

# Greater Nevada Credit Union NEW CHECKING ACCOUNT Instructions

**IMPORTANT: You CANNOT have any open accounts or active loans with your assigned location!**

- **Paychex Division: Greater Nevada Credit Union Onsite Visit**
- **Job Number: 7 Digit Number on the client's website in the left hand column "Status Job ID" for your location**
- **Please login to the client's website to obtain the guidelines and report:**  
<http://www.intelli-shop.com/evaluator-area/login> with email address:  
[tuning@qsispecialists.com](mailto:tuning@qsispecialists.com) and password: 2190epebble *(Please read the Overview below for further information before proceeding to the client's website.)*
- **What do I do after logging into the client's website?**
  - Find your specific assignment and address
  - Click on "Guidelines" to "Download Guidelines"
  - Click on "Close and Return to Shop Log" to "Print" your form
  - Once the assignment has been completed you will log back in and "View/Submit" your form.

## Overview

- Your assignment is to go to your assigned bank or credit union and pose as a customer interested in opening a new checking account.
- **You must thoroughly read all instructions and questions on the client's audit form prior to completing the shop. If any of the instructions and guidelines are not followed, you will NOT be paid and a re-shop will be required.**

After inputting your shop at the client's website you MUST also login back into the [jsecretshop.com](http://jsecretshop.com) website to enter your shop Date, Time In, Time Out, The Date you completed the Evaluation Form on the Client's website, the Job Number, and upload a copy of the business card. This will ensure you are paid for your shop from QSI. If you do not submit the business card at both locations, you WILL NOT be paid for your shop in a timely manner.

If you have any questions, please email Julie Tuning at [tuning@qsispecialists.com](mailto:tuning@qsispecialists.com) or she can be reached at (702) 891-0500 or (877) 891-0500.