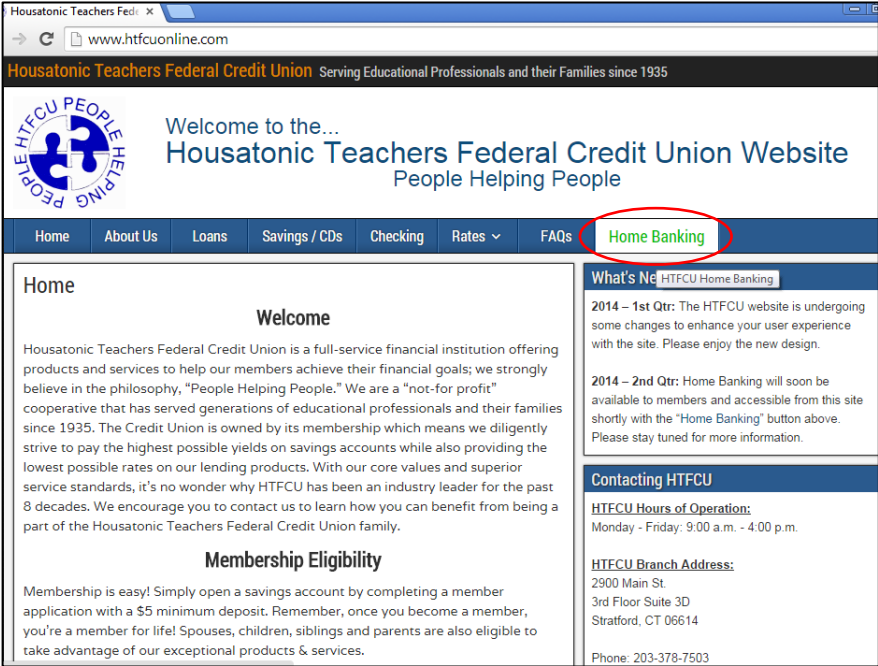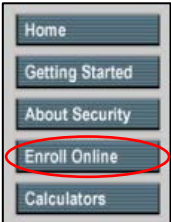# Housatonic Teachers Federal Credit Union

Virtual Banking Initial Sign on Instructions

Steps	Actions
1	Initial sign on for Housatonic Teachers Federal Credit Union Website: www.htfcuonline.com → Select *Home Banking* from the menu bar or Access using the web address **https://www.financial-net.com/housatonictfcu/**
2	To enroll in virtual banking select **"Enroll Online"** From the menu on the left on HTFCU Home Page, sign in screen.

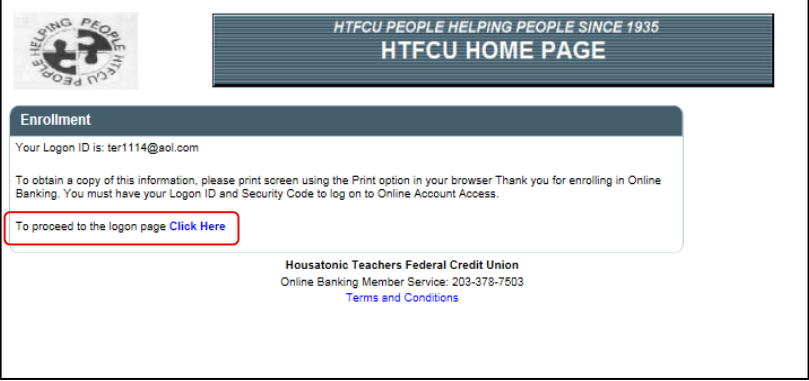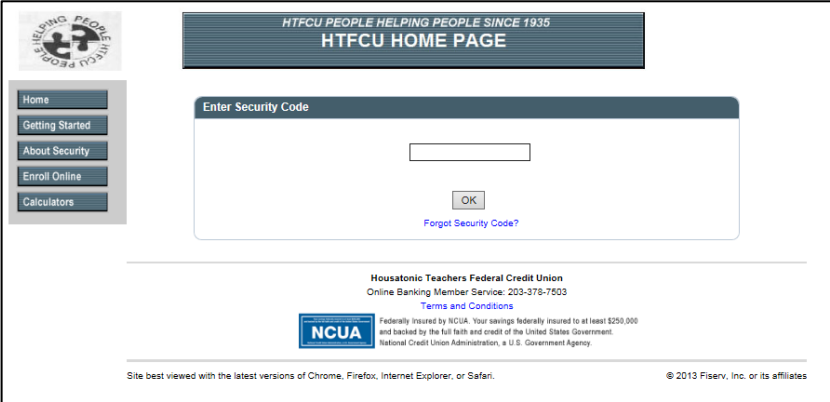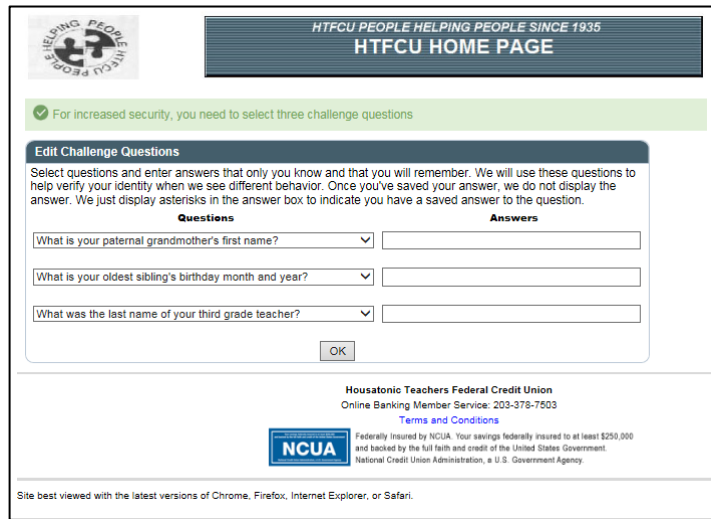|	
3	Enter the following information into the Step 1 Enroll page: • *Member Account Number* • *Last four digits of your Social Security Number* • *Your Social Security Number with no dashes* • *Address numbers only* • Read the terms and conditions and then check the box stating: I have read and agree to the **Terms and Conditions** ☐ • Click the Continue button to complete the enrollment process.
4	On the Step 2: Setup Page enter: • *Email address* • *Your Login ID* • *Security Code (Password)* • *Verify Security Code (Password)* Click the *Finish* button to proceed to the next screen.

5	The HTFCU Home Page Enrollment screen will appear with the Logon ID created in the previous screen. Select *"Click Here"* To proceed to the logon page **Click Here**
6	To sign into Virtual Banking - *Enter Security Code* and select *OK*.

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7	Select the Edit Challenge *Questions* using the drop down and then enter personal

Answers for each question. The answers are case sensitive. Upon completion, select the OK button to proceed to the Edit Security Phase Screen.

| 8 | The Edit Security Phrase page will open; *Enter a phrase* that will appear on the security code page to verify that you are not on a phishing site. Select *OK* to complete the initial sign in process.

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