

CHANGING YOUR USER ID

- Select **Services** on the left side of the screen
- Select **Change Info**
- Scroll down page until you see the **User ID Box**
(this box will be blank if you currently use your SSN as your User ID)

User ID

johnd

- Click inside the box and type your desired User ID (it must contain a minimum of 6 characters with at least one character being a letter and one character being a number or a punctuation character)
- Select **Submit** at the bottom of the page once you are finished
- If your new ID has been successfully updated you will see the following displayed on the top of the screen

Information Updated

- If you receive a different message, read the message carefully, make appropriate changes to your User ID and select **Submit** again.

CHANGING YOUR PASSWORD

- Select **Services** on the left side of the screen
- Select **Change Password**
- Enter Old Password
- Enter New Password and New Password again to confirm
(be sure to read password requirements at the top of the screen)
- Select and Answer two questions to be used if you forget your password (these answers are case sensitive)
- Select **Submit**

SELECTING SPECIFIC ACCOUNTS FOR DISPLAY

- Select **Accounts** from the left side of the screen
- Select **Selection**
- Click on the box in the **Don't View** column next to each account you choose not to view (see box below)

Don't View	Account	Product	Nickname	Owner
<input type="checkbox"/>	55555	SAVINGS	<input type="text" value="new car"/>	John Doe

- Click the box again to remove the check mark and allow the account to be viewed
- You may also change the name that appears in your account list by typing a name in the **Nickname** box
- Select **Submit** at the bottom of the page when finished

CHANGING SECURITY QUESTIONS

- Select *Services* on the left side of the screen
- Select *Security Maintenance* at the bottom of the page
- Select the box *Change Questions/Answers*
- Use the pull down menus to select your questions and use the blank boxes following each question to type in your answer.
- Select *Submit* at the bottom of the page

CHANGING IMAGE AND PHRASE

- Select *Services* on the left side of the screen
- Select *Security Maintenance* at the bottom of the page
- Select *Change Image/Phrase*
- Your current image and phrase will appear at the top of the page.
- To change your phrase simply highlight the current phrase
- Select delete on you key board and type in the new phrase
- To change your image scroll down to the bottom of the page you will see several pictures displayed. To view more pictures select *Continue Search*.
- Select the picture you like and select *Submit*
- Next time you log-in to internet banking you will see your new image and phrase displayed.

SET UP ALERTS ON YOUR ACCOUNTS

- Select *Services* on the left side of the screen
- Select *Alerts*
- On this screen you will be able to use the drop down menus to customize the alert. You can set up an alert for a range of different activities pertaining to your account including:
 - When my account is less than*
 - When a transfer occurs from/to my account*
 - For withdrawal amounts greater than*
- For the alerts to work you will need to have a current e-mail address entered in your customer information page. Select *Accounts* on the left hand side of the screen and *Change Info* you will see a box listed as Primary E-mail Address. This box must be filled in for the alerts to be sent to you.