

BUSINESS ENROLLMENT ONLINE BANKING INSTRUCTIONS



Welcome to online banking at North Island Credit Union. You are just a few short steps away from enjoying all the convenience and benefits that **myisland.com** has to offer. Please follow these simple steps to complete your enrollment:

ENROLLMENT INSTRUCTIONS:

1. Visit **myisland.com**
2. Click *Enroll Now* in the orange Online Banking box.
3. Click *Enroll Now* in the *New Members* section, under the *Business Member* heading.
4. Review the 'myislandbanking.com for Business Agreement & Disclosure', and click *Accept* when finished.
5. Complete all enrollment fields and requests for services and account information for those accounts you wish to view online. When done, click *Continue*.
6. Enrollment confirmation page displays the following message: '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 Sign On ID and temporary password, which will need to be changed after signing on for the first time.' *NOTE: If you do not receive an email within 48 hours, please contact us at 800/848-5654, option 7.*

After receiving email from 'The Island':

1. Visit **myisland.com**
2. Enter your Sign On ID (as referenced in the email) in the orange Online Banking box. Be sure that *Business* is selected as account type.
3. Enter a unique PassMark phrase. (Letters & numbers only.) *NOTE: This is not your password.* This unique phrase will be visible below your PassMark image to provide you with an additional layer of security.
4. Select your PassMark image—you will see this image each time you log in to online banking. When done, click *Continue*.
5. Select 3 challenge questions and provide answers to those questions. (These fields are case-sensitive and should include letters & numbers only.) These questions may later be asked of you to verify your identity. When done, click *Continue*.
6. Confirm your PassMark image and unique phrase, and your challenge questions and answers. When done, click *Next*.
7. Enter the Sign On ID and temporary password referenced in your enrollment email. You will then be prompted to change your password (Must be at least six characters, have at least one alpha and one numeric digit, and is case-sensitive.)
8. For verification purposes, re-enter your password and click *Change Password*.
9. Create your security questions and answers. These will help you to retrieve your password in the future, if needed.
 - a. Enter your date of birth in the MM/DD/YYYY format.
 - b. Select 2 questions from the drop down list and provide answers to those questions. When done, click *Continue*.

CONGRATULATIONS! You have successfully completed enrollment and are now ready to use 'The Island's online banking services. Take some time to look through the site and discover the many features available to you:

- Get account information at your convenience
- Transfer funds between eligible accounts
- Service your accounts: make free tax payments, stop payment on a check
- Make wire transfers
- Create account roles and permissions
- ACH for direct deposit
- Set up balance and transaction alerts
- Update contact information
- View and send secure messages to The Island