



## New Online Banking User Registration

- Log onto AchieveFinancialCU.com
- Click on **New User Registration** at the bottom of the **Online Banking login box**.
- Read and *Accept* the Disclosure to continue the registration process.
- **Confirm your identity** by filling in the following information:
  - Achieve Account Number
  - Social security number
  - Birthdate
  - Email address
  - Zip code
- **Choose a Username**
  - Once your chosen Username meets the minimum length requirements, the system displays the *Check Availability* option.
  - Select *Check Availability* to verify that your chosen username is available.
  - Once the username is accepted, the system will send you a *temporary* password.
  - Select a destination through which to receive it, either through an email or through a text.
  - It can take up to 5 minutes to receive the temporary password and will expire in 24 hours.
  - Select *Continue* to save your username and to have the temporary password sent to the selected destination.
- **Create a New Password**
  - Once you receive the temporary password, enter it into the password field and select *Login*.
  - You will then be asked to enter a NEW password.
  - Password requirements are outlined on the page.
  - To prevent typos, you're required to enter your new password twice.
  - Once you enter your password, select *Continue*.
  - You will use your new password the next time you login to online or mobile banking.
- **Confirm Contact Information**
  - Verify your email and phone number.
  - Select the appropriate time zone to ensure you have the optimal online banking experience.
  - Complete the registration process by selecting *Continue*.
- Select **Complete Profile** to navigate to your profile settings where you can upload a profile image and edit other personal information.
- Select **View Accounts** to navigate to the landing page where you can view your Achieve accounts.
- Select **Customize Settings** to change themes, setup notifications and adjust other preferences.

For further assistance, please contact the  
**Call Center** during business hours at **860.828.2790**.