



LOGGING IN FOR THE FIRST TIME

Digital Business Banking

As a signer, you'll need to log in to digital banking using the steps outlined below. If your business has more than one signer, each signer will need to log in and create their own username and password.

How to sign in if you've never used Access CU business digital banking before:

To get started with digital banking, simply call us at **1.877.700.2736** or visit us at one of our branches and we'll get you set up.

Keep these step-by-step instructions handy the first time you sign in to the new online banking platform *(After June 17, 2021).*

- 1 Go to www.accesscu.ca to sign in online or download the new *Access 24/7* app at your app store.
- 2 Sign in using your current login credentials (that's the 16 or 19 digits on your debit card and your Personal Access Code).
- 3 Choose a unique username (max. 35 characters).
- 4 Choose a unique password (min. 10 characters with at least one uppercase and lowercase letter and one number).
- 5 Enter your mobile phone number or email address even though you are signing in to a business account, you will want to use your personal phone number and email here.
- 6 You will receive a verification code on your mobile phone or email. Enter that code on the pop-up screen when you get it. If the contact information you enter does not match what we have on file, you will not be able to receive your verification code.
- 7 If everything is correct, click "Create user profile" to finish up.

And you're all set! The next time you come back, simply use your new username and password to sign in.