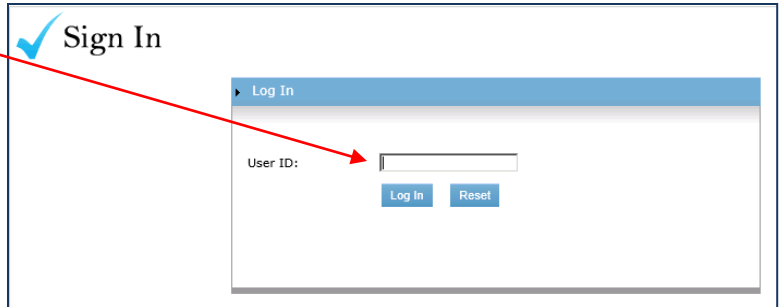


## CHANGING YOUR ONLINE BANKING *USER ID* STEP-BY-STEP GUIDE

### STEP 1: LOGIN TO ONLINE BANKING



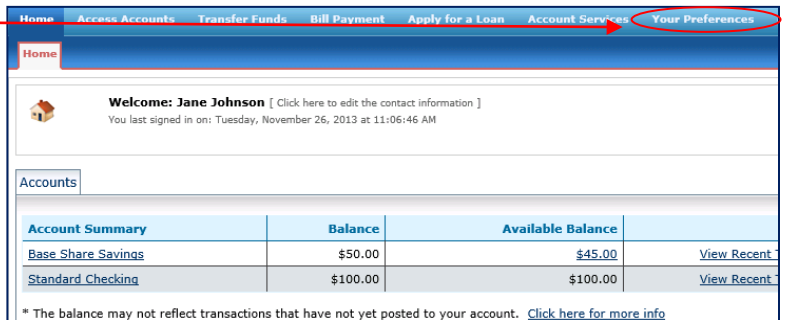
Sign In

Log In

User ID:

Log In Reset

### STEP 2: SELECT "YOUR PREFERENCES"



Home Access Accounts Transfer Funds Bill Payment Apply for a Loan Account Services **Your Preferences**

Home

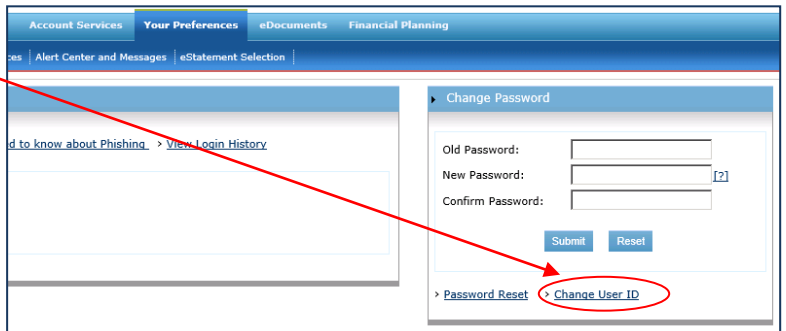
Welcome: Jane Johnson [ Click here to edit the contact information ]  
You last signed in on: Tuesday, November 26, 2013 at 11:06:46 AM

Accounts

Account Summary	Balance	Available Balance	
Base Share Savings	\$50.00	\$45.00	<a href="#">View Recent</a>
Standard Checking	\$100.00	\$100.00	<a href="#">View Recent</a>

\* The balance may not reflect transactions that have not yet posted to your account. [Click here for more info](#)

### STEP 3: CLICK "CHANGE USER ID"



Account Services **Your Preferences** eDocuments Financial Planning

Alert Center and Messages eStatement Selection

to know about Phishing. > [View Login History](#)

Change Password

Old Password:

New Password:  [?]

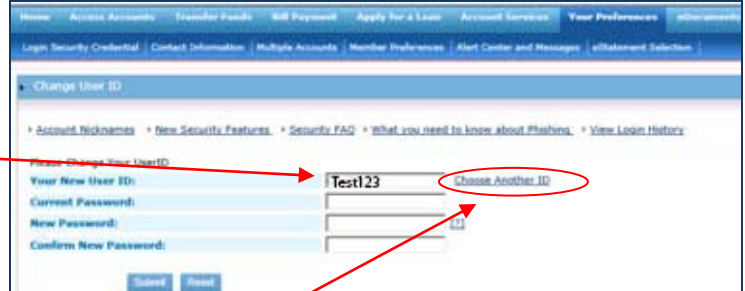
Confirm Password:

Submit Reset

> Password Reset > **Change User ID**

#### STEP 4: CHANGE YOUR *USER ID* AND *PASSWORD*

1. Enter your *User ID* in the “Your New *User ID*” field. You'll first have to delete the system generated *User ID*. The *User ID* must be between 6-13 characters long, and include a combination of alphanumeric characters. The new *User ID* is case sensitive for added security. You also have the option to allow the system to generate a random *User ID* by clicking on “Choose Another ID”.
2. Create a new *Password*. Your *Password* must contain at least 8 characters, including 3 of the following:
  - Uppercase Letters
  - Lowercase Letters
  - Numbers
  - Special Characters: ! # \$ \* ? @ . - \_ ' ;



#### STEP 5: LOGIN TO ONLINE BANKING WITH YOUR NEW *USER ID* AND *PASSWORD*

**Helpful Tip:** If you use the Mobile Banking App, you'll need to remove the App and reload it so you can login using your new *User ID*.

