

### Step 1: Login

Go to the bank website: [libertybanknw.com](http://libertybanknw.com)

Click "Login" in the upper right on the screen

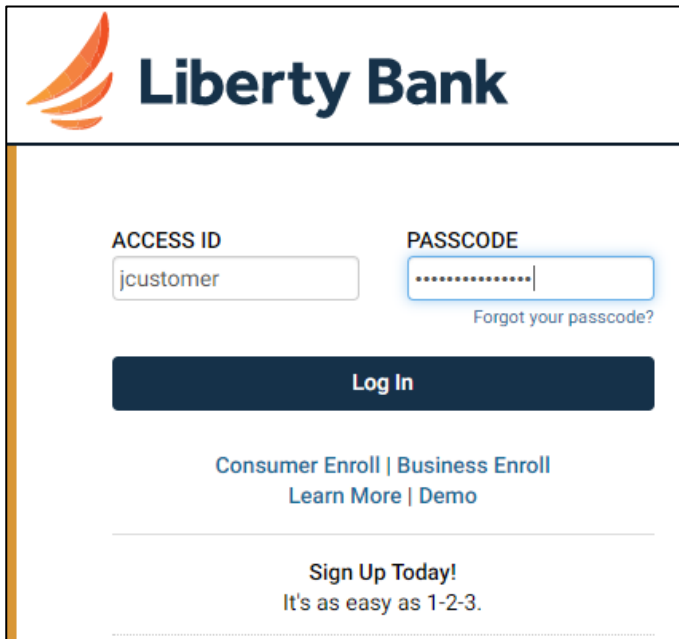
Select "Login" under the Online Banking section

### Step 2: Credentials

Access ID: Enter your existing Username from the current system.

Passcode: Enter the temporary passcode.

Click "Log In"

A screenshot of the Liberty Bank login page. At the top is the Liberty Bank logo. Below it, there are two input fields: "ACCESS ID" with the text "jcustomer" and "PASSCODE" with a masked password ".....". A link "Forgot your passcode?" is next to the passcode field. Below the fields is a dark blue "Log In" button. Underneath the button are links for "Consumer Enroll | Business Enroll" and "Learn More | Demo". At the bottom, there is a "Sign Up Today!" section with the text "It's as easy as 1-2-3."

### Step 3: Security Code Authentication

Security Authentication: Please make sure that the email listed is correct for you. If not, please contact the bank for assistance at 360-779-4567.

If the email address is correct, select "Continue".

## Services &amp; Settings

## Additional Authentication Required

For your protection, you must provide additional authentication in order to access your online accounts.

Please choose the authentication method you would like to use:

## Security Code via Email



An email will be sent to the email address we have on file for you, cXXXXXXXXs@libertybanknw.com. This email message will contain the Security Code that you are required to enter on the next screen.

Note: This Security Code applies only to this login session.

Continue

The Security Code will be sent via email, enter it into the box and select “Submit”. See the next 3 images for examples. There is also an option to have the Security Code resent if you have not received it.

**Note:** If you do not receive the email, check the email spam or junk folder in case it was routed there.

## Security code sent




Liberty Bank <customerservice@libertybanknw.com>

To ✓ Jennifer Carrier



10:42 AM

 We removed extra line breaks from this message.

Attention: Test User

This email is being generated as a result of your recent login attempt to Internet Banking.

For security reasons, the following Security Code must be used within 10 minutes (by 2/23/2021 10:51:59 am PST) to complete your login. Note: This Security Code applies only to your next login session.

Security Code: 1737-4903

If you have not attempted to login today, please contact us as soon as possible.

Thank you!

Alert #: 1602897640

## Services & Settings

### Additional Authentication Required

For your protection, as additional authentication, you are required to enter a Security Code to gain access to your online accounts and services.

A notification message was sent on 6/18/2020 1:12:10 pm PDT to your specified delivery methods (see below). This notification message contains the Security Code that you are required to enter.

The notification message was delivered to cXXXXXXXXs@libertybanknw.com(Primary email) .

Please enter the Security Code provided in the message:

The Security Code is valid for 10 minutes.

[Click here](#) if you have not received the Security Code and would like to receive a new Security Code.

### Step 4: Change Your Passcode

- Current Passcode: This is the temporary one that you entered in Step 2.
- New Passcode: Pick a passcode based on the criteria below.
- Confirm New Passcode: Re-enter your new passcode.
- Select "Change Passcode".

Once you are successful, you will receive a confirmation and directly routed to the security question set up page.

If you are unsuccessful, the error will be indicated under the "Errors Were Encountered" at the top of the screen. Correct the issue and proceed with Changing the Passcode.

#### Passcode requirements:

- **Must be at least 15 characters**
- **Must contain 1 number, 1 letter, 1 special character**
- **Cannot be the same as your Access ID**
- **Is case sensitive**

## Change Passcode

Your passcode has expired. Please select a new one that is not based on your current passcode.

Temporary Passcode:

New Passcode:

Confirm New Passcode:

### Your passcode:

- Must be at least 15 characters long.
- Must contain at least 1 numeric, 1 alpha and 1 special character.
- Cannot be the same as your Access ID.
- Must be different from any passcode used in the last 6 months.
- Must be different from any of your last 6 passcodes used.
- Is case sensitive.

## Step 5: Set up Security Questions

### Attention

For security reasons, it is important that we have your current Primary email address and Security Verification Questions and answers on file.

Please make sure we have your current email address below:

Primary email address:

Verify Primary Email Address:

Please select 5 Security Verification Questions and Answers below:

Security Verification Question	Answer
Select One	<input type="text"/>
Select One	<input type="text"/>
Select One	<input type="text"/>
Select One	<input type="text"/>
Select One	<input type="text"/>

Show My Security Answers

Submit Exit

After successfully completing the security questions, you will be brought to the Home page of online banking.

**Please contact the bank if you have any question or need assistance at 360-779-4567.**