



ENROLLMENT IN ONLINE AND MOBILE BANKING

Step 1 - Go to www.ontapcu.org, and click Login next to the Apply button above the On Tap Credit Union logo.



Step 2 - Click on Enroll in Online Banking. This will take you to an online form (Online Banking Registration).

Online Banking Registration

Member Number Social Security Number

Date of Birth Zip Code

Requested Login ID

Step 3 - Complete the form and click Continue. You should then receive a pop-up message congratulating you on your enrollment and providing you a reminder of your login ID.

✔ Congratulations!

You have successfully enrolled in online banking.

Your Login ID is **Shorty2304**

Make sure to save it in a secure location. You will need it to access your account in the future.

**Note – if you chose a login ID that has been taken by another Member, you will be asked to create a new ID.*

Steps 4 - Now that your login ID is approved and you've written it down, click Continue and you will be taken to a screen asking where you'd like to receive your secure access code. You'll have the choice to receive your code by phone or text from the information that On Tap has on file. Select the option you'd prefer.

If there are no options below or the options are incorrect, please contact the credit union to update your information.

Please select a target:

Step 5 - Once you receive your 6-digit code, enter that code into the box where requested and click Submit.

Enter your Secure Access Code

****continued on the back**



ENROLLMENT IN ONLINE AND MOBILE BANKING CONTINUED -

Step 6 - The next screen will ask you to create a password. The password will need to be at least 8 characters long and no more than 32 characters. It must also contain 1 number, 1 lower case character, 1 upper case character and 1 special character. Once you've selected a password, click Submit.

Please set your new password:

New Password

Confirm New Password

Password must be at least 8 characters long.
 Password can be no more than 15 characters long.
 Password must contain a minimum of 1 numbers.
 Password must contain a minimum of 1 lower case characters.
 Password must contain a minimum of 1 upper case characters.
 Password must contain a minimum of 1 special characters.

Submit

**Note – It is important to memorize your password. You can always select the forgot password link in the future should you forget it.*

Step 8 - After accepting the agreement, you'll be asked whether or not you would like to register your device.

Device Registration
Access Code Accepted.

Do Not Register Device

Register Device

Step 9 - Be sure to download the On Tap mobile app! Once you download the app from iPhone or Android, use the login ID and password you created to view your accounts.

**Note - from your mobile device, visit the App Store for iPhone users or the Play Store for Android users.*

Step 7 - You will need to Accept the eBanking Services Agreements in order to proceed.

***Note - Select "I Accept." If members choose to not accept then they will not be granted online banking permissions.*



OnTap Credit Union eBanking Account Access

Please review the entire list of eBanking Services Agreements available in PDF* format by clicking on the link below:

[eBanking Services Agreements](#)

Adobe Acrobat Reader is required to view your eStatements and eNotices. If you don't already have this software installed, you widely used file format that ensures all content will fit neatly on a page if you choose to print.

By clicking on "I Accept" below, I affirm that I have read and accept the terms and conditions of the eBanking Electronic Documents pursuant to this agreement.

I Do Not Accept I Accept



On Tap® Banking Finance ★★★★★ 93

OPEN

