

## ONLINE BANKING HOW-TO GUIDES

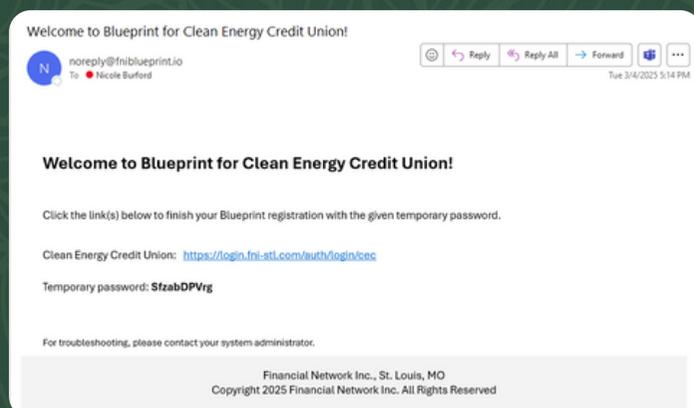
LOGIN

# FIRST-TIME LOGIN INSTRUCTIONS

### 1 CHECK YOUR EMAIL FOR THE PORTAL INVITE

Look for an invitation from [noreply@fniblueprint.io](mailto:noreply@fniblueprint.io) like the one pictured here which will contain a link to the portal and your temporary password.

*\*We recommend accessing the portal via a PC or Mac*



### 2 LOG INTO THE BLUEPRINT LOAN PORTAL

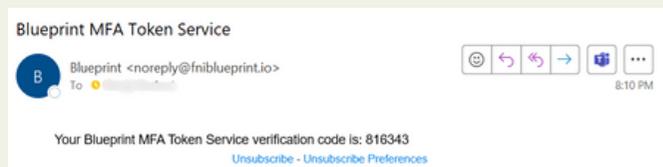
Click the link provided in the email and enter your temporary password. You will then be asked to choose a new password.

- Passwords must contain:
  - Minimum of 12 characters
  - At least one uppercase letter
  - At least one lower case letter
  - At least one number
  - At least one special character
- Single characters can't repeat more than three (3) times consecutively

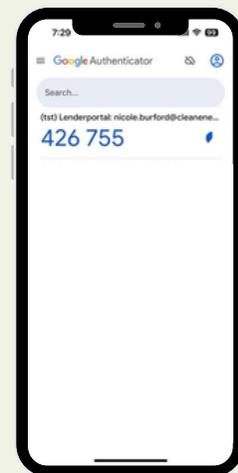
### 3 SET UP MULTI-FACTOR AUTHENTICATION

You will then be asked to set up multi-factor authentication via email or Google Authenticator App.

- If you choose email:
  - Look for an email from [noreply@blueprint.io](mailto:noreply@blueprint.io) containing a verification code. Enter the code into the Blueprint site.



- If you choose the Google Authenticator App:
  - Go the app store on your smartphone and download the "Google Authenticator" app (which is free).
  - You will see a QR code on the Blueprint portal login page.
    - In the Google Authenticator app, press the plus sign in the bottom right corner.
    - Select the "Scan a QR code" option.
    - Scan the QR code shown on the Blueprint portal page by pointing your phone's camera at it. This will link your smart phone to your Blueprint user account.
  - For future logins into the Blueprint Dealer Portal, after entering your username and password, you will simply open the Google Authenticator app on your phone and see a six digit number that's shown under "Lenderportal: your email address" Enter this six digit code into the "Authentication Code" line in the Blueprint portal login page.
    - The six digit number in Google Authenticator resets approximately every 30 seconds.



*Please note: If you get a new smartphone, you will have to reset and re-establish the connection between your Google Authenticator app and your portal user account by contacting [dealers@cleanenergycu.org](mailto:dealers@cleanenergycu.org).*

**[See this video for a walk through of the first time user instructions.](#)**

#### Notes:

- When logged in to Blueprint, please do not create any test applications, and instead only create applications for real customers.
- You can reset your Blueprint password at anytime by selecting "forgot password" from the login screen.