How to Update your Username

- 1. Login to Online Banking
- 2. At the top of the screen, you will see a black bar with several options. Click "Settings."



- Deposit Accounts \$1 263.61 Welcome back, DIANA PRINCE.
- 3. Under settings you will see an option to "Change Username":

Settings

Change Password
Change Username
➤ Change E-Mail Address
Reset Security Questions
Change Contact Information
Online Enrollment Agreement

4. You will then need to enter your current username and your new username TWICE. Then click "Change Username". The requirements are on the right. Keep in mind that the system will not prevent you including your account number in your username until the upgrade, but we recommend meeting the requirement not to include it now to prevent having to reset your username again on July 13.

▼ Change Username				
Enter your old username in the first box, then enter your new username in the second box, and repeat the same username in the third box.	Must Contain (Usernames are not case sensitive) • At least 5 characters • At least 1 number and 1 letter			
Current Username:	Cannot Contain Space, less than (<) or apostrophe (') characters Your account number(s) 			
New Username:				
Confirm New Username:				
Change Username				

5. You will then get a success message. Next time you login you will need to use your new Username.



How to Change Your Password

- 1. Login to Online Banking
- 2. At the top of the screen, you will see a black bar with several options. Click "Settings."

DIANA PRINCI	E		Help	Contact	Settings	Alerts	Message Center	Logout
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3. Under settings you will see an option to "Change Password":

Settings

-
Change Password
Change Username
Change E-Mail Address
Reset Security Questions
Change Contact Information
Online Enrollment Agreement

4. You will then need to enter your current password and your new password TWICE. Then click "Change Password". The requirements are on the right. Keep in mind that the system will not prevent you including your account number in your password until the upgrade, but we recommend meeting the requirement not to include it now to prevent having to reset your username again on July 13.

 Change Password 				
Enter your old Password in the first box, then enter a new Password in the second box, and repeat the same Password in the third box.	Must Contain (Passwords are case sensitive) • At least 8 and at most 30 characters • At least 1 number and 1 letter • 1 uppercase and 1 lowercase letter			
Current Password:	Cannot Contain Space, less than (<) or apostrophe (') characters Your account number(s) 			
New Password:				
Confirm New Password:				
Change Password				

5. You will then get a success message. Next time you login you will need to use your new Password.

