

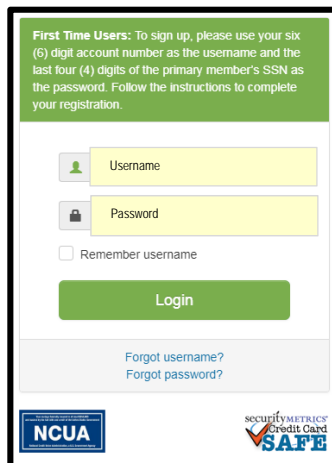
# Online Banking Self-Registration Instructions

**\*Please ensure that you have provided ACCU a valid email address before starting this process\***

1. Go to <https://www.archerccu.com> on your home computer or mobile device's internet browser. You can also follow these instructions (steps 3-10) on ACCU's Mobile App for [Apple](#) or [Android](#).
2. Depending on your browser, locate "Online Banking" and click on "Online Banking Login."



3. The below log in screen will display. As a first-time user:
  - a. Enter your 6-digit account # \_\_\_\_\_ as the Username
  - b. Enter the last 4 digits of the *primary* member's Social Security Number as the Password
  - c. Click "Login"



First Time Users: To sign up, please use your six (6) digit account number as the username and the last four (4) digits of the primary member's SSN as the password. Follow the instructions to complete your registration.


Username

Password

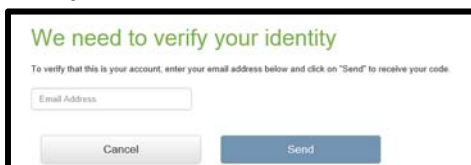
Remember username

Login

[Forgot username?](#)  
[Forgot password?](#)

NCUA 

4. Follow the instructions on the 'Security Questions & Answers' screen. Please take note of your answers. Answers are case sensitive. You can click 'Refresh Questions' if you would like different choices. Once complete, click "Submit."
5. To verify your identity, enter your email address that you have provided ACCU and click "Send." We will send you a code to enter on the next step.



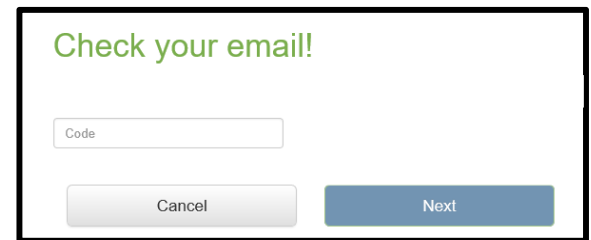
We need to verify your identity

To verify that this is your account, enter your email address below and click on "Send" to receive your code.

Email Address

Cancel  Send

6. Check your email (and your spam folder) for an email from [support@archerccu.org](mailto:support@archerccu.org). Once received, enter the code and click "Next."



Check your email!

Code

Cancel  Next

7. Once the code is verified, you will see our EFT disclosure. Please read through the disclosure and if agreeable, click "Accept" at the bottom to continue your registration.
8. Follow the instructions on the 'Change Password' screen to change your password. Remember, your old password is the last 4 digits of the *primary* member's Social Security Number.

#### Password Requirements:

1. Between 4 and 16 characters
2. Case sensitive
3. Cannot contain:
  - a. Your primary account number
  - b. Your SSN
  - c. Your full name
  - d. Your phone number
9. Choose a new username (no spaces and it cannot be all numbers). This is what you will use to log in going forward. Click "Submit." If the Username is accepted, move to the next step. If not, try a different username.

New Username:

10. Your registration is complete and you are now logged into your account. If you have any questions or need help, please let us know!

Central City: 308-946-3070

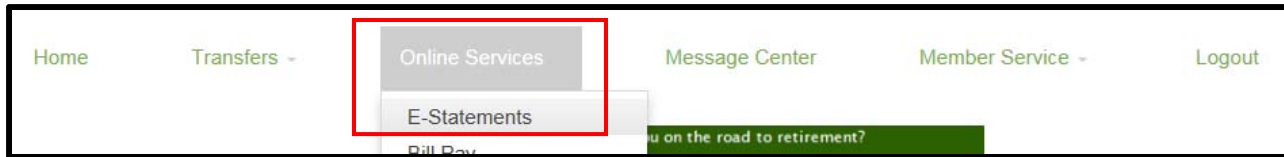
Archer: 308-795-2204

Dannebrog: 308-226-2220

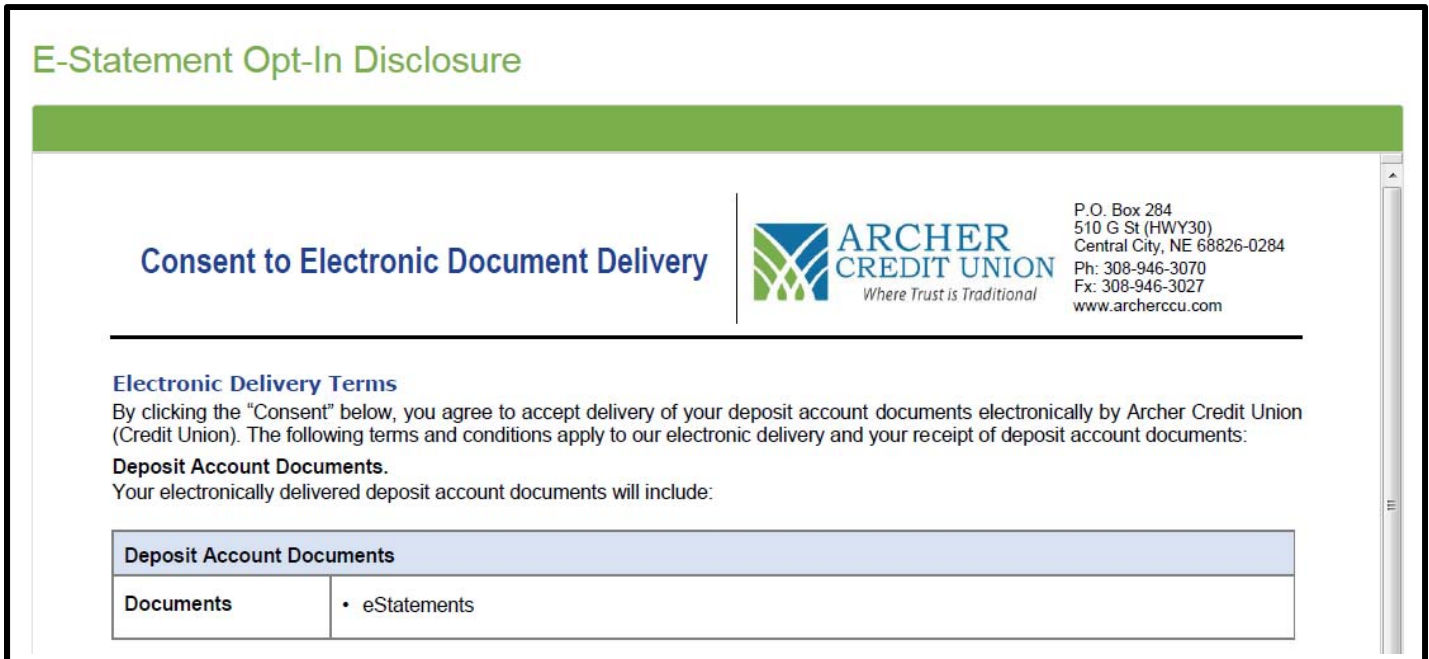
# E-Statement Enrollment Instructions



1. When logged into your account online, navigate to "Online Services," and click on "E-Statements."



2. You will then see a disclosure titled "Consent to Electronic Document Delivery."



3. Read through the disclosure and scroll to the bottom of the page to make your selection.
  - a. If you agree to the terms and want to enroll into E-Statements, click "Accept." You will receive a monthly email\* from ACCU informing you that the E-Statement is ready to be viewed.
  - b. If you do not agree to the terms and do not want to enroll into E-Statements, click "Decline." You will receive a paper statement in the mail.



4. To view your E-Statements, when logged into your account, navigate to "Online Services" and click on "E-Statements." You will be able to view your most current statement as well as 2 years of past statements.
5. In the future, if you would like to change your selection:
  - a. Un-Enroll in E-Statements (start receiving paper statements): Contact your local branch.
  - b. Enroll into E-Statements (stop receiving paper statements): Follow the above process.

\*Note: Please ensure we have the most current email address on file at ACCU. If you need to update it, contact your local branch or log-in online.