

Getting Setup With Virtual Branch

To get setup with Virtual Branch online banking, you'll need to go to www.lincolnsdacu.org and click on the **Enroll Online** button. This will take you to a screen that looks like **Sample A**.

On this screen you'll need your member account number. (If you don't know it call the credit union at 402-489-8886.) You'll need your social security number and the digits of your street address. This information will allow the system to identify you and start the account creation process. Make sure you take a minute and review the **Terms and Conditions** by clicking on the text circled in the sample.

Step 1: Enroll

Thank you for your interest in Online Banking. To begin the enrollment process, please key in the required fields below.
On the **Address Number** field, if your address is:
P.O. Box 6342, please enter **6342**
1405 Municipal Ave, please enter **1405**
6926 E. 66th Street, please enter **6926**

By clicking OK below I acknowledge that I have read and agree to the **Terms and Conditions**.

SAMPLE A

Member Account Number	<input type="text"/>
Last 4-digits of SSN	<input type="text"/>
Full SSN	<input type="text"/>
Address Number Only	<input type="text"/>

Example: 100 Main Street, Apt. 123 Enter: 100

After clicking the OK button the system will display a screen similar to **Sample B**. On this screen enter your e-mail address. Then enter what you want to use for a User Name or Login ID on the system. This can be anything that is easy for you to remember. Next you will enter your password or Security Code for accessing the Virtual Branch system. It must be exactly 8 characters and have at least 2 letters and 2 numbers. If you forget this code we can't tell you what it is, but we can help you by resetting it so you can create a new one.

Email Address	<input type="text"/>
Login ID	<input type="text"/>
The login ID must between 6 and 50 alphanumeric characters.	
Security Code	<input type="text"/>
The security code must have exactly 8 characters with at least 2 alphabetic and 2 numeric character.	
Verify Security Code	<input type="text"/>
<input type="button" value="Finish"/> <input type="button" value="Cancel"/>	

SAMPLE B

Before your account setup is completed you will need to establish 3 security questions, which you can select from a list. The system will use these if you are logging in from a different computer to insure the security of your account. You will also be asked to enter a Security Phrase. This Phrase is displayed each time you login to help you know you are logging into our system. If you don't see your phrase you may have been redirected to a site Phishing for passwords. DO NOT enter your password!

Once you've completed your account you're ready to do your banking online at your convenience 24 hours a day!

LincolnSDA
CREDIT UNION

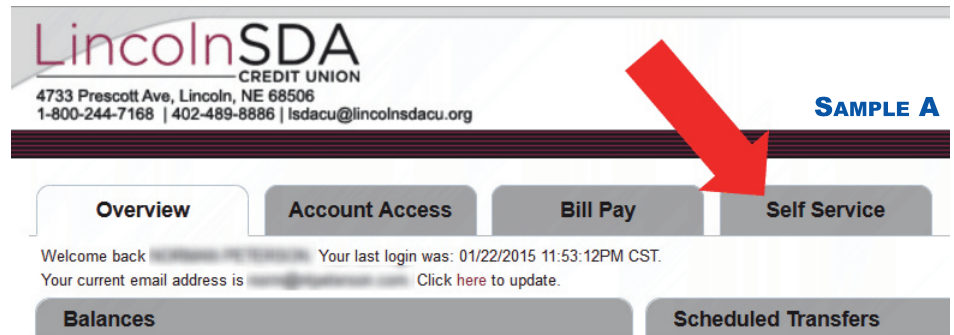
If you are interested in paperless statements, follow the instructions on the opposite side of this sheet for setting up eStatements.

A) 4733 Prescott Avenue; Lincoln, NE 68506
P) 402.489.8886 or 800.244.7168 **F)** 402.489.9161
E) lsdacu@lincolnsdacu.org **W)** www.lincolnsdacu.org

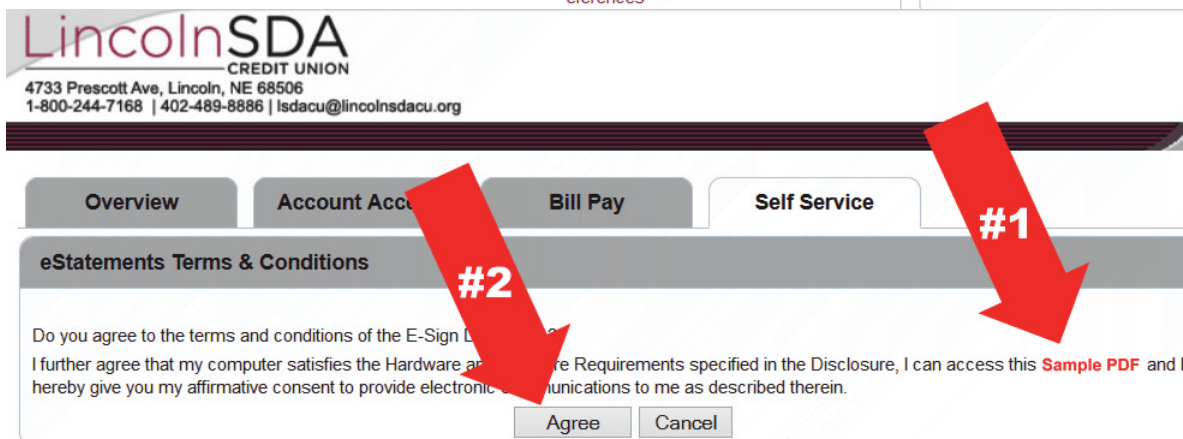
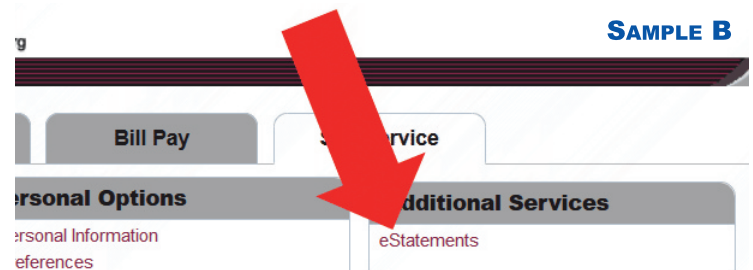
How to Sign up for eStatements

Once you have enrolled in Virtual Branch, you may want to setup for eStatements. This simply tells the Virtual Branch system that you no longer wish to have paper statements sent in the mail. Instead the system will send you an e-mail when your statement is ready. Then you can login to Virtual Branch and look at your statement and save it to your computer for future reference. The process is simply, but can be a little tricky.

First, after you have logged into your Virtual Branch account. Click the **Self Service** tab at the top of the screen as show [Sample A](#).



Second, on the Self Service screen, click on **eStatements** as shown in [Sample B](#).



Next, review the eStatements Terms & Conditions (*not shown in this example*), then at the bottom of the screen click on the **Sample PDF** in the text shown as #1 in [Sample C](#). This will display a sample eStatement so you know what they will look like. Once you have finished viewing the eStatement sample, close the window/tab to get back to Virtual Branch.

Finally, click on the Agree button shown as #2 in [Sample C](#).

That's it, you're all setup!