

Bridgeport Police Federal Credit Union

Online Banking Instructions

To Begin Using Online Banking

1. After the Credit Union enables your account, go to www.mybpfcu.org and click on Online Banking
2. Log in – enter your username and temporary password
3. Follow the prompts to set up the security parameters for your account
4. The Online Banking Agreement will come up, read it and click “Agree”

To Obtain Account Balances or Transaction Information

1. Account balances will automatically appear when you enter the Online Banking system
2. For account history/transaction information, simply click on the account you wish to view

To Transfer Funds Between Your Accounts

3. Click on the “Transfer” tab
4. Click on the drop down menu and choose the account you’re transferring *from*
5. Click on the second drop down that pops up and choose the account you’re transferring *to*
6. In the “Amount” box, enter the amount you want to transfer
7. Click on “next”, “next” again, then “continue”

To Change Your Password and/or User ID

1. Log into Online Banking
2. Click on “Settings” in the far upper right corner
3. The section to change your Password pops up, the section to change your Username is directly below

24 Hour Phone Teller Instructions

To Obtain Account Balances or Transaction Information

1. Call (203) 374-8200
2. You’ll be prompted to enter your account number and PIN
3. Press 1 to use audio response (24 hour phone teller)
4. Press 1 for account information
5. Press 1 for balance and transaction information
6. Follow the prompts and choose the appropriate option for the information you want

To Transfer Funds Between Your Accounts

1. Call (203) 374-8200
2. You’ll be prompted to enter your account number and PIN
3. Press 1 to use audio response (24 hour phone teller)
4. Press 1 for account information
5. Press 2 to transfer funds
6. Enter the account suffix to transfer *from*, then enter 00# to stay within the same account #, then enter the suffix to transfer *to*
7. Enter the amount you’d like to transfer
8. The system will state what you just entered, press 1 if correct and this will complete your transfer

Account Suffixes: 1=savings 190=checking 170=vacation club (you may have additional clubs w/ other suffixes)