

Online Banking Registration Guide

For additional assistance registering for Online Banking, please view our [Registration Tutorial](#).

1. Go to <https://onlinebanking.connexuscu.org/Registration>
2. Review and 'Agree' to the Online & Mobile Banking Service Agreement & Disclosure. Click 'Continue'.
3. Enter your Social Security Number, Date of Birth and Member Number. Click 'Continue'.
If you have more than one member number, enter your lowest member number to begin the registration process.
4. Create a username and select where you'd like to receive your temporary password. Click 'Continue'.
The username must be unique, at least 6 characters in length and contain both numbers and letters.
(ex. Connexus123)

Note: Temporary passwords may take up to 5 minutes to reach your inbox and will expire 24 hours after it has been sent. If you enter an invalid email, the system is unable to transmit or the temporary password has expired, you will need to call our Member Center to generate a new temporary password email.

5. Once your temporary password has been received, enter the temporary password. Click 'Login'.
6. Create and confirm your new password. Click 'Continue'.

Your new password must be a minimum of 8 characters and contain at least:

- one lowercase letter
- one uppercase letter
- one number

Should you forget your password in the future, please select 'Forgot Password' and follow the prompts.

7. Select and answer five security questions. Click 'Continue'.

Note: All five answers to your security questions must be unique. You will be asked these questions when logging in from a device that is not recognized, or from time-to-time for added security. If you prefer not to answer your questions upon each login, check the box next to 'Remember Username'.

8. Select a confidence image and enter a secret phrase. Click 'Continue'.

Note: The confidence image and secret phrase will be displayed on the password screen each time you login to Online Banking; it's another security step to authenticate your account. A secret phrase can be any combination of letters, numbers or special characters. Choose a phrase that is easy for you to remember and recognize, but unique to your Online Banking experience.

9. Select your time zone and confirm or update your email address and phone number.

10. Check the 'eStatement' check box to register for eStatements. Click 'Continue'.

Note: Prior enrollment in Endura eStatements will not automatically enroll in you Connexus eStatements. You are required to 'opt-in' to eStatements by checking this box during the registration process.

11. Click on one of the following three options to advance to the Online Banking Disclosure.

- Complete Profile: verify and/or complete your online banking user profile
- View Accounts: access your account information
- Complete Setup: go to the Online Banking dashboard (homepage)