

Listed below are the steps to enroll in the Home Banking system. Click here to see Frequently Asked Questions about Home Banking.

On the right side of each screen will show you all of the steps involved for enrollment, and the current step that you are on will be bolded.

First Time Users Click Here to Enroll

number, account numbers or other private data.

Sign In Register - Forgot Username? Forgot Password? Forgot Everything? - Locked?

Quicken Essentials Help Screens

On the Home Banking login page, click the First Time Users Click Here to Enroll link, circled below.



Username:

Sign In - Welcome to Glass City Federal Credit Union





Enter in the following requested information:

- Your Glass City FCU member/account number
- The last 4 digits of your Social Security number
- Your birth date (in the following format: MM/DD/YYYY)
- The word **YES**.

#### \*\*\* Business Accounts \*\*\*

You will use the last 4 digits of the business's Tax ID number in place of the last 4 digits of a Social Security number. You will also use the business's start date (in the following format: MM/DD/YYYY) in place of the birth date.

# \*\*\* Trust Accounts \*\*\*

You will use either the last 4 digits of the Social Security number of the primary person on the trust, or the Tax ID number of the trust – whichever one that you gave to the credit union when the trust account was opened – in place of the last 4 digits of the Social Security number.

## \*\*\* Minor/Custodial Accounts \*\*\*

You will use the last 4 digits of the child's Social Security number and the birth date of the child.



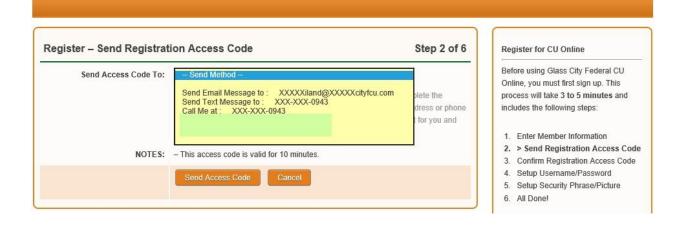
ter – Enter your Informati	on Step 1 of	6 Register for CU Online
Account Number:	typically 2-10 digits, primary account holder	Before using Glass City Federal CU Online, you must first sign up. This
Social Security Number:	last 4 digits only – Example: 1234	process will take 3 to 5 minutes and includes the following steps:
Birthday:	mm/dd/yyyy – Example: 05/15/1977	
Accept:	Type YES to accept the following agreement(s):  -Electronic Services Disclosure	> Enter Member Information     Send Registration Access Code     Confirm Registration Access Code
Start Cancel		Setup Username/Password     Setup Security Phrase/Picture



Select which delivery method that you want to have the access code to be sent to you – through email, through a text message, or through a phone call, as shown below.

The contact information shown on this page is what we currently have on file for you in our system. You **CANNOT** edit this information during the enrollment process or the login process. If you see incorrect contact information, please contact Glass City FCU to update. Once we update your contact information in our system, this page will show the updated information.







Once you have received your access code, enter it in the field shown below and click the **Confirm Access Code** button.

\*\* NOTE: You have up to 10 minutes to enter in the access code before it expires. If you wait longer than 10 minutes to enter in the code, you will have to start over with enrollment and a new access code will have to be generated and sent to you.

If you selected the email delivery option and you do not get an email within 1-2 minutes, please check any spam filters/folders that you may have on your computer.

If you did not receive your access code – regardless of which delivery method you selected in Step 3 – you can click the **Resend Access Code to** link shown below to have the access code re-sent to you.







Enter in the following requested information:

- Username
- Password
- Email address

Next to both the **Username** and **Password** fields are links to show the requirements needed for your username and password.

For the username, the requirements are:

- CANNOT be your Glass City FCU member/account number
- Must be between 6 20 characters in length
- Must start with a letter
- Must contain <u>only</u> letters and numbers no special characters (i.e. @, #, \*, etc.)

For the password, the requirements are:

- Must not be the same as your username
- Must be between 8 20 characters in length
- Must contain at least one number
- Must contain only letters, numbers, and these special characters: ~!@#\$%^&?\*+=



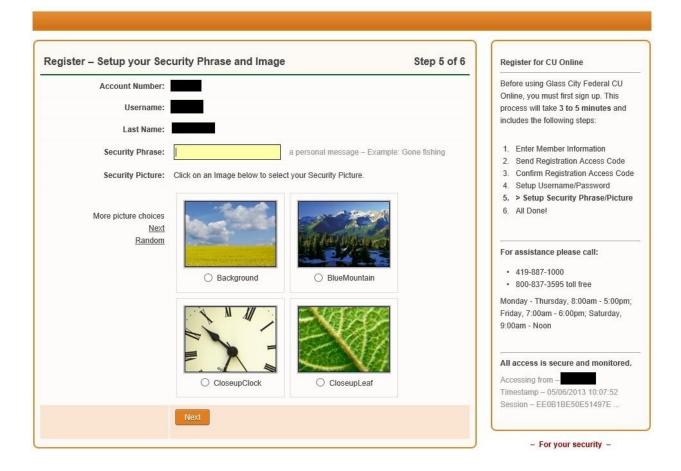




Enter in a security phrase and select a picture from the list of available images.

For the security phrase, please do <u>NOT</u> put anything personal (i.e. account number, Social Security number, etc.) in for this phrase as it will be displayed during the login process to the Home Banking system.







At this point, your account enrollment is being finalized for use in the Home Banking system. This particular step can take up to 5 minutes to complete so we please ask for your patience during this step.



