

# Sign Up For Free Online Banking, e-Statements, and Mobile Banking

New members may sign up for Online Banking online. Just click Enroll. Have your phone with you if you are signing up for Mobile Banking. *If you have forgotten your Security Code (password) click 'Forgot Security Code', do not re-enroll.*

## Step 1: Visit [www.calstatela-fcu.org](http://www.calstatela-fcu.org)



You will find the Online Banking login and enrollment links at the top right of the website. You will need to know your account number, last 4 digits of your social security number, and other identifying information.

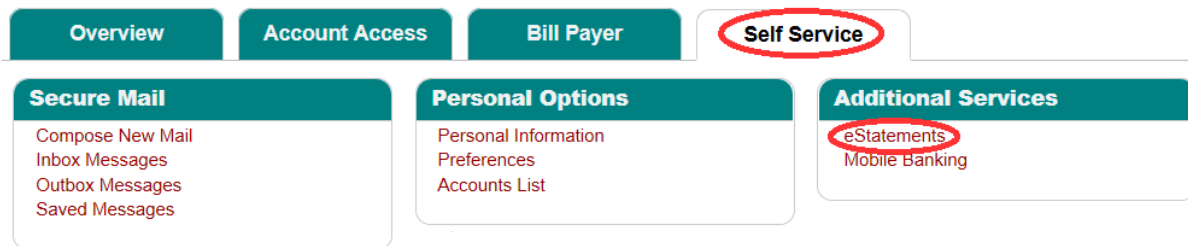
## Step 2: Enroll

Follow the prompts to complete your enrollment. You will be asked to select security questions, and a security phrase. Please note that the security phrase you select should never contain your Security Code (password).

## Step 3: Set Your e-Statement Preference

Click on Self Service, then eStatements

*If you do not wish to sign up for eStatements, skip down to Personalizing Your Account, pg 2*

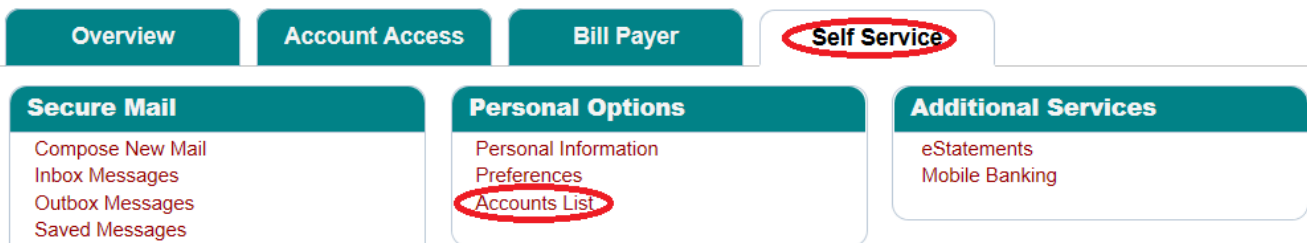


Follow the prompts to agree to the terms and conditions and enroll. An email will be sent each month when your statement is available. For savings only accounts, an email will be sent each quarter when your statement is available.

*If you do not receive our email notifications, check to make sure we have your current email address by logging in and clicking on Personal Information, located under the Self Service tab. If you are enrolled in e-Statements, you will be able to retrieve your statements in Online Banking even if you do not receive the email. Please be sure to keep us up to date on your email and postal addresses! If you ever forget your Security Code (password) click 'Forgot Security Code' at login and we will email you to reset your code.*

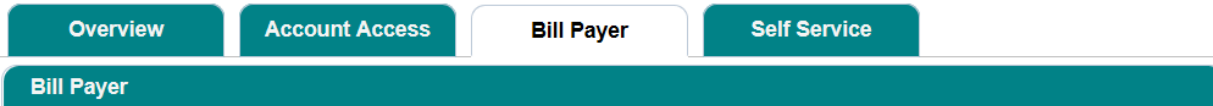
## Step 4: Personalizing Your Account

Click on Self Service, then Accounts List.



You can personalize the names of your accounts, instead of seeing the default names or numbers of the accounts.

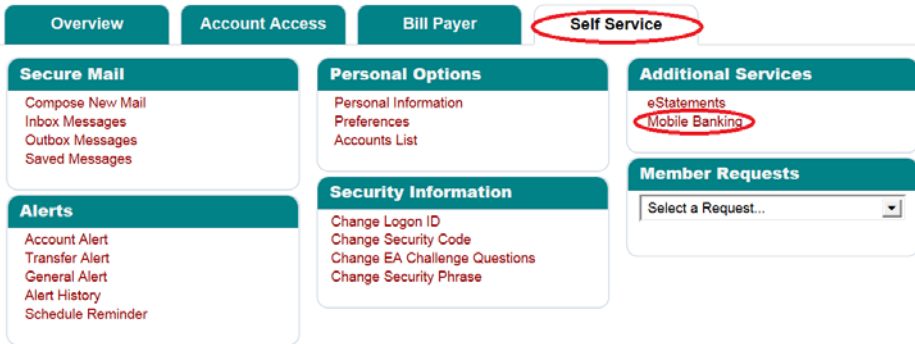
## Step 5: Bill Payer



Click on the Bill Payer tab to add your bills or other bank accounts. Use PopMoney to pay people without knowing their account info - just a cell phone or email address.

## Step 6: Mobile Banking

If you're not planning to use Mobile Banking, skip ahead to Alerts. (Self Service, then Account Alert.)



Supported carriers include Verizon, AT&T, Sprint, Virgin Mobile, Boost, and Nextel.

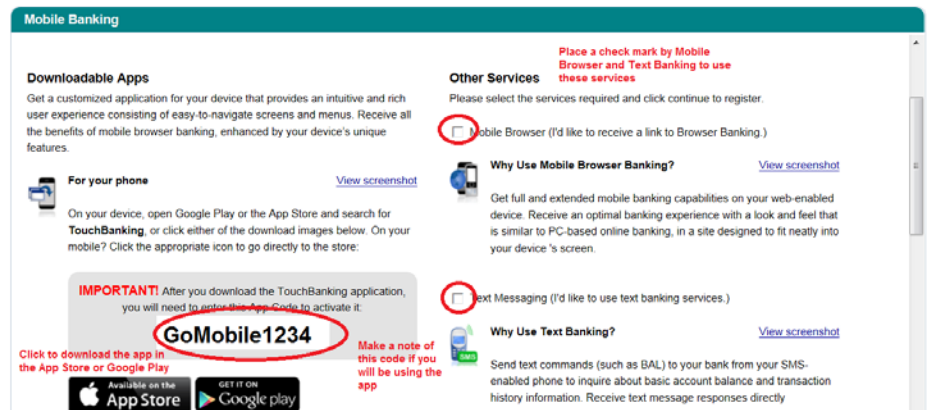
Click Sign Up to continue. Agree to the terms and conditions.

Select the services you would like to use.

You can click the App store or Google Play store buttons to download the app.

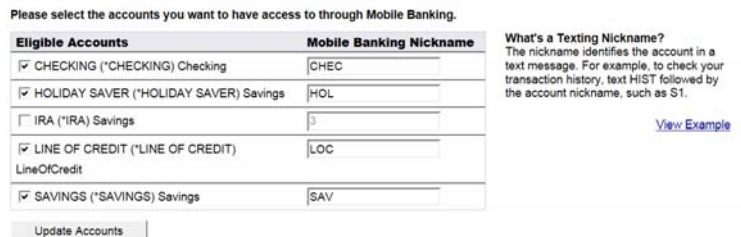
Make a note of the activation code for the app.

If you don't download the app here, you can download it from our website at [calstatela-fcu.org/mobile](http://calstatela-fcu.org/mobile)



To use Text Banking, give your selected accounts a short nickname.

The nickname identifies the account in a text message. For example, to check your transaction history, text HIST followed by the account nickname, such as SAV. In this example, you would text HIST SAV to 71806 for your recent savings transaction history.



Enter your phone number without dashes or spaces and click continue.

You will receive a series of text messages.

The text messages will include the text shortcode and a link to the mobile browser login (if you signed up for these services) and the activation code you will enter on this page. Please note that the app activation code will not be sent via text; it is provided on the services selection page (see previous page.)

### Enter Activation Code

Enter the activation code we sent to your phone.

Activation Code

### Step 7: Alerts

Click on Self Service and then Account Alerts to set up your alerts.

The screenshot shows the 'Self Service' menu with several options. The 'Self Service' tab is circled in red. Under the 'Alerts' section, 'Account Alert' is also circled in red. Other options include 'Secure Mail', 'Personal Options', 'Additional Services', and 'Member Requests'.

Use the drop down box to select the account on which you want alerts, and how you wish to receive them.

The screenshot shows the 'Account Alert' setup form. A dropdown menu is open to select an account. The 'email and St' option is circled in red. The 'OK' button is also circled in red. Other fields include checkboxes for various alert types and a balance reminder section.

SMS will only be shown as an option if you have signed up for Mobile Banking with Alerts. If you have not signed up for alerts, you can click on Self Service and Mobile Banking and enroll for alerts.

Need to change your email address? Click Self Service and Personal Information.

Please note that alerts take up to 24 hours to become active.

### Making Changes

If you want to change your phone number or add a new device or service, log in to Online Banking and click Self Service, then Mobile Banking.

Enjoy using your Online and Mobile Banking! Please call us at 323-505-2600 with any questions.