Bulletin* describes how participating organizations can establish debit accounts to facilitate individuals' enrollment. It provides detailed instructions regarding the creation and initial setup of your organization's Main SWAC Account, as well as how to make deposits and view detailed account transaction histories online.

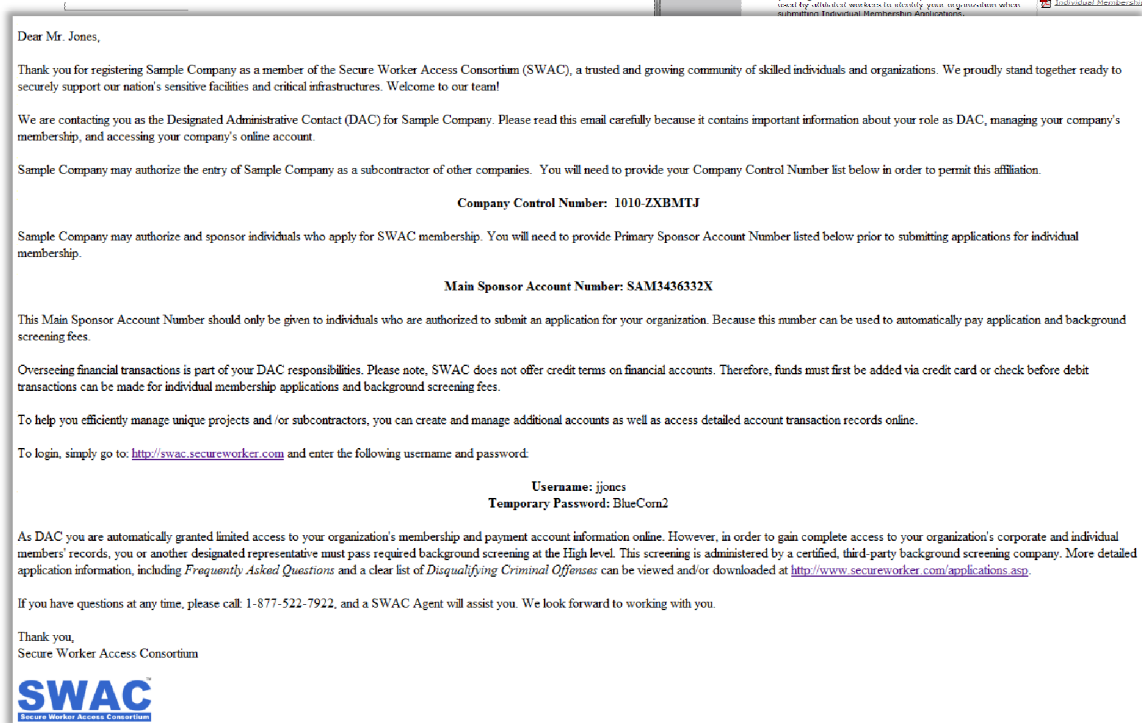
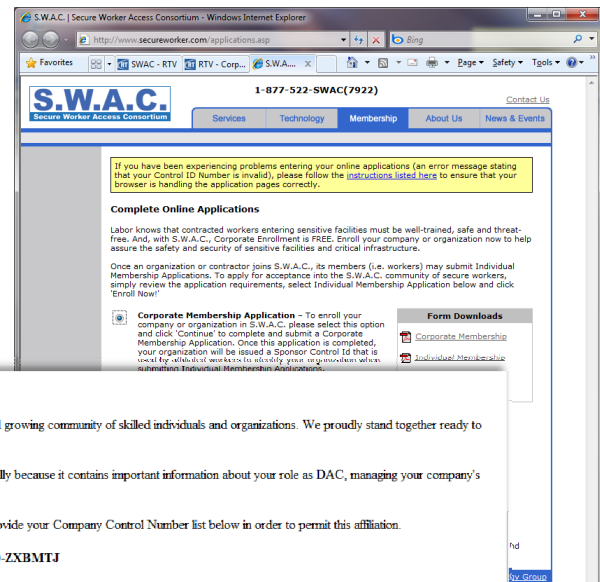
PLEASE NOTE: Additional SWAC Accounts can be established for specific subcontractors or projects, and even subcontractors working on projects. For more information regarding this topic, please refer to *Customer Support Bulletin: SWAC Accounts for Subcontractors and Projects*.

How to create and setup a SWAC Account for your organization

You may register and create a SWAC Account for your organization, free and at any time, by going to: <http://www.secureworker.com/applications.asp>, selecting *Corporate Membership Application* and clicking the CONTINUE button.

For your review, blank application forms are available in the "Form Downloads" section.

PLEASE NOTE: A Username and Password to SWAC's online systems is automatically provided to all organizations that register online. After submitting your *Corporate Membership Application*, please check your email for this important document.



How to make deposits to your SWAC Account

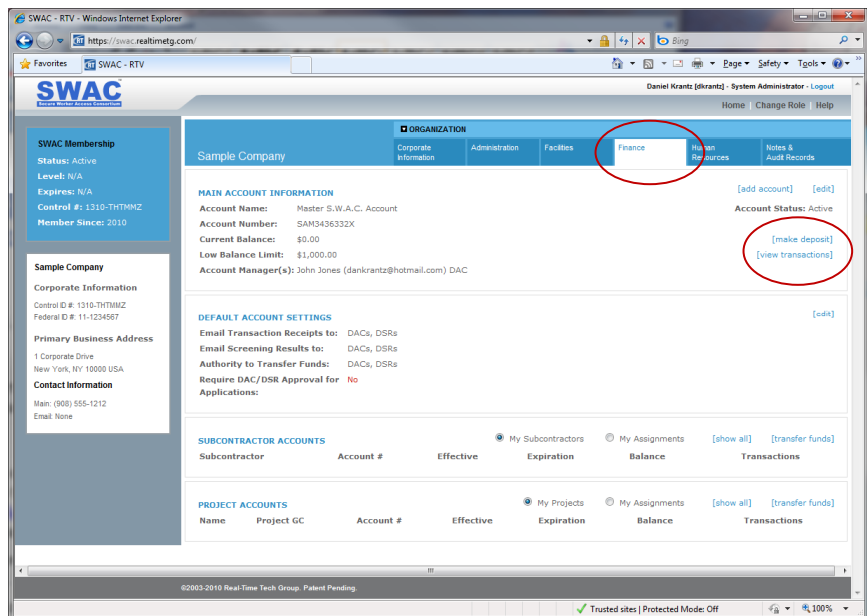
You can deposit funds to your SWAC account at the end of the organization registration process (see above), or any time by logging into your SWAC account online.

To deposit funds during the registration process, simply follow the instructions provided during **Step 5: SWAC Account Payment Information**, to deposit funds by check or credit card.

After your *Corporate Membership Application* is completed and you have received the login information required to access SWAC’s online systems, you may make a deposit to your SWAC account at any time. Simply login and search for your organization’s name. For help, please refer to *Customer Support Bulletin: System Access and Basic Navigation*.

After finding and selecting your organization from the search results, select the **Finance** tab in the navigation bar at the top of the page.

Then select “**make deposit**” as shown in the sample screen to the right.



How to view account transactions

To view detailed transaction history related to the main SWAC account, click the “**view transactions**” link located directly below the “**make deposit**” link.

For more information about transaction reporting required by various agencies (for example, Port Authority of NY & NJ, Metropolitan Transit Authority, or NJ Transit), please also refer to *Customer Support Bulletin: System Reporting*.