



## SUMMARY

SFFCU allows you to conveniently apply for secondary share accounts (a.k.a. a sub-account) to help you manage your finances. Here's how...

## CONTACT

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# HOW TO APPLY FOR A SECONDARY SHARE ACCOUNT

## Computer Version

### LOGIN TO YOUR SFFCU ACCOUNT

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- Click the **Applications** widget icon.
- Click the **Applications** button in the middle of the page to the application process.
- Click on the **Classic tab** along the top of the page.

### ENTER THE DETAILS OF YOUR ACCOUNT

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- Select **Personal Account** under the **Open an Account** section.
- Choose the type of share account you wish to open – **Secondary Share Account** or **E-Share Account** (click the “+” symbol). Click **Continue**.
- Complete the questions about your account and submit the application.

### ONCE APP IS SUBMITTED – SEND DOCUMENTS OR VIEW/SEND MESSAGES

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- Click the **Applications** widget icon.
- Click the **Applications** button.
- Once the Welcome screen appears, view **Your Recent Applications** and select the correct application:
  - Click **View or Upload documents** (must be in a .PDF or .JPG format.)
  - Click **View\* and Send Messages** to/from SFFCU.

*\*Members receive an email indicating they have a message from SFFCU and instructing them to go into their online account to view the message.*