

## Online Banking – Enrollment

\*\*\* Customer must have established a 4 digit PIN prior to enrolling, contact a Customer Service Representative to receive this number\*\*\*

- Step 1. Go to our website [www.greenleafwaysidebank.com](http://www.greenleafwaysidebank.com)
- Step 2. The first time you log on, click FIRST TIME USER. This is located in the Online Banking Center on the left side of the screen. This will take you to the enrollment page.
- Step 3. Click on the drop down box to match your account type and enter in the corresponding account number (without dashes)
- Step 4. Enter your Social Security Number (without dashes)
- Step 5. Enter your Online Banking PIN. This is the 4 digit PIN that was set up with a Customer Service Representative
- Step 6. Enter valid e-mail address
- Step 7. Review Greenleaf Wayside Bank's *Consumer Electronic Banking Agreement and Disclosures* and select "I Agree"
- Step 8. You will be prompted to change your Username and Password
- Password must be 8 to 17 characters in length
  - At least one number and/or one letter are required
  - At least one upper case and one lower case letter
- \*\*\*Due to security reasons, you will be prompted to change your password every 180 days\*\*\*
- Step 9. Select and answer 3 security questions. You will be required to answer one of these questions when logging in from a public computer.
- Step 10. You will be prompted to enroll in mobile banking. You can choose to enroll, ask me later or decline.
- Step 11. Next you will be prompted to enroll in eStatements which is a paperless statement. You can choose to enroll, ask me later or decline.

## Online Banking – Change Security Data

Once you have successfully logged in, select Profile to change security data. Here you will be able to change your security questions, e-mail address or password. You can also choose to enroll in Mobile Banking or eStatements in this area.

### For further assistance contact:

- Ashley Rahn at 920-864-7901 or [arahn@greenleafwaysidebank.com](mailto:arahn@greenleafwaysidebank.com)
- Tara Krueger at 920-864-7901 or [tkrueger@greenleafwaysidebank.com](mailto:tkrueger@greenleafwaysidebank.com)
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For more information visit us at [www.greenleafwaysidebank.com](http://www.greenleafwaysidebank.com)