

Quick How-To: How to Use Online Banking Safely

Who is this for?

This guide is for anyone wanting to learn how to access their bank account online safely and securely.

Step-by-Step Instructions

Step 1: Go to Your Bank's Official Website or App

- Type the full web address (like www.wellsfargo.com) or use the official app.
- Avoid clicking on links from texts or emails.

Step 2: Sign In Securely

- Enter your username and password.
- Use two-factor authentication if your bank offers it (like a code sent to your phone).

Step 3: Check Your Account or Pay Bills

- Once signed in, you can check balances, pay bills, or send money.

Step 4: Always Log Out

- When you're done, it is very important to always remember to log out of all your accounts, on all devices you've used completely. click **Log Out** or **Sign Out**.
- Close the browser or app to protect your information.

You Did It!

You've accessed your online bank account and learned how to log out safely — protecting your money and your privacy.