



## Desktop Create New Password - Existing Member First Time Sign On

Registration in the online banking platform allows you to access your account from your desktop computer or laptop.

### Create New Password - Existing Member First Time Sign On Step-by-Step

Use the following steps to access your account.

Step	Action
1	Click and enter your <b>Username</b> in the Username field.
2	Click and enter your <b>Password</b> in the Password field.
3	Click the <b>Log In</b> button.
4	Click the <b>Get Started</b> button.
5	Click and <b>enter the following information</b> in the corresponding fields: <ul style="list-style-type: none"><li>• Social Security Number</li><li>• Date of Birth</li></ul>
6	Click the <b>Continue</b> button.
7	Click to select the <b>Verification Method</b> (Text, Voice, Email) using the drop-down arrow.
8	Click to select either a <b>10-digit Phone Number</b> or an <b>Email Address</b> using the drop-down arrow to receive a verification code.
9	Click the <b>Next</b> button.
10	Check your email or phone for the verification code.
11	Click and enter the <b>Verification Code</b> in the Verification Code field.
12	Click the <b>Next</b> button.
13	Click and enter a <b>Password</b> in the Password field using the Password must criteria.
14	Click and <b>reenter your password</b> in the Confirm Password field at the bottom of the screen.
15	Click the <b>Next</b> button.
16	A message at the bottom right will appear confirming <b>Your password has been updated.</b>
17	Scroll to review the <b>Digital Banking Disclosure.</b>
18	Click the <b>I Agree</b> button.
19	The <b>Accounts</b> dashboard will appear.