

# MBFS ONLINE BANKING

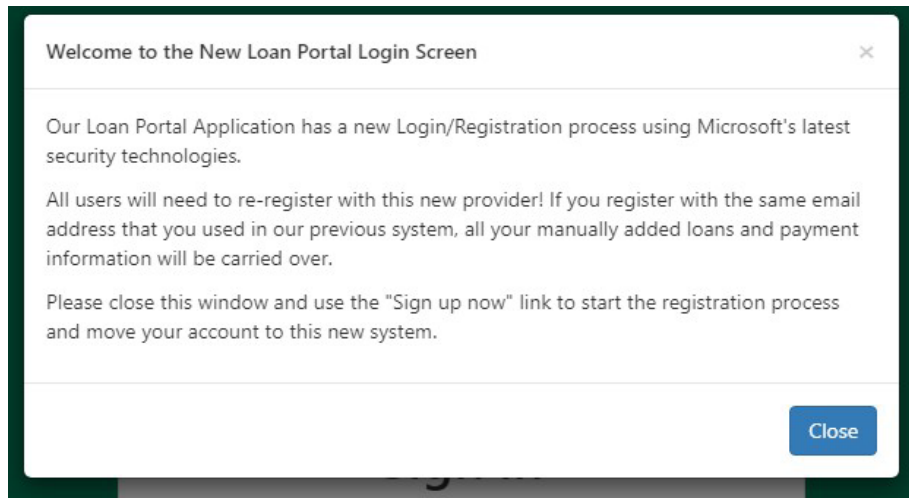
Credit Union & Member User Registration



<https://portal.mycubusinessloan.org>

# REGISTRATION

- Click “Sign up now” if you are a new user
- If you are a returning user – please see below message.



**MBFS**

## Sign in

Sign in with your email address

[Forgot your password?](#)

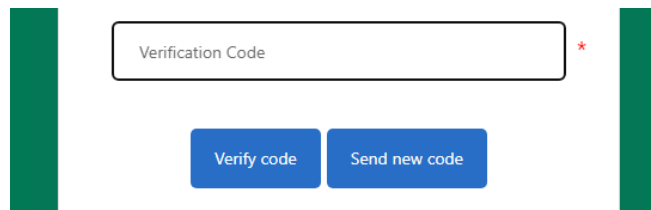
[Sign in](#)

[Don't have an account? Sign up now](#)

[Not the Login Screen You Expected? Returning Users Click Here!](#)

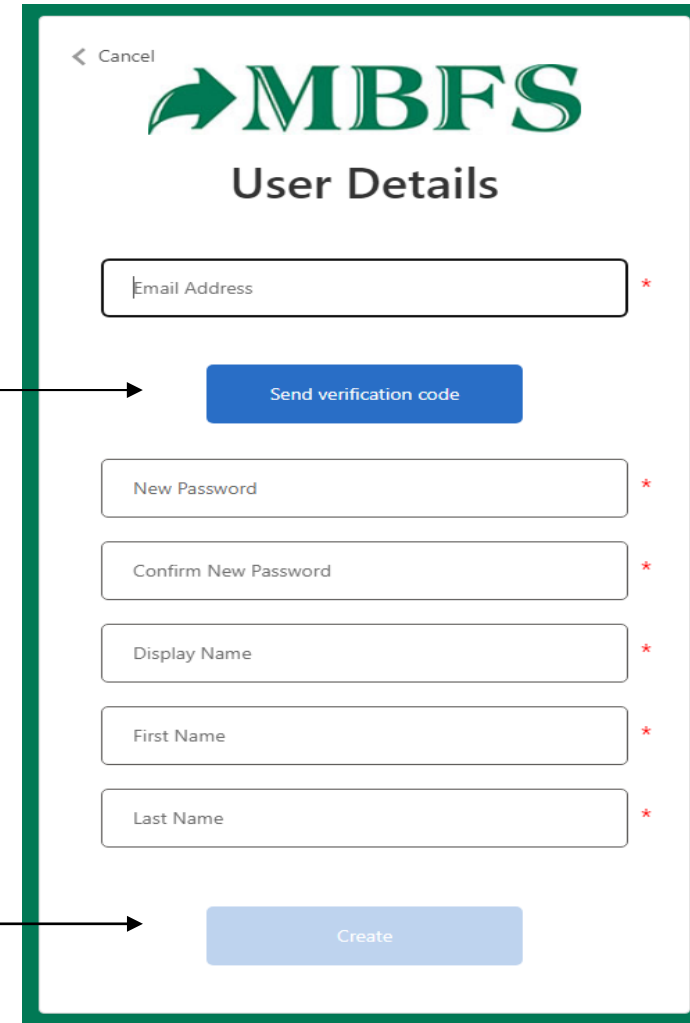
# REGISTRATION

- Enter email address
- Verify email address by clicking “Send verification code”
- Enter verification code in below field and click “Verify Code”



A screenshot of a verification code input field. The field is labeled "Verification Code" and has a red asterisk to its right. Below the field are two blue buttons: "Verify code" and "Send new code".

- Fill in all required fields and click “Create” once finished



A screenshot of the MBFS "User Details" registration form. The form is titled "User Details" and features the MBFS logo at the top. It includes a "Cancel" link in the top left corner. The form contains several input fields, each with a red asterisk indicating it is required: "Email Address", "New Password", "Confirm New Password", "Display Name", "First Name", and "Last Name". Below the "Email Address" field is a blue button labeled "Send verification code". At the bottom of the form is a light blue button labeled "Create".

# REGISTRATION- Multi Factor Authentication

- Enter Phone Number
- Click “Send Code” or “Call Me” to authenticate yourself
- Enter verification code sent and click “Verify Code”

< Cancel

**MBFS**

**Multi-factor authentication**

Enter a number below that we can send a code via SMS or phone to authenticate you.

Country Code

United States (+1)

Phone Number

Phone number

Send Code

Call Me

< Cancel

**MBFS**

**Multi-factor authentication**

Enter a number below that we can send a code via SMS or phone to authenticate you.

[Redacted]

Enter your verification code below, or [send a new code](#)

[Input field]

Verify Code

# REGISTRATION

- Once you are verified through Multi-Factor Authentication, you will be brought to the below dashboard screen.
- If you are a Credit Union employee – you may stop here and email the Servicing Department ([servicing@mbfs.org](mailto:servicing@mbfs.org)) to switch you to a Credit Union user.
- If you are a returning user – all your previously registered loans should appear in your loan list. Click “Go to Loan List” to view those loans.
- If you are a new user – click “Register a Loan”

MY BUSINESS  
CU LOAN Online Banking

Welcome FR | Contact Us User Profile Log Out

Register a Loan Go to Loan List

Francesca, Welcome to your Dashboard. Please choose a loan from the list below to get started.

Show 10 entries

Loan Number	Loan Name	Last Viewed
There are no registered loans.		

Showing 0 to 0 of 0 entries

Previous Next

2019 Privacy Policy

# REGISTRATION – Register a Loan

- Must have a **Monthly Statement** and **Tax ID** associated with your loan
- Enter Loan Number and Name **exactly** as it appears on the Monthly Statement
- Enter Tax ID – **nine digits no dashes** – click Submit – end of registration process

MY BUSINESS  
CU LOAN Online Banking

Welcome FR | [Contact Us](#) [User Profile](#) [Log Out](#)

[Register a Loan](#) [Go to Loan List](#)

**Welcome New User!**

Use this page to register your first loan.  
If you are a representative of a bank you will need to contact support to establish your account as a bank user.

**Register a Loan**

**Register Form**

Please enter your loan information: \* required fields

Loan Number*	Loan Name*	SSN / EIN Number*
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit](#)

[2019 Privacy Policy](#)

# Monthly Statement Example

PO Box 5046  
West Chester, PA 19380

## **Monthly Payment Statement**

Bill For: 02/01/2025  
Payment Amount: \$100.00  
Statement Date: 01/13/2025  
Loan Number: **1122334455**

Interest Rate: 4.250000%  
Payment Due Date: 02/01/2025

Unpaid Late Charges: \$0.00  
Other Charges: \$0.00  
OverPayments: \$0.00  
FP Insurance: \$0.00  
**Total: \$100.00**

Balance before Payment: \$10,000.00

**Include an additional \$15.00 late fee if not paid before the 16th**

**Loan Street Properties, LLC**  
123 Main Boulevard  
Philadelphia, PA. 12345

### Tips When Entering the Information to Register Your Loan(s):

- Enter the Loan Name and Loan Number **exactly** the way it appears on your Monthly Statement as shown in the areas highlighted above
- Loan Name is **case, spelling,** and **space** sensitive

# FAQ's

**Q:** How do I update the Multi Factor Authentication phone number?

**A:** If you would like to update the MFA phone number, you will need to reach out to [servicing@mbfs.org](mailto:servicing@mbfs.org) to update this. Please note there can only be 1 phone number assigned to a login, and you must have access to that phone/phone number to be able to enter the verification code each time..

**Q:** I am using the Loan Name and Loan Number listed on the monthly statement, but I am still receiving an error when registering my loan.

**A:** Please reach out to [servicing@mbfs.org](mailto:servicing@mbfs.org) to troubleshoot the error.

# Tips/Tricks

- Use Google Chrome as opposed to Safari – especially if you are on a MAC computer.
- If you are receiving a page loading error, try deleting cookies and cache in your web browser.
- If your link looks to be expired/not working, please remove the bookmark that is being used. Enter <https://portal.mycubusinessloan.org> in the search bar and see if it works. If link works, you can readd it as a bookmark. If you are still experiencing issues, reach out to [servicing@mbfs.org](mailto:servicing@mbfs.org).
- If you are using the 'Forgot Your Password?' link, be sure to check your spam/junk folders for the email as it may end up there.