

# **INSTITUTION PORTAL GUIDE:**

## **Updating Facility Hours**

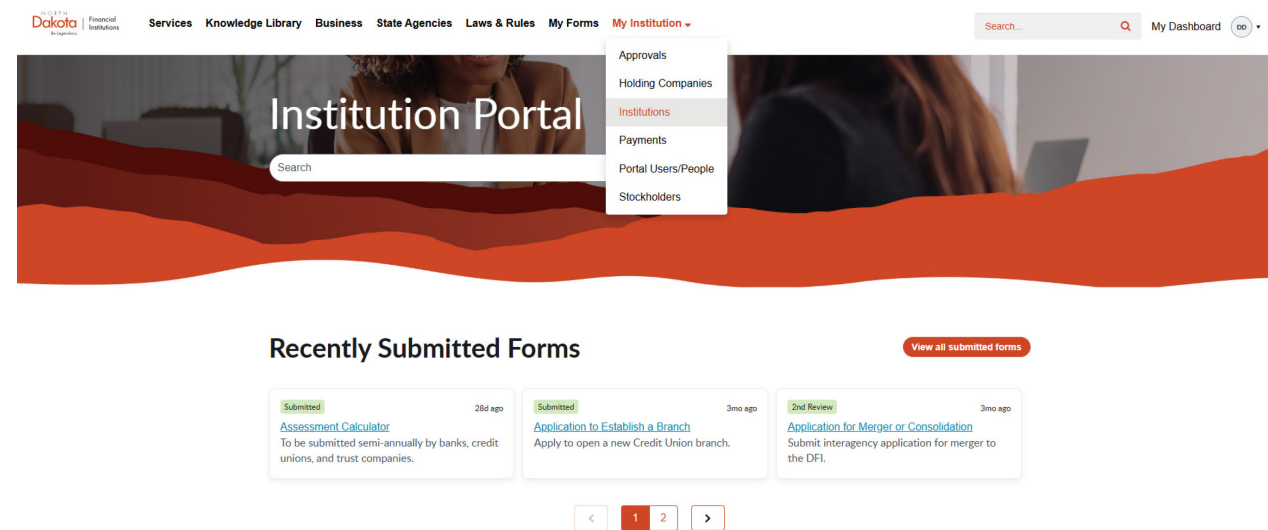
# INDEX

## 1. Updating Facility Hours

# Updating Facility Hours

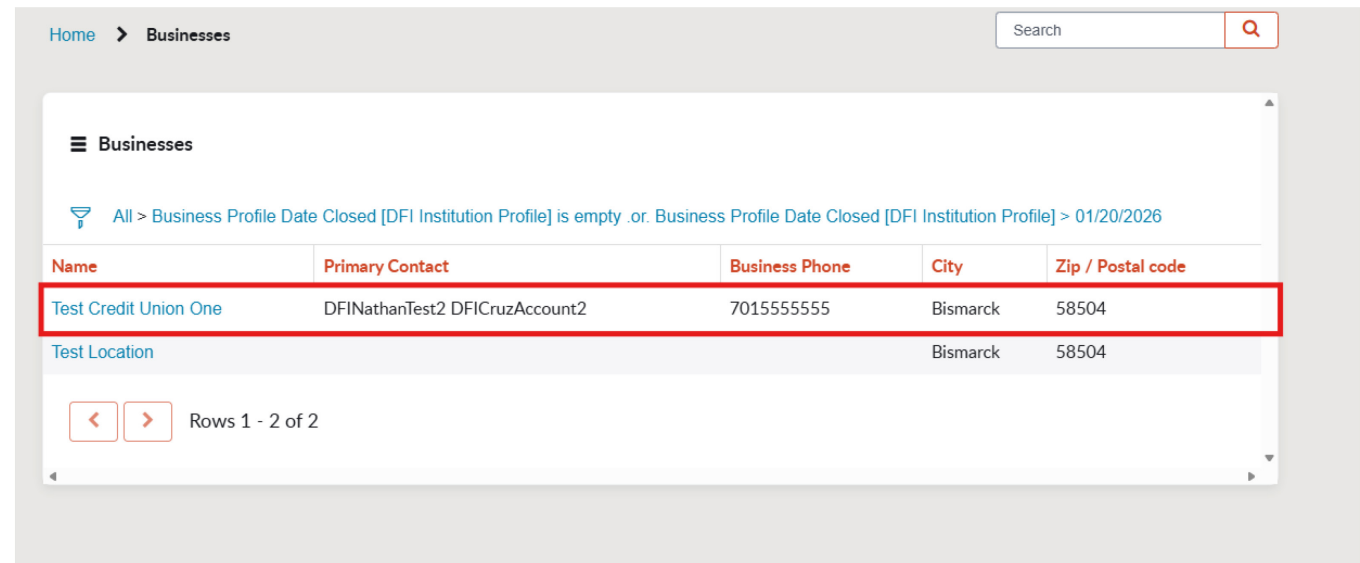
# Locate Your Facilities

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



# 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

Businesses

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

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# 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 web interface for a 'Test Location'. At the top, there's a header with the title 'Test Location' and the address '123 Test Lane, Bismarck, ND, 58504'. A red box highlights a pencil icon in the top right corner, indicating the edit function. Below the header, there are two tabs: 'Facility Details' (which is active) and 'Facility Profile Details'. The 'Facility Details' section contains a form with fields for 'Branch Type' (set to '-'), 'Name' ('Test Location'), 'Street' ('123 Test Lane'), 'City' ('Bismarck'), 'State / Province' ('ND'), 'Business Phone', and 'Email'. Below this, there's a 'Related Records' section with a list of categories: 'Holding companies (0)', 'Portal users (0)', 'People (0)', 'Cases (0)', 'Items received (0)', and 'Child businesses (0)'. The 'Holding companies (0)' category is highlighted with a red box. To the right of this list, there's a 'Holding companies' section with a 'View all' button and a message stating 'No records in Holding Company using that filter'.

The screenshot shows two sections: 'Lobby Hours' and 'Drive Up Hours'. Each section has a grid of dropdown menus for selecting open and close times for each day of the week. The 'Lobby Hours' section includes dropdowns for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, each with an 'Open Time' and a 'Close Time' field. The 'Drive Up Hours' section includes dropdowns for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, each with a 'Drive Up Open Time' and a 'Drive Up Close Time' field. All dropdown menus are currently set to '-- None --'.

# Questions or having issues?

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