

Digital Banking Guide for *NEW Online Banking Enrollments*

Step 1: If you are enrolling in Online Banking for the first time, from our website's homepage, click on **Enroll in Online Banking** in the yellow box located at the top right hand corner.

A screenshot of the 'Online Banking Registration' form. It contains several input fields: 'ACCOUNT NUMBER', 'ACCOUNT TYPE' (with a dropdown menu), 'SOCIAL SECURITY NUMBER', 'LAST NAME', 'DATE OF BIRTH', 'ZIP CODE', and 'REQUESTED LOGIN ID'. A blue 'Continue' button is located at the bottom right of the form.

Step 2: You will be prompted to enter your **Account Number, Account Type, SSN, Last Name, Date of Birth, Zip Code, , and Requested Login ID** (this is an ID of your own choosing). Then click **Continue**.

Note: If you receive an error stating the Login ID has already been selected, please choose a different Login ID. Otherwise you'll see a confirmation screen of your new Login ID selection. Agree to the End User Agreement.

Step 3: You will be asked to select a delivery method of your Secure Access Code. Within minutes of receiving your **6-Digit Secure Access Code**, enter it in the box provided and then **Submit**.

A screenshot of the 'Select a Secure Access Code' screen. It features a blue header with the credit union logo. Below the header, there are five radio button options for delivery methods: 'Phone to: (304) xxx - 3430', 'Phone to: (304) xxx - 9990', 'Phone to: (304) xxx - 3430', 'SMS/Text: (304) xxx - 3430', and 'E-mail: XXXXX@FEDCRED.COM'. A 'Back' button is at the bottom.

Note: Delivery options must match a phone or email we have on file for your account. Secure code can be delivered via Text, automated Call or email. To update future Secure Access Code delivery options, visit Settings, Security Preferences, and Secure Delivery.

Step 4: Register your device to bypass **Secure Access Code** at future logins (not recommended for public computers).

Step 5: You will be prompted to enter and confirm a new **Password**, then click **Submit**.

Note: Please review our new password requirements.

Final Steps: You will be prompted to review your personal information, then click Next. To make updates, simply complete your login and then visit the Update Contact Info section within new Digital Banking.

Note: To update future Secure Access Code delivery options, visit Settings, Security Preferences, and Secure Delivery.

A screenshot of the 'Review Personal Information' form. It includes fields for 'First Name', 'Last Name', 'Email Address', 'Address 1', 'Address 2', 'City', 'State', and 'ZIP'. There are also dropdown menus for 'Country' and 'State'. A 'Next' button is at the bottom right.