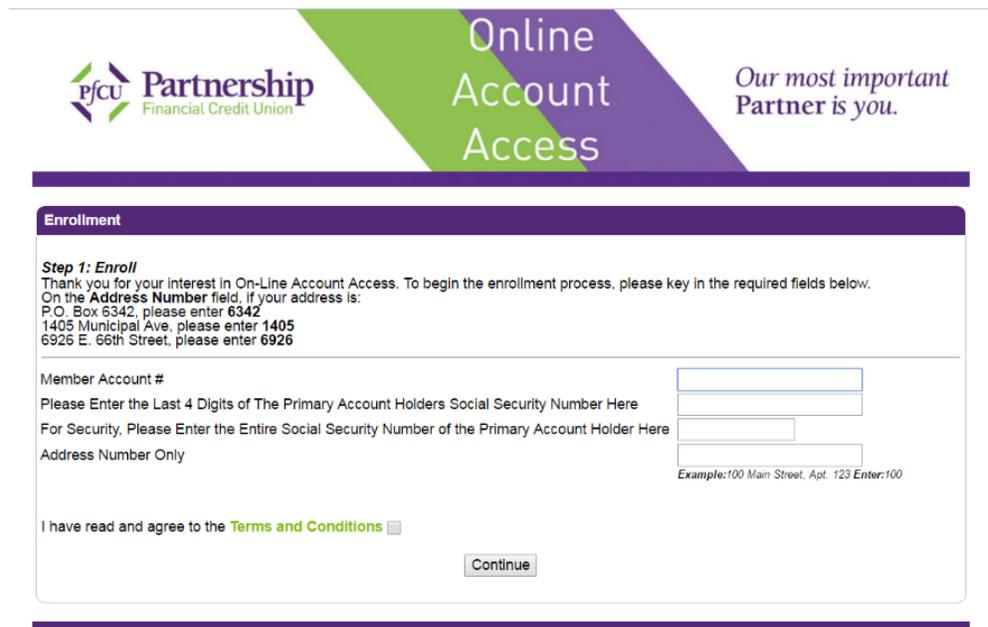


Virtual Branch Enrollment Procedures

Please visit our website at www.mypfcu.org. This will take you to PFCU’s home page. To enroll in Virtual Branch, click on **enroll** under **Online Access** located on the top right side of the screen on our home page.

A new window will open (shown below) – enter the requested information:



The screenshot shows the 'Online Account Access' enrollment page. It features the PFCU logo and the slogan 'Our most important Partner is you.' The main heading is 'Online Account Access'. Below this is a section titled 'Enrollment' with the following content:

Step 1: Enroll
 Thank you for your interest in On-Line Account Access. To begin the enrollment process, please key in the required fields below.
 On the **Address Number** field, if your address is:
 P.O. Box 6342, please enter **6342**
 1405 Municipal Ave, please enter **1405**
 6926 E. 66th Street, please enter **6926**

Member Account #

Please Enter the Last 4 Digits of The Primary Account Holders Social Security Number Here

For Security, Please Enter the Entire Social Security Number of the Primary Account Holder Here

Address Number Only
Example: 100 Main Street, Apt. 123 Enter: 100

I have read and agree to the [Terms and Conditions](#)

1. Member Account Number – Input your **9 digit account number**
2. The last 4 digits of the Social Security Number of the Primary Account Holder (the first name on the account)
3. Full 9 digit Social Security number of the primary account holder
4. Address Only – Ex: 12345 Main St, enter 12345 only – do not enter the street name
5. Click on **Terms & Conditions**. Once you have finished reading the terms and conditions, close out that window and click in the box: “I have read and agree to the Terms and Conditions” and click continue.

 www.mypfcu.org

Morton Grove Office

📍 5940 Lincoln Avenue
 Morton Grove, IL 60053

☎ 847.675.6610
 📠 847.675.6847

Barrington Office

📍 616 West Main Street
 Barrington, IL 60010

☎ 847.381.3233
 📠 847.381.5062

Des Plaines Office

📍 1001 East Touhy Avenue
 Des Plaines, IL 60018

☎ 847.699.1600
 📠 847.699.1606

Kenilworth Office

📍 642 Green Bay Road
 Kenilworth, IL 60043

☎ 847.256.8411
 📠 847.256.8419

Choose a Log on ID – Your new ID must be between 6 & 50 alphanumeric characters. For security reasons, it is recommended you use at least one upper case letter and one lower case letter. For special characters, only the following are allowed: dashes, underscore or the @ symbol. Please **do not** use your account number as your log on ID.

Next, **choose a Security Code (password)**. It must be between 8 – 16 characters and have at least 2 numbers and 2 letters and any of the following special characters are optional _- !@\$*()=+{ }[].

Enter your e-mail address and click on **enroll**.

An **Enrollment** window will open indicating your login ID. At the bottom of the box a message that states **To proceed to the login page Click Here**. Please **Click Here**

You are now back at the **User Logon Page**.

Enter the **Logon ID** you just chose and click on **OK**.

Enter the **Security Code** you just chose and click **OK**.

You will now need to answer 3 security questions. Choose 1 in each area and enter an answer. When all 3 are answered, click on **OK**. A message window will appear stating **Questions and Answers Saved**. Click on **OK**.

Next you will need to choose a security phrase (this is **not** your password). After choosing your security phrase, click **OK** – A message window will appear indicating **Security Phrase Saved**. Click **OK**. This phrase will appear on the page after you enter your User Logon ID so that you can ensure you are logging into the correct account.

You are now in **Virtual Branch**.

To utilize **eStatements**, click on **eStatements** in the green box to the right. If you do not see the green box labeled **eStatements** or if you are on a mobile device, please click the **Self Service** tab and then click **eStatements** under where it states **Additional Services**. If you need assistance, please do not hesitate to contact any of our four locations for assistance.

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