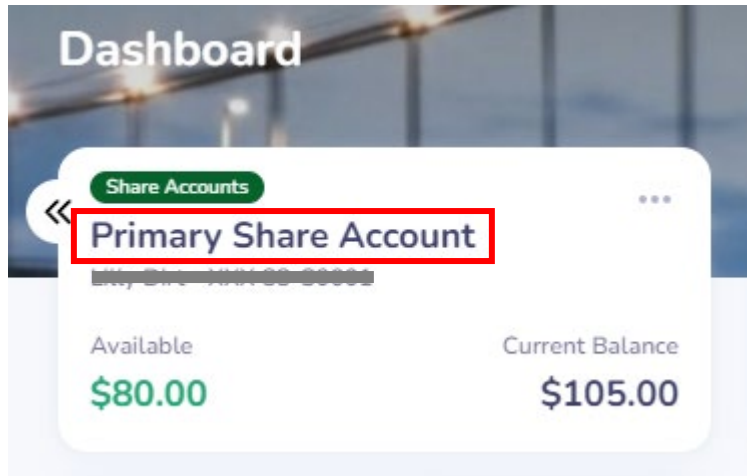
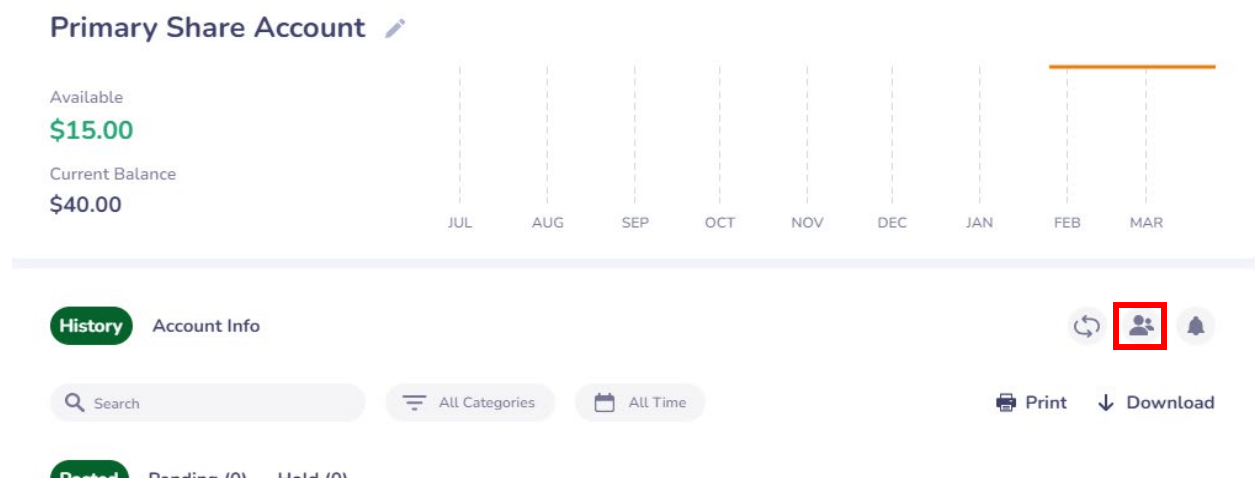


Log in to Home Banking.

In the Dashboard, click on **“Primary Share Account”**



Click on the **“Person Icon”**



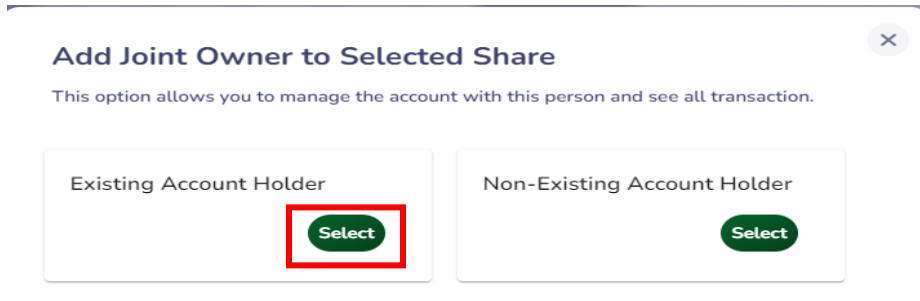
## Adding a Joint Owner on Home Banking

### How to add an Existing Member

You will be given two options to add a joint owner to your Glass City account(s): “Existing Account Holder” or “Non-Existing Account Holder”

- For the **Existing Account Holder** option: the social security number, account number, date of birth, and a valid unexpired ID for the person you are adding must be listed in Glass City’s system in order to add them as an Existing Account Holder.

Under “Existing Account Holder” click the “Select” button



**Add Joint Owner to Selected Share** ×

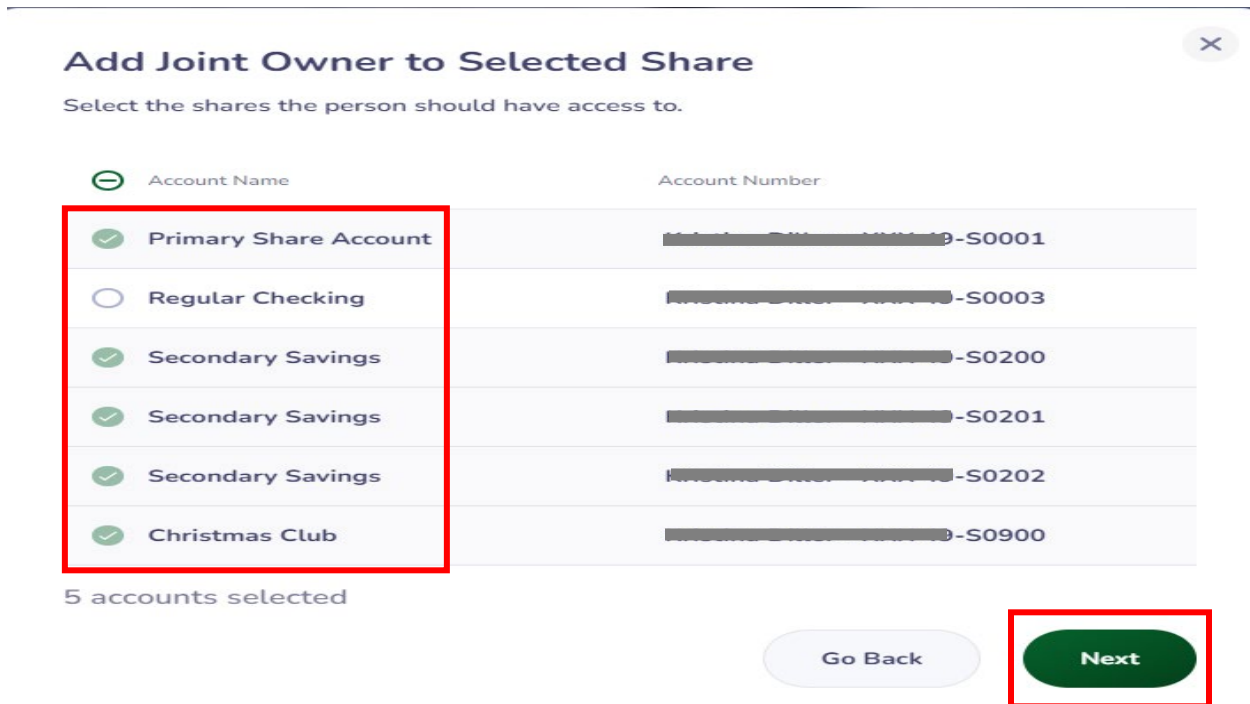
This option allows you to manage the account with this person and see all transaction.

Existing Account Holder	Non-Existing Account Holder
<input checked="" type="radio"/> <b>Select</b>	<input type="radio"/> <b>Select</b>

Select the accounts that you would like to add the joint owner to by clicking the account name.

*Please note: When adding a joint owner to a Primary Share Account, the new joint owner will also be added to the Secondary Saving(s), Christmas Club(s) and Vacation Club(s) accounts.*

Once you have selected the preferred accounts, click “Next”



**Add Joint Owner to Selected Share** ×

Select the shares the person should have access to.

Account Name	Account Number
<input checked="" type="checkbox"/> Primary Share Account	████████████████████-S0001
<input type="checkbox"/> Regular Checking	████████████████████-S0003
<input checked="" type="checkbox"/> Secondary Savings	████████████████████-S0200
<input checked="" type="checkbox"/> Secondary Savings	████████████████████-S0201
<input checked="" type="checkbox"/> Secondary Savings	████████████████████-S0202
<input checked="" type="checkbox"/> Christmas Club	████████████████████-S0900

5 accounts selected

## Adding a Joint Owner on Home Banking

### How to add an Existing Member


Enter the Social Security Number, Account Number and Date of Birth for the person you would like to add as a Joint Owner.

Click **“Add Joint”**

### Add Joint Owner to Selected Share ✕


Enter joint owner account information

Social Security Number\*

Account Holder Number\*

Date of Birth\*

[Go Back](#) [Add Joint](#)

If the information matches what is listed in Glass City’s system, you will receive a confirmation message that the joint owner was successfully added. The joint owner will now be able to view the accounts they were added to via Home or Mobile Banking.