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 the ***Display*** box next to each account you would like to view while navigating in Internet Banking. (see box below)

Display	Account	Product	Nickname	Owner
☐	55555	SAVINGS	new car	John Doe

- You may also change the name that appears in your account list by typing a name in the ***Nickname*** box
- Select ***Save*** 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
- 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

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.