

Free Online Banking, Bill Pay & eStatements



1) Sign up for Free Online Banking and eStatements

We appreciate your help in reducing expenses and minimizing our impact on the environment by signing up for Online Banking and eStatements. eStatements are accessed through Online Banking, so you must sign up for Access 24 Online Banking to receive eStatements. Online Banking users are also automatically registered to receive free unlimited online check images.

How to get started

- **Log on to www.altra.org**
- **Click the Online Services button** (top left)
- **Choose Online Banking**
- **Enter your User ID:** (Altra account number)
- **Enter your Password:** (Call 24 PIN or default password given to you at account opening)

First-Time Users

You must change your password the first time you sign in. You will be asked to set up a Challenge Question to be used for Enhanced Login Security. You will also be asked for your email address and if you wish to enroll in Free Online Bill Pay & Presentment. Click the Help link in the upper right hand corner of any screen for detailed instructions related to the screen you are viewing.

Enhanced Login Security

Enhanced Login Security helps protect you against identity theft and online fraud.

How to set up Enhanced Login Security

- **Log into Online Banking**
- **Provide an answer to your Challenge Question**
- **Check the box to add extra security to your PC**

You will now be able to sign on from that computer without answering the Challenge Question each session. Each time you log on to Access 24 Online Banking using a computer that is not set up with Enhanced Login Security (*such as at a friend's house or library*), you will be asked to validate your identity by typing in the answer to your Challenge Question.

2) View & Print eStatements

You will receive a notice by email telling you that your monthly account statements, loan notices, end-of-year tax notices and any other notices are available to view or print.

To view your eStatement, log into Online Banking at www.altra.org and click the e-Statement button on the top of the page.

3) Free Online Bill Pay & Presentment

Our free Bill Pay system works just like an online checkbook. You control what bills are paid, payment date, and amount paid. Set up one time or recurring payments and cancel or edit payments as needed – **nothing comes out of your account until you say so.**

Stop waiting for the mail! Sign up to have your bills sent to Bill Pay electronically and our Bill Presentment (eBill) system lets you view your actual bill online with up to 12 months of billing and payment history. View the Bill Pay Demo online at www.altra.org / **online services** / **bill pay** and see how easy it is to use.

How to use Bill Pay

- **Log on to www.altra.org**
- **Click the Online Services button** (top left)
- **Choose Bill Pay**
- **Enter your User ID:** (Altra Account Number)
- **Enter your Password**
- **Enter your Enhanced Login Security password.**

First-Time Users

Follow the instructions on the screen, then read and accept the Bill Pay agreement to register. You will be notified by email when your Bill Pay account is ready to use.



If you have any questions or forgot your password please call 800-755-0055 from 7:30 am to 6:00 pm CT.