

# Erie Metro Federal Credit Union Web Banking Application

Name 1: \_\_\_\_\_ Account No. : \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Name 2: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

By signing below, I/we acknowledge receipt of the Web Banking Disclosure and Agreement and agree to abide by the terms and conditions contained in it. I/we also agree that any instructions we provide to Erie Metro FCU online using Web Banking services to request any transactions to any account (including withdrawals and transfers to and from my/our accounts) will be binding on me/us and treated in the same manner as if I/we had provided written instructions to Erie Metro FCU.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Internal Use Only:** Date Completed \_\_\_\_/\_\_\_\_/\_\_\_\_

Initials: \_\_\_\_\_

## Instructions for New Web Banking Users

1. Go to [www.eriemetro.org](http://www.eriemetro.org)
2. Click on the Web Banking Link.
3. Enter User ID which is your account number.
4. Click on the "Forgot Password [?]" link.
5. Key in your account number.
6. Select the Security Contact name that appears. This is usually your first name.
7. A "Success" page will appear, with the message that a Temporary Password has been sent to the same Security Contact. Click "Complete" to go back to the Web Banking sign-on screen.
8. Keeping the Web Banking sign-on screen open, access your e-mail account via another tab or browser and open the e-mail that includes "Temporary Password" in the subject line.
9. Copy or jot down Password and go back to Web Banking Sign-on page.
10. Enter User ID (Account Number) and enter or paste the Temporary Password then click Log In button.
11. When prompted to change Password, enter or paste Temporary Password in Current Password field then create and enter new Password.
12. User now has access to personal account information along with all other accounts associated with their social security number.
13. All the above needs to be done in a 20 minute time frame or the Temporary Password will expire and the process will need to be repeated.