

## **EASY GUIDE FOR ONLINE BANKING ENROLLMENT**

1. Click on the “Enroll” tab from our website (upper right corner).
2. Read the information on the screen and click “I Agree” if you agree.
3. Fill out the information requested – SSN, Account #, and email address.
4. Click “Continue”.
5. If the information agrees with our records, you will be asked to fill out some personal information. Complete the information requested. If we do not have your email address on our system or it has changed, you will need to stop here and contact us by phone at (318) 878-3703.
6. Click “Submit”.
7. Information will display letting you know that a verification email will be sent to you. Click “Email Verification”.
8. Go to your email and find the one that the system sent.
9. Click on the link in the email.
10. The system will display a 12 digit user id number. Write this number down. The system will also tell you that your current password is the last 4 digits of your social security number.
11. Click “Login”.
12. The online agreement will then be displayed. If you agree, click “I Agree”. Then click “Accept”.
13. On the Change Password screen, enter your current password (the last 4 digits of your social security number). Then put a new password in the “new password” fields. Pay attention to the requirements for the new password – must contain at least one letter, one number, and one of the special characters shown.

14. You can also change your user id. Instead of using the 12 digit number assigned, you can put in your own user id. You are free to use the same user id that you had for the previous online banking system.
15. Click “Continue”.
16. You will then be asked to choose a picture. There are thousands of pictures available – just choose one that you like.
17. Click “Submit”.
18. The system will then give information concerning the security questions that you will choose from. Click “Continue”.
19. Choose three different questions from the list and input the answers. Click “Submit”.
20. The questions you chose with the corresponding answers will then be shown for you to verify. Click “Confirm”.
21. Click “Continue”.
22. System will then ask you to make up your own question and answer that will be used if you ever decide to change your password. Click “Submit”.
23. Your online banking home page will then be displayed. You should see your accounts with balances listed in the center column.
24. If you would like to change the description for each account shown, go to “Settings” (top menu bar) and then choose “Accounts” to give each account its own unique name.
25. The “Bill Payment” tab located at the top of the screen will take you to the CheckFree bill pay log in screen that you are accustomed to seeing. The user id and password that you have been using for bill pay will be work here.

**That’s it. Please call us at (318) 878-3703 if you have any questions.**