

# Online Enrollment & Maintenance Guide

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#### **Online Enrollment- mAccess**

Step 1 – Logon to Online Access from www.atfcu.com

a. You must be registered for **Online Access** in order to register for Mobile. Please contact Member Service of visit the Online Access portion of our website for more details.

Step 2 – Enroll in Mobile Access

a. Once logged in, you can securely access the Mobile Enrollment site by clicking the link "mAccess" from the top menu bar.

	Alcoa Tenn Federal Credit Union	Online Access	,
ounts Deposits	Transfers Check Withdrawal Pay Bills	TACCESS e-Statements Loans More Op	tions Log Ou
ATFCU Online	ccess Options		
Accounts - View in	ormation about your current accounts.		
Direct Deposit - Vi	w information about direct deposits to your account	ts.	
Transfer - Transfer	funds between your accounts or your account and	a different member's account.	
Check Withdrawal	Withdraw funds and have the check mailed to you	L Contraction of the second	
Pay Bills - Pay you	bills online.		
e-Statements - Vie	v your statements online.		
Loans - View loan a	pplication status and apply for loans online.		
and the second s			

b. Accept the *Terms and Conditions of Use* agreement.



c. Click **Printer Friendly Version** if you would like to print the agreement.

#### Step 3 – Choose Your Security Questions

- a. Select a question from each drop-down list and enter an answer in the box below each corresponding question.
   Please Note: Security Questions are case sensitive and are different from your Online Access Security Questions.
- b. Click **Continue** when you are done.

Ele Edit Yiew Fgvorites Icols Help		
Alcoa Tenn Federal Credit Union	Welcome to Alcoa Tenn Fed Mobile Banking Cente	eral Credit Union Pr FAQ, Help
Choose Your Sec	urity Questions	
For added security, v questions whose ans research.	we will use these questions to keep over a releasy for you to remember	others from accessing your account. Choose but hard for others to guess or find through
<ul> <li>Security Question:</li> </ul>	Select	
Your Answer (2 ch minimum):*	aracter	
<ul> <li>Security Question:</li> </ul>	Select	
Your Answer (2 ch minimum):*	aracter	
<ul> <li>Security Question:</li> </ul>	Select	
Your Answer (2 ch minimum).*	aracter	
c	ancel Continue	
	"Required Info	rmation

#### Step 4 – Create your User ID and Password

- a. Select a mobile access User ID. This will be the ID you use to log in to mAccess from your mobile device. We do not recommend using your member number as a User ID; pick an ID that is unique to you and easy for you to remember. Please note: you cannot change your user ID once it is set.
- b. Create and confirm your mAccess password. Please Note: This password is case sensitive and differs from your Online Access/Access Line password(s). Your password must be a combination of letters and numbers no shorter than 8 characters.
- c. Click **Continue** when you are done.

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	Welcome to Alcoa	a Tenn Federal Credit Union
Federal	Credit Mobile Banki	ing Center
Uni	on	
		FAQ Help
Create Us	er ID and Password -	
User ID: U	Jser ID must be between 6 to 20 ch	aracters. Alpha or numeric characters only.
case and	1 numeric character.	o to characters, and must contain at least 1 upper case, 1 lower
Lines I	0.4	Lucius
User II	0	Lucky
Passw	vord :*	••••••
<ul> <li>Confin</li> </ul>	m Password:*	••••••
	Cancel	Continue
	Cancer	Continue

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d. After you have successfully enrolled, you will see a confirmation screen. Click "OK" to continue.

ie Edit Yew Favorites Loois Help	
Alcoa Tenn Federal Credit Union	Welcome to Alcoa Tenn Federal Credit Union Mobile Banking Center
	FAUL Sign Off
You have successful	y registered for Alcoa Tenn Federal Credit Union mobile banking.
To enroll your device "Enroll for Text Bank	for Text Banking, please click on OK to proceed to the "Manage Account" page and click on the ng/Manage Devices" link.
To enroll your device https://mb.mbankhos	for Mobile Web/App Banking, please visit the Alcoa Tenn Federal Credit Union Mobile Web page Loom/mfa1/wap/home/pscu986/en on your device.
The Mobile App can available on the Mob	be download via the "Download the Alcoa Tenn Federal Credit Union Mobile Application" link a Web page.
To receive a text me Devices" link and foll	sage with the Mobile Web URL, simply click OK and click on the "Enroll for Text Banking/Manage ow the instructions to enroll your device.
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# **Step 5** – Enroll in Text Banking

- a. From the Account Management page, click Enroll for Text Banking/Manage Devices to:
  - a. Have a text message with the mAccess URL sent directly to your mobile phone.
  - b. Enroll in the Text Banking service.

Eile Edit View Fgvorites Icols Help		
Alcoa Tenn Federal Credit Union	Welcome to Alcoa Tenn Federal Credit Union Mobile Banking Center	
		FAQ Sign Off
Manage Account		
Enroll for Text Banking/N	fanage Devices	
Change Password		
Change Security Question	ns	
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## **Step 6** – Enroll Your Mobile Device

- a. Select the appropriate mobile carrier from the dropdown menu.
- b. Enter your 10-digit mobile phone number.
- c. Click to accept the Terms and Conditions of Use agreement.

d. Click Enroll.



Step 7 – Select Your Services

- a. You'll receive a confirmation message stating that your phone is enrolled.
- b. Check the box for Mobile Banking.
- c. If you wish to enroll in Text Banking at this time, **check the box for Text Banking** as well.
- d. Once you have selected your services, click **Continue**.



## Step 8 – Access Your Services

a. If you selected Text Banking: You'll receive a 6-digit activation code. NOTE: Your 6-digit activation code is presented online ONLY. You must have your activation code to activate mAccess.

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,	Alle	<b>coa Tenn</b> deral Credit Union	mAccess Sign Off			
SI	TEP 1	Enroll your mobile phone	STEP 2	Activate mAccess		
	Y	123-456-7890   Ver ou must use your pho your activation code expire	rizon one to complete the es, visit http://www.atfcu	e activation process within com/mobile html to get a new ac	24 hours. tivation code.	
	Ac	PRINT ACTIVATION II	036547 11 07:12 PM UTC.			
	You To s	u have successfully enrolle start, you'll need to activati ociation with your phone. I	ed (865) 850-4935 for Te te Text Banking and the It's easy, just follow the	ext Banking and Mobile Banking! n Mobile Banking on your mobile e steps:	phone. Activation ensures a se	cure
	1 Manhard	Text Messages Reply with activation code.	Get text bankin If you are activatin 4935 from 45379, you have not rece Banking on this ph 4905 is not your pi edit or change you	ng message. g Text Banking, a text (SMS) me 46379 is the SMS code for Alcoa ved the message in 10 minutes, one, send us your activation cod hone number, please go to http:// r phone number.	ssage will be sent to: (865) 850 Tenn Federal Credit Union. If or if you are re-activating Text e by SMS to 46379. If (865) 85 www.attlcu.com/mobile.html to	)
			2	untion code		

- b. You'll receive a text message requesting your activation code.
- c. Respond to this request with your code to activate Text Banking.
- d. You'll receive a text message with the URL for the mAccess home page.
- e. Use the URL for mobile access from your phone.
- f. Depending on the type of mobile device you use, you'll see a **Download App** button on the mAccess home page when you visit the site from your mobile phone. Simply click the link to download the app.

To acess the mobile site, you may also type in <u>m.atfcu.com</u> into the browser on your mobile device.

For instructions on downloading and installing an APP for your iPhone, iPod Touch, iPad, Android phone, Android Tablet, or Blackberry device please read our "Mobile App User's Guide".

For instructions on using the Web Version of mAccess from your phone, please read our "Web User's Guide".

For instructions on using Text Banking, please read our "Text Banking Guide".

#### Step 9 – Maintaining Your Access

After you have successfully completed your mAccess registration, you must maintain your device(s) through the mAccess link of Online Access.

a. Sign on the Online Access, then click the mAccess link.

	Alcoa Tenn Federal Credit Union Online Access
Accounts	Deposits Transfers Check Withdrawal Pay Bills MACCESS e-Statements Loans More Options Log Out
ATFO	U Online Access Options
Accou	ats - View information about your current accounts.
Direct	Deposit - View information about direct deposits to your accounts.
Trans	er - Transfer funds between your accounts or your account and a different member's account.
	Withdrawal - Withdraw funds and have the check mailed to you.
Check	
Check Pay B	- Pay your bas chara.
Check Pay B	me - ray your bas comme. wments - View your statements online.
Check Pay B e-Stat	- Pay your bis comme.  ments - View your statements online.      - View loan application status and apply for loans online.

- b. From the Welcome Center you may choose from the following options:
  - a. Enroll for Text Banking/Manage Devices allows you to add phones, delete phones, temporarily disable phones, change your carrier and/or phone number
  - **b.** Change Password will allow you to change your password for the mAccess System.
  - c. Change Security Questions will allow you to set up new security questions/answers. Please note: this option will not allow you to see your current security questions/answers



Change Password Change Security Questions

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