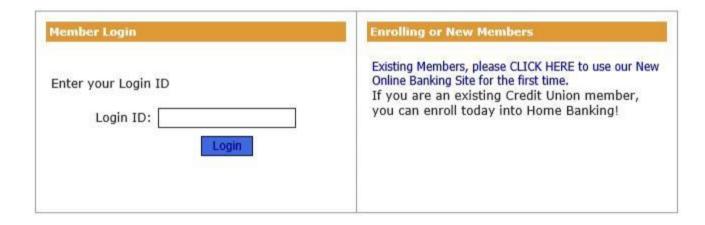


Step-by-Step Internet Banking Sign-Up Guide

When enrolling in Online Banking for the first time, the following steps will need to be completed:

- 1. Go to the C&WJ's website and click the link provided on the Credit Union's web page to log into the Online Banking site. Note: **Do not use a previously saved favorite or link to get to the new Online Banking site.**
- 2. Select the "Existing Members, please CLICK HERE to use our New Online Banking Site for the first time" phrase to use the online banking site for the first time.



3. Enter your member number, email address, home phone, and birth date. Read the disclosure, mark the box, and click on "Sign Up".

Sign up for Home Ba	
You must currently b	e a member of this credit union to sign up for home banking, please enter your information below
MEMBER NUMBER:	
SOCIAL SECURITY:	
(no dashes)	
EMAIL:	
CONFIRM EMAIL:	
DRIVERS LICENSE:	
HOME PHONE:	(555-555-5555)
BIRTH DATE:	(MM/DD/YYYY)
☐ I acknowledge I l	have read and agree to the terms of the Online Disclosure
	en e
Sign Up Clear	Cancel
4. A Change Login ID	screen will then pop up, where you will enter your new Login ID at the top and renter the
new Login ID belov	
J	
Change Login	ID
Please enter yo	our new Login ID to continue.
i de la compania del compania del compania de la compania del compania del compania de la compania del compania	
Please enter y	your New Log In ID. Your Log In ID cannot be the same as your Member Number.
Doonton Nove	Locio ID:
Reenter New	Login 1D:
Save	

5. At this point, a temporary password has been sent to the above entered email (you may have to check your spam/junk folder if you can't find it). Press "Click Here to Log In" to advance on.

Welcome to Home Banking

You have successfully registered for Home Banking!

A temporary password has been sent to your email address on file. You will be required to change it at first login.

Click Here to Login

6. You will be routed back to the main screen. Enter your new Login ID and press the "Login" button.

Member Login	Enrolling or New Members
Enter your Login ID Login ID: Login	Existing Members, please CLICK HERE to use our New Online Banking Site for the first time. If you are an existing Credit Union member, you can enroll today into Home Banking!

7. You will be prompted to answer a series of three authentication questions and enter a confidence word.

Select your authentication questions, answers, and a confidence word. You MUST SELECT AND ANSWER ALL THREE. **Please note that answers to your authentication questions are case sensitive**. Next, choose a confidence word (can be anything you make up). These extra validations will ensure you have connected to the authorized C&WJ Co-operative Credit Union Online Banking Site.

Remember me on this computer: If you mark this box, the site will recognize the computer you are using in the future and you will not be asked authentication questions (mark if you are on a trusted computer).

After all information has been entered, press the "Save" button.

Enrollment

Now select your authentication questions, answers and a confidence word. You MUST SELECT AND ANSWER ALL THREE. Then you must choose a confidence word. These extra validations will ensure you have connected to the authorized online banking site.

AUTHENTICATION QUESTION 1	What is the name of your first pet?	~
ANSWER		
AUTHENTICATION QUESTION 2	Where did you meet your spouse for the first time?	~
ANSWER		
AUTHENTICATION QUESTION 3	In what year (YYYY) did you graduate from high school	ol? 🗸
ANSWER		
CONFIDENCE WORD		
Remember me on this compute	er.	
Save Return		

8. Your questions and confidence word have now been set. Select "Click Here to Login" to proceed to the login page where you will now see your newly chosen confidence word.

Request Successful. Thank you.

Your confidence word has been set. Please store in a safe place. Click Here to Login



9. You will now be returned to the login page. Verify your confidence word and enter your temporary password (the one sent via email) and press "Login".



10. The next step is to select a new password. Password Requirements: Password must be a minimum of 8 characters in length with mixed case letters, contain at least one number, contain at least one special character and must be changed if weak.

Your password has expired, you must change it now.	
Login ID:	
Current Password: Password Sent to Email	
New Password: (At least 8 characters, at least one upper case and one	e lower case, at least one number, and force password when weak)
Reenter New Password: (must meet password requirements)	Create New Password
Change	



11. Once you have chosen your new password, the following screen will be displayed for you to set up **Forgot Password Questions.** You can choose to answer **ONE or more**.



12. Once you have saved your answers, you will be directed to login into your new Online Banking Account!

