



# **INSTITUTION PORTAL GUIDE: Updating Facility Hours**

# INDEX



## 1. Updating Facility Hours



# Updating Facility Hours

# Locate Your Facilities

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



## Recently Submitted Forms

Submitted	Date	Form Description
Submitted	28d ago	<a href="#">Assessment Calculator</a> To be submitted semi-annually by banks, credit unions, and trust companies.
Submitted	3mo ago	<a href="#">Application to Establish a Branch</a> Apply to open a new Credit Union branch.

< 1 2 >

Submitted	Date	Form Description
2nd Review	3mo ago	<a href="#">Application for Merger or Consolidation</a> Submit interagency application for merger to the DFI.

# 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 > Businesses

Search

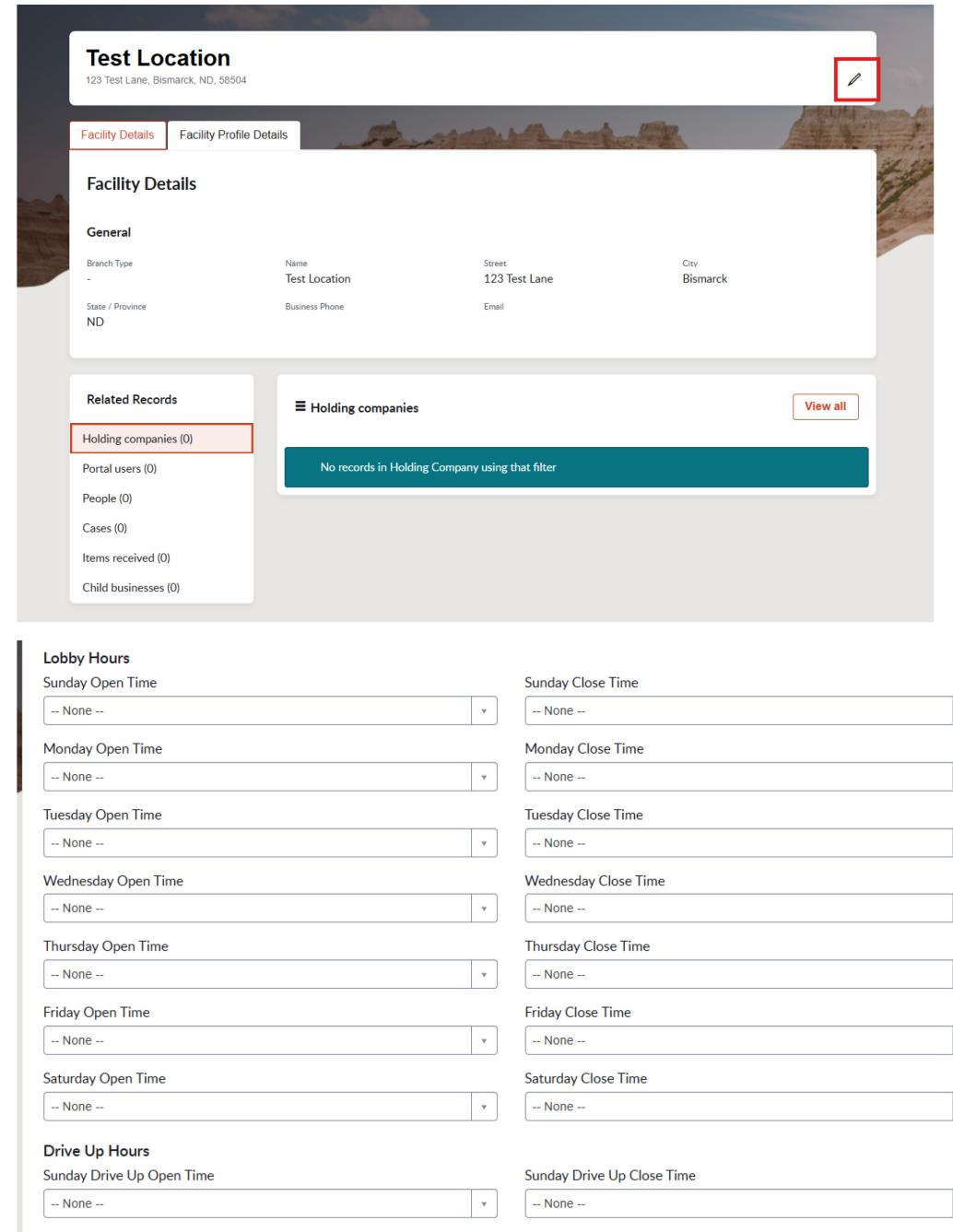
All > Business Profile Date Closed [DFI Institution Profile] is empty .or. Business Profile Date Closed [DFI Institution Profile] > 01/20/2026

Name	Primary Contact	Business Phone	City	Zip / Postal code
Test Credit Union One	DFINathanTest2 DFICruzAccount2	7015555555	Bismarck	58504
Test Location			Bismarck	58504

Rows 1 - 2 of 2

# Editing Information

- Click on the Pencil icon on the top right to edit information.
- Anything with a white box is editable by you.
- If you do not have the pencil icon, please contact [dfi@nd.gov](mailto:dfi@nd.gov) to upgrade your permissions.



The screenshot shows a facility edit page for 'Test Location' (123 Test Lane, Bismarck, ND, 58504). The top right corner features a red box highlighting a pencil icon. The page is divided into sections: 'Facility Details' (General, Branch Type: ND, Name: Test Location, Street: 123 Test Lane, City: Bismarck), 'Related Records' (Holding companies (0), Portal users (0), People (0), Cases (0), Items received (0), Child businesses (0)), and 'Lobby Hours' and 'Drive Up Hours' sections with dropdown menus for open and close times for each day of the week. A 'View all' button is located in the top right of the 'Related Records' section.

**Test Location**  
123 Test Lane, Bismarck, ND, 58504

**Facility Details**

**General**

Branch Type	Name
ND	Test Location
State / Province	Street
ND	123 Test Lane
	City
	Bismarck

**Related Records**

**Holding companies**

No records in Holding Company using that filter

**View all**

**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](mailto:dfi@nd.gov) or call us at 701-328-9933