



## First Time Login:

**1** Enter your current Online Banking Login ID.

- Do Not enter a password.
- Check the box "I am a First Time User".
- Click the 'login' button.

*\* If you have not signed up for Online Banking, please click on "Enroll".*

**2** Select a phone number or email address to receive a Secure Access Code, click 'Submit'.

*\*If you have chosen a phone number, you will receive an automated phone call speaking your secure access code, you need to be able to answer the phone to receive your code, your code will not be left on a message.*

**3** Retrieve your one-time Secure Access Code from your phone or email. Enter the Secure Access Code, click 'submit'.



- 4 Read the “Online Banking Access Agreement & Disclosure”, click ‘I Accept’.

- 5 Review your Online Profile; if changes are necessary you can submit those through a secure mailbox message within Online Banking, click ‘Submit’.

- 6 Create your new Online Banking Password, confirm the password, click ‘Submit’ to complete your enrollment and begin.

*\*Passwords are case sensitive in our new online banking.*

**Please note: Upon your next login, you will be taken through 3 steps to initiate your enhanced identification layer. This is where you can choose to register a non-public computer for future online banking access. Please review the additional instructions below.**



## At your next login.

- 1 Select a phone number or email address to receive a Secure Access Code, click 'Submit'.  
*\*If you choose a phone number, you will receive an automated phone call speaking your secure access code, you need to be able to answer the phone to receive your code, your code will not be left on a message.*

- 2 Retrieve your one-time Secure Access Code from your phone or email. Enter the Secure Access Code, click 'submit'.

- 3 Choose to either register the computer you are on or have one-time access.  
*\*Upon registration, we will place a Secure Token in your browser. Your PC must be configured to accept 'cookies' from this site.*

Progress: Login (checked), **Select Delivery**, Enter Access Code, Register Computer

**Enhanced Security Feature: Register this Computer for Online Banking**

This is a 3 step process and will require you to receive a Secure Access Code to access the Online Banking Center.

The final step of this process will ask you to either register your computer or continue with a one-time access code. Registering your computer will allow you to bypass this step on subsequent logins to online banking from this computer. This set up procedure will present each time you access online banking from a new device or from any computer that you have not registered.

**IMPORTANT:** If you DO NOT wish to register the computer you are using, you will be able to continue your session today using your on-time secure access code. If you are using a public computer, such as one in a library or other community access location, you SHOULD NOT register the computer for future use. You can obtain a one-time access code for any non-registered computer by completing these steps.

**Select Access Code Delivery Channel:**

- I already have a Secure Access Code
- (\*\*\* ) \*\*\* - 1234
- (\*\*\* ) \*\*\* - 2345
- XXXABC@XXX mail .com
- XXXX zxy1 @XX mail .com

**Submit** **Help**

Progress: Login (checked), Select Delivery (checked), **Enter Access Code**, Register Computer

**Enter Delivered Secure Access Code**

Once you receive your Secure Access Code, enter it below.

Secure Access Code \*

**Submit** **Help**

Progress: Login (checked), Select Delivery (checked), Enter Access Code (checked), **Register Computer**

**Complete registration of your computer for later use or continue with one-time access.**

- Register this computer for later use  
Registering your computer for future use will allow you to bypass this step the next time you log in to online banking at this computer. This selection is recommended for computers that are not public access.
- Give me one-time access only (do not register this computer)

**IMPORTANT:** If you do not wish to register the computer you are using, you will be able to continue the session using your one-time secure access code. If you are using a public computer, such as one in a library or other community access location, you SHOULD NOT register the computer for future use.

**Submit** **Help**