HOW TO LOG IN TO ItsMe247 FOR THE FIRST TIME, VIEW PENDING ACH DEPOSITS AND SIGN UP FOR eALERTS

HOW TO LOG IN TO ItsMe247 FOR THE FIRST TIME

1. Go to www.kelloggccu.org and in the upper right-hand corner click on the orange Online Banking Secure Login box.

2. Type your account/member number in the "Username" field.

3. For the Password type the FIRST four numbers of the primary member's Social Security Number followed by the FIRST two letters of the primary member's last name, in all CAPS, as the password. **Example: 1234AB**

4. Click "Login"

5. Change your password to a minimum 10-character password of your choice

6. Set-up your three unique security questions.

7. Accept the Terms & Conditions of Use.

8. Next you'll have to create a new Username

9. Enjoy Kellogg Community Credit Union's online banking experience! If you had your Password reset be sure to log in within the first 24 hours of your password reset!

HOW TO VIEW PENDING ACH DEPOSITS

1. To view your pending ACH deposits, once you have logged in to Online Banking, from the main menu select My Accounts then ACH Transactions.

If you have a pending ACH transaction when you go to the drop-down menu it will show how many pending transactions, you have. Notice the (1) after ACH Transactions in the screen shot below.
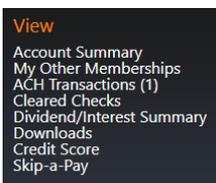
2. At the top of the ACH Transactions page you will see your pending ACH Transactions.

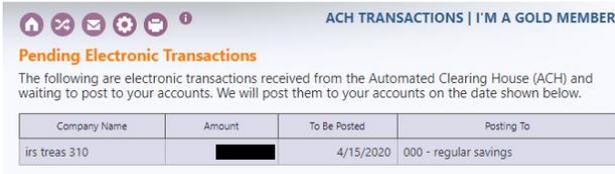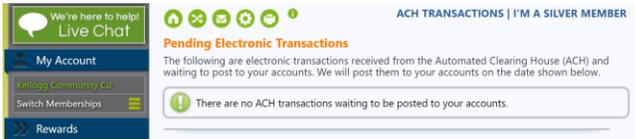If there are no ACH Transactions pending it will show this as well.

Note: If you are using KCCU's Mobile app, the ACH Transactions will appear under the My Accounts drop-down menu. If you do not have any ACH Transactions pending, then you will not see this option listed in the drop-down menu.

HOW TO SIGN UP FOR eALERTS TO BE NOTIFIED OF ACH TRANSACTIONS

1. To sign up for eAlerts within Online Banking, from the main menu select Info Center, then eAlert Subscription

2. On the eAlert Subscription screen select the option "Tell me when an ACH deposit or withdrawal comes in"
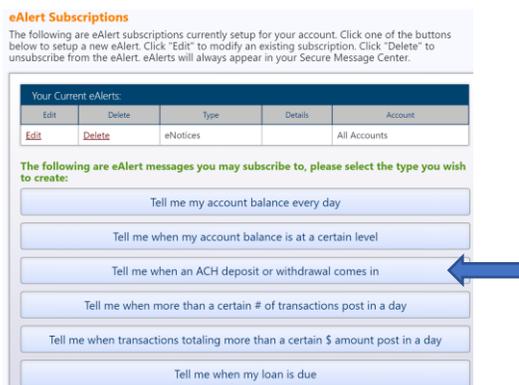
3. On the ACH Deposit or Withdraw screen in Step 1 Choose which account you want to monitor for the ACH.

   In Step 2 select if you want to receive an alert for either a deposit, withdrawal or both types of transactions.

   For Step 3 select where you want to receive the alert. You can choose to receive it in your message center in your online banking, your email and/or text message. If you choose text message, then you'll need to enroll in Text Banking.

   Then in Step 4 you just need to verify your email to receive the alert and click Add

   You are now enrolled in ACH eAlerts!

Create an eAlert Subscription

ACH Deposit or Withdrawal
Send an eAlert message when an automatic deposit or withdrawal occurs.

Step 1 - Choose account for eAlert

Account:
000 - REGULAR SAVINGS ▾

Step 2 - Select deposit, withdrawal or both for the eAlert

☐ Send an eAlert when an ACH deposit occurs
☐ Send an eAlert when an ACH withdrawal occurs

Step 3 - Select where you receive your eAlert

○ Only to Secure Message Center
○ Secure Message Center with email reminder
● Send the complete alert via email only

☑ Send a message to my mobile device(s)
✓ Text Banking is required to send alerts to mobile devices...SIGN UP HERE!

Step 4 - Verify Your Email Address

My email address is:
Kellogg@kelloggccu.org ❓

[Add] [Cancel]