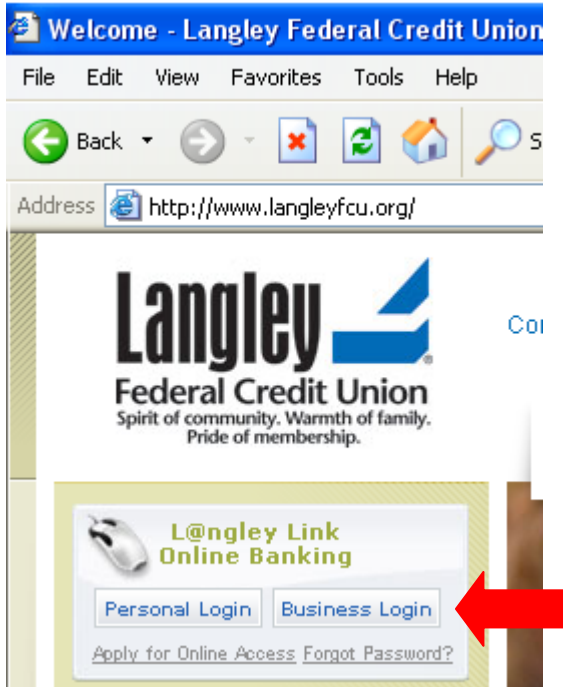


L@ngley Link Business Quick Reference Guide

Langley Link is the free online banking service of Langley Federal Credit Union. It incorporates the enhanced security features required of financial institutions today. We call the enhanced security "Safe2Connect".

Safe2Connect is data you create to control access to your account. Once you configure your Safe2Connect settings, access to your account through Langley Link is safer. You can change your Safe2Connect settings at any time, but when you first access Langley Link you must go through the Safe2Connect setup process. You only have to do this once... ever.

- 1) From our homepage, www.langleyfcu.org, click the "Business Login" button.



- 2) For first-time users who have just received their password, select the link labeled "If you haven't configured your Safe2Connect setting, [click here](#)". **If you have already configured your Safe2Connect settings skip to #10.**

L@ngley Link Login

If you haven't configured your Safe2Connect settings, [click here](#).

Enter your Member Number. Click "Next".

Member Number

Next -->

• [L@ngley Link help](#)

• [View our demo](#)



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- 3) After entering your member number and password click "Next".



To enroll in Safe2Connect and configure your settings, enter your Member Number and Password below, then click "Next". (You only need to enroll once).

Member Number

Password



Next -->

- 4) On the following page, read and accept the Disclosure.



Required Security Update

Accept Disclosure. Create challenge question/answer pairs and a Security Key. Click "Finalize".

Printer Friendly

By continuing with this process I confirm my request for internet access, to include the account alerts and bill payment services, if enrolled, and acknowledge that I have read the disclosures contained herein, regarding these electronic services and accept them in the electronic format as provided.

LANGLEY FEDERAL CREDIT UNION

ELECTRONIC FUNDS TRANSFER AGREEMENT AND DISCLOSURE

This Electronic Funds Transfer Agreement is the contract which covers your and our rights and responsibilities concerning the electronic funds transfer (EFT) services offered to you by Langley Federal Credit Union ("credit union"). In this agreement, the words "you" and "yours" mean those who sign the application or account card as applicants, joint owners, or any authorized users. The words "we", "us", and "our"



I Accept

I DO NOT ACCEPT

L@ngley Link Business Quick Reference Guide

- 5) Now it's time to configure your Safe2Connect settings. Configuring Safe2Connect is a simple process during which you choose three challenge questions and create answers to each question. You can also manage your email address and change your personal Security Key on the same page, but first let's handle the challenge questions.

You can make up your own question or use one of the predefined selections. You can't use the same question or answer more than once, and each question and answer must contain at least four characters. **Note:** While challenge answers are not case-sensitive, they are exact. If the given answer is "St. John", it can be answered as "st. john" but it cannot be entered as "Saint John" or "st john" (without the period). Your answer must match any spaces, periods, hyphens or other characters that you may have used when you created the challenge answer.

Remember, your password is your primary protection against intruders, and should be a strong password. Safe2Connect adds geographical security to your login, allowing you some control over which computers may be used to login to your account. You may want to "register" computers you use regularly (see below) in which case you will not be prompted with a challenge question.

In short, keep your Security Questions and Answers simple and easy to remember. Make your password hard to guess.

Security Question 1

Create your own question:

or use one of ours:

Answer to Question 1:

Security Question 2

Create your own question:

or use one of ours:

Answer to Question 2:

Security Question 3


Create your own question:

or use one of ours:

Answer to Question 3:

L@ngley Link Business Quick Reference Guide


Finally, create your Security Key – any word or phrase that is recognizable to you. The Security Key is a tool to let you know you are on the real Langley Link website, and not one trying to impersonate Langley Link for the purpose of stealing your personal information. **DO NOT USE YOUR PASSWORD AS YOUR SECURITY KEY.** Although the email address is optional, we recommend it. When you're finished, click the "Finalize" button.

Security Key	<input type="text"/>	what is this?
Email Address	<input type="text"/>	(optional)
		 <input type="button" value="Finalize"/>

- 6) The first time you sign in, you will be asked to create an "Access ID" for the Admin User (business owner). The Access ID is your individual password. This Access ID will be used each time you sign in. **PLEASE NOTE: ALL USERS WILL USE THE SAME MEMBER NUMBER & PASSWORD; HOWEVER THE ACCESS ID WILL BE DIFFERENT FOR EACH USER.** Once you have created an Access ID, please fill in the "Common Name" field as well as an email address. The email address field is optional, however if you happen to forget your Access ID, your Access ID can be emailed to you at the email address you provide. Next you will need to give yourself access to a list of functions. It's important to check all boxes, to prevent from limiting yourself to the full capabilities of all functions available. When you're finished, click the "Add User" button.

Welcome to L@ngley Link Business Banking.

Since this is your first time logging in, please set up an Access ID for the Admin User (business owner). The Access ID is your individual password. For more information, click on "Access ID" below.

View All Users	
New User	
Access ID	<input type="text" value="JDoe1234"/>
Common Name <small>(e.g. Joe Smith)</small>	<input type="text" value="John Doe"/>
Email Address	<input type="text" value="test@langleyfcu.org"/>
Roles	<input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> Inquiry Mode <input checked="" type="checkbox"/> Allow Transfer and Stop Pay <input checked="" type="checkbox"/> Allow Scheduled Transfer <input checked="" type="checkbox"/> Allow Billpay <input checked="" type="checkbox"/> Allow Account Sweeps <input checked="" type="checkbox"/> Allow Account-To-Account Transfers <input checked="" type="checkbox"/> Allow QuickBooks
 <input type="button" value="Add User"/> <input type="button" value="Reset"/>	

L@ngley Link **Business** Quick Reference Guide

- 7) You will then be directed to the below page. If you would like to add another User at this time you can simply click on “Add New User” and repeat the above steps. Please remember to create an Access ID for each user. In addition, please only check mark the boxes you would like this user to have access to. Again, we recommend you fill in an email address for each user so that the system can email them their “Access ID” in the event the forget it.

Accounts ▶
Funds Transfer ▶
Check Services ▶
Billpay
Options ▶
Logout

-

JDoe1234 You are currently logged in.

Security Key : **Business Langley Link Test**

Session Timeout: 14:51

Welcome to L@ngley Link Business Banking.

[View All Users](#)

Users					
Access ID	User Name	Email	Roles	Delete	
JDoe1234	John Doe	test@langleyfcu.org	ROOT, INQ, TRAN, STRN, BPAY, ASWP, ATAT,	-	

NOTE: If at a later time you would like to create additional Access IDs simply go to the “Options” menu and choose “User Administration”.

Accounts ▶
Funds Transfer ▶
Check Services ▶
Billpay
Options ▶
Logout

-

You are currently logged in.

Security Key : **Business Langley Link Test**

Session Timeout:

Welcome to L@ngley Link Business Banking.

- User Administration
- Secure Messaging
- Langley Alerts
- Change Password
- Safe2Connect Settings
- Member Info
- Account Nicknames
- Color Settings
- Internet Banking Statistics
- Help

Users					
Access ID	User Name	Email	Roles	Delete	
JDoe1234	John Doe	test@langleyfcu.org	ROOT, INQ, TRAN, STRN, I	-	

L@ngley Link Business Quick Reference Guide

- 8) Next you will be asked to reset your password, if the one you currently have is temporary. Langley Link passwords must be between 6 and 10 characters and they are case-sensitive.

For security purposes, please change your Password to continue.

Your New Password must be at least 6 and no more than 10 characters in length.

New Password

Confirm New Password




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- 9) Once your password has been changed, use the “Click here to access Internet Banking” link on the next page to access your account.

You have successfully changed your Password. [Click here to access Internet Banking.](#)




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NOTE: If at a later time you would like to change your password simply go to the “Options” menu and choose “Change Password”.

Accounts	Funds Transfer	Check Services	Billpay	Options	Logout												
<p>You are currently logged in. Security Key : Business Langley Link Test</p> <p>Welcome to L@ngley Link Business Banking.</p> <table border="1"> <thead> <tr> <th colspan="4">Users</th> </tr> <tr> <th>Access ID</th> <th>User Name</th> <th>Email</th> <th>Roles</th> </tr> </thead> <tbody> <tr> <td>JDoe1234</td> <td>John Doe</td> <td>test@langleyfcu.org</td> <td>ROOT, INQ, TRAN, STRN, I</td> </tr> </tbody> </table>				Users				Access ID	User Name	Email	Roles	JDoe1234	John Doe	test@langleyfcu.org	ROOT, INQ, TRAN, STRN, I	<ul style="list-style-type: none"> User Administration Secure Messaging Langley Alerts Change Password Safe2Connect Settings Member Info Account Nicknames Color Settings Internet Banking Statistics Help 	<p>Session Timeout: <input type="text"/></p> <p>All Users</p> <p>Delete</p>
Users																	
Access ID	User Name	Email	Roles														
JDoe1234	John Doe	test@langleyfcu.org	ROOT, INQ, TRAN, STRN, I														

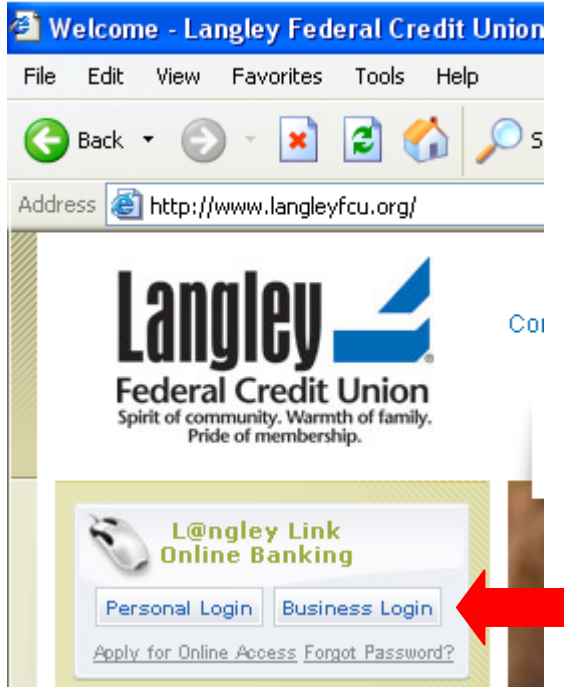


L@ngley Link Business Quick Reference Guide

10) Steps you'll routinely use to login to Langley Link on a regular basis. Remember, the configuration of your Safe2Connect settings is something you only have to do once.

The next steps are the ones you'll do every day.

11) From our homepage, www.langleyfcu.org, click the "Business Login" button.



To login to your account, enter your Member Number, and click "Next".

L@ngley Link Login

If you haven't configured your Safe2Connect settings, [click here](#).

Enter your Member Number. Click "Next".

Member Number



Next -->

• [L@ngley Link help](#)

• [View our demo](#)



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L@ngley Link Business Quick Reference Guide

- 12) The second step is to answer one of the three challenge questions you created. The system selects one randomly. Type in your answer, and then click the "Next" button.

L@ngley Link Login

Verify Member Number :
If this is not your Member Number, [click here](#) to try again.

Enter the answer to your selected challenge question. Click "Next".

Your Question

If this question is not one of your questions or you forgot your answers, please contact us for assistance.

Your Answer



- [L@ngley Link help](#)
- [View our demo](#)



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- 13) The third step is to enter your password. Before entering your password, make sure that the Security Key shown on the page is the one you typed in when you configured your Safe2Connect settings.

L@ngley Link Login

Verify your Security Key image.

Security Key

 Business Langley Link Test

[what is this?](#)

Enter your Password and click "Login".

Password



- Remember this computer [what is this?](#) (requires cookies be enabled)
- Do not remember this computer, this is a public computer.

L@ngley Link Business Quick Reference Guide

In the picture above, notice the option to “Remember this computer”. “Remembering” simply places a cookie – a token of data – on your computer. We say the computer is “registered”. When you login from a registered computer, Safe2Connect should detect your cookie, and skip the challenge question. On that computer, you can login by providing only your Member Number, password and Access ID.


The Safe2Connect cookie is encrypted, but otherwise is like any other cookie on your computer and is handled the same way by your system. So, if you have a program that “cleans” cookies, your program could delete the Safe2Connect cookie, in which case you will have to provide a challenge answer at your next login.

Never register a public computer. You may change the registration status of your computer, your challenge answers, your Security Key, and password at any time.

- 14) The fourth and final step is to enter your individual “Access ID”. If you cannot remember your Access ID you can click on the below link and it will be emailed to the email address that was entered when the Access ID was created.


Access ID Verification

Welcome to L@ngley Link Business Banking.
Please login below with your individual business Access ID.

Access ID 

Current Users

John Doe [Please Email me \(John Doe\) my Access ID](#)

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If you have any questions please contact us at langleylink@langleyfcu.org.