

**METAMORA  
STATE BANK**  
*You Can Do That!*

**Self-Enrollment Process**

# Step 1: Enrollment

The first screen the user will see in during the self-enrolment process will look like the following.



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First Name: *	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name: *	<input type="text"/>	Date of Birth: *	<input type="text"/>
SSN: *	<input type="text"/> - <input type="text"/> - <input type="text"/>	Email address: *	<input type="text"/>
Address Line 1: *	<input type="text"/>		
Address Line 2:	<input type="text"/>		
City: *	<input type="text"/>	State: *	<input type="text" value="Not Selected"/>
Zip: *	<input type="text"/>	Phone Number: *	<input type="text"/>

Next

After completing the form with the user will be able to proceed. The application will **NOT** let the user proceed if they meet one of the following exceptions.

- SSN already exist in Internet Banking
- SSN is tied to another Internet Banking profile
- SSN doesn't bank at the Financial Institution
- User is enrolling with Business TIN
- User has no Credit History (example: 17 year old is self-enrolling)

## Step 2: Verification

According to your credit profile, you may have opened a mortgage loan in or around March 2003. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- FIRSTAR BANK
- JPMORGAN CHASE
- FOUNDERS BANK
- STANDARD BANK
- NONE OF THE ABOVE/DOES NOT APPLY

According to your credit profile, you may have opened an auto loan in or around December 1998. Please select the lender for this account. If you do not have such an auto loan, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- KEY BANK
- HSBC BANK USA
- PNC BANK
- TRANSAMERICA
- NONE OF THE ABOVE/DOES NOT APPLY

According to our records, you may have resided or currently reside on one of the following streets. Please select your street name from the choices listed below.

- LA CASA
- BRYAN
- KLINE
- WINCHESTER VILLAGE
- NONE OF THE ABOVE

Please select the model year of the vehicle you purchased or leased prior to June 2014 .

- 2006
- 2007
- 2008
- 2009
- NONE OF THE ABOVE

Next

## Step 3: Username & Security Code

Once verified the user will need to create a Username & a onetime Security code.



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**PLEASE NOTE:** Your auto-enrollment application is nearly complete. Please choose a username and security code. Your application has been received by the bank. Please allow 1-2 business days for processing.

For your security, a bank employee will be contacting you by phone, text or mail to verify that you are personally requesting Internet Banking access or to expedite the process, please feel free to contact the bank at 419.885.1996. Your identity will be verified at that time.

Once you have been contacted, you will receive an email with an invitation link to use for your first login.

You will need to provide this username and security code at that time.  
By clicking 'Finish' you are agreeing to the Metamora State Bank's [Disclosure](#)

User name:

Security Code:

The Security Code is required upon initial setup.

Finish

## Step 4: Login

The last page the user will see is the login screen. Like noted on the page, user will need to use the link provided in the email they used during step 1.



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1 2 3 4 5 6

### Start by Entering Your Existing Login ID

Begin by finding the login section. Use your existing Login ID and click [Log In](#).

Sign in to internet banking

User name:

[Forgot user name](#)

[Forgot password](#)

**Your security code is: 1234**

PLEASE NOTE: Your auto-enrollment application is almost complete.  
Rather than logging in here, you should close this browser.

**For your security, a bank employee will be contacting you by phone, text or mail to verify that you are personally requesting Internet Banking access or to expedite the process, please feel free to contact the bank at 419.885.1996. Your identity will be verified at that time.**



Once you have been contacted and your identity verified, you will receive an email with a subject line that reads:  
"Metamora State Bank Internet Banking Setup"  
You will need to use the link provided in that email for your first login.  
You will use the username and security code that you have chosen at that time.

## Step 5: Use Link to Login

Click the link that comes to the registered email to login.

Internet Banking Setup Yahoo/Inbox


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 **no-reply@metamorabank.com** <no-rep...>  Apr 24 at 10:40 AM

To: ...@yahoo.com

Click [this link](https://www.myebanking.net/metamorabank/Login/InviteQuestion.aspx?SetupKey=LGUO5gzTr95z8iwbGwEx) to set up your internet banking login or paste the URL below into your internet browser.

<https://www.myebanking.net/metamorabank/Login/InviteQuestion.aspx?SetupKey=LGUO5gzTr95z8iwbGwEx>



Reply, Reply All or Forward

## Step 6: Enter Security Code

Click the link that comes to the registered email to login.



1 <b>2</b> 3   4   5   6
<h3>Enter Your Security Code</h3> <p>Your security code is the number or code you chose when starting the auto-enroll process.</p>

User Security

Question	Answer
Please enter the security code.	<input style="width: 90%;" type="text"/>

## Step 6: Enter Security Code

Choose a username and password.



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1 2 **3** 4 5 6

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### Create a Login

Choose your **Username** and **Password**.

### Create a login

User name:

Password:

Retype password:

Email address:

Password must have at least 8 characters including a number, an upper case letter, a lower case letter, and a special character.

Submit

# Step 7: Choose Security Questions

Select questions and answers to be used for verification.



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1 2 3 **4** 5 6

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## Security Questions & Answers

Choose a question from each of the 3 drop down menus and set an answer for each.  
Answers must be at least four characters.

### Security Questions & Answers

Please select 3 security questions and enter answers with at least 4 characters for each.

Security question 1	<input type="text" value="Select a question"/>
Security answer 1	<input type="text"/>
Security question 2	<input type="text" value="Select a question"/>
Security answer 2	<input type="text"/>
Security question 3	<input type="text" value="Select a question"/>
Security answer 3	<input type="text"/>



# Step 8: Create Personal Greeting and Choose Image

Create a greeting and select an image to use for verification.



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1 2 3 4 **5** 6

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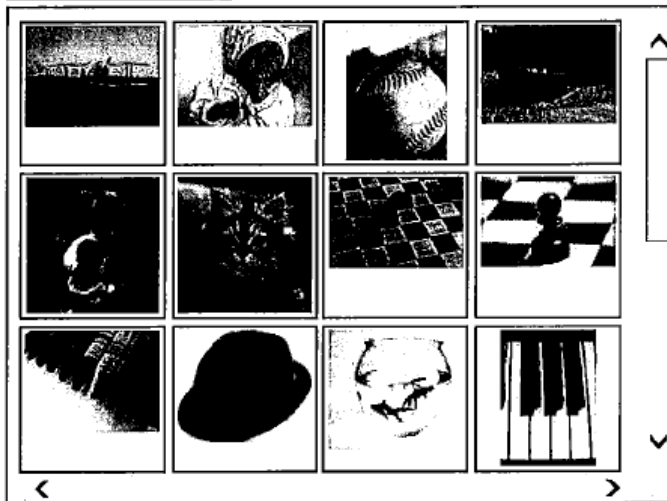
## Personal Greeting & Image

Enter a personal greeting and choose a personal image.  
Personal greeting must be at least four characters.

Personal Greeting & Image

Personal greeting

Personal image



## Step 9: Login

Here you can select to remember the device to cut down on the number of steps.



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1 2 3 4 5 **6**

### Log in to Internet Banking

Answer the security question and input your password to access Internet Banking.

Security Question

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Username: :

If this is not your username, you can return to the [login page](#)

What street did you live on as a third grader?

Remember this device

Submit

## Step 10: Confirm Image and Phrase, Enter Password



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By signing in, you agree to the terms and conditions listed [here](#)

Enter Password

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Security image:



Security phrase: Somewhere on a beach

Password:

Login

## Step 11: Confirm Email Address and Begin



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Verify Email Address

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We have your email address as [redacted]@yahoo.com. Is this correct?

Correct    Incorrect