

How To Set Up The Telcoe Arkansas App to Add Another User(joint account owner):

1. Have both parties together, and have the **Primary Member login to the App.**
2. Click on the **3 little lines in the upper left corner.**
3. Click on **your name at the bottom** and it will open a Menu.
4. Select **Settings**
5. Select **Security**
6. Select **2 Step Verification**
7. Select **Add Another Method** and choose how they'd like to receive the code.
(Voice/**Text**, Phone, Ect.)
8. Enter your password.
9. Enter the **phone number for the person they are trying to give access to.** (A code will be sent to the other person's device.) Once they enter the code **they will use the same User ID and Password as the Primary Member.**
10. The other person can then download the Telcoe Arkansas App and the code will be sent to person who is signing in.

(You can also login to Banno/Security/2 Step Verification Methods)

- Click on Manage Enrollments and see that both phone numbers are now there to ensure it is setup correctly.

Any questions?

Call us at 501-375-5321 or email Members@Telcoe.com

