

# INTERNET BANKING FIRST-TIME LOG-IN USER DIRECTIONS

1. Log on to [www.Bank-Northwest.com](http://www.Bank-Northwest.com)
2. Click “Sign Up” in the e-Banking Sign In box.
3. Complete the e-Banking Enrollment Form and click **Continue**. After the application has been sent, read our e-Banking disclosure information. After reading that information, if you agree with the terms, scroll to the bottom of the page, select the **I Accept** button and click **Continue**. If you choose not to accept the disclosure information you will have to exit out of Internet Banking. Call your local Northwest Bank branch if you have questions.
4. After reading the instructions for logging into your new Internet Banking account, click the **Login to Internet Banking** link. The paragraph explains what your “Access ID” is and what to enter for your “Password.”
5. Type in your account number and temporary password and click **Submit**.
6. The New Password screen will pop up. You will be asked to enter a “New Access ID,” which can still be your personal account number, if you choose. You will then be asked to enter a new password to replace your temporary password. This is for security purposes. Create a new password, which must be a **minimum of 8 characters** in length, **containing at least 2 letters**. Then enter that same password again to confirm the password. After this is complete, click **Submit**.
7. Enter your email address and confirm your email address. Create a pass phrase in the box under the image. You will see the image and your chosen pass phrase each time you sign in to verify you are on the Northwest Bank website. Answer the three multifactor questions. Then register your computer. Scroll down to click **Submit**.
8. Congratulations, you made it! Be patient and your account information will appear on your screen.