

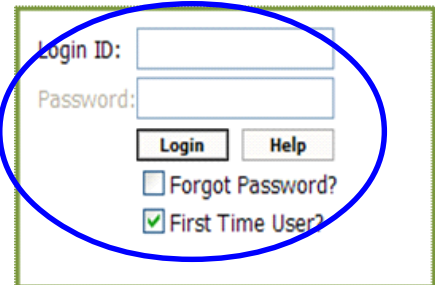
# WebDCB

## Understanding the Secure Access Codes



The Secure Access Code is used to identify yourself and the computer that you are using.

Please enter your existing **Login ID**. The following steps will walk you through the login process.



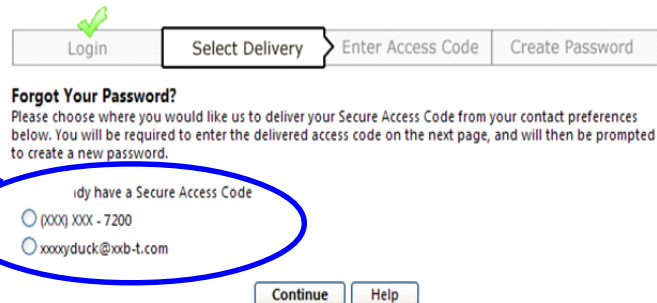
Login ID:   
Password:   
   
 Forgot Password?  
 First Time User?

1. Key in Login ID
2. Select the checkbox indicating that you are a “**First Time User?**”
3. Click “**Login.**”

**Important Note for Requesting an Access Code:** You will be directed to a page displaying the secure contact information we have on file for your account. Select one contact from the list that you can immediately access and our system will deliver you a temporary secure access code within minutes. **NOTE: If the contact information we have on file is inaccurate or out-of-date, you cannot proceed any further. Please contact a WebDCB Customer Care Representative at (740) 657-7200 to provide updated information.**

A listing will appear with your partial or masked contact information.

1. You choose the delivery method for your secure access code (e-mail or phone.)
2. Continue.



Login  Select Delivery  Enter Access Code  Create Password

**Forgot Your Password?**  
Please choose where you would like us to deliver your Secure Access Code from your contact preferences below. You will be required to enter the delivered access code on the next page, and will then be prompted to create a new password.

I already have a Secure Access Code

(xxx) xxx - 7200

xxxxyduck@xxb-t.com

**Phone Delivery:** If you select phone delivery of your temporary code, just answer the phone normally when the call arrives. You will be prompted to make a selection to hear your code, and the system will give you the option to repeat the code, if necessary. Our system will not leave a code on voice mail, so if you miss the call, just repeat the process. If you have “dial-up” internet access, you will have to use the e-mail delivery function.

**E-mail Delivery:** If you select an e-mail account, you will receive a very simple e-mail containing only the requested code. If you do not receive this e-mail, please check your “**Junk Mail**” box. You can configure your “**Junk Mail**” settings to allow future e-mails from our address.

1. Enter, or cut and paste, the temporary code you received by phone or e-mail.
2. Continue



Login  Select Delivery  Enter Access Code  Register Computer

**Enter Delivered Secure Access Code**  
Once you receive your Secure Access Code, enter it below.

Secure Access Code \*

*If you close your browser prior to entering your code, you may return to this page by selecting the 'I already have a Secure Access Code' option from the delivery selection screen. NOTE: Secure Access Codes are only valid for a limited time, and cannot be reused. If your code has expired, you must restart the log on process.*

You will be asked to read and accept the **WebDCB Online Banking Service Agreement**.

Once finished please click "I Accept"

**Welcome First Time User**

Before you can access your accounts online, you must first spend some time creating your online profile. This is a simple process that takes three short steps to complete.

**Step One: Read and Accept Disclaimer**

**WebDCB Online Banking Electronic Disclosure and Consent**

This WebDCB Online Banking Service E-Sign Disclosure and Consent ("Disclosure"), applies to all Notices and Communications for those products, services and Accounts offered or accessible through the WebDCB Online Banking Service that are not otherwise governed by the terms and conditions of an account disclosure and consent, whether provided electronically or in writing. Please note that consenting to receive Notices and Communications under this disclosure will not automatically enroll you in E-Statements.

The words, "we," "us," and "our" refer to the entity with whom you have your Account and the "you" and "your" mean you, the individual(s) or entity identified on the Account(s). As used in the Disclosure, "Account" means the account you have with us. "Notices and Communications" means any customer agreements or amendments thereto, monthly billing or account statements, tax statements, disclosures, notices, responses to delinquency, transaction history, privacy policies and all other information related to the product, service or Account, including but not limited to information that we are required by law to provide to you in writing. "Online Banking Service" means Delaware County Bank and Trust Company WebDCB and WebDCB Cash Management for Business Banking.

Except as otherwise provided in this agreement, all notices required to be sent to you will be effective when we mail or deliver them to the last known address that we have for you in our records or when we send them to the e-mail address that you have provided to us. All Notices and Communications are sent to you at the e-mail address that you have provided to us.

Select Delivery

**Step Two: Create Your Online Profile**  
Please update this online profile, as necessary, to ensure that we have accurate, up-to-date information. This information is important to us providing you the highest level of customer service.

<b>Online Profile</b> Enter your personal information.	<b>Online Contact Information</b> Enter your contact information.
Title	Street 1 *
First Name * Mrs.	Street 2
Middle Name	City *
Last Name * Claus	State * Texas
Suffix	Postal Code *
SSN	Home Phone *
E-Mail *	Work Phone

The next screen will be a User Profile. Please review and make the necessary changes or additions. Click "Submit"

You will then be asked to establish a new password.

1. Establish your own password. Key in all fields.
2. Submit Password Change

Login

**Change Your Password**

You can change your online banking password using the fields below. Type in your old password and your new password twice for confirmation.

<b>Change Password</b> Change your password using the fields below.	<b>Password Requirements</b> Your password must meet these requirements:
New Password *	• Must be at least 7 characters
Confirm Password *	• Cannot be more than 30 characters
	• Must contain at least one number
	• Cannot be the same as the last 10 passwords

**Password requirements:**

- Must be at least 7 characters
- Cannot be more than 30 characters
- Must contain at least one number
- Cannot be the same as the last 10 passwords
- We recommend that it contain at least one of these "special" characters  
~ ! @ # \$ % ^ & \* ( ) \_ + = - ? /

You may be asked for a **Secure Access Code** a second time to register the actual computer. If you use additional computers, such as the library or work, you will have to register that computer as well. You just follow the same procedure as before.

It is suggested that you also **Sign Off** after each session. Signing off will save your settings and prevent additional registration. The "Sign Off" button is located on the left hand side of the screen at the bottom.

**Sign Off**