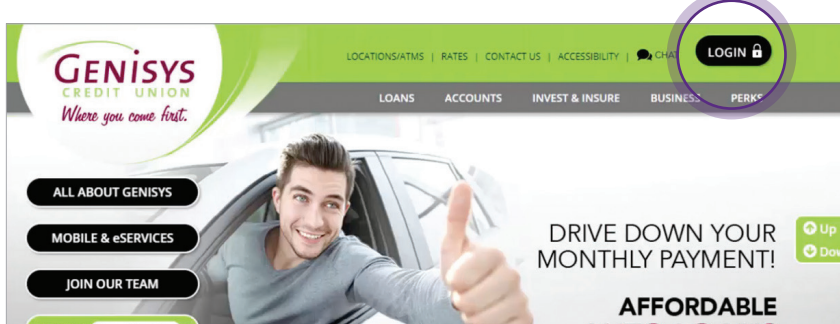


# HOW TO REGISTER



**Note:** Each member or joint member has the ability to create their own login credentials for Online Banking. When asked, please enter **YOUR** personal information to establish your identity and create your Online Banking Used ID. You will have the opportunity to link additional memberships from within Online Banking once you complete your initial registration.

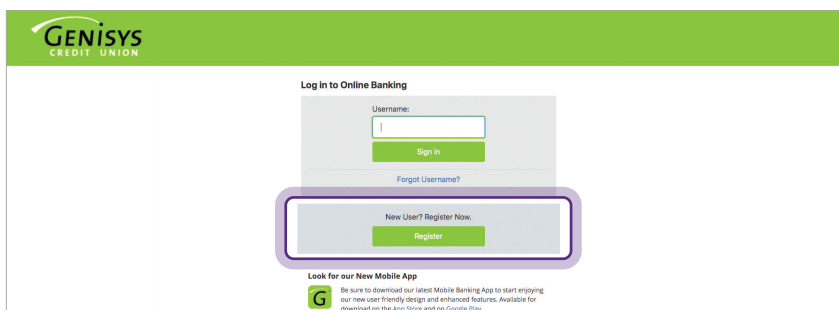
## STEP 1: GENISYS HOMEPAGE



1. Go to **www.genisyscu.org**
2. Click **Login** in the upper-right of the homepage.

*This will open the Login screen for Online Banking.*

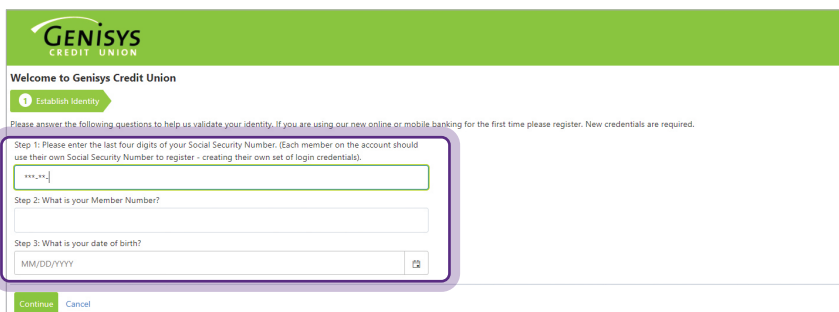
## STEP 2: LOGIN SCREEN



1. On the Login screen, click **Register**.

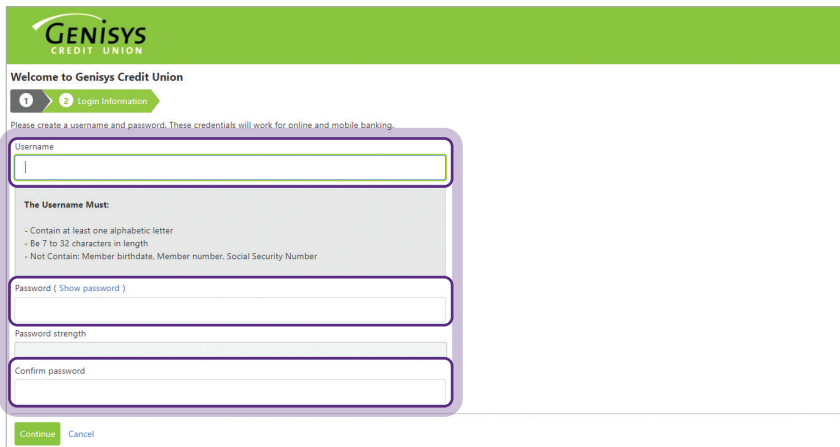
*This will open the registration form and start by establishing identity in the next step.*

## STEP 3: ESTABLISH IDENTITY



1. On the Establish Identity screen, **enter the following:**
  - The last four digits of your **Social Security Number**
  - Your primary **Member Number**
  - Your **Date of Birth**
2. Click **Continue**.

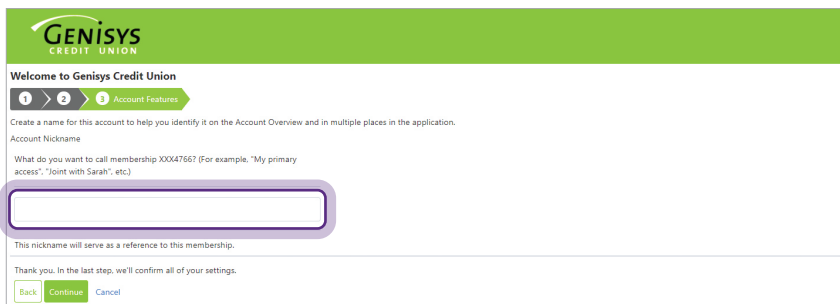
## STEP 4: LOGIN INFORMATION



On the Login Information screen, create a Username that will be used to access your accounts for both Online and Mobile Banking.

1. Follow the username requirements shown on the screen to **create your Username**.
2. Follow the password requirements shown on the screen to **create your password**.
3. **Re-enter your Password** to confirm.
4. Select **Continue**.

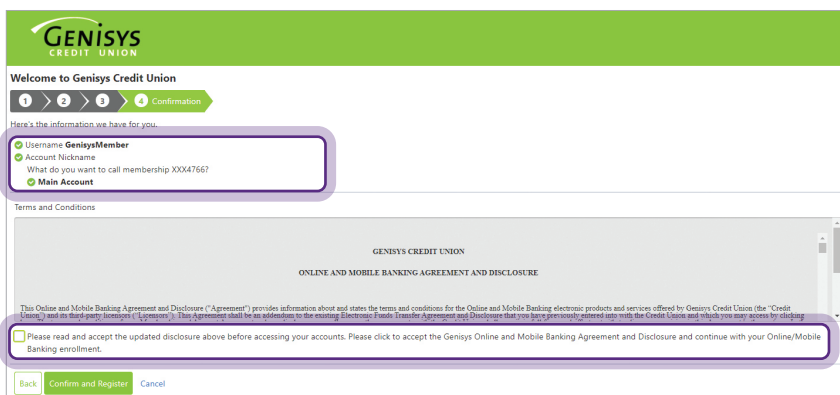
## STEP 5: ACCOUNT FEATURES



On the Account Features screen, you will have the opportunity to personalize the way in which you view your accounts within Online and Mobile Banking. The name you enter will be viewable next to your accounts in Online Banking for this membership.

1. **Add a nickname** to reference this membership.
2. Select **Continue**.

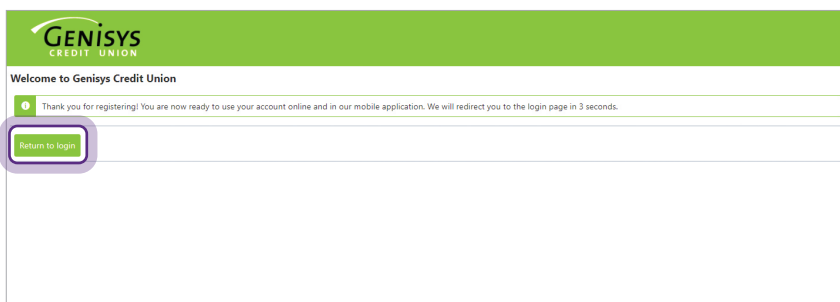
## STEP 6: CONFIRMATION



On the Confirmation screen, you will be presented with a recap of the information entered up to this point.

1. **Review the information shown** to confirm accuracy.
2. **Review the terms and conditions**.
3. **Check the box** to accept the terms and conditions.
4. Click **Confirm and Register**.

## CONGRATULATIONS!

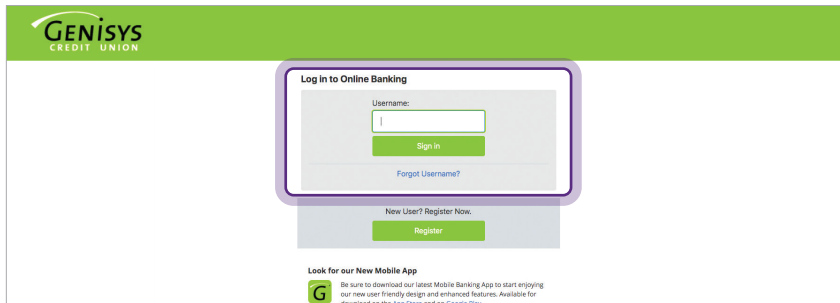


You have successfully registered for Online and Mobile Banking.

1. Click **Return to Login** to start the login process.

# HOW TO LOG IN

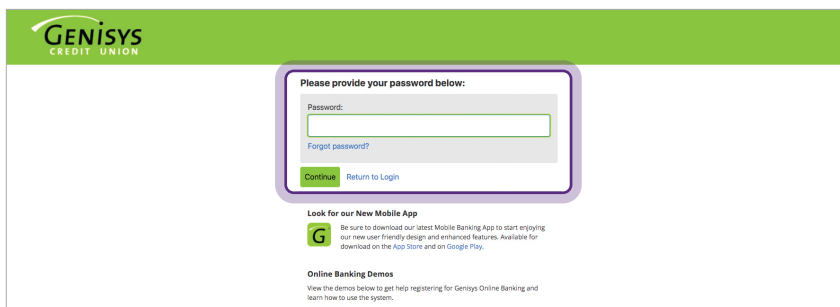
## STEP 1: ENTER USERNAME



If you are not already on the login page, go to [www.genisyscu.org](http://www.genisyscu.org). Click Login in the upper-right of the homepage.

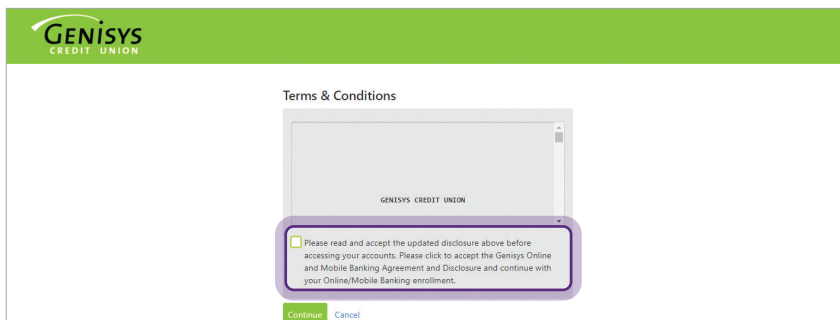
1. To login, you will need to **enter your username** you created during the registration process.
2. Click **Sign in**.

## STEP 2: ENTER PASSWORD



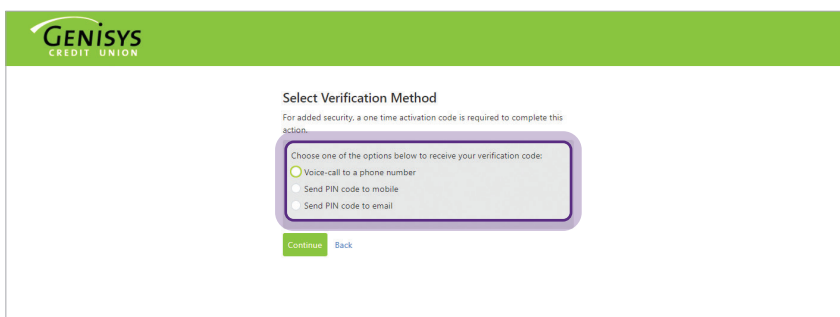
1. Next, you will **enter your password**.
2. Select **Continue**.

## STEP 3: TERMS & CONDITIONS



1. **Review the terms and conditions.**
2. **Check the box** to accept the terms and conditions.
3. Click **Continue**.

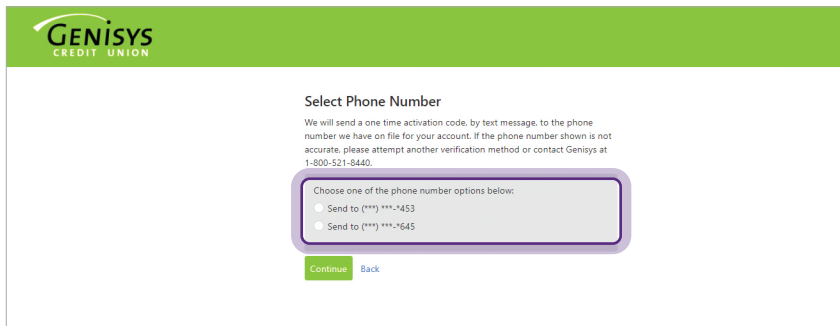
## STEP 4: SELECT VERIFICATION METHOD



For added security, a one time activation code is required to complete this action. As a user, you will be asked to complete the verification process one time, per browser you are using to access the system.

1. On Select Verification Method screen, **choose one of the options** presented to receive your verification code.
2. Select **Continue**.

## STEP 5: SPECIFY CODE DELIVERY METHOD

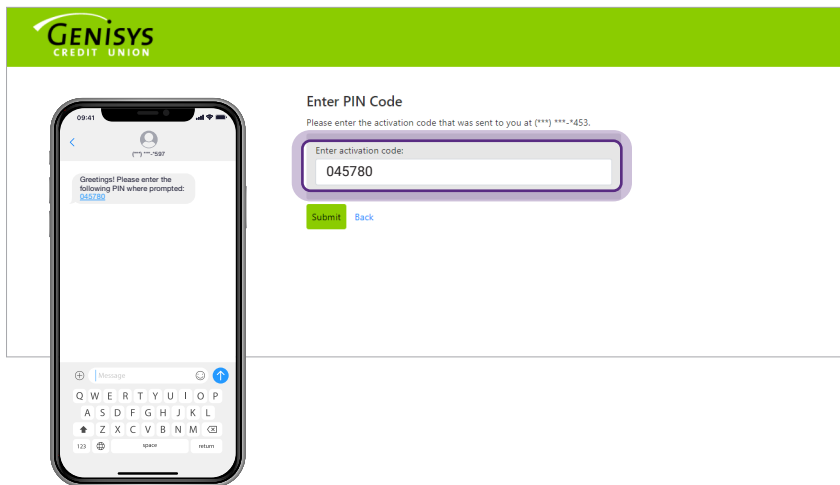


1. Select where you would like to receive the code. **Choose one of the options presented.**

**Note:** If the contact information shown is not accurate, please attempt another verification method or contact Genisys at 1-800-521-8440 x5.

2. Click **Continue**.

## STEP 6: ENTER PIN CODE



1. Finally, retrieve the code from the method you selected and **enter the code** on the screen.

2. Select **Submit**.

*This allows access to our Online Banking system.*

## ONLINE BANKING:

# MAKE A PAYMENT FROM NON GENISYS ACCOUNT



**Note:** Payments can be made using a Visa, Discover, or Mastercard debit card, or a Discover or Mastercard credit card, issued to you by a financial institution other than Genisys Credit Union, or by eCheck, which uses the account and routing number for an account held in your name at another financial institution.

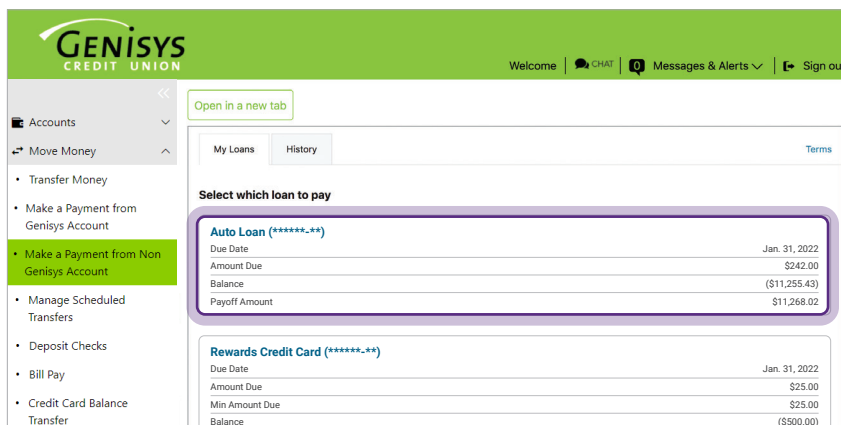
## STEP 1: MOVE MONEY > MAKE A PAYMENT FROM NON GENISYS ACCOUNT



If you are not already logged in, go to [www.genisyscu.org](http://www.genisyscu.org). Click Login in the upper-right of the homepage and enter your Username and Password to log into Online Banking.

1. Once you have logged into your Online Banking, from the main menu on the left side of the screen, click **Move Money**.
2. The Move Money options appear in the menu, click **Make a Payment from Non Genisys Account**.

## STEP 2: SELECT YOUR LOAN



1. The My Loans tab will display all open loans on the account, simply **click on the loan you're wanting to pay**.

## STEP 3a: ENTER PAYMENT INFORMATION

1. From the Make a payment screen, you can **choose**:
  - **How you'd like to pay** (eCheck or Debit/Credit Card)
  - **When you'd like the payment to take place**
  - **The payment amount**
2. Click **Continue**.

## STEP 3b: CHOOSE PAYMENT METHOD

If paying by eCheck, you'll be asked to enter the following information:

☒ **eCheck**  
Payments after 01:00 PM EST, which are scheduled for today, will be processed the next business day.

Routing Number  
 [See Sample](#)

Confirm Routing Number

Bank Name

Account Type

Account Number  
 [See Sample](#)

Confirm Account Number

Account Holder Name

If paying by Debit/Credit Card, you'll be asked to enter the following information:

☒ **New Card**

First Name  Last Name

Card Number

Expires On  
Month  Year  CVV

☐ Show CVV

Street

Suite, Floor, #

City  State  Zip Code

☐ Save card information to be used for future card payments

Once all the payment information has been entered, click **Continue**.

## STEP 4: VERIFY YOUR PAYMENT

**GENISYS CREDIT UNION** Welcome | CHAT | Messages & Alerts | Sign out

Accounts | Move Money | Transfer Money | Make a Payment from Genisys Account | **Make a Payment from Non Genisys Account** | Manage Scheduled Transfers | Deposit Checks | Bill Pay | Credit Card Balance Transfer

Open in a new tab

**Verify Your Payment**

Your payment has not been submitted. Please verify payment details and select confirm payment.

BACK

Total Amount  
**\$254.10**

Payment to Loan  
Payment Date: Jan. 15, 2022  
Frequency: One-time  
From Account: Card - MasterCard (\*\*\*\* 0000)  
Transaction Amount: \$242.00  
Processing Fee: \$12.10

Confirm Payment | Cancel | Print

The next screen will display an overview of the payment instructions.

1. If everything looks correct, you can click **Confirm Payment** to submit the payment.

*A confirmation email will be sent to the email address associated with your account.*

Fees associated with this process are listed below:

Payment Type	Payment Applied	Amount	Fee in OLB/ Mobile
eCheck	Same Business day if received by 1pm ET	\$25 - \$2,500 per pmt.	FREE
Card	Same Business day if received by 8pm ET	\$25 - \$200	\$10
		\$200.01 and up	5% of amount

Please be advised that prior to utilizing the Credit Union's Incoming Loan Payment process, members will be asked to fully read and consent to the Credit Union's Incoming Loan Payment Terms and Conditions.