

# MY ACCESS PLUS ENROLLMENT GUIDE



Use this guide to enroll in My Access Plus if you are an existing FCS Financial customer or if you are a new customer and have received a passphrase from FCS Financial.

## CREATING AN ACCOUNT

1. Go to [www.myfcsfinancial.com](http://www.myfcsfinancial.com) and click on Secure Login in the upper-right corner.



2. Select **ENROLL TODAY!**

Select the type of enrollment (individual or business). Then, enter your first and last name or business name and email address.

Select the submit button and this pop-up will appear.

3. Navigate to your email and click the link provided.

Create a username and password as shown below.

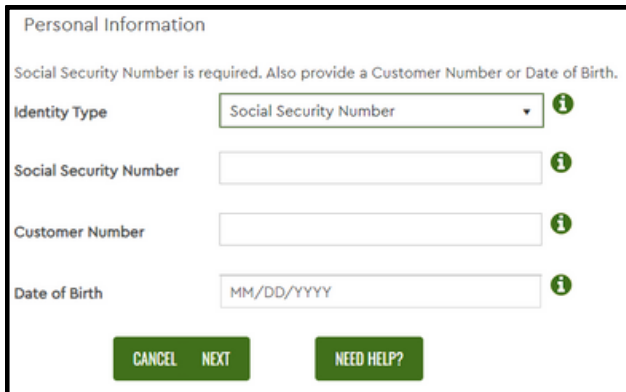
4. Navigate back to your email, click the link provided, and log in with your username and password. Once logged in, read and accept the terms and conditions.

5. If you are an existing customer of FCS Financial, select “Yes” to proceed to the next step of customer enrollment.

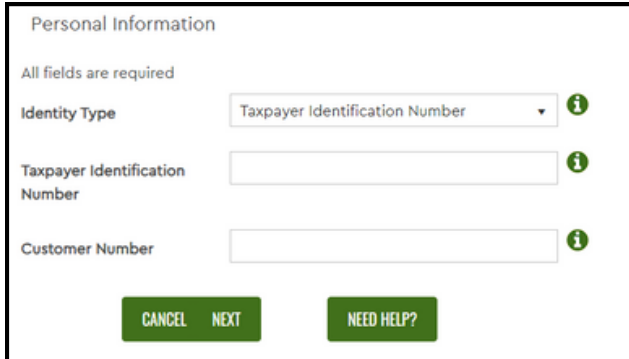
*If you are a prospective customer of FCS Financial, select “No” to gain immediate access to Online Loan Application and Secure Document Exchange.*

# MY ACCESS PLUS ENROLLMENT GUIDE

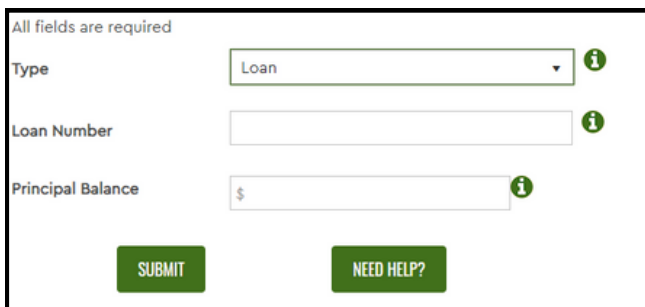
**6.** If you are enrolling in My Access Plus as an individual, you will be required to enter your Social Security Number, customer number and birthdate.



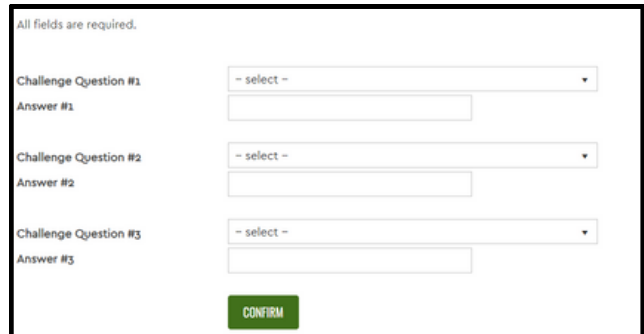
If you are enrolling as a business, enter the Taxpayer Identification Number and customer number.



**7.** Enter the passphrase provided by FCS Financial or loan number and principal balance. Loan number and principal balance can be found on your bill or statement.

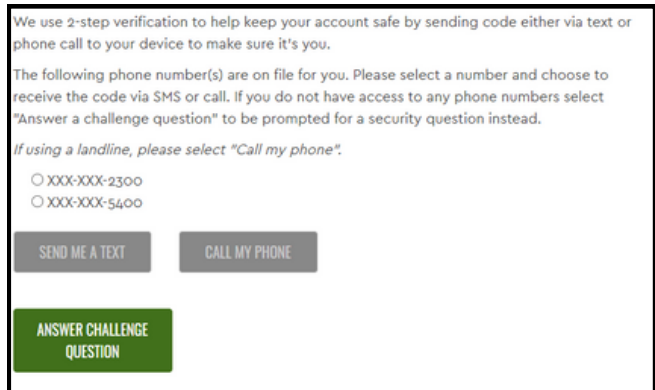


**8.** Set up three challenge questions for future identification verification.



**9.** Verify your identity by having a code sent as a text message or phone call to your mobile phone or landline. If the phone number is not correct, answer the challenge questions to complete enrollment.

Once logged into My Access Plus you can change the phone number under the profile tab or call your branch and have it updated.



**10.** You are now enrolled in My Access Plus with access to options such as Online Banking, Loan Application, Statements, Secure Doc Exchange, and My Profile.

For more information or additional assistance with creating a My Access Plus online account, contact your branch office or Online Support at (866) 450-2308 or [fcsfolb@myfcsfinancial.com](mailto:fcsfolb@myfcsfinancial.com).