



Prince George's Community Federal Credit Union New Online and Mobile Banking - Frequently Asked Questions

Make sure you know your account number and have your current mobile number and email address on file with us.

What is new in the online banking system?

We think you will enjoy the convenience of:

- Single sign-on for online and mobile banking
- Consistency across all devices
- Logging in with two-factor authentication
- Adding notes, tags, and pictures to your transactions

Plus, check out what's coming to our new mobile app

- Easier access to credit card, mortgage, and bill pay information
- Manage external transfers, mortgages, and multiple account profiles

Why did online banking change?

You spoke and we listened. We are now simplifying our online and mobile banking into one platform. Our new online banking experience provides convenience with enhanced security, new features, and functionality.

Do I need to re-enroll in online banking on the new system?

There is no need to enroll in online banking if you have previously enrolled in online banking. Log in with your existing online banking credentials on either the online banking website or the mobile banking app.

Logging In

How do I access online banking?

You can access the new online banking and your account on a desktop, laptop, mobile phone, or other internet-accessible device. Simply log in with your existing online banking credentials to both online and mobile banking. There are two access points:

- 1) Visit our website and click Log In to get started
- 2) Download the NEW mobile banking app from the Google Play or Apple Store

Note: You will not be able to access the website via old bookmarks or the previous mobile banking app.

What is 2-Factor Authentication and why is it used by the online banking system?

Two-Factor Authentication is a security measure that allows you to request a one-time access code to log in to online banking. The code enhances the security by creating an added layer on top of your unique username and password. This security process helps to verify you and better protect your credentials and the accounts you can access.

When I log into online banking, do I need to get a confirmation code every time I log in?

No. Check the "Don't ask for codes again on this computer" box if you do not want to receive a confirmation code or phone call each time you log in. If you prefer to input a confirmation code with each use, you can leave the box unchecked or use the 2-Factor Authentication app to deliver the code.

Note: If you ever want to remove a device and reset your security settings, you can change them in settings once logged in to digital banking.

How can I log in to online banking if I can't get a verification code through text message?

Two-Factor authentication uses a unique one-time access code to verify identity and log on to online banking. If you are unable to receive text (SMS) messages, you can choose to receive your access code via a phone call.

- On the verification code screen click Try another way located beneath the Verify button
- Select Phone Call and click Next
- You will receive an automated phone call that will provide your access code (Have a pen and paper ready)
- Return to the verification code screen
- Enter your access code and click Verify

If you are still having trouble, contact the credit union to ensure we have the correct phone number on file.

Can I use an email for two-factor authentication?

An email and a phone number are required for the two-step authentication. The one-time access code will be sent via text or phone call. The phone number must match our records for the additional security layer to work correctly.

Why am I getting the online banking error: "Your account needs attention"?

This error is present during the log in process and typically means that your account has been locked. This can happen for a variety of reasons but is easily resolved. Please contact us via phone or email for assistance unlocking your account.

Why am I getting the online banking error: "Please verify your information and try again"?

This error is present during the log-in process and typically means that your credentials did not match our records. Try entering your credentials one more time. If the error persists, please contact us via phone or email for further assistance.

Why am I getting the online banking error: "Oops: The information you provided doesn't match what we have on file."?

This error is present during the log-in process and typically means that your account information does not match our records. Please contact us via phone or email to confirm we have the correct phone number and username on record.

I'm not able to log in to online banking when I click on the login button.

You need to clear your cache in Chrome to remove all cookies. If you need further assistance, please contact us.

Why am I getting the online banking error: "Incorrect phone number"?

This error is present during the enrollment process and means that the phone number you entered does not match the phone number we have on file. If you have an alternative phone number, you can try again. If you would like to update your phone number in our system or need other assistance, please contact us.

Why am I getting the online banking error: "Does not meet username or password requirements"?

This error is present during the enrollment process or when updating credentials. Click on Show Rules below the username and password field to see the credential requirements.

Why am I getting the online banking error: "It looks like you've already enrolled"?

This error is present during the log-in process and typically means that our records show that you have previously created an account with us. If you forgot your username and password, on the log in page click Forgot? Follow the steps to recover your account.

I can't remember my password

You can recover your account by going through the Forgot Password? steps.

Transfers/Transactions

How do I make a transfer between my accounts in online banking?

To transfer between your credit union accounts in online banking:

- Log In
- Click Move Money > Transfers > Make a Transfer online **or** tap the slideout menu > Transfer > Make a Transfer in the mobile app
- Select your To and From account and amount
- Click More Options to change the frequency and date if desired
- Click Submit

Where can I view pending transactions on my account?

- Log in
- Select the account you are needing to view
- To view all account activity, view the Activity tile **or** Transactions in the mobile app

How do I search for transactions in online banking?

Account transactions can be searched in online banking by amount, date, tags, etc.

Online:

- Log in
- Click **Accounts**
- In the Accounts section, select the account you would like to search
- In the Activity section, select the magnifying glass icon
- Click on the Search and sorting options to open **Advanced Search** in online banking
- On the Advanced Search window, you can select specific search filters and select **Search**

Mobile app:

- Log in
- Select your account you want to search

- Select Transactions
- Tap the magnifying glass icon



- Tap the  icon to use Advanced Search options

How do I add a tag, note, or image to a transaction in online banking?


You can add notes, tags, and images to any transaction inside of online banking. To begin:

- Log in
- Click on any account
- Click on Transactions (in mobile)
- Select the Transaction you wish to edit and pull up the transaction's details page
- Click on the appropriate icon for one of the following:
 - Add Tags
 - Add Notes
 - Add Images
- Follow the on-screen prompts to update the transactions
- Close the transaction detail page or tap < Transactions in mobile

Any tags, notes, and images attached to transactions will be accessible on all devices when you log in to online banking in the future.

How do I download transactions in online banking?

Account transactions can only be downloaded in online banking (excluding the app).

- Log In
- Click **Accounts**
- In the Accounts section, select the account you like to download transactions for.
- In the Activity area, select the first icon  next to the print and search icon.
- On the **Download Activity** window, select the **Date range** and **File Type** and click **Download**.

How do I print transactions in online banking?

Account transactions can only be printed in online banking.

- Log In
- Click the Accounts tab
- In the Accounts section, select the account
- On the Activity section, select the printer icon. Only transactions that show in the Activity section will print.
- A print screen appears with a print preview and print configuration options.
- Using the dialog, configure the print settings and select Print.

Bill Pay

What is Bill Pay?

Bill Pay allows you to pay anyone, anywhere right from your computer or mobile phone. There is no limit to the number of bills you can pay, and this service is free to all members with a checking account. Bill Pay is offered through online banking.

How do I pay a bill in online banking?

You can use online banking to pay a bill or pay a person.

- Log in
- Select Move Money > Payments or Tap Pay under your account in mobile
- If it is your first-time using Payments, it will ask you to enroll, click Enroll
- Select Pay a bill or Pay a person (online only)
- Select the merchant or person you would like to pay
- Select an account to take funds from, and then input the Amount
- If you would like to set the date for the payment, Select More options and select the desired date
- Select Submit

How do I pay a person (Person-2-Person payment) in online banking?

You can use online banking to pay a bill or pay a person.

- Log in
- Select Move Money > Payments or tap Pay under your account in mobile
- If it is your first-time using Payments, it will ask you to enroll, click Enroll
- Select Pay a person > Person to pay (To add a new person, select Add another person and fill out the necessary information) or Select the person to pay in mobile
- Select an account to take funds from, and then input the Amount
- If you would like to set the date for the payment, Select More options and select the desired date
- Select Submit

Are my bill payment accounts being transferred automatically or do I need to set them up again in the new online banking?

Bill payment accounts will be automatically transferred and do not need to be set up again.

Will my scheduled bill payments carry over to the new online banking?

Any scheduled bills will be paid as scheduled and scheduled payments will carry over to the new digital banking experience.

Transacting with another Financial Institution

How do I add an account from another financial institution to my online banking?

You can add accounts from other financial institutions inside your online banking. This will provide you with a display of that account but will not allow you to perform any transactions.

To begin:

- Log In and navigate to the Accounts section

- Select Connect Institution in the right menu **or** tap the + in the top right corner in mobile and select Connect Institution
- Search for or select your financial institution from the list
- Sign on to the financial institution with your username and password

How do I set up a new transfer to or from another institution?


You can make transfers between your credit union accounts and other financial institutions once an external account has been verified.

To add an external account:

To set up an external transfer on a desktop:

- Log in to Digital Banking
- Click on **Move Money**
- Click **Transfers**
- Click **+External Account** to set up a new linked account
- Confirm a deposit amount into your other financial institution
- Finally, schedule a new one-time or recurring transfer

To set up an external transfer on the app:

- Log in and click 
- Click **Settings**
- Click **External Account** to set up a new linked account
- Confirm a deposit amount into your other financial institution
- Finally, schedule a new one-time or recurring transfer

Please note: Transfers to another financial institution may take 3-5 business days to process.

Alerts

Will my previously created account alerts work in the new online banking system?

Alerts will need to be re-entered in the new system. To set up alerts in online banking:

1. Log in
2. Select the account you would like to set up an alert for
3. Click Alert preferences in the menu or Manage alerts in mobile
4. In the Balance alerts section, select Add alert.
5. Select Above or Below, and then input a dollar amount.
6. In the Alert/Notify by field, select Email, Text message, or In-app message.
7. Select Add Alert to save the alert
8. Repeat steps for Transaction alerts

How do I delete an alert in online banking?

Alerts can be deleted at any time in digital banking.

- Log in

- Select the account you would like to edit up an alert for
- Click Alert preferences in the menu or Manage alerts in mobile
- Under Alerts
 - a. Click Edit next the alert you would like to change
 - b. Click the Trashcan icon or click Remove in mobile

How do I edit an existing alert in online banking?

Alerts can be edited at any time in online banking.

- Log in
 - Select the account you would like to edit an alert for
 - Click Alert preferences in the menu or Manage alerts in mobile
 - Under Alerts
 - a. Click Edit next the alert you would like to change
 - b. Change your criteria for the alert
 - c. Click Save
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eStatements

Will I need to re-enroll in eStatements with the new online banking?

You will not have to re-enroll in eStatements. If you have not yet enrolled in eStatements, we encourage you to do so. The new online banking site will make accessing your account and statement information easier than ever.

How do I view my account statements and tax documents in online banking?

Account statements and tax documents can be downloaded from online banking. These are only available for accounts already enrolled in eStatements.

- Log In
 - Click on any account listed
 - Click on Documents from the Account Details page in the options menu
 - Statements and Taxes will be listed for each year available
-

Remote Deposits

How do I make a mobile deposit in digital banking?

Mobile deposit is available for all checking accounts. Mobile deposit can only be done through the mobile app.

Card Management

How do I block my debit card in online banking?

Blocking your debit card is easy in online banking. It's just as easy to unblock it as well!

- Log in
- Under the Card Management tile, click the toggle slider to turn the desired card off

- If you wish to turn the card back on, simply click the toggle next to the blocked card to turn it on
-

Reorder Checks

How do I re-order checks in online banking?

Checks can be re-ordered through online banking.

- Log in
 - On the dashboard click on your checking account from the account list
 - On the account details page, from the options section click on the Reorder checks link
-

Updating Information

How can I change my phone number, email address, or primary address in online banking?

You can update your phone number, email address, or primary address in online banking.

- Log In
- Click on the User Profile icon and click Settings
- Click Edit next to your phone, email, or address
- Verify your password
- Edit your contact information
- Click Save
-

Phone and email updates will happen immediately. All address updates will be reviewed by a member service representative and you may be contacted for additional information.

How do I change my username or password in online banking?

You can change your username or password at any time in online banking.

To change username:

- Log in
- Select your username icon in the top right corner or menu in mobile banking
- Select Settings and then select Security option on the left side menu
- In the Username field select Edit
- Enter your current password when prompted
- Change your username and select Save

To change password:

- Log in
- Select your username icon in the top right corner or menu in mobile banking
- Select Settings and then select Security option on the left side menu
- In the Password field select Edit
- Enter your existing password, and then enter a new password
- Select Save

How do I rename or personalize an account name in online banking?

You can rename any account in online banking.

- Log in
- Select an account from the Accounts section
- Select Settings from the options menu
- Next to the account name, select Rename
- Type the new name, and then select Save

How do I change the order my accounts are displayed in online banking?

You can rearrange the order your accounts display in online banking to reflect the sequence you want.

- Log In
 - From the Accounts click on the three dots and click Organize Accounts in online or click the opposing arrows in mobile
 - Drag and drop the accounts to rearrange the order
 - Click Done
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Misc. Online

Which Internet browsers can I use to access my accounts online?

Recommended browsers (current major release):

- Microsoft Edge
- Firefox
- Safari
- Chrome

Note: Microsoft no longer supports Internet Explorer versions older than 11.0, and security updates are not available. Please download one of the browsers listed above.

The following types of browsers and tools are not recommended for use with online banking:

- Beta versions
- Embedded browsers within Personal or Commercial Financial Management Software

How do I log out of online banking?

When accessing on a browser, click on your name at the top right-hand corner of the screen and select “Sign Out.” You will be taken to our website homepage and your session will be closed.


What is the inactivity time-out period for online banking?

For your security, your account will time-out after 10 minutes of inactivity.

Misc. Mobile

How do I change my profile photo in mobile banking?

1. Tap the slideout menu, and then select **Settings**.

2. On the Profile screen, select the pencil  next to the end-user profile image.
3. Choose to use an existing photo or use the device's camera to take a new photo.
4. On the Move and scale screen, adjust the photo placement within the frame as desired.
5. Select Done.

How do I log out of the mobile app?

When you are using the mobile app, there is not a log out button to push. You can exit the app by going to a different app or your home screen. Each time you navigate away from the app, your active session is ended, which serves the function of a log out button. When you navigate back to the app, you will be asked to re-authenticate, and if you have quick access features such as FaceID, TouchID, or passcode log on, you can gain access quickly each time.

If you want to remove the connection between your device and your account altogether, you can go to the Menu > Settings > Remove Profile. This will remove all association between your account and the mobile device and app you are using. Each time you attempt to access the app after this, you will have to put in the full username, password, and 2-Factor authentication to authorize your account on that device.

What minimum software versions are required for the mobile app?

The Apple mobile app requires a minimum version of iOS 15. The Android mobile app requires a minimum version of Android 8.0.

How do I set up Touch ID for iOS?

1. Tap the slideout menu and select Settings.
2. Tap Security in the menu.
3. Tap the toggle next to Touch ID.
4. Select Enable Touch ID.

Can I customize my mobile banking dashboard on multiple devices?

Yes, you can!

You can customize a unique Dashboard set up for each of your devices. Changes to one device's Dashboard layout will not affect the arrangement on other devices.

Money360

What is Money360?

Money360 is a free online Financial Management Tool that allows you to track spending, set budgets and plan your financial future by combining information and transactions from all your financial accounts, both inside and outside the credit union.

How do I access Money360 in digital banking?

Money360 is a Personal Financial Management tool that you can use online or from your mobile device. To access:

- Log in to either digital or mobile banking
- On the dashboard click on any account to go to the account details page
- On the account details page, from the options section, click on the Money360 link