



ONLINE BANKING ENROLLMENT INSTRUCTIONS BUSINESS ENROLLMENT

Thank you for using online banking (*Myislandbanking*) from North Island Credit Union—*The Island*. These enrollment instructions will help you become familiar with our free online banking services including free, unlimited bill payment—an excellent way to help you manage your business finances. Our online banking offers you the most advanced security available. Your enrollment will take just a few minutes to complete.

FIRST-TIME SIGNON INSTRUCTIONS:

Myislandbanking includes the latest in signon protection. The two-way PassMark security system allows you to know you're signing on to our website, and we will know it's really you accessing your accounts. The first time you sign on, you will be required to choose a unique PassMark photo/image and phrase that will be recognizable to you every time you signon afterwards. Please note this is a **ONE-TIME requirement, only**. Your future signons will be much quicker!

1. Go to www.myisland.com
2. Click on the "Not Registered?" link in the Online Banking box (upper right-hand corner).
3. Next to "Business" click "Instructions" to view and print the enrollment instructions.
4. Next to "Business" click "Enroll Now" to begin the enrollment process.
5. Review the Myislandbanking Agreement & Disclosure and select "Accept" when finished.
6. Complete all required fields in the enrollment form and click "Continue" when finished.
NOTE: To help us tailor your online experience to meet your business needs, please select the additional services you intend to use and be sure to include all accounts you would like to view online.
7. Preliminary enrollment conformation page displays:
 - a) Our Online Team will finalize your business enrollment and email you at the address provided when your enrollment is complete. In the email, you will be notified of your Signon ID and temporary password, which will need to be changed after signing on for the first time.
 - b) If you do not receive an email within 48 hours, please contact the Online Team at 800/848-5654, press "7" at the menu for the quickest routing.
8. First Time Signon Instructions after receiving an email from the Online Team.
 - a) Go to www.myisland.com
 - b) Click on the "Go to Business Site" button at the left side of the page.
TIP: Save this page to your "favorites" for easy access in the future.
 - c) In the Online Banking box (upper right-hand corner of the site) enter the Signon ID that is referenced in the email.
9. Enter your PassMark unique phrase—this word or phrase cannot contain special characters such as commas, colons, number signs, etc. Please use letters and numbers, only.
NOTE: **This is not your new password.** This unique phrase will simply be visible to you below your PassMark image to provide you with additional peace of mind that this is indeed your Myislandbanking site.
10. Select your PassMark image—you will see this image each time you log on. There are several hundred images to choose from. Click "Change Image" to view other selections or click "Browse" to upload a personal image/photo saved on your computer.
NOTE: You can change your PassMark image at any time in the "Self Service" section of Myislandbanking. When you are finished, click "Continue."
11. Select three (3) challenge questions and provide answers to the questions. Please use letters and numbers only and note that the answer fields are case sensitive. These questions may be presented to you at a later time to verify your identity (for example, when you signon from a "public" computer that you do not normally use.) Take care to select questions and answers you will remember at a later time. When you are finished, click "Continue."

12. Review and confirm your PassMark image and phrase. If you want to make any changes, click “Change PassMark.”
13. Review and confirm your challenge questions and answers. If you want to make any changes, click “Change Challenge Questions.”
14. When you are finished, click “Next.”
15. Enter the Signon ID and temporary current password referenced in your enrollment email. You will then be prompted to change your password to one of your choice.
NOTE: Your password must be at least six characters and have at least one alpha and one numeric digit.
16. Re-enter your new password and click “Change Password.”
17. Password reset questions and answers—these will help you retrieve your password in the future should you ever forget it.
 - a) Enter your date of birth in mm/dd/yyyy format.
 - b) Select two (2) questions from the drop down list and provide answers to the questions.
 - c) Click “Continue.”

Congratulations! You have successfully completed your initial security signon. You are now ready to use our online banking services. Take some time to look through the site and discover the unique features available to you:

- Get account information at your convenience
- Transfer funds between eligible accounts
- Sign-up for e-Statement notification to receive them right when they are ready
- Service your accounts: make free tax payments, stop payment on a check
- Make wire transfers
- Setup roles with specialized permissions and assign roles to specific users in your business
- ACH for direct deposit
- Set up balance and transaction alerts
- Update your contact information: address, phone number, and email
- View and send secure messages to the Online Team

ENROLL FOR E-STATEMENTS!

NOTE: If you are already signed in to online banking, skip to step #5 below.

1. Go to www.myisland.com.
2. Click on the “Go to Business Site” button.
3. In the Online Banking box, enter your Signon ID and click “Signon.”
4. Verify your PassMark image and phrase. If it is correct, enter your password and click “Sign In.”
5. From the “Information Reporting” tab click on the “Statements” tab.
6. Click “Change your statement delivery options.”
7. Select the option for “US Mail + Email notification” to receive notification via email that your statement is available.
8. You may also enter/update your email address on this page.
9. When you are finished, click “Change Delivery Preference.”
10. To view your statement(s), select the account(s) and statement date you wish to view and click “Get Statement.”

ENROLL FOR FREE, UNLIMITED ONLINE BILL PAYMENT!

Follow these steps to enroll for bill payment. Bill payment is a fast growing trend that gives you the convenience of paying all your bills with one click of a button.

NOTE: If you are already signed in to online banking, skip to step #5 below.

1. Go to www.myisland.com.
2. Click on the “Go to Business Site” button.
3. In the Online Banking box, enter your Signon ID and click “Signon.”
4. Verify your PassMark image and phrase. If it is correct, enter your password and click “Sign In.”
5. Click on the “Pay Bills” tab.
6. Click “Enroll for bill payment.”

NOTE: Your enrollment approval may take up to 48 hours to process before you can begin setting up bills and making payments.