

“FIRST TIME LOGIN” HELPFUL HINTS

Click on **First Time Login**.

Read and Accept the **Internet Banking Agreement**.

To view your Personal account(s):

Enter your Social Security number (no dashes required).

Enter all the following information requested.

At Security Question type in a question we will use for identifying you if you should have to contact us due to any login problems you might encounter.

At Security Answer type in your answer to your Security Question.

At Telebanc Password enter the last 4 digits of your Social Security number, **UNLESS** you have used our 24-Hour Banking phone line, then enter your **PIN**.

To view your Business Account(s):

Enter the Tax ID (EIN) for the company (no dashes required).

Enter all the following information requested for the business.

At Security Question type in a question we will use for identifying you if you should have to contact us due to any login problems you might encounter.

At Security Answer type in your answer to your Security Question.

At Telebanc Password enter the last 4 digits of the Tax ID (EIN) number, **UNLESS** you have used our 24-Hour Banking phone line, then enter your **PIN**.

Upon completion of this process you will be asked to create an **ACCESS ID** (aka User ID) and a **Password**. Both the Access ID and the Password are case sensitive.

The **Access ID** requires a minimum of 6 characters (can be either letters or numbers). The **Password** requires a minimum of 8 characters, but can have as many as 12; however, the password **MUST** include at least **2 letters AND 2 numbers**.