



## Home Banking Enrollment Instructions

1. Go to [www.gofirstclass.org](http://www.gofirstclass.org)
2. In the upper left hand corner select "Login"
3. On the left hand side of the screen under "First Time User?" select "Enroll"
4. Enter your Member Number and your PIN
  - a. The PIN will be the last 4 of your SSN unless you have previously used Audio Zip. If you have accessed Audio Zip, then the PIN is the same to register for Home Banking
5. Click on the green "Terms and Conditions"
  - a. You must open this document before step 6
6. Check the box next to "Terms and Conditions"
7. Select "I'm not a robot"
  - a. Follow the prompts to verify you are not a robot
8. Select Continue
9. Select your Logon ID, Security Code and enter your Email Address
  - a. *The Logon ID must be between 6 and 50 characters. It may include letters, numbers and special characters: \_-!@\$(\*)=+{}[]]. The Logon ID cannot be the member number, Social Security Number, or email address*
  - b. *The security code must be between 8 - 16 characters and must contain at least 2 alphabetic and 2 numeric characters. In addition, it may contain special characters: \_-!@\$(\*)=+{}[]]. The security code is case sensitive.*
  - c. *Entering your email address will allow you to reset your password and receive E-Statements and E-Notices if desired*
10. After you have Enrolled you will be redirected to the Logon Page
  - a. Enter your username and select "Logon"
  - b. Enter your Security Code
11. Edit challenge questions- these questions may be requested to verify your identity when logging onto home banking.
  - a. Select 3 options from the drop down menus
  - b. Please note that your answer may not be the same for multiple questions
  - c. Answers must be a minimum of 4 characters
12. Edit Security Phrase
  - a. A Security Phrase is a memorable phrase that you choose. For your security, ensure that this unique Security Phrase is always visible on the Security Code page to verify that you are not on a phishing site. Enter a memorable phrase that will be displayed on the Security Code page each time you login. This phrase can help you verify the authenticity of this web site.
13. Select Ok
14. Preferences
  - a. Under General Settings verify/select the appropriate time zone and language
  - b. Select Start Page Settings to change your home screen display
  - c. Select your "Favorite Accounts" to easily access your primary accounts from the Home Page



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## How to Set up Online Banking Alerts

Log into Online Banking and click the "Self Service" button. From here you can set up many different kinds of account alerts such as:

- **Account Alert**
  - Balance alert
  - Deposit alert
  - Direct deposit alert
  - ATM withdrawal alert
  - Check cleared alert
  - Withdrawal alert
  - Transaction alert
    - ATM transaction
    - Card not present
    - Credit posted
    - Debit posted
    - Declined transaction
    - Gas station purchase
    - International transaction
    - Transaction notifications
  - Transfer alert
    - Schedule transfer is unable to process
    - Recurring transfers have stopped
  - General alert
    - Customer service message in Inbox
    - Electronic notice available
- **Security Alerts**
  - Changes to mail or email address
  - Home or mobile phone
- **Fraud Alerts**



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## eStatements & eNotices Enrollment Instructions

### **How to enroll in eStatements:**

- Log into Online Banking
- Click "Self Service" tab
- Under "Additional Services" tab, click "eStatements"
- Verify or change your email address
- Click "Agree" to continue
- Review terms and select "Accept" to continue
- You're now enrolled in eStatements

### **How to enroll in eNotices:**

- Log into Online Banking
- Click "Self Service" tab
- Under "Additional Services" tab, click "eNotices"
- Review terms and select all the notices you would like to receive electronically
- Select "Agree" to continue
- You're now enrolled in eNotices