

Multi-Schools Federal Credit Union Online Instructions



INSTRUCTIONS FOR INTERNET HOME BANKING

If you do not have Home Banking contact the credit union first.

To set-up your account:

You will need account number & passcode card from credit union.

To **access** Internet Home Banking

1. Go to <http://www.multischoolsfcu.org>
2. Select the **Home Banking** tab.
3. Enter your **account number**.
4. Type your **temporary password** (last **six** digits of your social security number).
5. Create a **new password**
 - a. must be at least eight characters long
 - b. may be alpha or numerical
 - c. system is case sensitive
6. Select a **security image** from the drop-down box in the middle of the page (recreational, animals, or landmarks), then **click finish**.
7. Click on **Logon** and follow the step-by-step instructions below.

HERE ARE **THE STEP-BY-STEP INSTRUCTIONS** FOR USING INTERNET HOME BANKING:

To **logon to the system**; Use the following **LINK** <http://www.multischoolsfcu.org>; Select **Home Banking**; enter your **account number**; use the **CODE card** (must be in CAPS to decode), top row is what is on your screen, bottom character is what you decode and type into the system (This code changes each time you logon.) You must have the card to logon; type the **password** you created. Note: The system is case sensitive.

You can now see your account information.

Home Banking Tab:

- **Account Summary:** A summary of your accounts. Click on the history button to view activity.
- **Transactions:** You may select "transfer" to transfer from one account to another (see the drop down box); you may also request to have a withdrawal from any one of your accounts (see the drop down box). Simply click "withdrawal", then specify the account that you would like to withdraw the funds from, and designate if you want the Multi-Schools Federal Credit Union check mailed to your residence or if you would like to stop by and pick it up.

E-Statements Enrollment: Please read the electronic statement agreement and enter contact information to receive e-statement notification. If you choose e-statements, you will not receive a paper statement

Manage Account: This section allows you to change security password, security image, and set or change alert messages. UNLOCK Mobile Banking.

New Message: This section contains two selections, **Read Messages** and **Create New Message**.

Log Out: Simply make sure that you LOG OUT after your session.

If you lock yourself out of the system on a computer, give us a call at **724-740-1444**.

IF YOU LOCK YOURSELF OUT OF MOBILE BANKING - You have to unlock yourself by logging into your account on the website and unlock your mobile device.