First-Time Login Instructions: New Online Banking Users

Enrollment for New Users

'MMOFXVTFSTXJMMSFDFJWFBOFNBJMOPUJGJDBUJPOXIFOUIFJSPOMJOFBDDPVOUJTBDUJWBUFE 5IFWFOPMMPHHFEJO XJMMOTFWFOEBZPVSFDFJWJOHUIJTFNBJMOPUJGJDBUJPOZPVXJMMOFFEUPDBMM PSFBDUJWBUFZPVSMPHJO

Step 1

From the bank's website, www.CentennialBanking.com, click on the **Login** box on the Home Page. In the pop-up window, enter your Login ID and Password in the Wealth Advisory Services fields. *Your Login ID will be the first three letters of your last name plus the first three letters of your first name.* For example, the Login ID for John Smith would be **smijoh**. For your temporary password, please enter **Password1**. This can be changed once you've logged in for the first time. Click **Login** to proceed.

Step 2

PKESKDEUPHKSPKSUP TKUIEKWSNKUIPEPKSPKS4KSKT PESKIKEKKUIPOUK KPSNKUPOPOPKSPKSPKOU4KKUIK UIKPOPKS4KUKNKTKHPKUPOUIK KKKIKKOLUPSIPKNNEKKI PKSPOKUNK4KKTKPEK

Step 3

When you receive your six-digit Secure Access Code based on the method you selected, enter it in the access code screen and click **Submit**. *The Secure Access Code is valid for only 15 minutes.* If it expires, you must request a new one.

Step 4

Once your access code has been accepted, you will be asked if you would like to register your device. If you register your device, you will not have to generate a new Secure Access Code when you use that device in the future.

Enrollment for New Users Continued

Step 5

Review the welcome first time user screen, which presents an Online Banking Services Agreement. Please view and scroll to the bottom of the agreement. Read and acknowledge that you agree to the conditions by clicking **I Accept**.

Step 6

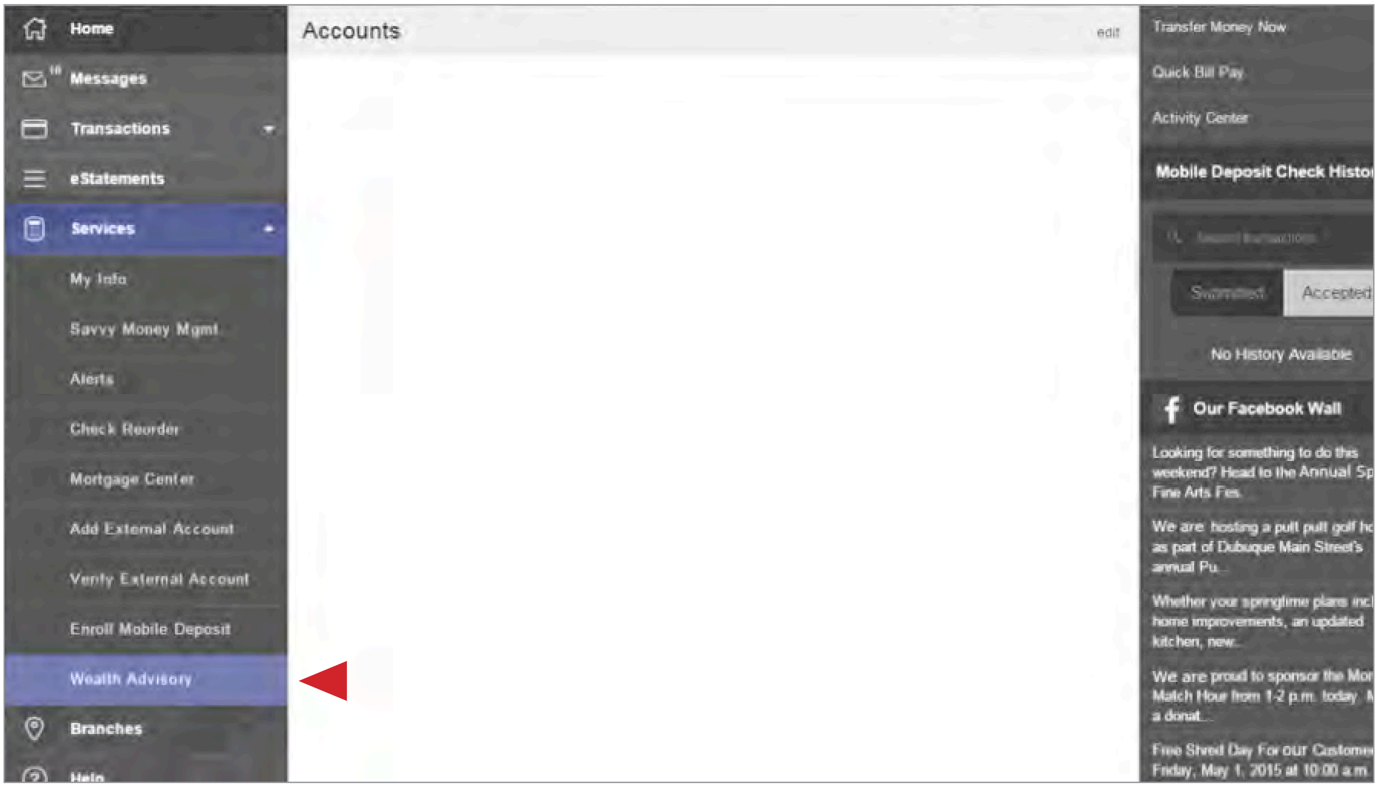
A view-only online profile screen will appear for your review. It will be grayed-out and you cannot make any changes at this point. However, please note any contact information that you would like to change in the future. Once you have fully accessed Online Banking, you will be able to use the My Info screen to make corrections. Click **Submit** then **OK** to continue.

Step 7

Now you will create your personal password. Input **Password1** into the "Old Password" field. For your protection, you will need to create a password that meets the stated security requirements. Click **Submit**. When the pop-up window appears, click **OK** to confirm.

Step 8

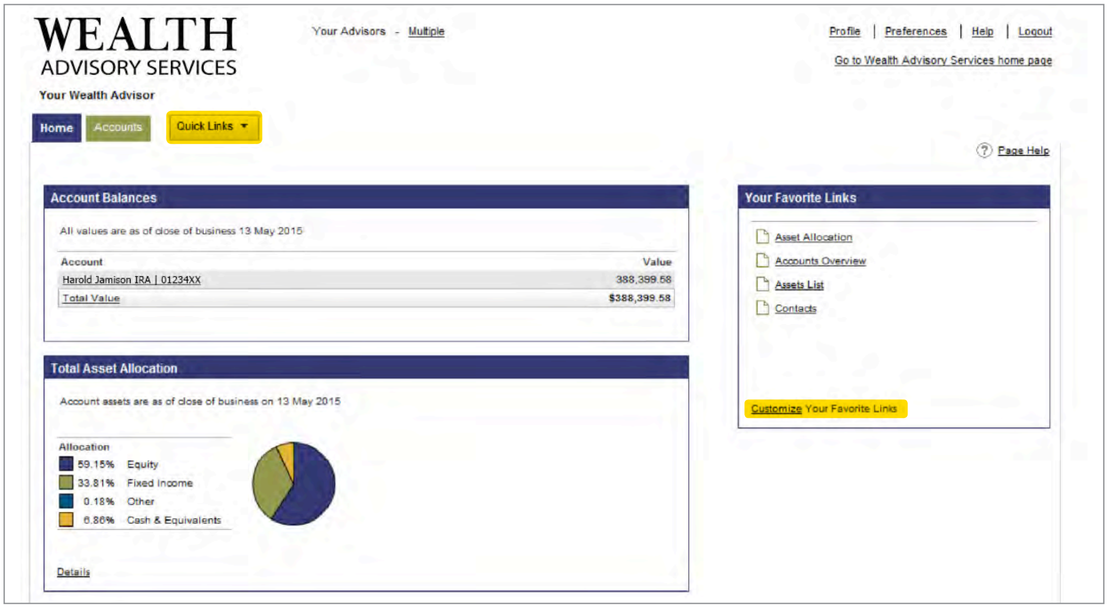
You are now logged into Online Banking. Click on the **Services** tab on the left side of the screen and select **Wealth Advisory** from the drop-down menu. A new tab/window will open to view your Wealth Advisory account.



** Please note: The center of the screen will be blank under the Accounts heading because you do not have other banking services or accounts with our institution.*

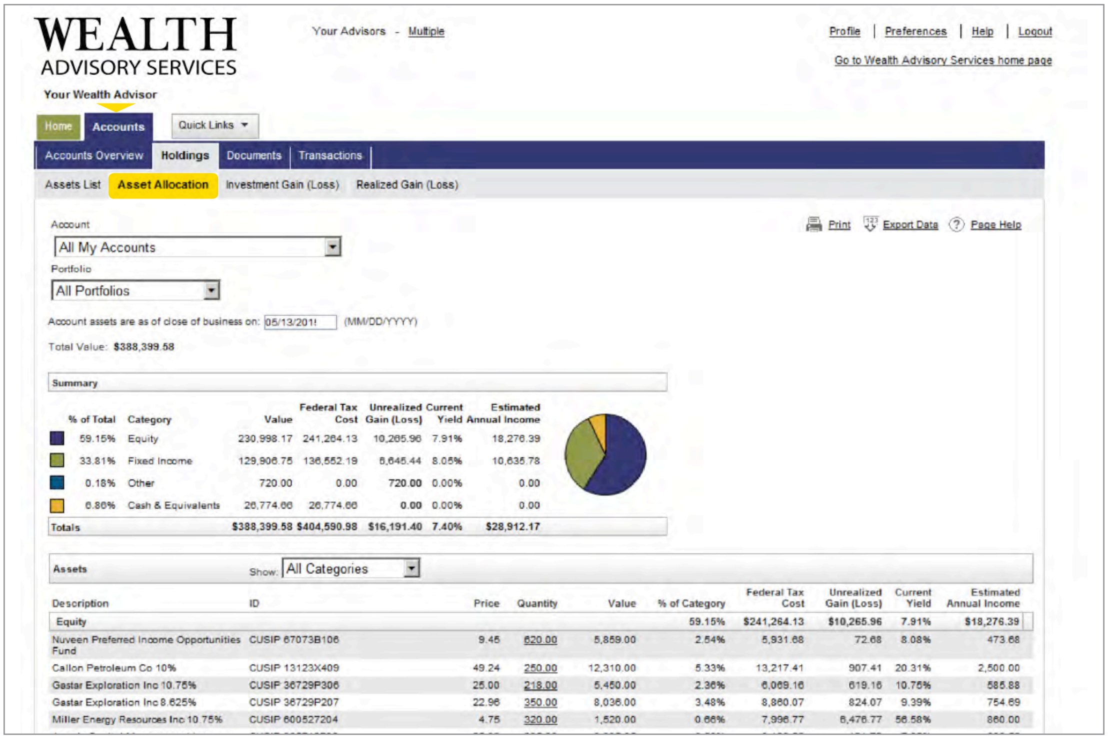
Homepage

When you first login to your account, you will be taken to your homepage. From the homepage, you can view your account(s), check your balance(s), view the breakdown of your total asset allocation, and view all of your favorite links. Your favorite links can be customized by clicking the "Customize" link. This will give you quick access to the links that matter most to you. You may also quickly access the entire account system by selecting options in the Quick Links dropdown menu.



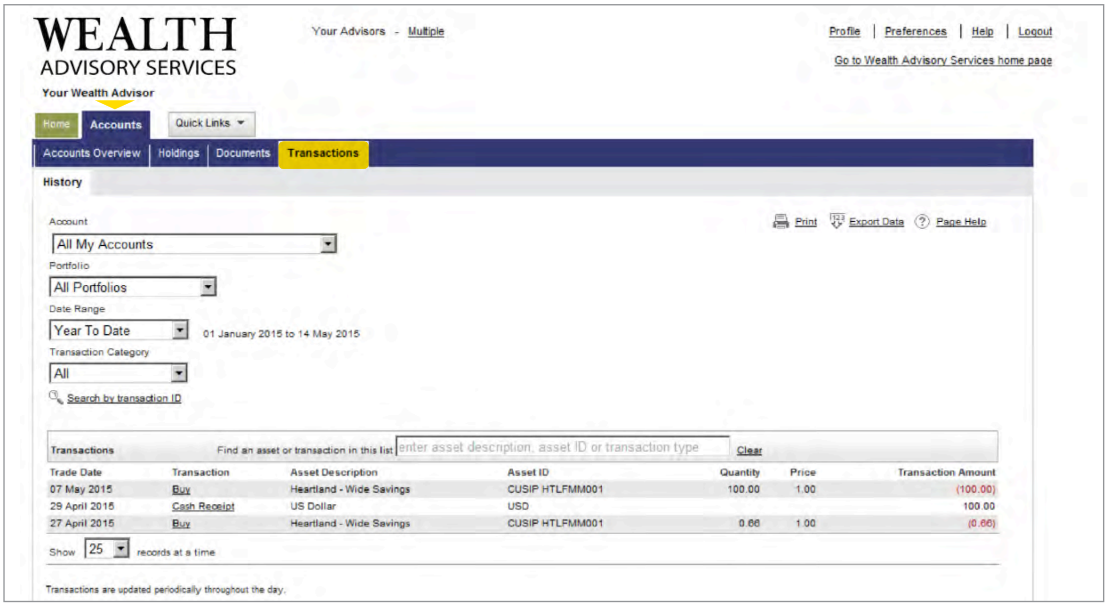
Accounts > Holdings > Asset Allocation

If you have multiple accounts with us and want to see your asset allocation, click on the Accounts main tab. From here, select Holdings from the sub-menu, and finally Asset Allocation from the third menu. From this page you can select your desired account and break it down by portfolio. The summary section displays the asset allocation of the account or portfolio selected.



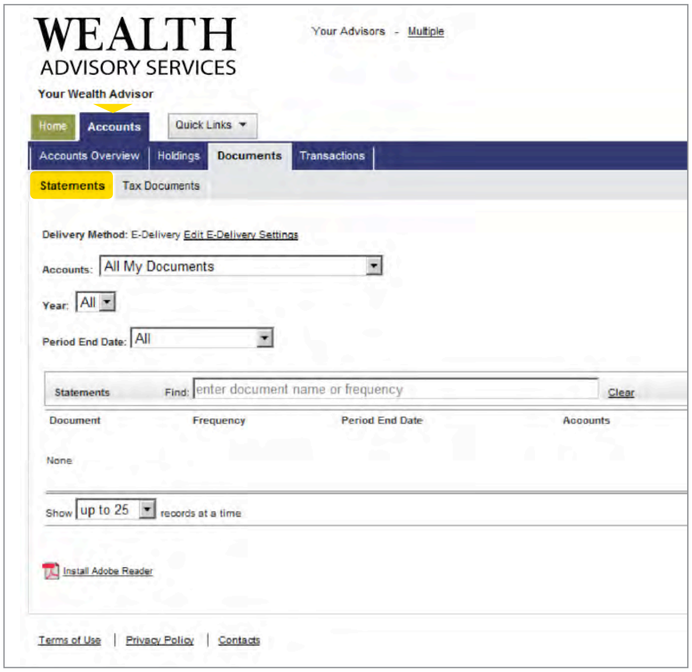
Transactions

The Transactions page, which can be found by selecting "Transactions" from the sub-menu under the Accounts tab, allows you to view all of your transactions for each account. You may breakdown your results by portfolio, date range, and transaction category.



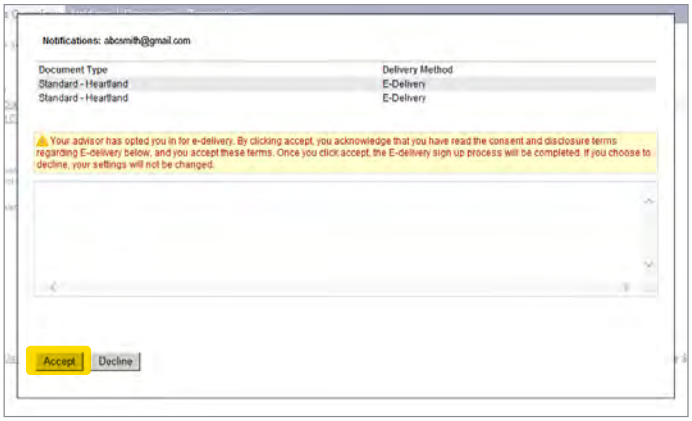
E-statements

To find and view your e-statements, click on the Account's main tab, select Documents from the sub-menu, and then find and select Statements in the third drop down menu. You may view statements from multiple Wealth Advisory accounts on Online Banking.



E-delivery

To sign up for e-statements, you will need to contact your advisor or advisor's assistant and request it. After we have received this request, we will activate the E-delivery option and you will have 3 days to login and accept the new E-delivery option. A new message window will appear as soon as you enter the site. Select Accept and the E-delivery sign up process will be complete.



Contacts

On the Contacts Page you will find your advisor's name, phone number, and email address. You can access this page by clicking the "Contacts" link near the bottom of any page.