How to access FIRST CLASS... ANYWHERE!

FIRST CLASS®
FEDERAL CREDIT UNION
“Where Service and Value Meet”®
1. Complete and submit the **FIRST CLASS... ANYWHERE! ®** application. (Please allow up to 3 business days from receipt of application for approval and account set-up).

2. If you HAVE NOT already completed an audio transfer request card (pink) and wish to be able to transfer from your account # to another account # complete and submit the enclosed card. (PLEASE NOTE: Your will not be able to view the account you are transferring to unless you are a owner or co-owner of that account.)

3. Go to **www.firstclass.org**

4. Click on **FIRST CLASS...ANYWHERE!** icon.

5. You will be taken to the log on screen.
   A. Enter your account number.
   B. Click on the forgot password link (Under the login button)

6. You will be prompted to enter your member ID (Account #) hit continue.
   A. A link will be shown to have your password sent to the e-mail address given on your application. Hit continue.
   B. A note pops-up to tell you that a temporary password has now been emailed to your e-mail address given on the application. You have twenty minutes to retrieve and finish the set-up process. Hit continue.

7. Go to your e-mail account to retrieve your temporary password.
   A. Highlight the password and right click your mouse. Hit copy.
   B. Go to sign-in screen. Enter member ID (Account #). Paste temporary pass word in password box. Hit login button.
   C. Read security message. Hit yes, enhance my security button.
   D. Choose security image.
   E. Choose and answer two security questions.
   F. Click “submit to login now using new security features” button.
   G. You will be taken back to sign-in screen. Enter member ID (Account #) and paste temporary password into box. Hit login button.
   H. Re-select your security image. Everytime you login you will be prompted to answer one of your two security questions each time.
   I. Register your current computer to avoid step H in the future. Hit continue.
   J. You will now be prompted to change your password. Where it says Current Password you will paste the temporary and then underneath you will create a new password and verify it.

8. That’s all there is to it and you are now ready to use **FIRST CLASS...ANYWHERE!**

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**Forgot Password Instructions**

2. Click on the link for **FIRST CLASS...ANYWHERE!**
3. Click on the link “Forgot Password”.
4. Key in your username (Account #). Then hit “Start”.
5. Click on primary for the correct account #. Hit continue.
6. Next screen will say Success. An e-mail will be sent with a temporary password to your primary e-mail we have on file. You have 20 minutes from the time you hit continue to use the temporary password.
7. Once you receive the e-mail, copy the temporary password and paste it in the password field at the **FIRST CLASS... ANYWHERE!** log-in screen. Then enter your username (Account #).
8. The following screen will prompt you to change your password. Where it says Current Password you will paste the temporary and then underneath you will create a new password and verify it.

**FIRST CLASS** Federal Credit Union will never send you any e-mails asking you for sensitive account information. We already have your information. Be alert for fraud scams and report to us anything that looks suspicious.

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