DIGITAL BANKING

QUICK GUIDE

OPENING CERTIFICATE DEPOSITS

OPENING NEW CERTIFICATES IN DESKTOP DIGITAL BANKING

1. Once logged into Digital Banking, hover over the **Accounts** Tab at the top and Click on **Open Shares & Loans**
2. Next click on Open New Share/Certificate
    a. If you are primary owner or joint owner on multiple accounts, select which account you'd like to open the new share on
3. On the right select **Share Certificate**
4. On the Quick Apply page, review the Share Certificate dividends and terms, and click **Apply** for which certificate you'd like to open.
5. In Step 1, verify the correct account number and name associated with the new Certificate Deposit
6. In Step 2, choose which **Funding Account** you would like to pull funds from, and the **Opening Deposit Amount** for the certificate.
    a. There is a minimum Certificate Deposit amount of $500.00
7. On the Disclosure page, read and agree to the terms and conditions, and click **Finish**
    a. You can print the Disclosures by clicking on the print icon in the lower right corner

OPENING NEW SHARE IN THE MOBILE APP

1. Once logged into the Mobile App, select **More** in the bottom right corner
2. Next click on the **Accounts** tab, and then click on **Open Shares & Loans**
3. Next click on Open New Share/Certificate
    a. If you are primary owner or joint owner on multiple accounts, select which account you'd like to open the new share on
4. On the Quick Apply page, click on **Share Certificate**
5. On the next page, verify the correct account number and name associated with the new Savings Account and click **Continue**
6. Next, choose which **Funding Account** you would like to pull funds from, and the **Opening Deposit Amount** for the certificate.
    a. There is a minimum Certificate Deposit amount of $500.00
7. Finally, read and agree to the terms and conditions, and click **Accept**