



## For New Online Banking Users

1. Visit our website at [www.statebanknw.com](http://www.statebanknw.com)
2. Under the online banking login that corresponds with your accounts (personal or business), select the “Enroll” link.

**Personal:**

<https://www.banking.statebanknorthwest.com/StateBankNorthwestAutoEnroll/AutoEnrollment.html>

**Business:**

<https://www.banking.statebanknorthwest.com/StateBankNorthwestAutoEnroll/BusinessAutoEnrollment.html>

3. Fill out the form and click “Submit Enrollment.”
4. You will receive an e-mail within 24-48 hours with your login ID and password.
5. Once you receive your login ID, visit our website and input your login ID and click “Validate.”
6. Do NOT enter your password when the next screen appears. Instead, select “I am a new user.”
7. You will be directed to a page displaying the contact information on file for your account. Select the contact method that will enable the bank to reach you immediately with your Secure Access Code. Choose either phone or text message, then click Submit.

- If you need assistance with updating your contact information or receiving your access code, please call us at 509-789-4335 during business hours.

8. Once you receive your six-digit Secure Access Code, enter it in the access code screen and click Submit. The one-time access code will expire after 15 minutes. If the code expires, you must request a new one.

- If you close the login screen and then receive the code, follow the above steps again and select “I already have a Secure Access Code”
- The second time you access online banking, you will be asked to register your device. This will require you to receive a second Secure Access Code.

9. You will then be prompted to change your password. For your protection, you will need to create a password that meets the stated security criteria, click Submit.

10. A Profile screen will appear for your review. Review and update your information. You are required to enter a home phone number (use your mobile phone number if you do not have a home phone). Click Submit.

- Please note: Once you have accessed Online Banking, you will be able to use the Address Change screen to make corrections.

11. You are now presented with a copy of the Online Banking Services Agreement. Read and acknowledge that you agree to the conditions by clicking “I Accept.”

12. You will then be logged in to Online Banking.