

Instructions for Online Banking & Mobile App Users

Before October 16th:

- Print or download old eStatements because they won't be accessible in the new online banking system.
- Print out or write down details of scheduled or recurring transfers that you have set up. You will need to set these up again after we convert to the new system.
- Print out or write down details of bill pay payees, including account numbers, addresses, and any recurring payment schedules. (This information should convert over to our new system without issues, but we recommend this as a precaution.)
- Changes to bill pay will be disabled on October 15th. If you have any bill pay items due between October 16th and 19th, we recommend that you schedule them to be paid a few days early as the conversion might cause a slight delay in payments due during this period.
- QuickBooks/Intuit users: Sync your First Fed accounts in QuickBooks to bring them up to date. Then, disconnect all First Fed accounts.
- Business customers who have secondary users or ACH origination: We will contact you directly to help you prepare for the conversion.

On or after October 19th:

- Set up your new online banking account:
 - Go to www.1stfedci.com. (If you have anything other than this URL bookmarked for online banking, delete it now.)
 - Click the Sign In drop down in the top right of the screen. Enter **the user ID that you used on the old system** and click Sign In. (If you currently use the mobile app, use that user ID. If you don't, use your online banking user ID. If you don't know your user ID, just call your local branch.)
 - When prompted for a password, enter **the last six digits of your Social Security Number** or Tax ID Number. (You will set up a new password later.)
 - Set up a contact method of either text message or email. Confirmation codes will sometimes be sent to this contact method as an enhanced security measure when you log in.
 - Once you receive the confirmation text or email, enter the code to continue. (Confirmation codes sent via text message will need to be opened to see the complete code.)
 - Create a new password of 10 to 15 characters that includes three of the following: capital letters, lower case letters, numbers, and special characters.
 - Enter your email address. Various features of online banking require a registered email address, including eStatements. So, make sure you set up your email address now and click Register.
 - You will receive an email with a confirmation code. Enter the code on the next screen to continue.
 - You are now logged in to your new online banking account!
- Set up eStatements and eNotices (even if you had already signed up for eStatements on our old system, you will need to sign up again on the new system):
 - Click **View Statements & Notices**
 - Click **Go Paperless on All Accounts** to set up eStatements and eNotices for all your accounts.
 - You will then be asked to agree to terms and conditions, open a PDF, and enter the code displayed on the PDF. (This is just to confirm that you are able to view PDF documents.)

*eStatement setup will not be available until **Tuesday, October 20th**. And remember, you must sign up for eStatements to get the \$5 monthly online banking fee waived.*
- Download the new mobile app:
 - First, delete the old mobile app from your device.
 - Go to the Apple Store or Google Play Store and search for **1st Fed of Central Illinois** to download the new app.
 - Open the app and log in with the same user ID and password that you set up for online banking.
- QuickBooks/Intuit users: Set up new connections to your First Fed accounts in QuickBooks using your new online banking login credentials.

If you have any questions at all, please contact your local branch. We will be happy to help!

Shelbyville 217-774-3322

| Windsor 217-459-5626

| Charleston 217-348-8105