How to Log In First Time

Personal Online Banking

Step 1: Enter your **ACCESS ID** (provided to you via e-mail) in the Login box for Online Banking at the top right corner of the bank's homepage. **NOTE:** This ACCESS ID can not be changed and should be entered in ALL CAPS. Select "*Login.*"

Step 2: Enter your **Temporary Password** provided to you via e-mail. (**NOTE**: The temporary password is case sensitive). Select "*Submit.*"

Step 3: **CHANGE PASSWORD SCREEN.** Enter the temporary password in the "Current Password" box.

Step 4: Enter a new password between 8 and 17 total characters with at least 2 numbers and 1 uppercase letter in the "New Password" box. (NOTE: The password is case sensitive.)

Step 5: Verify your new password was typed correctly by retyping it in the "Confirm New Password" box. Select "*Submit.*"

Step 6: **SET SECURITY DATA SCREEN** . If the email area is blank, enter your valid contact email address and confirm it. If the email address displayed is invalid, enter your correct email address.

Step 7: Select three security challenge questions and provide your answers, up to 83 characters.

Step 8: Select an option to register the computer you are currently using – "This is a personal computer. Register it", is selected for the computer used most often to access your accounts. You may register more than one computer. "This is a public computer. Do not register it", is selected when accessing your accounts from a computer used for one-time access, such as from an Internet café or library.

Step 9: **eDOCUMENTS ENROLLMENT SCREEN.** To enroll, select the account(s) you wish to receive eDocuments for, verify, and either confirm or change your email address in the space provided. Check the box agreeing to the Terms and Conditions defined in the eDocument Disclosure. Select the eDocument disclosure hyperlink and read the eDocument Terms and Conditions. At the end of the eDocument Terms and Conditions there will be a confirmation code. Type the confirmation code in the box on the bottom left of the eDocument enrollment screen. Select "*Accept.*"

Step 10: If you do not wish to enroll in eDocuments, select "*Decline*" or select "*Ask Me Later*" to be prompted at a later

Step 11: Your account relationships will now be displayed.

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FIRST NATIONAL BANK

McHenry ▪ Island Lake ▪ Richmond