

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

A screenshot of a "Change My Password" form. It has a light blue background. At the top, it says "Type your new password:" followed by a white input field. Below that, it says "Retype your new password:" followed by another white input field. At the bottom, there is a dark grey button with the text "Change My Password" in white.

6. Set-up your three unique security questions.

Security Question 1:
What is your mother's maiden name? ▾
My Answer:

Security Question 2:
Who is your favorite celebrity? ▾
My Answer:

Select From A List Of Questions Compose My Own Question

Security Question 3:
What was the name of your first roommate during college? ▾
My Answer:

Save My Questions

7. Accept the Terms & Conditions of Use.

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

Create My Username

! You do not yet have a username. You must set one up before proceeding to your accounts.

It's **Me 247** requires that you set up a username to use instead of your account number when you log in to work with your accounts. This helps keep your account number more private. Use a combination of letters and numbers (and spaces, if you want) to create a name that's easy for you to remember.

Type your new username:

Change My Username

Helpful Hints for Usernames

- Usernames are from 1 to 20 characters.
- Usernames may contain only letters and numbers. No special characters are allowed.
- Usernames may not start or end with a space.
- Usernames are NOT case sensitive.
- Usernames may NOT be all numbers.
- Usernames may NOT contain your account number.
- Usernames may NOT contain your first or last name.
- Use a word or phrase that is meaningful to you so you can easily remember it. Using a combination of letters and numbers increases the security level even more.

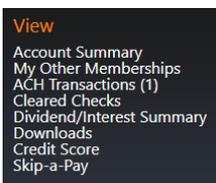
9. Enjoy Kellogg Community Credit Union's online banking experience! If you had your Password reset be sure to log in within the first 24 hours of your password reset!

HOW TO VIEW PENDING ACH DEPOSITS

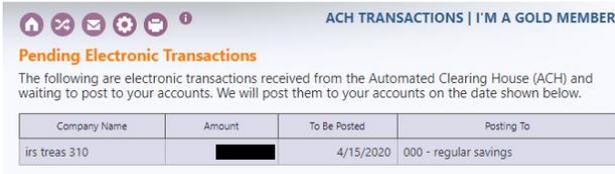
1. To view your pending ACH deposits, once you have logged in to Online Banking, from the main menu select My Accounts then ACH Transactions.



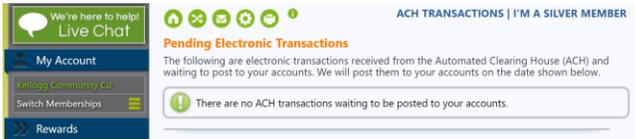
If you have a pending ACH transaction when you go to the drop-down menu it will show how many pending transactions, you have. Notice the (1) after ACH Transactions in the screen shot below.



- 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.



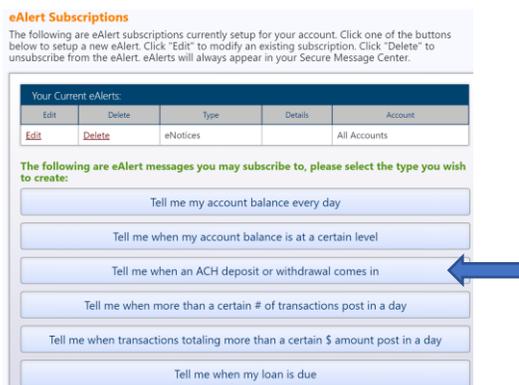
Note: If you are using KCCU's Mobile app, the ACH Transactions will appear under the My Accounts drop-down menu. If you do not have any ACH Transactions pending, then you will not see this option listed in the drop-down menu.

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

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



- 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