### WESTERN UNION ENROLLMENT GUIDE

**Approved for a grant, and want to receive it as quickly as possible?**

Use the following instructions to enroll with Western Union

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>You receive an approval email from E4E Relief including specific instructions for enrolling with Western Union.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Click on the link in the email to enroll with Western Union. It will take you to the Western Union enrollment page.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Type the Payee ID number from your Western Union instruction email into the Payee ID box. Your Payee ID is the six numbers following “RSP” in your</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Click the drop-down arrow on the Campaign Name box and choose the “CAF America and E4E Relief Campaign” in the drop-down selection.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Click Next to advance to the next screen.</td>
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</tbody>
</table>

**Instructions continue**
<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 6    | Type in your:  
• Company/Employer Name  
• Address  
• City  
• Country  
• State/Province  
• Postal Code.  
Your registration will not advance without this required information. |
| 7    | Click Next to advance to the next screen. |
| 8    | Type in your:  
• First name  
• Last name  
• Email (twice)  
• Phone number with country code.  
Your information should be the same as in your application. Western Union only accepts English characters. |
| 9    | Click Next to advance to the next screen. |
Type in your:
- Bank account number
- Name on your bank account
- The country where your bank is
- Local currency
- Email for your payment alert
- The language in which you would like to receive your alert.

If these boxes are already filled, please validate that they are correct. Western Union only accepts English characters.

Click Next to advance to the next screen.

Type in your:
- Bank account number
- Name on your bank account (your name, not your company)
- Bank Country
- Currency
- Bank Name
- Bank Account Type
- Bank SWIFT Address/IBAN code
- Bank (Routing) Code
- Email for your payment alert
- Language

Please contact your local bank for any of these details that you do not know. This information is required and must be correct for payment processing.
Click Next to advance to the next screen.

Review the service agreement. If you accept the terms of the agreement, click on the check box indicating your agreement.

Click on Submit Enrollment Request to be taken to a summary of your information.
Review the summary of your information. To edit entries, click the Back button. To confirm your information is correct, click the Confirm button to submit your enrollment request.

You will see a Confirmation of Enrollment Request on your screen once your information has been submitted. You are now enrolled with Western Union!

Note:
- Western Union will send you an enrollment confirmation email.
- Western Union will send another email notifying you when the funds are scheduled for deposit. Some banks have a practice of holding credits 1-2 days before releasing to the beneficiary, so you may not see the deposit in your account until 2 days after the scheduled Western Union deposit to your account.