

# GreenStone FCS Online Banking Customer Instructions

This information is provided to assist you in setting up your GreenStone accounts for online access at [www.greenstonefcs.com](http://www.greenstonefcs.com). In order to make it as easy to understand as possible, we have provided three different status sections to assist you. **Please read each of the three status levels. Follow the instructions under the status that best describes your needs.**

**Status 1:** Follow the instructions in this section **if you have not previously registered as a user** (by establishing a user name and password) with GreenStoneFCS.com and you want to activate your accounts for online inquiry access. You need to become a registered user:

1. Go to [www.greenstonefcs.com](http://www.greenstonefcs.com) and click on the [Online Banking Login](#) link (near the top of the page, to the right of the GreenStone logo).
2. Once the Login screen is displayed, click on the [Become a Registered User](#) link.
3. Complete ALL of the information on the registration screen including your customer number (also referred to as your CIF number) and SSN/TIN (Social Security Number or Tax ID Number). You can select your own user name and password. If someone already has the user name you select, the system will tell you that the user name is already in use (you will need to choose another user name). Note that both the user name and password are case sensitive. (i.e. farmer3 is different than FARMER3 or Farmer3) **Remember your user name and password for future sessions.** Click on the *Continue* button.
4. After you have completed your online account “profile”, you will be logged into the site. You can access [Account Information](#) (loan inquiry), [Related Financial Services Information](#) (insurance and other related services inquiry), and online [Statements](#).
5. For future sessions, click on the [Online Banking Login](#) link on the web site and login using your user name and password. Then select the link that best describes what you would like to do within the site. If you want to expand your access to include online transactions, please follow the instructions under **Status 2**.

**Status 2:** Follow the instructions in this section **if you are already a “registered user” and want to further activate your accounts for performing secure online transactions** over the Internet:

1. You must sign and submit an Electronic Funds Transfer (EFT) agreement to conduct transactions involving your GreenStone FCS account(s) and your account(s) at another financial institution. The EFT form can be printed out from our web site. You can also get an EFT from your local branch.
2. To ensure your privacy is protected a GreenStone FCS employee will contact you once we have received the signed EFT Agreement. They will notify you that your accounts have been activated for online transactions. You can then setup templates to perform transactions. You would go to [www.greenstonefcs.com](http://www.greenstonefcs.com), click on the [Online Banking Login](#) link to login, then click on the [Transactions](#) link and follow these instructions:
  - a. **Disbursements** – Once you are on the [Transactions](#) page, scroll down to the *New Templates* section (near the bottom) and click on [Add Disbursement](#) for the loan number you want to draw from. Fill in the information for the financial institution where you want the money sent and click on “Continue” to verify your template setup.

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- b. **Payments** – An EFT or EFT Addendum must be completed for **each** additional financial institution that you want a payment to come from. Once you are on the [Transactions](#) page scroll down to the *New Templates* section (near the bottom) and click on [Add Payment](#) for the loan number you want to make a payment on. If you already have an EFT setup for the financial institution you are adding a payment for, then you will see it from the drop down menu. Select your bank from the menu and your scheduling option (the memo is optional). If you do not have an EFT setup for the financial institution you are adding a payment for, then you will not see your bank's name from the menu. You will click on *New Account* from the menu. On the next screen click on the [EFT Addendum](#) button. You will need to print, fill out, sign, and mail/fax the form to your local branch. A GreenStone FCS employee will contact you when we have received the EFT Addendum. You can then login to the system, go to [Transactions](#) and click on [Add Payment](#). Your institution will now be visible in the drop down menu.
3. Once a transaction template is setup, a *Template ID* (number) will be assigned and added to your Template list (top section of the [Transactions](#) page). This payment or disbursement template can now be used any number of times in the future to conduct secure transactions online at your convenience with no additional charges or fees. Once this is established it is use. You will eventually receive written verification of the transaction template setup via US Mail.

**Status 3:** Follow the instructions in this section **if you have previously registered as a user on farmcredit.com or myfarmcredit.com.**

1. You **DO NOT** need to re-register with greenstonefcs.com. Your farmcredit.com or myfarmcredit.com registration has automatically been transferred to greenstonefcs.com. To access your accounts:
  - a. Go to the GreenStone FCS homepage at [www.greenstonefcs.com](http://www.greenstonefcs.com).
  - b. Click on the [Online Banking Login](#) link. Login using your farmcredit.com user name and password that you created previously.
  - c. Once you are logged in you can click on [Account Information](#), [Related Financial Services Information](#), [Transactions](#), or [Statements](#). You can also update or change your Online Banking registration.
2. If you have been activated for inquiry level access only and you now want to expand your access to include online transactions, please follow the instructions under **Status 2**.

If you have questions, review the online banking [demo](#) available on the login screen, e-mail us at [info@greenstonefcs.com](mailto:info@greenstonefcs.com), or call your local GreenStone FCS branch during regular business hours.