# First Time Login for Personal Users





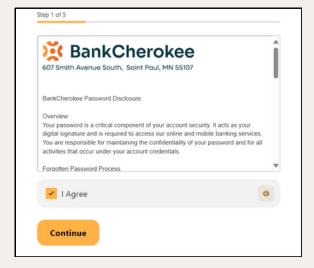
## **Step 1: Enter Existing Login**

Enter your existing **Online Banking Username** and **Password**, and click **Log In**.



## **Step 2: Secure Account**

Click Create New Password.

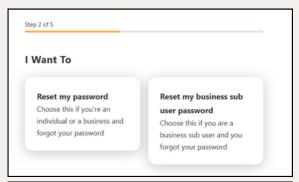


## **Step 3: Accept Password Disclosure**

Password Disclosure: If you agree select, **I Agree** and click **Continue**.

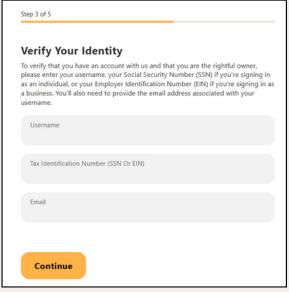
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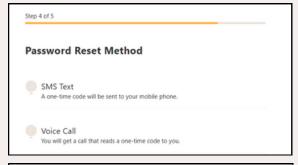
## **Step 4: Password Reset**

Click Reset My Password.



## **Step 5: Verify Your Identity**

Verify your identity by entering your existing
Username, Social Security Number (SSN), Email
Address associated with your username, etc.
(to ensure you have a successful first-time login, this information must match what we have on file for you). Click Continue.



Code Will Expire In 5 Minutes

Resend code or Change method

## Step 6: Password Reset Method

You will be prompted for Multi-Factor
Authentication (MFA) using one of the contact
methods we have on file for you (if no MFA option is
accessible-please contact us to have this updated).
Click **Continue**.

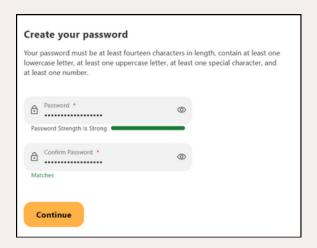
# Verification Code A 6-digit code has been sent to your phone number (\*\*\*) \*\*\*-\* 957 Enter Code

## **Step 7: Enter Verification Code**

Enter the 6-digit code you received via text or phone call.

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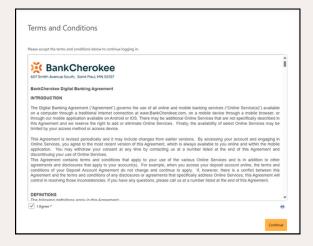


#### **Step 8: Create a Password**

You will be prompted to create a new password. **Password Requirements:** 

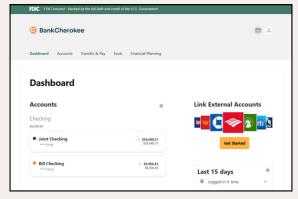
- 12 Characters
- · Must include at least:
  - 1 lowercase
  - 1 uppercase
  - 1 number
  - 1 special character

Click Continue.



#### **Step 9: Accept Terms & Conditions**

You will be prompted to accept Terms and Conditions. If you agree, select **I Agree** and click **Continue**.



### **Step 10: Your New Dashboard**

You'll land on your new personal dashboard-your home for managing accounts, payments, and more.