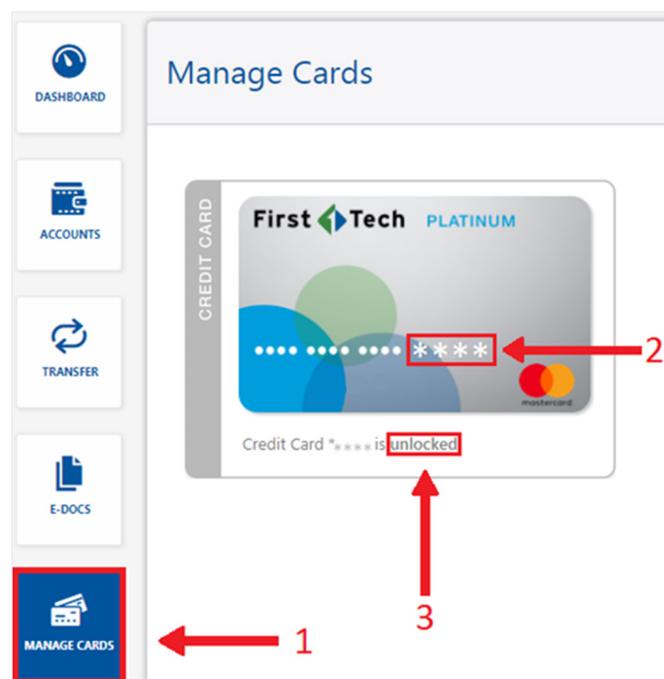## STEP-BY-STEP GUIDE: Online Banking
How to lock or unlock your card

Step 1: Locate your card

Log in to Online Banking and click on the MANAGE CARDS widget in the menu on the left. If you don't see the MANAGE CARDS widget, you can find it by clicking the MORE option. Next, locate the card you would like to lock or unlock by referring to the last four digits of the card and confirming whether it is currently locked or unlocked. To access that card's features, simply click on the image of the card.

Step 2: Lock or unlock your card

Access the feature by clicking on Lock or Unlock Your Card in the tab below. From here, click the toggle button on the bottom right to either lock or unlock your card.

Step 3: Approve lock or unlock

Once you have clicked the toggle button, a confirmation message will pop up asking to confirm that you want to proceed with locking or unlocking your card. Click the Lock Card or Unlock Card button to approve.

Lock Card ✕

Locking your card will prevent new transactions, while still allowing recurring transactions, pre-authorized payments and refunds to post to your account. If you notice any unauthorized transactions or suspect fraud, please call us at 855.855.8805.

Cancel   **Lock Card**

Unlock Card ✕

Once your card is unlocked, you may resume transactions and payments. For more info, visit FirstTechFed.com/OLB

Are you sure you want to continue?

Cancel   **Unlock Card**