

ENCLOSURE B

HELPFUL HINTS FOR USING NCUA'S FIELD OF MEMBERSHIP INTERNET APPLICATION

Listed below are some helpful hints to assist you with downloading the NCUA Certificate and logging on to use the Field of Membership Internet Application (FOMIA).

For first time users, using FOMIA is a two-step process. The first step is to download the NCUA Certificate. The second step is accessing the FOMIA. However, once the Certificate is downloaded, you can go directly to FOMIA the next time you wish to expand your field of membership (FOM) via the Internet.

To access the system, you need a username, password, charter number, and personal identification number (PIN). To obtain a username, password, and PIN you must fax Enclosure A of NCUA Letter to Federal Credit Unions No. 02-FCU-08 to your regional office. NCUA will review the information submitted and contact the board authorized representative with the username and password. The PIN number will be either faxed or mailed to the board authorized representative at his or her preference.

For instructions on entering information into the FOMIA, you can click the Instructions button on the main FOMIA screen or refer to NCUA's Letter to Federal Credit Unions No. 02-FCU-08.

DOWNLOADING THE NCUA CERTIFICATE: (installation)

This is a one-time installation and is computer specific. In other words, you must download the Certificate on all computers that will be used to expand via the FOMIA.

If you are a Windows '98 user, you may need the latest Internet Explorer version (there is a link on the main page of FOMIA to download and upgrade to the latest version).

DOWNLOADING THE NCUA CERTIFICATE USING INTERNET EXPLORER:

1. Go to NCUA main web page (www.ncua.gov).
2. Go to Credit Union Data or Reference Information, then click on Field of Membership Internet Application.
3. Go to Initial Setup - Download a NCUA Certificate.
 - A security alert pops up asking if you want to proceed; select Yes
 - A window will appear requesting a username and password. Enter the username and password provided by your regional office.

4. Click on Ok.
5. The Certificate Enrollment Form appears. Enter the appropriate information. Please note the following:
 - do not enter special characters (i.e., @, #, \$, %, &, *, \)
 - you must fill out all fields
 - you can use hyphens in the telephone number
 - you can use @ in the e-mail field
 - please abbreviate your state
6. Click on the Submit Request button.
7. You will go to a Certificate Download; click on Download.
8. You will get a pop-up window stating VBScript Certificate Service; click Ok.
9. You may get a pop-up window asking if you want to put the certificate in the root; click Yes or Ok.

When the NCUA Certificate is successfully downloaded, it will return you to the Certificate Enrollment Tools Screen; at this point, you must exit the browser and then go back in before returning to the NCUA Web page and begin using the FOMIA. Please note, do not use the browsers Back arrow to return to the web page.

DOWNLOADING THE NCUA CERTIFICATE USING NETSCAPE:

1. Go to NCUA main web page (www.ncua.gov).
2. Go to Credit Union Data or Reference Information, then select Field of Membership Internet Application.
3. Go to Initial Setup – Download a NCUA Certificate.
4. Go to Certificate Name Check screen; click Continue button.
5. A window will appear requesting a username and password. Enter the username and password provided by your regional office.
6. A security screen will appear; click Continue to proceed.
7. A screen to select your browser type will appear; select Netscape from the drop down menu.
8. Click Submit button.
9. The Certificate Enrollment Form appears. Enter the appropriate information. Please note the following:
 - please do not enter special characters (i.e., @, #, \$, %, &, *, \)
 - you must fill out all fields
 - you can use hyphens in the telephone number
 - you can use @ in the e-mail field
 - please abbreviate your state
10. The Generate a Private Key screen appears; click on OK
 If it asks you to enter a private key, leave it blank and click OK or CONTINUE. If it will not proceed without something entered in this field, it is because your credit union is using a vendor or has its system set up not to receive certificates. You should contact your technical support staff.
11. You may encounter other security screens; click OK or CONTINUE.

When the NCUA Certificate is successfully downloaded, it will return you to the Certificate Enrollment Tools Screen; at this point, you must exit the browser and then go back in before returning to the NCUA Web page and begin using the FOMIA. Please note, do not use the browsers Back arrow to return to the web page.

Using the Field of Membership Internet Application: (Data Entry)

Internet Explorer:

- Go to NCUA Web page (www.ncua.gov).
- Select Credit Union Data or Reference Information, then select Field of Membership Internet Application.
- Select Go Directly to FOM Internet Application under the page title.
- You will get a Security Alert screen; click YES.
- The Client Authentication window will appear.
- Make sure your name is highlighted (name entered in certificate) then click OK.
- You go to the main screen entitled Welcome to NCUA's online field of membership application system for groups 500 or less.
- You must enter your credit union's Charter Number.
- You must enter your PIN (case-sensitive).
- If you don't remember your PIN, you can click on GET PIN; an e-mail will be sent to your regional office, and the region will respond by either FAXing or mailing the PIN to you.
- Click on CONTINUE to proceed to the Internet application.

Netscape:

- Go to NCUA Web page (www.ncua.gov).
- Select Credit Union Data or Reference Information, then select Field of Membership Internet Application.
- Select Go Directly to FOM Internet Application under the page title.
- At the Certificate Name check screen click Continue.
- At the Select a Certificate screen click Continue – if the name in the certificate box says Not Valid, that's okay. It only validates the certificate after you've successfully gone into the system once.
- Click Continue or OK to security alert screens.
- Go to the main screen entitled Welcome to NCUA's online field of membership application system for groups 500 or less.
- You must enter your Charter Number.
- You must enter your PIN (case-sensitive).
- If you don't remember your PIN, you can click on GET PIN; an e-mail will be sent to your regional office, and the region will respond by either FAXing or mailing the PIN to you.
- Click on Continue button to proceed to the Internet application.