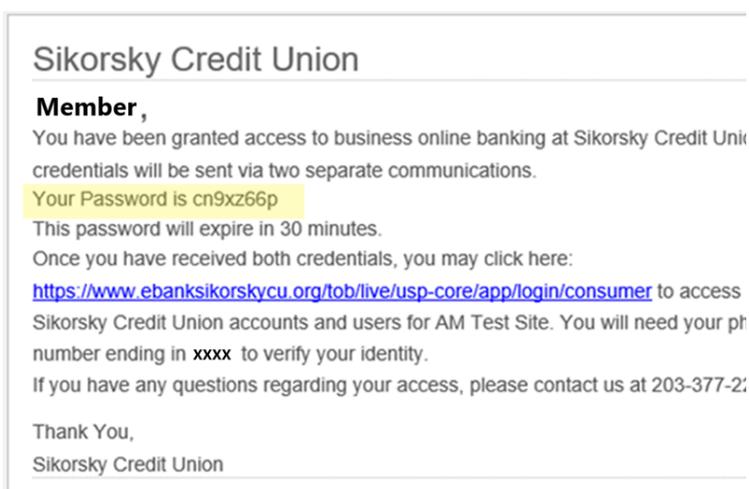
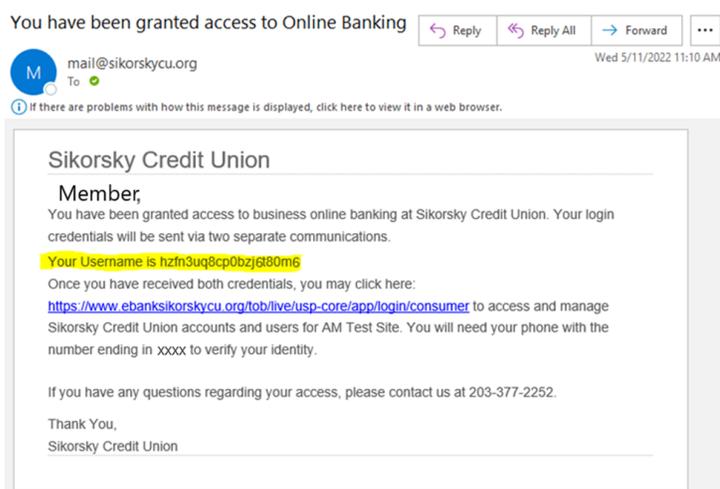


# HOW TO REGISTER FOR BUSINESS ONLINE BANKING

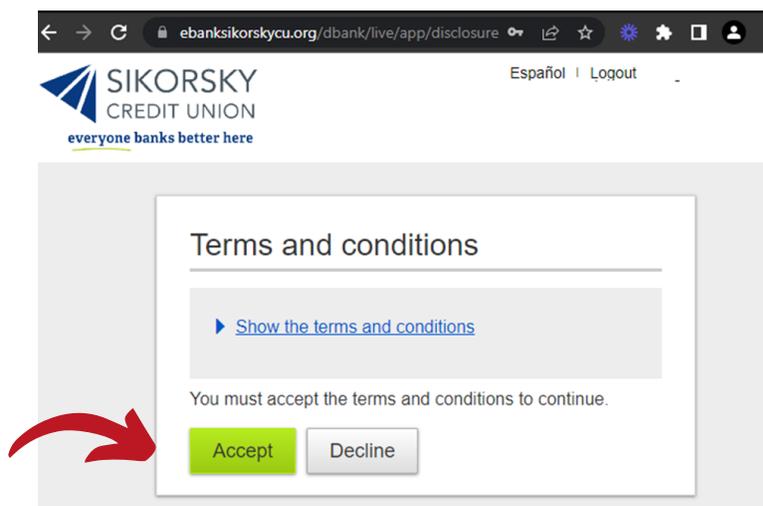
## Step 1:

You will receive two separate emails, one with a username and one with a temporary password. Keep in mind the password expires in 30 minutes.



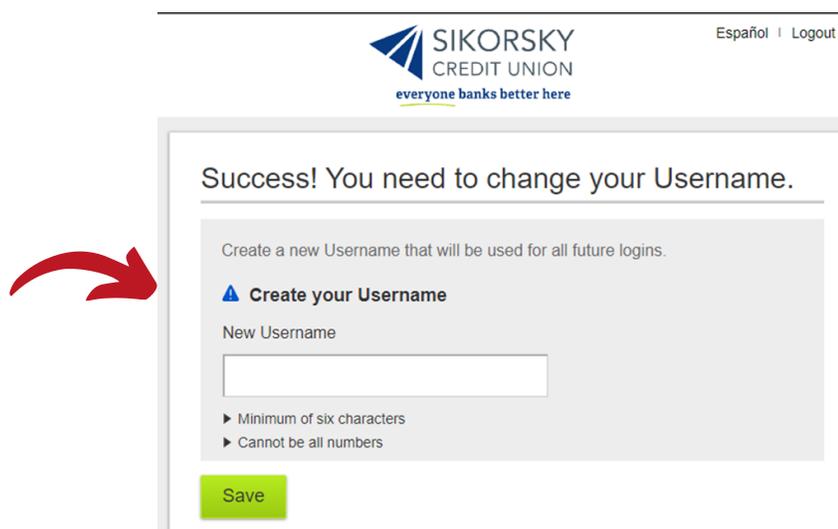
## Step 2:

Visit [www.sikorskycu.org](http://www.sikorskycu.org) and put in your user ID and password from the emails you received. You will be prompted to accept the terms and conditions of Online Banking.



## Step 3:

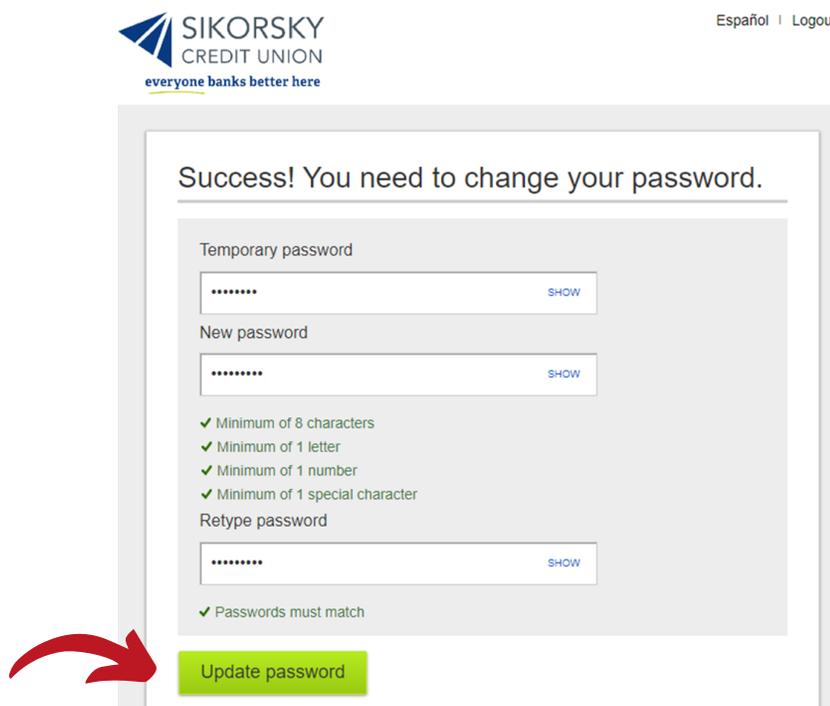
You will be prompted to enter a new login ID.



The screenshot shows the SIKORSKY CREDIT UNION website header with the logo and the tagline "everyone banks better here". In the top right corner, there are links for "Español" and "Logout". The main content area displays a success message: "Success! You need to change your Username." Below this message is a form titled "Create your Username" with the instruction "Create a new Username that will be used for all future logins." The form includes a "New Username" input field, a "Save" button, and two validation rules: "Minimum of six characters" and "Cannot be all numbers". A red arrow points to the "Save" button.

## Step 4:

You will then be asked for the temporary password so you can update your password.



The screenshot shows the SIKORSKY CREDIT UNION website header with the logo and the tagline "everyone banks better here". In the top right corner, there are links for "Español" and "Logout". The main content area displays a success message: "Success! You need to change your password." Below this message is a form titled "Update password" with the instruction "Temporary password" and "New password". The form includes three input fields for passwords, each with a "SHOW" button, and a "Retype password" input field. There are four validation rules: "Minimum of 8 characters", "Minimum of 1 letter", "Minimum of 1 number", and "Minimum of 1 special character". A "Retype password" input field is also present with a "SHOW" button. A "Update password" button is at the bottom. A red arrow points to the "Update password" button.

## Step 5:

Finally, you will enter the Online Banking homepage.

The screenshot shows the SIKORSKY CREDIT UNION online banking homepage. The browser address bar displays "ebank.sikorskycu.org". The page features a navigation menu with "My Accounts", "Move Money", "Account Services", "Additional Services", and "Reports". The main content area is divided into three sections: "Accounts", "My Approvals", and "Go Green with eStatements".

**Accounts Section:** A dropdown menu shows "DEPOSIT ACCOUNTS" with a balance of "\$79.36". Below this, two accounts are listed:

Account Name	Account ID	Available Balance	Current Balance
Business Advantage	*6542	**\$47.36	\$47.36
Business	*6534	**\$27.00	\$32.00

\*\*This balance may include overdraft or line of credit funds.

**My Approvals Section:** A dropdown menu shows "All requests". Below it, a large checkmark icon is displayed with the text "You have no approval requests".

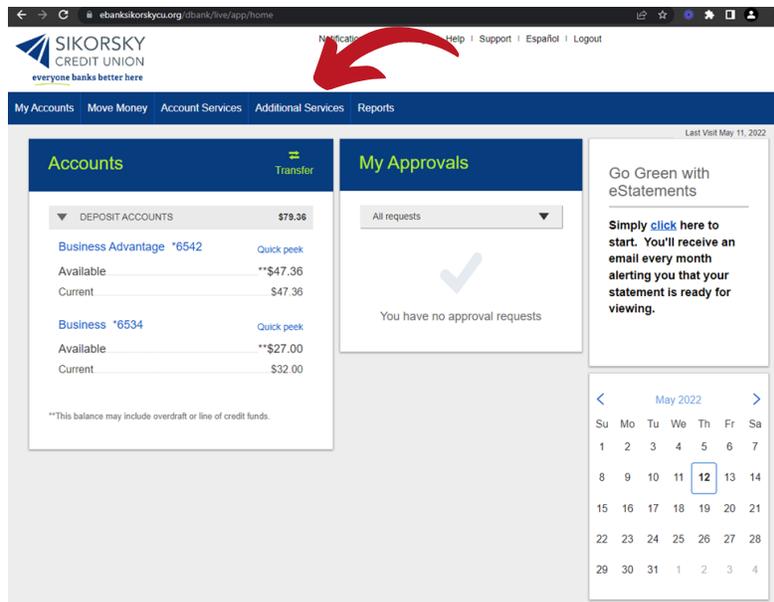
**Go Green with eStatements Section:** A message encourages users to "Go Green with eStatements" and provides a link to start. The text reads: "Simply [click here](#) to start. You'll receive an email every month alerting you that your statement is ready for viewing."

At the bottom of the page, there is a calculator and a calendar for May 2022. The calendar shows the date "11" (Monday) highlighted.

## HOW TO MANAGE ADDITIONAL USERS

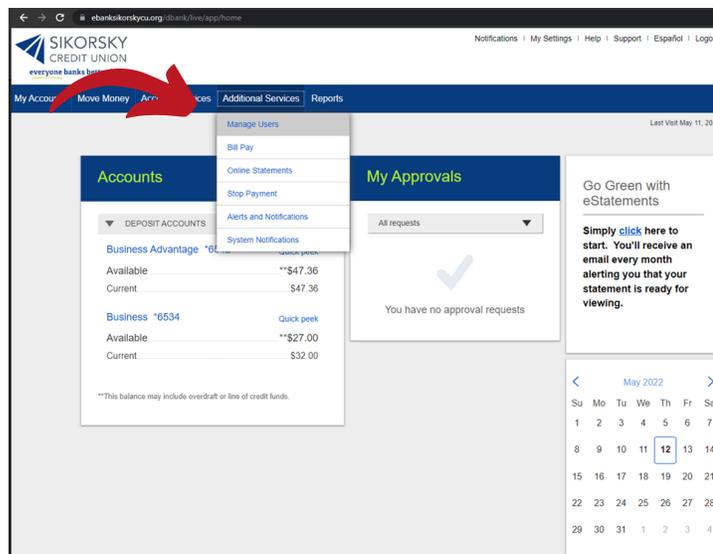
### Step 1:

Navigate to additional services in the top menu.



### Step 2:

Click manage users.



## Step 3:

Users can be added by using the blue button at the top. Users can be edited by clicking the three dots. Access can be granted or revoked.

The screenshot shows the SIKORSKY CREDIT UNION online banking interface. The page title is "Users with Account Access". At the top right, there is a "Last Visit May 11, 2022" indicator. A blue "Add a user" button is located in the top right corner of the main content area. Below this is a table with the following columns: Name, Role, Status, Grant Access, and Options. The table contains five rows of user data. The "Options" column for each row contains a three-dot menu icon. A red arrow points to the "Add a user" button, and another red arrow points to the three-dot menu icon for the user "Marie Tarre". The dropdown menu for "Marie Tarre" is open, showing the following options: Print details, Edit user access, Reset password, Generate access code, and a three-dot menu icon.

Name	Role	Status	Grant Access	Options
<a href="#">Marie Tarre</a>	Secondary Admin	Active	<input checked="" type="checkbox"/>	⋮ Print details Edit user access Reset password Generate access code ⋮
<a href="#">Dan Manlin</a>	Secondary Admin	Active	<input checked="" type="checkbox"/>	⋮
<a href="#">Patty Taylor</a>	Primary Admin	Active	<input checked="" type="checkbox"/>	⋮
<a href="#">Patty Taylor</a>	Business User	Active	<input checked="" type="checkbox"/>	⋮
<a href="#">Tarry Berry</a>	Secondary Admin	Active	<input checked="" type="checkbox"/>	⋮