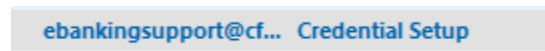




## Logging On for the First Time Creating Single Sign On

Cash users that have never logged on to access Netteller's Cash Management features must take the following steps to create their Single Sign On (SSO)

The email will come from [ebankingsupport@cfbank.com](mailto:ebankingsupport@cfbank.com)



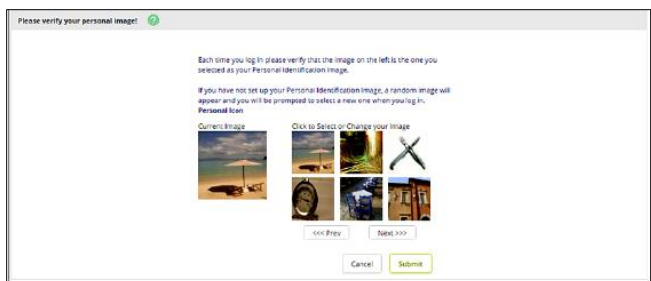
1. Select the **SSO enrollment** link within the Community First Banks setup email

\*\*The link will expire after 7 calendar days

2. Create your SSO and then click **Continue**

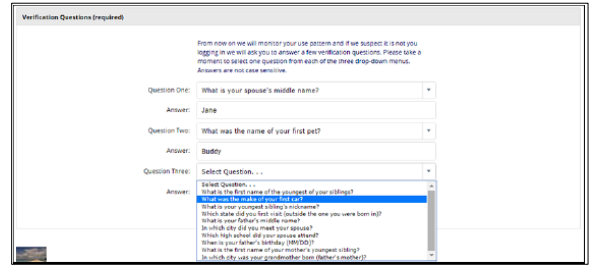


3. Review the terms and conditions
4. Select I agree, and then click **Accept** to proceed
5. Select a watermark image and then click **Submit**



\*\*This image appears at all future logons and on all pages of online banking

6. Click **Continue** on the Security Features screen
7. Select a question from each drop-down field and then input an answer

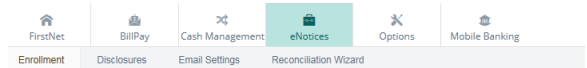


8. Click **Submit** and then click **Confirm** on the Setting Modifications screen
9. Enter or verify the email address on file and click **Submit**

You have now successfully set up you SSO.

## Enrollment in ESI notices (electronic statements)

Click on the eNotice tab and go to the enrollment tab



Follow the steps 1-5 on the screen

1. Select **Enrollment** tab
  2. Enter an email address
  3. Enter a security tag phrase that will appear with your statement notification
  4. Click on the **click here** link and enter the passcode in the box
  5. Agree to the terms and conditions
- Click **enroll now**

If you need assistance, questions may be directed to eBanking support at 608-943-0150.