



# Welcome to Online Banking Enrollment

## STEP 1: ENROLL

1. Visit our website at [www.mnteamsterscu.com](http://www.mnteamsterscu.com)
2. Scroll down to “Online Banking”, towards the middle of the Home page

## Online Banking



Online Banking is a free and convenient service available to all members!

Online Banking is a safe and convenient way to access your account anytime, anywhere! You can monitor your account activity, make transfers, pay your loans online and much more!

Enroll Here

3. Click on Enroll Here

3. Complete the Enrollment page by following the steps below



## Enrollment

### Step 1: Enroll

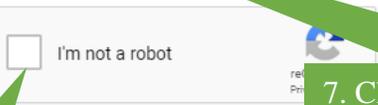
Enter your account number in the Member Number field.  
Enter the primary member's eight digit date of birth in the PIN field in mmddyyyy format: Example: For May 15, 1970, enter 05151970.

Member Number   
PIN

I have read and agree to the [Terms and Conditions](#)

For additional information, you need to check the checkbox below (and follow any puzzle prompts it gives you).

6. Click on “Terms and Conditions” to open link to read terms. Once reviewed, cancel (X) out of window.  
\*you must click to open in order to move forward



7. Check the box to agree with the terms and conditions

8. Confirm you are not a robot

Continue

9. Click Continue

## **STEP 2: SETUP**

You should then be prompted to this page to select a Logon ID and Security Code in which you will use to access your account online.



### **Enrollment**

#### **Step 2: Setup**

Setup your logon and security information

Logon ID   
The Logon ID must be between 6 and 50 characters. It may include letters, numbers and special characters: \_-!@\$\*()=+{}[]]. The Logon ID cannot be the member number, Social Security Number, or email address.

Security Code   
The security code must be between 8 - 16 characters and must contain at least 2 alphabetic and 2 numeric characters. In addition, it may contain special characters: \_-!@\$\*()=+{}[]]. The security code is case sensitive.

Verify Security Code

Email Address

**LOGON ID:** The Logon ID must be between 6 and 50 characters. It may include letters, numbers and special characters: \_-!@\$\*()=+{}[]].

The Logon ID cannot be your member number, Social Security Number, email address, or contain the special character #.

**SECURITY CODE:** The Security Code (password) must be between 8-16 characters and must contain at least 2 alphabetic and 2 numeric characters. In addition, it may contain special characters \_-!@\$\*()=+{}[]]. The Security Code is case sensitive.

### **CONFIRMATION**

Once you have verified your Security Code and entered an email address, you will receive a confirmation upon successful enrollment.



### **Enrollment**

Your Logon ID is:

To obtain a copy of this information, please print screen using the Print option in your browser

To proceed to the logon page [Click Here](#)

Continue to the Logon page by following the Click Here link

## STEP 4: LOGON TO ONLINE BANKING

Once your enrollment has been successfully confirmed, you can access your account using this Logon page.



- > Home
- > Getting Started
- > About Security
- > FAQs
- > Enroll Online

### User Logon

1. Enter your Logon ID

2. Click Logon

[Forgot Security Code?](#)

### First Time User?

If you have not already received a Logon ID and Security Code, enroll now for access.

After you logon, you will be prompted to enter your Security Code



- > Home
- > Getting Started
- > About Security
- > FAQs
- > Enroll Online

### Enter Security Code

The security code is case sensitive.

3. Enter your Security Code

[Forgot Security Code?](#)

4. Click OK

**IMPORTANT:** You will be locked out of Online Banking on the third unsuccessful logon attempt. Users can prevent being locked out by clicking on 'Forgot Security Code' prior to the third unsuccessful attempt. An email with a Temporary Security Code will be issued to the email you registered under. Previous Security Codes may not be reused again.

## ENHANCED AUTHENTICATION

Users will be prompted to enroll in Enhanced Authentication. This is another layer of security where you select a Security Phrase and Challenge Questions.

The screenshot shows the 'Edit Security Phrase' page. At the top left is the Teamsters Credit Union logo, and at the top right is an 'Online Banking' button. A green banner at the top contains a checkmark and the text: 'You need to setup your Security Phrase. Please follow the instructions below.' Below this is the heading 'Edit Security Phrase' in red. A paragraph explains that a Security Phrase is a memorable phrase chosen for security, and it must be visible on the Security Code page to verify the user is not on a phishing site. It also states that the phrase should not contain sensitive information like account numbers or social security numbers. Below the text is a text input field with a callout box pointing to it that says '1. Enter a Security Phrase here'. To the right of the input field is an 'OK' button with a callout box pointing to it that says '2. Click OK'.

**SECURITY PHRASE:** this will appear on the Security Code page each time you login. This phrase will help you verify the authenticity of this website. Do not use sensitive information such as your member number, Security Code, or social security number in your phrase.

The screenshot shows the 'Edit Challenge Questions' page. At the top left is the Teamsters Credit Union logo, and at the top right is an 'Online Banking' button. A green banner at the top contains a checkmark and the text: 'For increased security, you need to select three challenge questions'. Below this is the heading 'Edit Challenge Questions' in red. A paragraph explains that users should select questions and enter answers that only they know and that they will remember. It also states that the system will use these questions to help verify the user's identity when it sees different behavior. Below the text are three rows, each with a dropdown menu and a text input field. The first dropdown menu has the question 'What is the name of the place your wedding reception was held?'. The second has 'What is the first musical instrument you learned to play?'. The third has 'What is your oldest sibling's middle name?'. There are callout boxes: one pointing to the dropdown menus that says '3. Select questions from the drop down arrows', one pointing to the text input fields that says '4. Answers must be more than 4 characters and is case sensitive', and one pointing to the 'OK' button that says '5. Click OK'.

**CHALLENGE QUESTIONS:** you will be prompted to select three security questions. Upon selecting from the security question drop-downs, users will type in an answer. Answers are case sensitive. Challenge questions are asked when the system recognizes a new device you are attempting to login from or when you have been locked out.

## STEP 5: NAVIGATING ONLINE BANKING

Congratulations on successfully enrolling yourself in Online Banking! The next time you logon using the same device, you will only be asked for your Logon ID and Security Code. If the site recognizes an attempt to login from a different device, a Challenge Question will be asked as an additional layer of security.

**OVERVIEW TAB:** once you are logged in, you will be directed to the Overview page. This page allows you to see a quick glance of your account balances, recent history, make a quick transfer or schedule a transfer.

The screenshot shows the Teamsters Credit Union Online Banking interface. At the top left is the Teamsters Credit Union logo. On the right, there is an 'Online Banking' button and several utility icons (mail, lock, gear, close). Below the header is a navigation bar with 'Overview', 'Account Access', and 'Self Service' tabs. A green notification bar states: 'User preferences updated. Options will be effective the next time you login to the system. User Preferences modified.'

The main content area is divided into several sections:

- Balances:** A table with columns for Account, Actual, and Available. The account number is \*1416-S001. The Actual balance is \$ 83.39 and the Available balance is \$ 73.39. A 'View All' link is in red.
- Alerts:** A message stating 'No Alerts within the last 7 days' with a 'Choose alert type to view' dropdown.
- Scheduled Transfers:** A message stating 'You currently have no scheduled transfers.' with a 'Schedule a Transfer' link in red.
- Recent History - \*1416-S001:** A message stating 'No recent history records were found.'
- Quick Transfer:** A form with 'From' and 'To' dropdowns (both set to 'Not Set') and an 'Amount' input field. 'Transfer' and 'Cancel' buttons are at the bottom.
- Utility Buttons:** A vertical column of buttons: 'UPDATE EMAIL', 'MANAGE ACCOUNT LIST', 'VIRTUAL BRANCH VIEW SETTINGS', 'SCHEDULE A REMINDER', 'BILL PAY ALERT', and 'TRANSFER ALERT'.

A green arrow points from a text box to the 'View All' link in the Balances section.

Click any text in **RED** to take you to a more detailed page

**ACCOUNT ACCESS TAB:** for details on your accounts such as account history, year-to-date dividends, or to export transactions, click on the Account Access tab

The screenshot shows the Teamsters Credit Union Online Banking Account Access page. At the top left is the Teamsters Credit Union logo. On the right, there is an 'Online Banking' button and several utility icons (mail, lock, gear, close). Below the header is a navigation bar with 'Overview', 'Account Access', and 'Self Service' tabs. Below the navigation bar is a sub-navigation bar with links: 'Account Summary', 'Transfer Funds', 'Scheduled Transfers', and 'Transfer History'.

The main content area is divided into several sections:

- Quick Transfer:** A button with a play icon and the text 'Quick Transfer'.
- Switch to List View:** A button with a list icon and the text 'Switch to List View'.
- Favorite Accounts:** A section with a minus sign and the text 'Favorite Accounts'. It contains a table for 'SAVINGS (Savings)' with columns for Available Balance and Actual Balance. The Available Balance is \$ 73.39 and the Actual Balance is \$ 83.39.
- Savings Accounts:** A section with a plus sign and the text 'Savings Accounts'. It contains a table with columns for Actual Balance. The Actual Balance is \$ 83.39.

**SELF SERVICE TAB:** this page allows you to setup alerts or reminders for any activity that you would like to setup such as when your personal information gets changed or if a scheduled transfer failed.

The screenshot shows the 'Self Service' tab selected in the navigation menu. The top navigation bar includes the Teamsters Credit Union logo and an 'Online Banking' button. Below the navigation bar, there are four icons: an envelope (messaging), a padlock (security), a gear (settings), and a close button (logout). A callout box points to the envelope icon with the text: 'Send a message to the credit union or view messages from the credit union here'. Another callout points to the padlock icon with the text: 'Click here to change your Logon ID, Security Code, Challenge Questions, or Security Phrase'. A third callout points to the gear icon with the text: 'Change your settings or personal information here'. A fourth callout points to the close button with the text: 'Click here to logout'. On the left side, there is an 'Alerts' section with a list of options: 'Transfer Alert', 'General Alert', 'Alert History', and 'Schedule Reminder'.

**REMINDER:** you are responsible for keeping your Security Code and account information confidential. You should protect your Security Code just as you do your ATM PIN, and change it often. Also, do not forget to LOGOUT of your account. If you are inactive for several minutes, the site will automatically log you out of your session.

**HELP:** if you have any further questions or concerns accessing your online account with Teamsters Credit Union, please refer to the Frequently Asked Questions page on the Online Banking website or call the office at (763) 267-6300 for further assistance.