



# Online Banking Registration

1. Go to [ncpdfcu.org](http://ncpdfcu.org).
2. Go to **Online Banking** and select **Enroll**.
3. Enter your member number and the last four digits of the primary account holder's Social Security number. This will be your **PIN** number.
4. Click on **Continue**.
5. Create a new login: enter a username, passcode, your mother's maiden name, and the country. Requirements for username and passcode are as follows:
  - New username must be a minimum of six characters (cannot contain all numbers).
  - New passcode must have a minimum of eight characters: Requires a mix of letters and numbers: one uppercase and one lowercase letter, numbers, and any one special character, such as: ! @#\$%&\*()[]{} ; : / ? + = \_ , .
6. Once you have completed the required information, select **I have read and accepted the terms and conditions of this service**.
7. Click on **Complete Sign Up**, and then your sign-up is complete.
8. Before you can access your accounts, we need to confirm your contact information. We will take you through the process step by step. Click on **Confirm contact information**.
  - Verify your contact information; this is how you will receive your access code (you may edit your contact information here).
9. Choose where we should send the access code. You may select **text, call, or email me** to receive your **one-time access code**. You will receive a verification code from the method you have selected to receive this code. (This code will **not** be your new passcode.)
10. Enter the six-digit access code that you received.
11. You can save time by completing the next step. You need to decide whether or not you would like to register your private device (you may not skip this step).
  - If you decide **Yes, register my private device**, you no longer will be asked to enter an access code on your next login.
  - If you decide **No, this is a public device**, you will need to receive an access code for every time you need to log in. (This access code will be different with every login.)

Once you have made your selection, you will be able to view and access your account.