

INTERNET BANKING INSTRUCTIONS

1. Enrollment is easy! You will need your Northwest Bank personal checking, savings, loan or certificate of deposit account number, Social Security Number, address, date of birth, and a valid email address. Then, log on to **www.Bank-Northwest.com**
2. Click the green “Account Access” link in the top navigation bar. Within the drop down window click “Enroll Now” under the Username and Password fields to begin. Enter the information listed above in the appropriate fields. Click enroll.
3. Complete the enrollment form with your information and answer a series of questions to help identify yourself.
4. Next you can review the Terms and Conditions. Including our eBanking disclosure and Internet Banking disclosure information. After reviewing, if you agree with the terms, scroll to the bottom and select the ***I agree*** button to continue. If you choose not to accept the disclosure information you can click decline and you will be exited out of Internet Banking. Contact your local Northwest Bank if you have questions.
4. Establish Credentials. Password requirements: your password must be at least 8 characters long and contain 2 letters, 2 numbers, and 1 capitalized letter. Do not use common words like “password” or your Account ID/Username for your login password. Please remember that your password is case sensitive.
5. Set Up Challenge Questions. Please select 3 challenge questions and provide your answers below. Special characters are not permitted in your answers. The questions you select will be presented as a security measure whenever you attempt to access Online Banking from an unregistered computer. You must also choose whether to register the computer you are currently using. We advise registering only computers that are private. Please contact our Communication Center with any questions at 1-888-969-1265.
6. ***You have successfully completed the Internet Banking enrollment!***
7. Open a new browser window go to [www. Bank-Northwest.com](http://www.Bank-Northwest.com). Click the green “Account Access” link in the top navigation bar. Within the drop down window enter your Username and Password and click go. You are now in your Internet Banking! For any questions please contact our Communication Center at 1-888-969-1265.

