

ONLINE BANKING TROUBLESHOOTING TABLE OF CONTENTS

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- Page 2- How to Log In
- **Page 3- Device Verification**
- **Page 4- Password Recovery**
- **Page 5- Username Recovery**
- **Page 6- Username Recovery**

1. The customer will input their username and password. The customer will then click Login.



2. The customer may be prompted to create a new password (at least 8 characters, a mix of letters, numbers, and symbols @\$*_-+.!~) and retype it, before clicking update password.



3. The customer should be at the verification screen and click "I don't have access to verification options listed on this page" under Common Problems

4. The customer will enter the code in the field that says "Enter your verification code below".

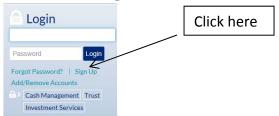
Looks like you're logging in from a new computer. To verify your identity and protect your accoverification code to type in. Enter your verification code below Save time by registering your computer. If this is your personal computer, register it now. We won't need to contact you the next time you log in. Yes, register my private computer No, this is a public computer

5. The customer will then select that the device is private or public. If the device is marked as private, a security cookie is placed so the device will be recognized and the customer should not have to get an access code the next time they log in from the device.



Password Recovery

Click on "Forgot Password?"



The customer will then have to enter their phone number and their username in the following boxes. (Please Note: <u>This step would only work if we have the correct phone number on file.</u>)

Just provide the following information and we'll send you a new password. Phone number This phone number must be already added to your account. +1 ▼ (xxx) xxx-xxxx Username Enter username Go back to login I forgot my username Send me a new password

You will then enter the password that was sent to your device.

We just sent you a new password at

Can't access your account?



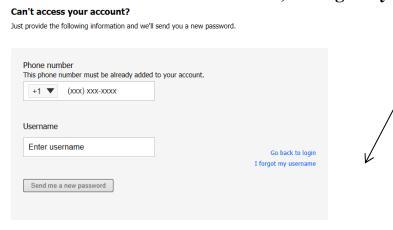
Once this has been completed, please go to step 2 in the second page.

Username Recovery

Click on "Forgot Password?"



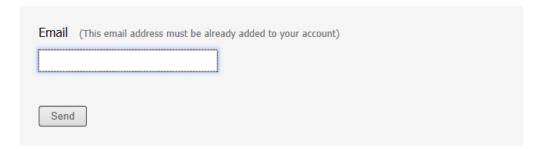
The customer will have to click on, "I forgot my username."



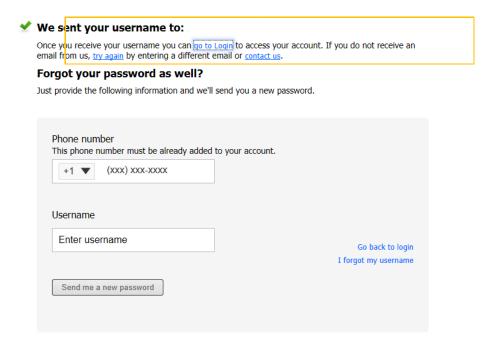
You will be prompted to enter the e-mail address linked to the Online Banking Profile

Forgot your username?

No worries, we can email your username. Just enter the email address you use for online banking below.



At the top of the page, you will be notified that the username was sent to the e-mail address that was provided as shown in the image below.



Once the username was received, please follow the directions in the first page. If the password was forgotten, please follow the directions on page 4.