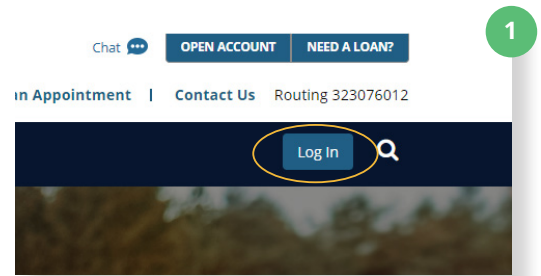# One-Time Desktop Registration

NEW ONLINE BANKING REGISTRATION

All members are required to complete a one-time registration process in order to access the new Online and Mobile Banking system. Your will need your Member Number and the last 4 digits of your social security number to complete the registration.

HOW TO GET STARTED

1. Go to the Rivermark homepage and click the *Log In* button in the top right corner. Then click on *First-Time User*. Sign in using your Member Number and the last 4 digits of your social security number. Accept the Terms and Conditions.

2. Create a new username and password. We recommend that joint owners create their own unique username and password.

3. Verify your contact information. The system will generate a verification code. Enter the code to authenticate your device.

4. You will now have access to the new system. To login go back to the home page and use your new username and password to access the system.

USERNAME REQUIREMENTS

Your Rivermark username must meet the following requirements:
- Minimum 6 / Maximum 20 characters
- Cannot be all numbers
- Can use member number plus symbol or letters

PASSWORD REQUIREMENTS

Your password must meet the following requirements:
- 8 or more characters
- Mix of letters, numbers or symbols (symbol not required)