

For people who wish to login to Online Banking for the first time, call or email Kay at the Credit Union to be setup for Online Banking. You will need to know your account number and give Kay your email address.

To login to Online Banking for the first time:

- 1) Go to www.locogafcu.com and click onto "Online Banking"
- 2) Click on the blue "Forgot Password" link
- 3) Enter your Member ID which is your account number
- 4) Select your email address then click "continue"
- 5) Click "complete"
- 6) Enter your User ID (your account number) then cut & paste the temporary password (that was sent to your email address) If prompted, say "no" for your computer to remember this password. You will change it.
- 7) Click "Yes. Enhance my security".
- 8) Select a picture then click "Submit and login now using new security features".
- 9) Enter your account number and the temporary password that was sent to your email
- 10) The picture you selected will be displayed. Click "continue".
- 11) Paste the temporary password that was sent to you. Enter a new password that you'll remember and reenter the new password again
- 12) Congratulations! You have successfully completed Online Banking registration.

To reset your password on Online Banking:

- 1) Go to www.locogafcu.com and click onto "Online Banking"
- 2) Click on the blue "Forgot Password" link
- 3) Enter your Member ID which is your account number
- 4) Click "continue"
- 5) Click "complete"
- 6) Enter your User ID (your account number) then cut & paste the temporary password (that was sent to your email address) then click "Log In". If prompted, say "no" for your computer to remember this password. You will change it.
- 7) Click "continue" if you see the picture you choose during setup.
- 8) Paste the temporary password that was sent to your email, and then enter a new password that you will remember. Reenter the new password. Click "continue".
- 9) Congratulations! You have successfully changed your password in Online Banking.