

Virtual Branch Enrollment

Go to www.westaircomm.com

There are two places on the front page of the website to quickly access your online banking

Click "**Visit our Virtual Branch**" underneath the scrolling moving banners, or the **Login** button in Maroon, on the top right of the page

A new window opens

Click **Enroll in online banking** on the right-hand side of the screen

Click the **box** to checkmark "I am not a robot"

Follow prompts to select pictures to verify you are not a robot

Click **continue**

Enter member number aka account number (numbers before the '-')

Enter pin last 4 of your SSN

You will be asked to make a **Logon ID** (this is your username)

And create a **Security Code** (this is your password)

Verify security code

Proceed to the Logon Page and try out your new Logon ID and Security Code!

On the next screen you will be prompted to choose **5 secret questions**, and answer them.

Scroll to the bottom of the terms and conditions page to **accept**.

On the following screen you will be prompted to enter your **e-mail and mobile phone number** to set up **two- factor authentication**

(You will be asked for a verification code when signing into a different device for the first time, or deleting your internet files/history on an existing device)

Enter the **verification code** that was sent to you.

You are now enrolled in Virtual Branch and will be able to view your accounts.

To enroll in eStatements

Click on **eStatements** in blue

Choose your account number in the drop-down box, then click **OK**

A new window appears that is Terms and Conditions

Scroll down to **accept** your Terms and Conditions

You are now enrolled in eStatements!

Get the app

Search your app store on your smart phone for "West Aircomm"

The app logo is white with a maroon striped "W"



Use the same Logon ID and Security Code credentials to access your account via the app.

You will also be prompted to answer a secret question.

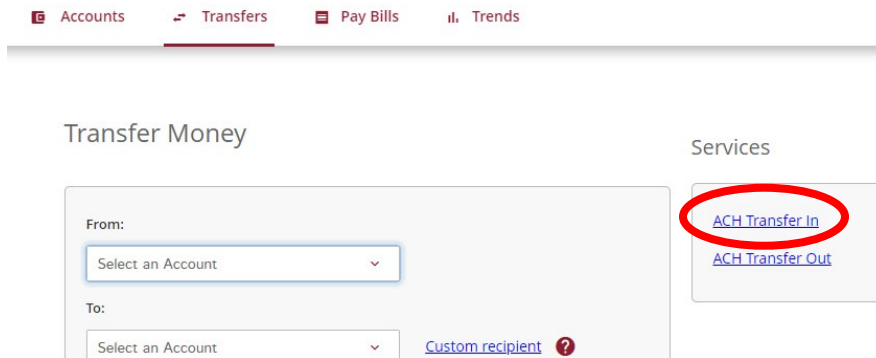
Make a payment from a different bank/ credit union

*You **must** be enrolled in West-Aircomm's online banking (Virtual Branch) if you are not enrolled, please follow the enrollment directions. This feature is not available in the app*

1. Log into Virtual Branch *not the app*
2. Click on the Transfer tab (between Accounts and Pay Bills)



3. Click on ACH Transfer In



4. Fill out all the information

A screenshot of the 'ACH Transfer In' form. The form has a title 'ACH Transfer In' and a list of fields: 'Transfer From:', 'Financial Institution Name:', 'ABA Routing Number:', 'Name on Account:', 'Account Number:', and 'Account Type:'. Each field has a corresponding input box. The 'Financial Institution Name' field is highlighted with a blue border.

5. Click Review
6. Click submit

Congratulations your payment is made. You will receive an e-mail regarding this payment submission