



CJCU Online Banking Instructions

Before beginning the sign in process you will need to have your member number and email address.

- 1) Go to CJCU website---www.MyCJCU.org
- 2) Click on the Online Banking tab
- 3) Click [HERE](#) to enroll now. (On the right side under new member)
- 4) You will need to enter:
 - a) Member #
 - b) Social Security #
 - c) Email address
 - d) Birth Date
- 5) Read the Home Banking Disclosure. the box next to the HB Disclosure agreement.
- 6) Click on the Sign Up button.
- 7) Open your e-mail and retrieve your temporary password.
- 8) Return to the Home Banking log-in page and enter your user ID. (member #)
- 9) You will need to provide an answer for the three security questions. You can choose your question by clicking on the drop-down box. (be sure to write down your answers and keep in a secure place)
- 10) Confidence Word: Choose a word then click Save---You will see this word every time you log into your account.
- 11) Enter your password, the temporary one that was sent to your email.

The next screen will prompt you to change your password from the temporary one sent to your email to the password of your choice.

- 12) Login ID---this is your account/member #
- 13) Current Password---this is the temporary one from your email
- 14) New Password--- Must include one Capital, one lowercase, and one number. It must be a minimum 8 characters long
- 15) Re-enter the password that you chose.

You will be redirected to your home page. You will see your account information along with any other accounts that you are joint owner.

If you forget your password, enter your user ID and click the “Forgot Password” link under the box where you put your password in.

If you get locked out of your account, please call CJCU to have it unlocked at 814-664-7010.