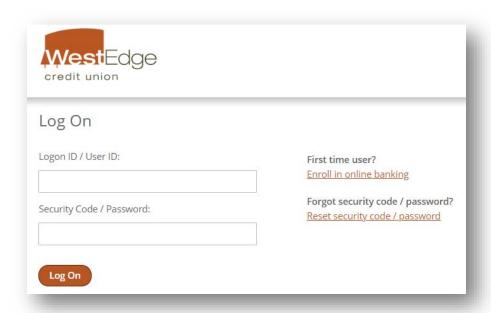# *New* Online Banking – Virtual Branch Next

First-Time Login Instructions as of 3/27/2024

- **Logon ID / User ID –** This must be at least six-digits or six-characters long.
  - o Enter your Member Number with any necessary leading zeros to total 6 digits.
    For example, if your member number is 1234, enter: 001234
  - o If you have previously changed your Login ID, use that Login ID with leading zeros to total 6 characters.
    For example, if your Login ID was "User", enter: 00User

- **Security Code / Password –**
  - o Enter the last 4 digits of your SSN

- You will then **Create a New Logon ID/User ID** (the "?" displays detail of ID specification requirements).

Update Logon ID / User ID

Your logon id / user id must be updated before continuing.

New Logon ID / User ID: (?)

Confirm New Logon ID / User ID:

Continue Cancel

- Next, you will **Update your Security Code/Password**.
  (Remember: the Current Security Code is the last 4 of your SSN)
- Passwords Must:
  - Be between 9-16 characters long
  - Include capital and lowercase letters
  - Include at least one number
  - Include at least one special character

Change Security Code / Password

You must change your security code / password before continuing to online banking.

Current Security Code / Password :

New Security Code / Password: (?)

Confirm New Security Code / Password:

Continue Cancel

- Lastly, you will establish 3 Security Questions and answers.
- Once completed, you will be taken into the *new* Online Banking: Virtual Branch Next!

Select Security Questions

Select and answer the following questions that are easy for you to remember and hard for others to guess. Answers can be from 4 to 32 characters long and can use numbers, letters and special characters.

Question 1:

Please select... ⌄

Answer:

Question 2:

Please select... ⌄

Answer:

Question 3:

Please select... ⌄

Answer:

Continue   Cancel