


# Login Instructions For First Time Online Banking Customers

---

- Go to [www.valleypremierbank.com](http://www.valleypremierbank.com)
- Click on Online Banking
- Click on Personal Online Banking Enrollment
- Click ok
- Agree to the E-Sign Disclosure **and** the Online Banking Agreement and Disclosure
- Enter one of your account numbers (or your Customer Number if you know it)
  - Select account type
- Input a recent transaction amount
- Input your Social Security Number
- Enter a Login Name you would like to use
  - Maximum length is 15 characters and may NOT contain spaces or any special characters other than the ones listed below:
    - – (dash)
    - . (period)
    - @ (ampersand)
    - \_ (underscore)
- Enter e-mail address
- Check the box to register this email address
- Click Continue
- Enter the confirmation code sent to your email address
- Click Continue
- Enter a password you would like to use
  - Maximum length is 15 characters and may NOT contain spaces but can contain any special characters
- Confirm your password
- Click Continue
- You will get one of the following messages:
  - Your password has been set. You may continue on to Internet Banking.
  - Your account is under review by the bank. You will receive an email when your account has been approved.
  - This is a notice from your Bank, your internet banking registration has been denied. Please contact your Bank for assistance.
- After password entry is validated, you will receive the following confirmation email and may login to Online Banking
  - 'Thank you for registering your Online Banking login. The next time you login use User Name (or customer number if a user name was not provided) and Password you provided during enrollment. This information is case-sensitive. For security purposes, please do not share your User Name or Password with anyone.'
- Next, the login page will display.
- Enter your login name and password and submit.
- Provide a method for contact. This information will be used to send you a confirmation code. This code must be entered prior to accessing your online account information.
  - Enter a Name
  - Select the type of contact method:
    - SMS/Text
    - Email
    - Google Authenticator
  - Enter a mobile phone number or email address
  - Click the Continue button
- Click the  icon and enter the received confirmation code sent to your phone or email. Click **Confirm**.
- If desired, click on **New Contact Method** to add another method of contact. Follow the steps above to add a second method of contact. Once done, you will be directed to your online banking account summary page.
- Click the **Continue to Online Banking** button, if you did not add a second method of contact.
- You will get the following email 'You are receiving this email because a new contact method has been created for eBanking access. The contact method was created on (date) at (time) from IP Address (#). If you did not make this change or you believe an unauthorized person has accessed your account, please contact your Bank immediately. Do not reply to this email as it will be returned to an unattended mailbox. Thank you for banking with us.'

**Congratulations! You now have access to your Online Banking account.**

**Please contact one of our Internet Banking Specialists at 218-483-3361 or 218-233-2544 if you have any questions.**