



Online Banking Instructions

How to enroll for Online Banking:

- Go to our website at www.kellogg-fcu.org
- Click on "No login ID? Enroll now!" in the Online Banking box on the right side of the page
- Enter your member number and your pin (if your member number is less than 6 digits long, add zeros in front to make it 6 digits)
- Click on the blue link that says "Terms and Conditions"
- Once you have read these, close it and check the box next to that link
- Then, click Continue.
- Follow the onscreen instructions to create a LogonID, Security Code, Security Phrase, and Security Questions
- The security code must be between 8 - 16 characters and must contain at least 2 alphabetic and 2 numeric characters. In addition, it may contain special characters: `_-.!@$*()=+{}[]`

How to set up Bill Pay for your checking account:

- On the main page of your online banking choose the tab that says "Account Preferences, E-statements, and Mobile"
- In the "Additional Services" box, click on "Bill Pay Enrollment"
- Click on the blue "Terms and Conditions" link
- Once you have read these, close it and check the box next to that link
- Then click "Enroll in Bill Pay"
- If you would like to begin setting up your payees now, you will have to log out and then log back in to use your new Bill Pay feature

How to sign up for e-statements:

- Your pop-up blocker must be disabled in order to sign up for this service
- Click on the "Account Preferences, E-statements, and Mobile" tab at the top of the homepage in your account
- In the "Additional Services" box, click on "e-statements"
- If you need to change the email that the statements should be sent to, you can do that from this page
- Click "I Agree"
- A new page with the e-statement terms and conditions will pop up. Read through these and click "Accept" at the bottom of the page

You will then be routed to the Statement Express website where you will be able to find your statements after they are posted at the beginning of the month.

**For questions regarding these processes you can call or visit us in the Credit Union
402-593-2680**