



## ONLINE BANKING STEP BY STEP

Go to [www.legcu.com](http://www.legcu.com) -----If you have the mobile app or have “bookmarked” the online site, these are the wrong sites. You must go to the website to get the new online banking site

Click “ONLINE BANKING” button

You should see something like this:

**USER LOGON** is your account number

It **MUST** be six digits

-if your account is less than six digits  
add zeros to the beginning of your number

**CLICK THE LOGON BUTTON** -the enroll option is **ONLY** for users  
who have inactive online banking or brand new online banking  
\*if you get a warning saying account already exists, click LOGON

**SECURITY CODE-** The last four of your Social Security Number

\*For joint accounts, it is the last four of SSN of the first member on the account

\*For business accounts, it is the last four of the EIN number

\*If you signed into **AUDIO TELLER** you have changed your security code-  
use the new one

\*\*\*\*\*If you cannot get passed this step, you need reset by management\*\*\*\*\*

First you will change your **SECURITY CODE** \*\*\*write down what you change it to, this is your  
**password** to log in from now on

Second you will change your **USER LOGON** \*\*\*write down what you change it to, this is your  
**Logon name** from now on

Then you will make a security phrase and answer challenge questions

\*\*\*write down everything that you change and answer, as we are unable to reset you like we could before

The **FINAL STEP** (you made it!) is to confirm your information, double check everything and add your email address- you will receive emails to unlock your online banking if needed in the future

\*\*\*\*\*if you use the mobile app, you need to uninstall the old one and download the new one