

Online Banking Signup

1. **VERY IMPORTANT** – You MUST Click “Online Signup” (below the Vault on our webpage) or “Signup” (on the mobile app login screen) **BEFORE** you try to log in with your member number.
2. You will need to fill in the required information on the Sign Up Form.
 - a. Member Number
 - b. Email
 - c. Confirm Email
 - d. SSN
 - e. Zip Code
 - f. Date of Birth
 - g. Check Mark ✓ that you agree to the Disclosure
 - h. Click Sign Up
3. Check your email for a temporary password
 - a. FROM: Home Banking Administrator
 - b. SUBJECT: Home Banking Alert
4. Login with your **member number** and the temporary password that was emailed to you.
5. Update your Username and Password
 - a. Choose New Username (you will use this username going forward rather than your member number)
 - b. Confirm New Username
 - c. Password (this is your temporary password that was emailed to you)
 - d. New Password (this is a new password you must create and it must be at least 8 characters and include an upper case, lower case, and number)
 - e. Confirm Password
 - f. Click Update password
 - g. Two emails are generated 1 confirming the username change and 1 confirming the password change
6. Fill in the Security Questions (you can select different questions by click the “>” to the right)
7. You are now logged in and taken to the Main Accounts Page