

STEP-BY-STEP GUIDE TO REGISTER FOR ONLINE BANKING

****FIRST TIME USERS ONLY****

1. Log on to <https://homebank.nishnavalley.com>.
-There will also be a hyperlink on the Nishna Valley Credit Union Website at www.nishnavalley.com
2. Please beware that the pages will time out after 5 minutes, and you may have to start over.
3. First time users must click on Enroll for Multi-Factor Authentication, which is located at the top of the page above sign-in boxes.
-Not required for those who have already enrolled for online banking
4. Enter your member number for savings ONLY.
5. Using the virtual keyboard enter your password/pin, which is your social security number with no dashes.
-Anytime you use the virtual keyboard please make sure that the number, symbol, or letter (capital or lowercase) you want to use is highlighted in blue.
6. Enter in the security code and then click SUBMIT
7. At the top of the next page, please take the time to read the disclosures and click on the circle with ACCEPT DISCLOSURE.
8. You MUST then select 3 questions or create your own.
-Remember the answer to the question and how it was spelled and typed (capital or lowercase).
9. Type in a security image of your choice. Make sure you remember what the security image is, and how it was spelled and typed. This image will appear when you have signed in.
10. Click SUBMIT after the last 3 steps have been completed.
11. For first time users, the computer will now prompt you for a new password, which can be anything you want.
-Type in your new password, and confirm in by typing it in again.
-This will now be used when signing on instead of your social security number.
12. Click SUBMIT after you chose your new password.
13. You should now be able to access your account information

FOR REGISTERED USERS

1. Enter your member number for savings ONLY.
2. Enter the security code and click SIGN ON.
3. The computer will prompt you for the answer to one of your 3 questions you previously chose. Enter the answer and click SUBMIT.
4. Using the virtual keyboard, enter your password. Please make sure that the number, symbol, or letter (capital or lowercase) you want to use is highlighted in blue.
5. Below the keyboard is the security image you chose for yourself. Make sure it is correct. IF there is any discrepancies with your security image contact us immediately at 712-243.6645 or 641-782-6080.
6. Next you will have two choices:
 1. Register this Computer
 2. This is a Public Computer, do not registerFor your safety, choose the second Selection, and click SUBMIT
7. You will now be able to access your account information.