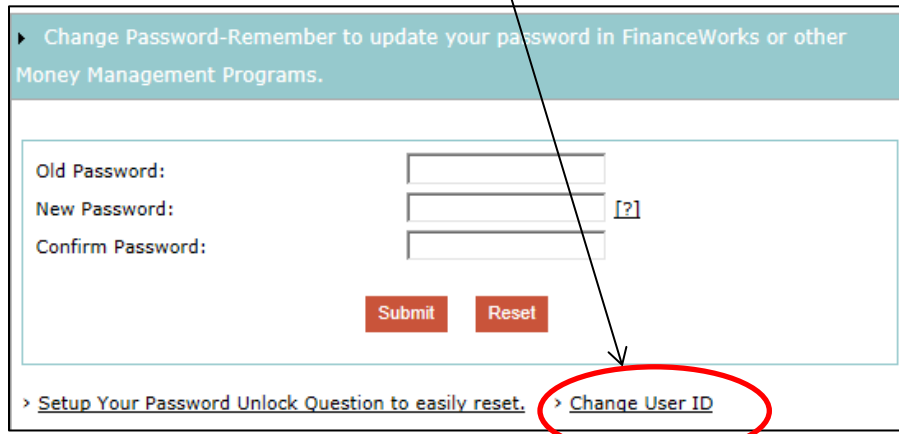


# How To Change Your Online Banking User ID

All Launch FCU Online Banking users are required to utilize a User ID containing either all alpha (letters) characters or a combination of alpha and numeric.

Log into Online Banking and do the following:

1. Go to **Your Preferences > Login Security Credential**  
On the right side of the screen, select **"Change User ID"**



The screenshot shows a web interface for changing a password. At the top, there is a teal header with the text: "Change Password-Remember to update your password in FinanceWorks or other Money Management Programs." Below this, there are three input fields labeled "Old Password:", "New Password:", and "Confirm Password:". To the right of the "New Password:" field is a small "[?]" icon. Below the input fields are two red buttons: "Submit" and "Reset". At the bottom of the form area, there are two links: "> Setup Your Password Unlock Question to easily reset." and "> Change User ID". The "Change User ID" link is circled in red, and an arrow points from it to the "Change User ID" link in the text above.

2. Complete the following:

**New User ID:** Enter a new user ID

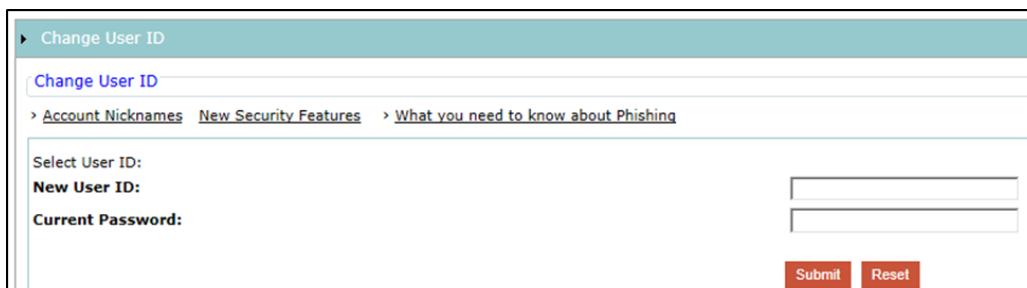
**The new User ID must be:**

- Case sensitive
- Either all alpha characters (letters) or a combination of letters plus numbers
- 8-15 characters in length, with no symbols

**If a message appears that the User ID already exists, please select a new User ID.**

**Current Password:** Enter your current password

Select **"SUBMIT"**



The screenshot shows a web interface for changing a user ID. At the top, there is a teal header with the text: "Change User ID". Below this, there is a blue link: "Change User ID". Below the link, there are three links: "> Account Nicknames", "> New Security Features", and "> What you need to know about Phishing". Below these links, there are three input fields: "Select User ID:", "New User ID:", and "Current Password:". Below the input fields are two red buttons: "Submit" and "Reset".

You will not be required to change your current password, your current Multi-Factor Authentication image, or your challenge questions.