



TRI-VALLEY SERVICE FEDERAL CREDIT UNION ONLINE HOME BANKING INSTRUCTIONS



YOU WILL NEED TO SIGN THE Online Home Banking Agreement and have a pass code card before accessing your account via Home Banking. You will only have 30 days

To initially access your account or access will be denied for security reasons.

**Please call 412-344-3406 or email info@trivalleyservice.com for assistance
Or download form.**

To Access Home Banking: Go to www.trivalleyservice.com and click on the "Online banking Login Here" button the main page.

INITIAL SET UP

- 1. Enter your (6) digit credit union account number (no dashes)**
- 2. At the password screen enter, the temporary password is the last six (6) digits of your social security number. Then create your own password) will need to be at least 8 Characters long).**
- 3. Select a security image that will ensure you are connected to our home banking system and not an imposter site. This image will appear every time you log in.**
- 4. Click "Finish." Your account is now set up!**

LOGIN

- 1. Enter your six (6) digit account number.**
- 2. Using your pass code card that was given to you when home banking Was initially set up, enter the corresponding characters into the pass code box. (Match top line of pass code card to the character in the box and enter the matching letter on the lower line.) If you do not have a pass code card, please contact the Main Office.**
- 3. Enter password. You will have 3 attempts-please call the Main Office @ 412-344-3406 if you are locked out of your account.**
- 4. You are logged in!**
- 5. Don't forget to add our mobile app to your phone for easy account access anytime!**

Having Trouble? Call our Main Office at 412-344-3406 during regular business hours.



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MOBILE APP INSTRUCTIONS

Member must be set up for Online Banking. Must activate Online Banking before setting up app. Please see reverse side.

Initial App Set Up

- 1) Download the Greater Pittsburgh Federal Credit Union App to your mobile device from the App Store for iPhones or Google Play for Android.
- 2) Open App on your mobile device and log in normally. You will have 15 minutes after you open the app to log in. After this, time it will time out and you will need to close the app and restart it.
- 3) Review Mobile Banking Disclosure & Agreement on screen. Click "I Agree" at the bottom.
- 4) You will see box saying to "Enter Activation Code."

Getting an Activation Code

- 1) To get a code, you will need to login to Home Banking account from your internet browser, navigating to "Manage Account," and then select "Activate Mobile Device."
- 2) You will see a box below that reads "Create New Activation Code – Set a description for this device."
Example: Katie's iPhone
- 3) Once the code is generated, you may enter it into your mobile app when prompted. This will only need to be done once, and will not need to be entered next time you log into the app.

If your device is ever stolen or misplaced – you may delete the activation code from your Home Banking account by selecting "Remove Device" garbage can icon from the Mobile Device screen. This will cause the app to request a new activation code when logging in again, rendering the app unusable to those without the full login info.

Did you know that you can even deposit a check in app to your account with Mobile Deposit?

Member must sign Mobile Deposit Agreement form for activation on account. To accept deposit, check must be endorsed on back with "For Tri Valley Services FCU Mobile Deposit Only."

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