

U. OF P. FEDERAL CREDIT UNION

Instructions on how to enroll for Home Banking

Definitions:

* Member Number

This is your Share Savings Account Number that can be found on your monthly statement.

(NOT the number on the bottom of your checks).

Example: 200000-010.

When you enter your Member Number DO NOT use the dash (200000010).

* Primary PIN

This is the last four numbers of your Social Security Number.

* Logon ID

This is your unique name you make up and used to logon to Home Banking. 6 to 50 characters are required for this password.

* MICR Account Number

This is the number on the bottom of your checks. This number is different than the Share Draft Account Number at the credit union. The MICR number will be entered when you register your Share Draft Checking account only. If you have a Share Savings account you will **NOT** need a MICR number.

* Security Code (Password)

Logging on for the first time your Security Code will be the last four numbers of your home phone. This must match the phone number you give when you enroll for Home Banking.

Once you complete the log on for the first time your security code can be changed after you log in for the first time. Your Security Code is not time sensitive and will only change when you change it.

Once you have this information gathered you will be ready to start the enrollment process. If for any reason you get an error message, please write the message down and then contact the credit union.

Click on: the Enrollment button in the left menu.

Member Number is your account number excluding dashes and must end in01, plus the check digit (i.e.; 200000018, 200000014).

Enter Primary PIN as the last 4 digits of Social Security Number.

Enter Logon ID per the instructions on the screen.

Fill in any missing information (make sure Home Phone Number is correct).

If you have a share draft account enter the MICR Number using the sample on the screen.

Click the Submit button.

You will receive the "Thank you for enrolling" screen. **DO NOT GO TO HOME PAGE.**

Click on: the Logon button in the left menu.

Enter the Login ID you created during enrollment, and enter Security Code as the last 4 digits of Home Phone Number.

Click on: the OK button.

You will be requested to change your Security Code to a personal code that only you will know.

You are now ready to use Home Banking. Select Account Summary from the left menu to view an account list or make any selection from the left menu. If you have any questions, please contact the credit union for assistance.