

Quick Tip 1 - Accessing the Unit Banking Website

This reference will show you how to log in to the Unit Banking website (Web-Form).

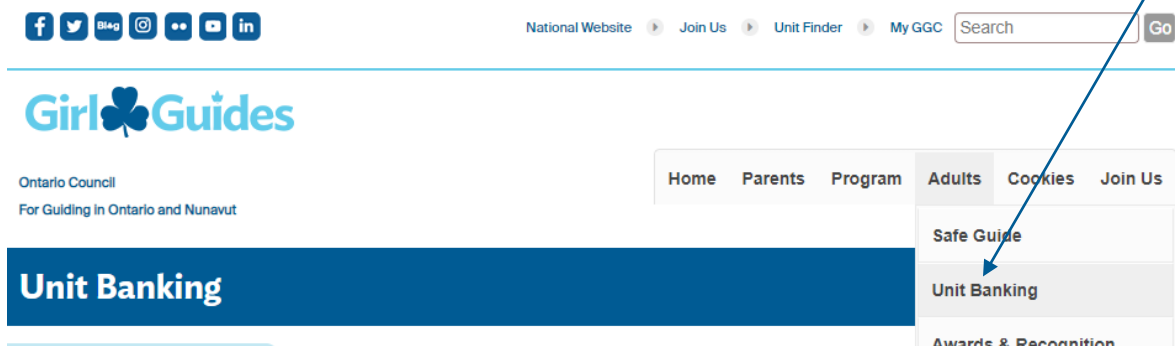
Step 1: Getting to the Unit Banking Login Screen through the GGC, Ontario Council website.

- A. Open an internet browser (Google Chrome or Mozilla Firefox work best) and type <http://www.girlguides.ca/ON/> in the address bar and press **Enter** on your keyboard. You may need to delete the address that's already in the address bar first.
- B. When the GGC, Ontario Council website opens, there are several ways to find the Unit Banking Webpage. You can go to the quick links at the bottom right side of the page and choose **"Unit Banking"**.

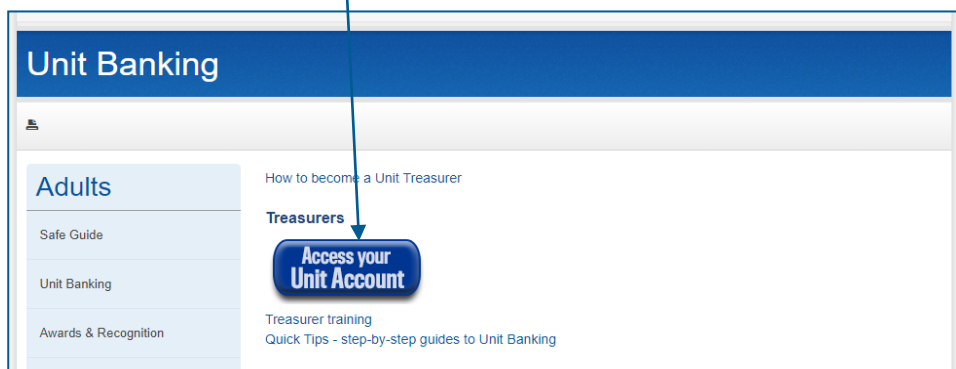
Or you can go to the Quick Links Box near the bottom of the page and click on **Unit Banking**:



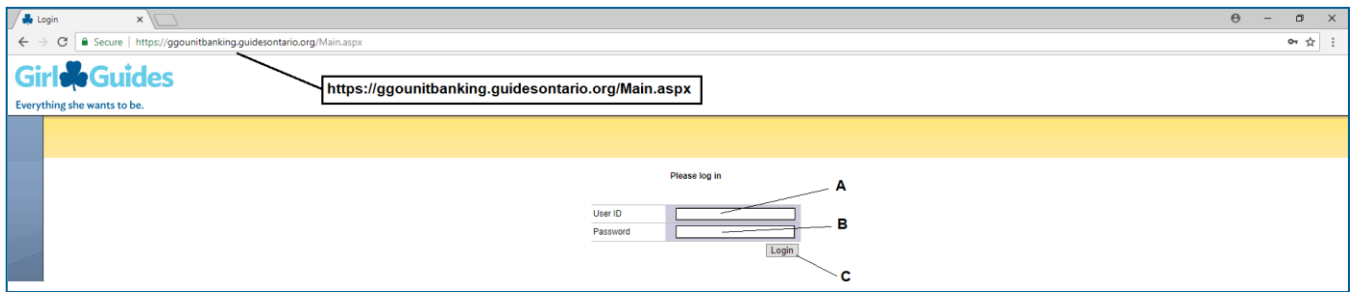
Or you can choose **"Adults"** from the drop down menu list at the top of the page and click on the **Unit Banking** option:



- C. Once you get to the centralized banking webpage, **please Bookmark it for future reference** and then click on the link **"access your unit account"**.

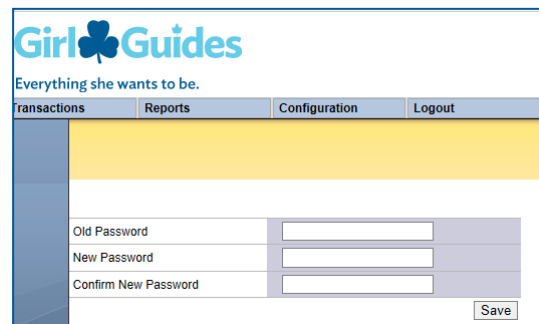
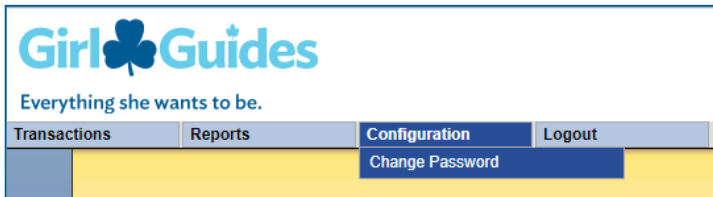


Step 2: Logging in to the Unit Banking website (Web-form)



- A. Enter **User ID**: The Banking **User ID** was emailed to the Treasurer. Your iMIS number is **NOT** your User ID.
- B. Enter **Password**: This field is case-sensitive, please remember to enter the password exactly as it was shown in your “Welcome New Treasurer” email, with no spaces. **For security purposes, your account is locked after 3 failed login attempts.** If your account is locked, the Treasurer will be emailed a new password within regular office hours (new passwords are not automatically system generated).
- C. Click the **Login** button (or press the “Enter” button on your keyboard).

TIP: After your first log in, you should change your password.
To do this, hover your cursor over **Configuration** and click on **Change Password**.



For further assistance with your login, contact purchasecard.admin@guidesontario.org.

Please note: **Shadow account** access to the bank account is done the same way. The Guiders have been emailed the shadow account login and password. Shadow accounts can view the transactions and run the balance report but cannot edit or input any transactions.