# Online Banking *How-To Guide*

### First Time Log-In

When logging into online banking for the first time from an existing account, you will take the steps below to setup your account on our new online banking platform.

Please read below for a step-by-step guide on logging into online banking. For more resources, visit **cfbhfg.com/online-banking** 

COMMUNITY FIRST BANK HFG TRUST	<b>1</b> Whe
Login ID CFBclient	ente
Password	lf you
Remember me	pieus
Log III Forgot your password?	lf you passi
Contact Us Locations Privacy Policy	assis
If any of these numbers listed below are incorrect, please contact us for assistance. You will also be able to manage this information after logging in by going to Security X Preferences and selecting the Secure Delivery option.	2
COMMUNITY FIRST BANK HFG TRUST	Once selec
Please select a target:	Secu
I have a Secure Access Code	Look
Text me : (XXX) XXX-2526	your
Email me : mcxxx@communxxxxx.com	
Back	

When you first visit the online banking portal, enter your current username and password.

*If you have forgotten your password, please click the "Forgot your password?" link.* 

*If you have forgotten both your username and password please contact your local branch for assistance.* 

Once logged in, you will be prompted to select a delivery method (either through email or text message) to receive your Secure Access Code.

Look for your Secure Access Code in either your email inbox or phone messages.

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Secure Access Codes a after they have been r for assistance.	are temporary, one time use codes and are active for 15 minutes equested. If you haven't yet received your code, please contact us $\qquad imes$
	COMMUNITY FIRST BANK HFG TRUST
	Enter your Secure Access Code
C	126107
	Back Submit
Select 'Register Device Device' if you are loggi	"If you are logging in from a personal device. Select 'Do Not Register ng in from a public device or do not wish to register at this time. СОММUNITY FIRST BANK HFG TRUST
	Device Registration Access Code Accepted.
	Do Not Register Device
	Register Device



Once receiving your Secure Access Code, enter this code into the prompt box in the online banking portal.

### 4

If using a personal and secure device, choose whether or not to register the device for easy log-in access.

We recommend not registering the device if using a public or unsecure device.

## If you have any issues logging into online banking, please contact your local Community First Bank branch for assistance

**Kennewick Branch** (509) 783-3435 M-Th: 9AM - 5:30PM Friday: 9AM - 6PM **Pasco Branch** (509) 735-5020 M-Th: 9AM - 5PM Friday: 9AM - 6PM **Richland Branch** (509) 222-2250 M-Th: 9AM - 5PM Friday: 9AM - 6PM **Connell Branch** (509) 234-2265 M-F: 9AM - 5PM Online Banking Support

**(509) 783-0955** M-F: 9AM - 5PM

Community First Bank. NMLS# 409021.

cfbhfg.com/online-banking

509.783.0955

