

INSTITUTION PORTAL GUIDE:

Updating Facility Hours

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Financial
Institutions

1. Updating Facility Hours

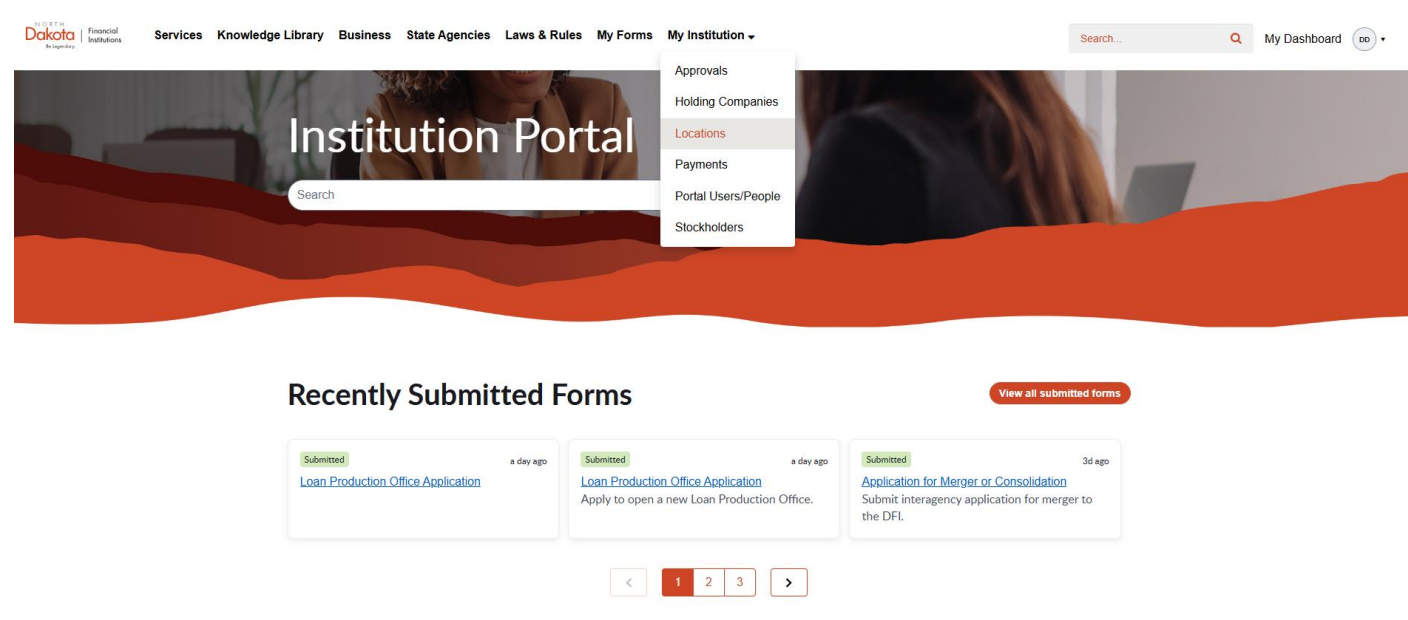


Financial
Institutions

Updating Facility Hours

Locate Your Facilities

- After logging in, click on the “My Institution” drop down.
- Choose “Locations”.



List of Facilities

- The top one is your main location, where your institution is chartered. This will contain hours for this location, along with institution wide information that can be updated.
- All locations listed below the top one are branches, LPOs, DPOs, and trust locations.
- Click into any location to see more details.

[Home](#) > [Locations](#)

This list includes both businesses and their facilities/branches.

Name ▲	Branch Type	Street	City	State / Province
Test Bank One	52 - Finance and Insurance	123 Main St	Fake Town	ND
Location Name 1	Branch	123 Mickey Mouse Clubhouse	Bismarck	ND
Nates Bank	Branch	123 anywhere st	Bismarck	ND
Minnie Mouse's Penthouse	Deposit Production Office	123 Disney Drive	Orlando	FL

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Editing Information

- Once you choose a location, you can edit hours of the facility by clicking on the Pencil icon on the top right.
- Anything with a white box is editable by you.
- If you do not have the pencil icon, please contact dfi@nd.gov to upgrade your permissions.

Location Name 1
123 Mickey Mouse Clubhouse, Bismarck, ND, 58504

Facility Details

General

Branch Type	Name	Street	City
Branch	Location Name 1	123 Mickey Mouse Clubhouse	Bismarck
State / Province	Business Phone	Email	
ND			

Lobby Hours

Sunday Open Time	Sunday Close Time
-- None --	-- None --
Monday Open Time	Monday Close Time
-- None --	-- None --
Tuesday Open Time	Tuesday Close Time
-- None --	-- None --
Wednesday Open Time	Wednesday Close Time
-- None --	-- None --
Thursday Open Time	Thursday Close Time
-- None --	-- None --
Friday Open Time	Friday Close Time
-- None --	-- None --
Saturday Open Time	Saturday Close Time
-- None --	-- None --

Drive Up Hours

Sunday Drive Up Open Time	Sunday Drive Up Close Time
-- None --	-- None --

Questions or having issues?

- Email us at dfi@nd.gov or call us at 701-328-9933