



# MemberDirect Small Business Information

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## MemberDirect Small Business Online Access Directions – First Login

### Following are instructions for increased authentication login for the first time.

- Go to <https://www.revco.com/>
- Enter your member number including p1 (Example: XXXXXXp1)
- Enter your **temporary** password, and click “Login”
- Go through the Intro, click “I Agree” to the Disclaimer
- Read the Online Access Agreement Terms and Conditions, and input your password
- Reset your current (temporary) password to a **NEW** password of your choosing
  - Must be 9-30 characters containing 1 upper case, 1 lower case, 1 number, and 1 symbol !@\$?
- You will then be prompted to set up 2-step authentication with a cell phone and/or email address.

You should now have online access. If you are having any difficulties, please come into the branch, or phone us at 250-837-6291.

Your member number (XXXXXXp1) and new password is what will be used to sign on going forward.

You will have the choice to add delegates to the online banking, with or without initiating transaction capabilities.

**\*\*Please take the time to set up the Alerts for your protection and for Transaction notifications \*\***

**(Alerts can be found under “Messages and Alerts”)**

#### Specifically

- Transactions Pending
- Transactions Expiring