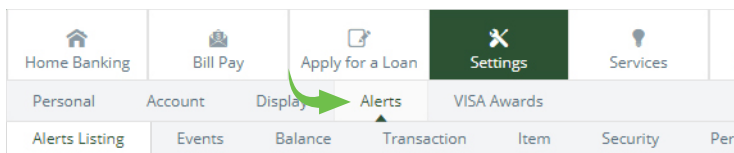


HOME BANKING PROCEDURES

HOW TO SET AN ACCOUNT ALERT

Setting an alert can help you manage your accounts at FirstCCU.

Once Logged into Home Banking:

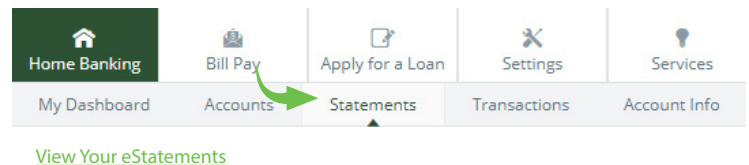


- 1) Click the "Settings" tab
- 2) On the second row menu, click on "Alerts"
- 3) Use the third row menu to choose the type of Alert you would like to set
- 4) If you would like to receive text alerts, click "Alerts Settings" and fill in your Mobile Phone Number and Mobile Provider information.

- **Balances above/below a specific amount**
- **Debit transactions over a specific amount**
- **Events such as:**
 - eStatement Delivery
 - Maturing Certificates
 - Maturing Loans
 - Insufficient Funds
 - Incoming ACH transactions and more
- **Check Clearing**
- **Security alert for invalid logins & ID Change**
- **Personal Reminders such as:**
 - Payment due dates
 - Birthdays
 - Anniversaries and more

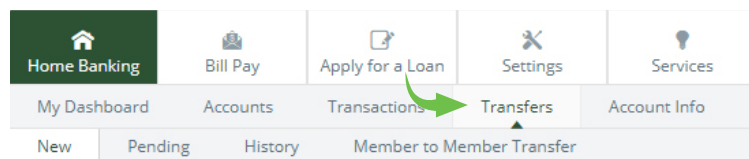
VIEW ESTATEMENTS

- 1) Click "Statements" from the secondary menu bar
- 2) Select the "View your eStatements" link
- 3) You can now select and download your eStatements



HOW TO TRANSFER FUNDS

- 1) Click "Transfer" from the secondary menu bar
- 2) Select "New" from the dropdown menu
- 3) Complete the form by selecting the following:
 - The account you're transferring funds to/from
 - The amount
 - Frequency - reoccurring or one time?
 - Transfer date - defaulted to current date



- 4) Click Submit
- 5) Review the transfer information and click "Confirm" to finalize your transfer or "Edit" to make adjustments.

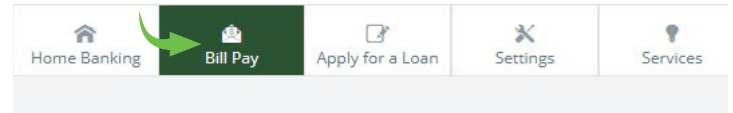
🔗 QUESTIONS?

Please reach out, FirstCCU is here to help.

HOME BANKING PROCEDURES

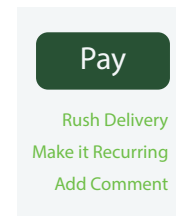
SETTING UP BILL PAY

- 1) Select the "Bill Pay" tab on the menu bar
- 2) Read and agree to the terms and conditions
- 3) Click "Payees" on Bill Pay menu
- 4) Click "+ Payee"
- 5) Follow the prompts to enter the payee's information
- 6) Once completed, click "Add Payee"



PAYING A BILL

- 1) Select the "Bill Pay" tab on the menu bar
- 2) Find the vendor you wish to pay and enter the payment amount and date.
- 3) Click "Pay"
- 4) If you would like to make the payment recurring, click "Make it recurring"
- 5) Fill in the details about the payment and click "Submit"



? QUESTIONS?

Please reach out, FirstCCU is here to help.