



Port Arthur Teachers  
Federal Credit Union

## Enrolling in Online Access/Bill Pay/Mobile App/Mobile Alerts

Click on the PATFCU homepage – [www.patfcu.org](http://www.patfcu.org) from desktop/laptop computer – not mobile device or tablet

Online Access link is on left – blue mouse pad

DO NOT USE Back Button anytime while using Online Access - it will close the session.

**TO ENROLL** (all members must enroll to participate in any electronic service):

Click on the blue wording “Enroll in PATFCU Online Access”

The next page will you what you need to have handy to enroll - click Next

Scroll through required terms and disclosures and choose “I have read and agree to...”

Enter the requested information in the boxes

*You will receive an email with security information entered.*

**TO LOG IN** – to complete account set up:

Either click log in link or enter your username in the box

You will be asked for the last four digits of the SSN of primary account owner

Enter password and click Continue

Choose Site Key Information (enter a saying in the box – that you will recognize) and choose a picture from the four pages of options (*this will be a security feature you will see everytime you log on to the site*)

You should now see account balances. (01=savings, 75=checking, 15=money market, 31/41=retirement accounts, others=certificates)

Accounts, Transactions, Self Service, Help - are all links with drop down options to get additional information.

**Account history** is found under Accounts

**Bill Pay** is found under Transactions. You will see these options under the Transactions tab:

Bill Pay – to add Merchants

Single or Scheduled (either one will work to Add Payee)

Add/Edit Payee

Add New Payee

Enter info (merchant name, address, city, state, zip and merchant account #)

To pay a Merchant already added:

Single (to pay a bill where the amount changes) or Scheduled (to pay same amount for set time length)

Choose the Payee

Enter the amount of the bill

Make sure the memo has the correct merchant account number

ADD A REMITTER! This needs to be your name or name the bill is in – who is to receive credit from merchant.

Click send payment

### **MOBILE APP (found in App Stores)**

Once a member is enrolled to Online Access, perform a search for “Port Arthur Teachers FCU” in your app store

Follow instructions shown on screen

(Username and Password will be the same as Online Access set up above)

### **MOBILE ALERT**

Alerts can be set inside Online Access

Choose Self Service

Mobile Alerts

Enter phone number

Enter Vendor Name from drop down listing

Choose Self Service again, Mobile alert again

Choose requested alert prompt

Choose balance to prompt alert