

INSTRUCTIONS ON USING HOME BANKING WEBSITE

1. GO TO CREDIT UNION WEBSITE – www.greatersalemcu.org
2. CLICK ON ICON -- **ONLINE BANKING** THIS BRINGS YOU TO ONLINE BANKING HOME PAGE
3. CLICK ON **NEW HFS SIGN UP** -- THIS PROMPTS YOU TO FILL OUT ALL PERTINENT INFORMATION TO BE SUBMITTED TO THE CREDIT UNION FOR US TO ENTER INTO THE SYSTEM. ALL ACCESS WILL BE AVAILABLE WITHIN 24-48 HOURS OF SIGNING UP.
4. THE CREDIT UNION WILL SEND YOU AN EMAIL WHEN YOUR ACCOUNT IS READY TO BE ACCESSED ON LINE WITH A PASSWORD THAT WE HAVE ASSIGNED TO YOU. THE FIRST TIME YOU SIGN ON YOU WILL BE ASKED TO ENTER THE PASSWORD WE ASSIGNED AND THEN TO CHANGE YOUR PASSWORD TO ONE THAT YOU WILL REMEMBER. THERE ARE A SERIES OF SECURITY QUESTIONS YOU WILL NEED TO ANSWER ONE TIME ONLY. EACH TIME YOU LOG IN THEY WILL ASK YOU ONE QUESTIONS SO WRITE THEM DOWN OR CHOOSE ONES THAT EASY FOR YOU TO REMEMBER. THE CREDIT UNION WILL NOT HAVE A RECORD OF THESE PASSWORDS SO PLEASE KEEP YOUR OWN RECORDS.
5. WHEN SIGNING ON AFTER BEING NOTIFIED BY EMAIL, FOLLOW STEPS 1– 3. CLICK ON ACCOUNT LOG IN BUTTON ON LEFT
6. ENTER YOUR PRIMARY SHARE ACCOUNT #. THEN ANSWER SECURITY QUESTION AND ENTER PASSWORD. THIS WILL GIVE YOU ACCESS TO ALL OF YOUR SUFFIX'S IN THAT ONE ACCT #.
7. YOU MAY ALSO SIGN UP FOR ALL OTHER ACCOUNTS YOU HAVE WITH THE CREDIT UNION SEPARATELY. YOU CAN TRANSFER BETWEEN ACCOUNTS IF THEY ARE SET UP UNDER YOUR NAME.
8. YOU CAN DO TRANSFERS BETWEEN YOUR SUFFIX'S AND ALSO MAKE LOAN PAYMENTS FROM YOUR OTHER SUFFIX'S. YOU CAN REQUEST A CHECK FROM YOUR ACCOUNT TO BE MAILED TO YOUR HOME.
9. YOU MAY ALSO SUBMIT LOAN APPLICATIONS AND ATM/DEBIT CARD APPLICATIONS BY CLICKING ON THE APPLICATIONS BUTTON.
10. YOU CAN CHANGE YOUR PASSWORD ANYTIME BY GOING INTO SERVICES.
11. YOU MAY REQUEST A STOP PAYMENT ON ONE OF YOUR SHARE DRAFT CHECKS IN THE SERVICES SECTION.
12. GO IN AND PLAY AROUND WITH ALL OF THE OPTIONS. IF YOU HAVE ANY QUESTIONS PLEASE CALL THE CREDIT UNION AND WE WILL BE GLAD TO ASSIST YOU. WE ALSO WELCOME ANY OF YOUR SUGGESTIONS FOR IMPROVEMENT TO THE SITE IN MAKING IT MORE USER-FRIENDLY.