#### BEFORE YOU CAN RESET YOUR PASSWORD YOURSELF THE FOLLOWING STEPS NEED TO BE PERFORMED:

# Sign on to Netteller

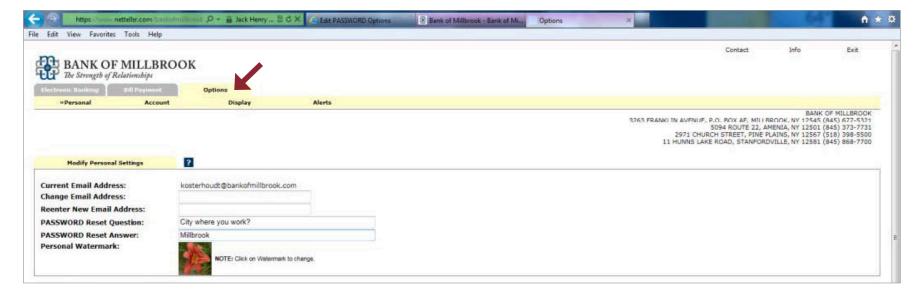
## STEP 1: Enter Electronic Banking ID and submit



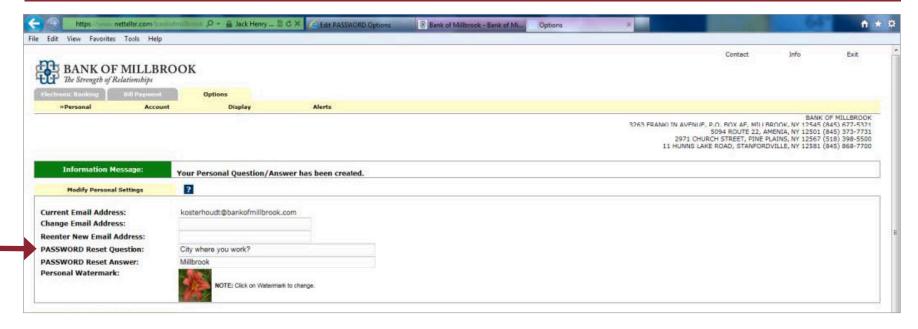
### STEP 2: Enter Electronic Password and submit



# STEP 3: Click the Option Tab



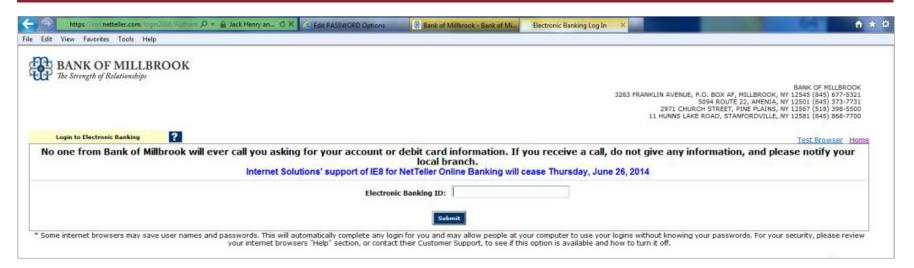
# STEP 4: Create a unique question and answer in the PASSWORD Reset section – submit when completed



You will now be able to reset your password if needed. Instructions about resetting your password follows.

#### Instructions to Reset Password:

# STEP 1: Enter Electronic Banking ID and submit

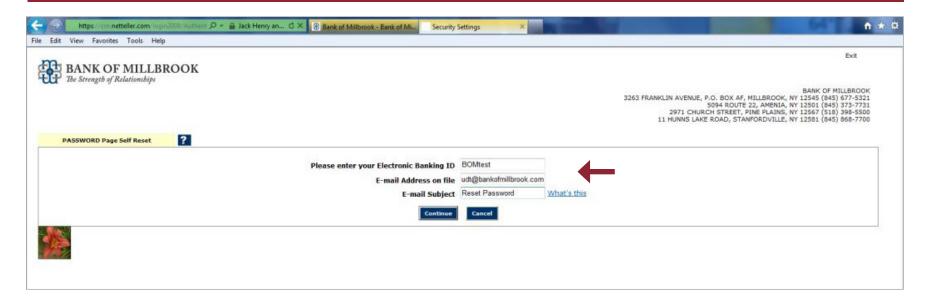


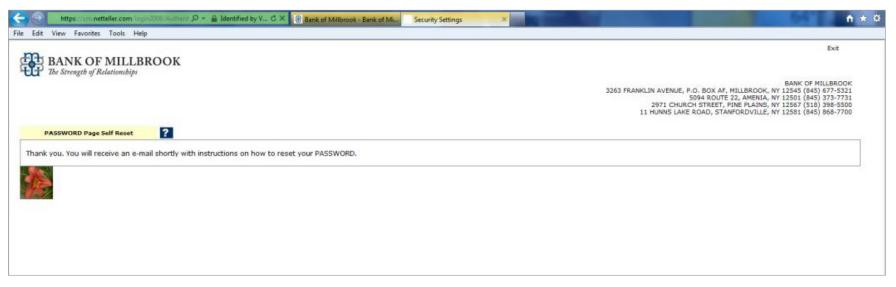
#### STEP 2: Click on Reset Password



### STEP 3: Re-enter your Electronic Banking ID

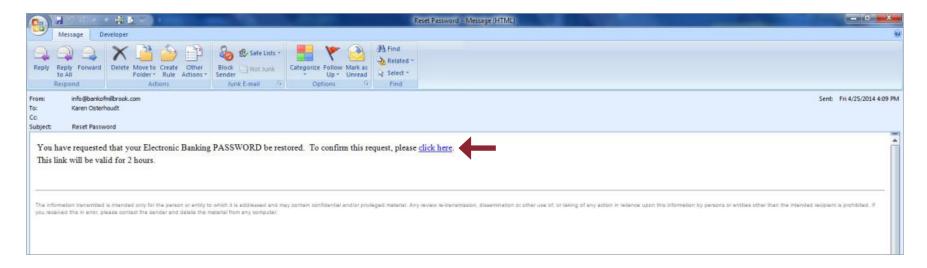
- » Enter E-mail Address on file (if you do not have an e-mail on file, contact a Customer Service Rep at one of our local branches)
- » Enter E-mail Subject Reset Password
- » Click on "Continue"





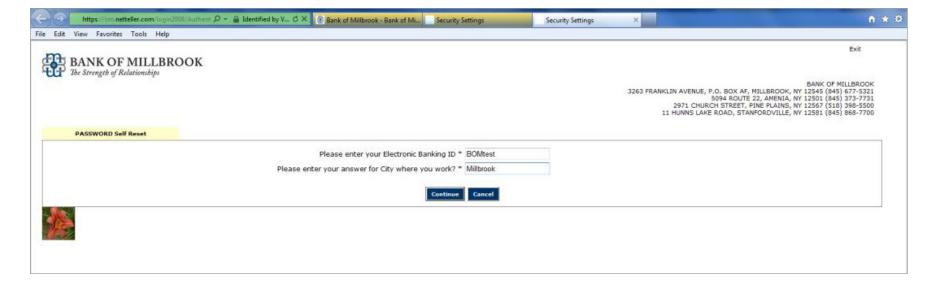
## STEP 4: You will receive an e-mail from info@bankofmillbrook.com with the subject line Reset Password.

» To confirm your request, please click on the option click here in the e-mail.



#### STEP 5: You will be redirected back to Bank of Millbrook's site:

- » Enter your Electronic Banking ID
- » Enter your answer for the security question you chose when setting up the Password Self Reset on your Netteller options.
- » Click on "Continue"

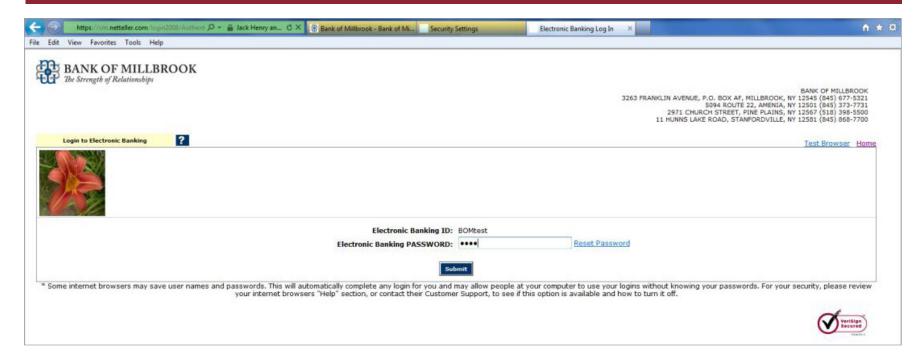


### STEP 6: Click on "Go to Login Page", you assigned password as referred to below is last 4 digits of your Social Security # or TIN #.



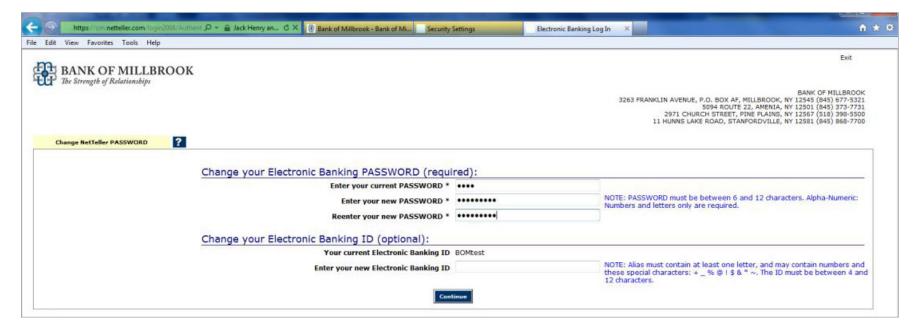
# STEP 7: Re-enter your Electronic Banking ID and

» Electronic Banking PASSWORD: (the last 4-digits of your Social Security # or TIN #)



### STEP 8: You will be required to change your Electronic Banking PASSWORD:

- » \*Reminder PASSWORD must be between 6 and 12 characters, Alpha-Numeric (Numbers and letters only are required)
- » Click on "Continue"



Your password will then be reset to new password.