

# Guide to Entering Your Credit Card in Online Banking

1. Click the [Credit Cards](#) option in the Online Banking menu panel under Account Services.

Account Services

Debit Cards

Stop Payment

Credit Cards

2. Members that have previously registered to receive Credit Card E-Statements, you should already have account credentials to log in as a **Registered User** with your previous Login information.

For first-time users, complete the **New User** section. Filling in the Credit Card Number and clicking **Continue** will make the **Expiration Date** and **Security Code** fields available. Click **Continue**.



## Login

It's easy to register for Online Account Access. If you're a first time user and have never registered for access before, please use the form below to get started. For added security, you may be required to enter your full credit card number as well as answer security questions. Please contact the number on the back of your card if you have any questions.

[Are you Browsing Securely?](#)

<h3>New User?</h3> <p><b>Credit Card Number</b> ..... Enter your credit card account number. Do not use asterisks (*), hyphens (-), or spaces.</p> <p><b>Expiration Date *</b> 03 21</p> <p><b>Security Code *</b> ... <a href="#">What is this?</a></p> <p><b>Continue</b></p>	<h3>Registered User?</h3> <p><b>User Name</b> Enter your User Name to login.</p> <p><b>Login</b></p> <p><a href="#">Forgot User Name?</a></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------



[About SSL Certificates](#)

3. Complete the **Registration** form fields. The "Landing Page" you select will be the default page you will see upon logging in to the Credit Card Management portal.



## Registration

To view your credit card account information online, research your transaction history, and much more, you will need to register. Please complete the information requested below.

*\*Required*

**User Name \***   
Must be 6 to 16 characters containing only letters and numbers.

**Name on Card \***   
Exactly as it appears on the card.

**Profile Email Address \***   
Example: psmith@email.com

**Verify Profile Email Address \***

**Landing Page**   
ACCOUNT HOME  
VIEW STATEMENTS  
VIEW TRANSACTIONS

4. Complete the **Authentication** form. The Zip code form field is the *billing* zip code for your card.



## Authentication

\* Required

**Credit Card Number**  
xxxx xxxx xxxx 9306

**Please enter the first 5 digits of the ZIP code associated with the Primary Cardholder's address. \***

37203

5. Complete the continued **Registration** form.



## Registration

The next step in registration is to create a password. Your password must be different from your username and cannot contain more than two consecutive characters from the name(s) on the account.

Password must contain at least 8 characters from three of the following four categories:

- Uppercase letters
- Lowercase letters
- Numbers
- Special characters

*\*Required*

**Password \***

**Verify Password \***

---

The last step in registration is to select and answer three security questions. These questions will be used to verify your identity when you access your account from an unrecognized web browser. Answers are not case sensitive.

**Question 1 \***  ▾

**Answer 1 \***

**Question 2 \***  ▾

**Answer 2 \***

**Question 3 \***  ▾

**Answer 3 \***

6. Review and **Accept** the Terms and Conditions.



## Registration

To view your credit card account information online, research your transaction history, and much more, you will need to register. Please complete the information requested below.

\* *Required*

### Terms and Conditions

Terms and Conditions for Website Use

These terms and conditions apply to all users ("you" or "your") of The Tennessee Credit Union cardholder website ("the Site") and you understand that by accessing this Site you agree to be bound by them. Please note that the products and services provided by The Tennessee Credit Union may be subject to separate terms and conditions.

Although we have taken all reasonable care to ensure that the information provided on this Site is accurate, we give no warranties of any kind, express or implied, with regard to the accuracy, timeliness or completeness of any such information. This Site may also contain some material provided by third parties and we accept no responsibility or liability for the accuracy of such material, whether in contract, tort or otherwise.

Opinions and any other content of the Site are provided by us for your personal use and informational purposes only. They are subject to change without notice.


This Site does not contain information that is intended to be investment, legal, tax or other advice and should not be relied upon in making any investment or other decision. You should obtain relevant and specific professional advice before making any

**I Accept the Terms & Conditions \***




7. You should then be directed to the Home screen which displays all cards listed, credit limits, balances, due dates, etc.

Contact Us | My Profile | Logout




ACCOUNT HOME | STATEMENTS & ACTIVITY | PAYMENTS | SERVICES




Credit Card e Statement

Account Home

Card(s)	Available Credit	Last Statement Balance	Current Balance	Minimum Payment Due	Payment Due Date	
 xxxx xxxx xxxx 1234 MEMBER'S NAME Credit Limit: \$5,000	\$4,736.00	\$110.77	\$263.24	\$20.00	10/02/2019	<a href="#">Remove Card</a>


[View Statements](#) | [View Transactions](#) | [Rewards](#)

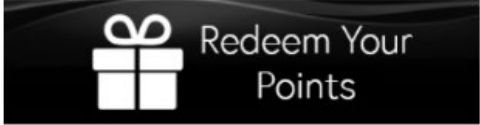
\* Automatic payments are currently scheduled.




Quick Links

- [My Profile](#)
- [Statement Copies](#)
- [View Statements](#)
- [View Transactions](#)
- [Contact Us](#)







Copyright The Tennessee Credit Union. All rights reserved.

8. To add additional cards to the Home screen, go to Services > **Manage Cards**.

The screenshot shows the top navigation bar of The Tennessee Credit Union website. It includes a dark teal header with the text "Contact Us | My Profile | Logout" on the right. Below the header is the logo for "THE TENNESSEE CREDIT UNION". A main navigation menu is displayed with four categories: "ACCOUNT HOME", "STATEMENTS & ACTIVITY", "PAYMENTS", and "SERVICES". Under "STATEMENTS & ACTIVITY", there are links for "View Transactions", "View Statements", and "Go Paperless". Under "PAYMENTS", there is a link for "Payment Activity". Under "SERVICES", there are links for "Manage Cards", "Rewards", and "Report Card Lost/Stolen". Below the navigation menu is a banner for "Credit Card E-Statements" featuring the credit union logo.

[Account Home](#)

9. You will receive an email to the address provided with the subject line, "Action Taken - Creation of Credit Card Profile" from [TheTennessee@pscscu.com](mailto:TheTennessee@pscscu.com) stating confirmation that you added your credit card to the Credit Card Management System.