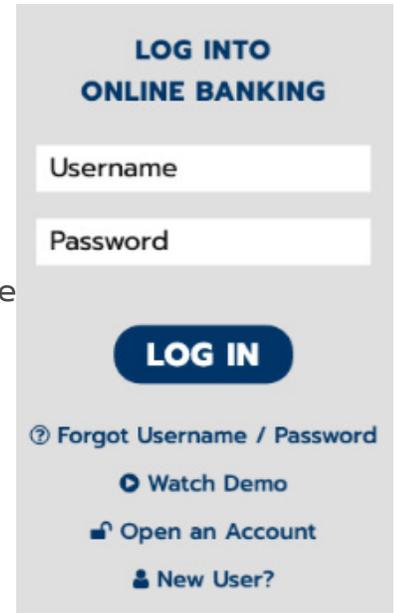


## ONLINE BANKING FIRST TIME USER GUIDE: WWW.SUNMARK.ORG

- Step 1: Login at [www.sunmark.org](http://www.sunmark.org) by using your account number as your username and the last four digits of your Social Security Number as your password. Don't worry - you'll be prompted to change them! Hint: If you click "New User?" on the bottom of the log in screen, it will remind you of what to do!
- Step 2: Review and accept the Terms and conditions.
- Step 3: Set up a new username and password. Usernames must be a minimum of six characters and can't be all numbers. Passwords must also be at least six characters as a mix of letters, numbers or symbols.
- Step 4: For added security, you will receive a one-time passcode sent either to your email address or a phone number. Once you receive the one-time passcode, you must choose whether or not to register the device you're using for Online Banking.
- The prompt will give you two options:
  - Yes, register my private device. By choosing this option, the Online Banking cookie will save to your browser and you likely won't need to enter a passcode again. If your browser settings automatically delete cookies, you will be prompted to enter a new passcode each time you log in.
  - No, this is a public device. A new passcode will be required each time you log in for that specific device for your safety.



**LOG INTO  
ONLINE BANKING**

Username

Password

**LOG IN**

[? Forgot Username / Password](#)

[▶ Watch Demo](#)

[👤 Open an Account](#)

[👤 New User?](#)

### Verify your contact information



☎ **Within a minute, you'll receive a verification code at (518) [REDACTED]**

Enter access code

[▶ Didn't get the access code?](#)

**i Save time by registering this device.**

If this is your personal device, register it now. We won't need to contact you the next time you log in.

Or