

QUICK TIP GUIDE: FIRST-TIME LOGIN TO INBUSINESS

Once you receive your login credentials from your TM Implementation Specialist, follow the steps below. You will need to use a compatible web browser to access Online Banking. Compatible browsers include Google Chrome, Mozilla Firefox, Microsoft Edge or Safari. When choosing a new browser, please be sure to download the latest version.

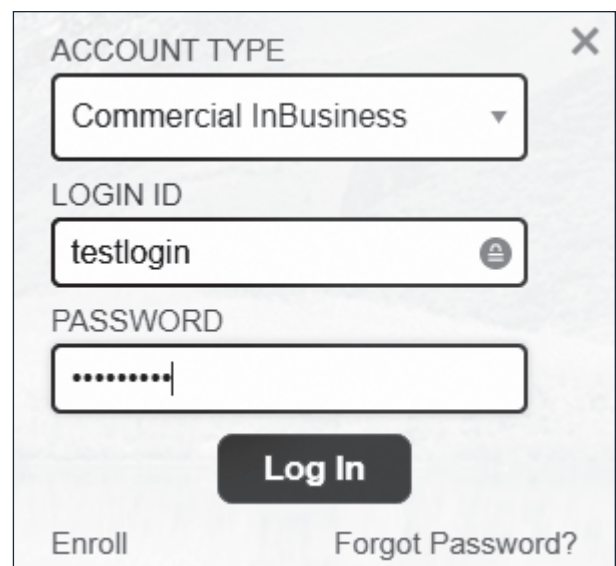
STEP 1:

Navigate to the bank's website

In the upper right corner of the screen, select **Commercial InBusiness** in the **ACCOUNT TYPE** dropdown

Enter your **LOGIN ID**

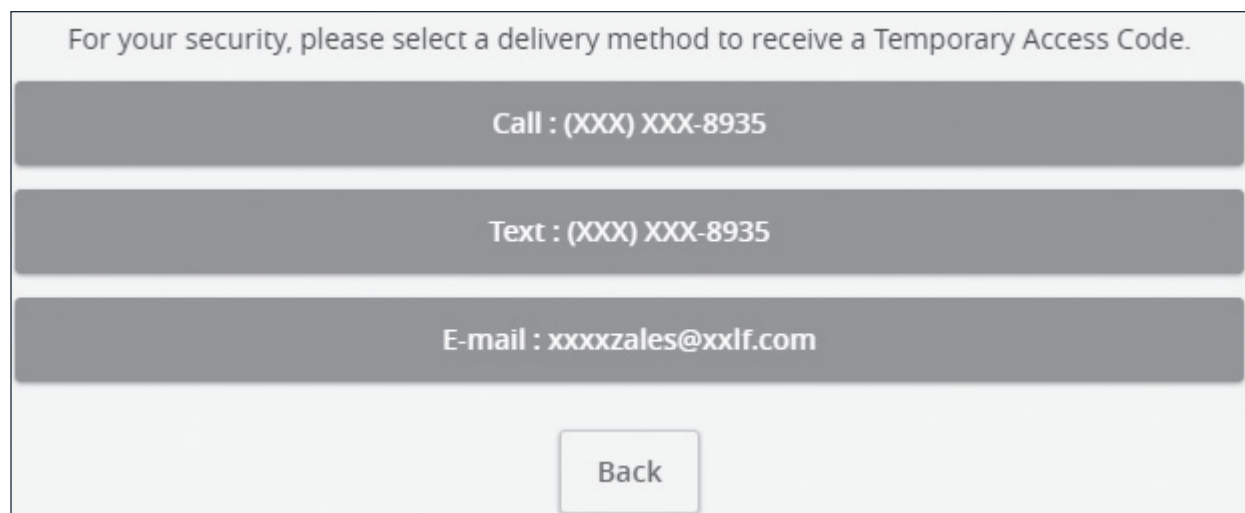
Enter your temporary **PASSWORD**



A screenshot of the login interface. At the top right is a close button (X). Below it is a dropdown menu labeled 'ACCOUNT TYPE' with 'Commercial InBusiness' selected. Underneath is a text input field for 'LOGIN ID' containing 'testlogin'. Below that is a password input field for 'PASSWORD' with masked characters. A 'Log In' button is centered below the fields. At the bottom left is a link for 'Enroll' and at the bottom right is a link for 'Forgot Password?'.

STEP 2:

Select the method in which to receive your **Temporary Access Code**



A screenshot of a screen titled 'For your security, please select a delivery method to receive a Temporary Access Code.' There are three radio button options: 'Call : (XXX) XXX-8935', 'Text : (XXX) XXX-8935', and 'E-mail : xxxzales@xxlf.com'. A 'Back' button is located at the bottom center.

STEP 3:

Enter your Secure Access Code

Select **Submit**

Enter your Secure Access Code

STEP 4:

Select **Submit Profile**

NOTE: The information on this page cannot be edited. Users are setup without Address information. The information is not required despite the asterisks next to each field

Incorrect information? After the enrollment, you can update information through the online banking under the Services tab and selecting My Info. Or, you may call us at 877-280-1863 and we can update this for you.

Prefix	First Name *	Middle Name
<input type="text" value=""/>	<input type="text" value="Test"/>	<input type="text" value=""/>
Last Name *		Suffix
<input type="text" value="User"/>		<input type="text" value=""/>
Email Address *		
<input type="text" value=""/>		
Address 1 *		
<input type="text" value=""/>		
Address 2		
<input type="text" value=""/>		
Country *		
<input type="text" value="Select Country"/>		
Phone Country *		
<input type="text" value="Select Country"/>		
Home Phone *	Work Phone *	
<input type="text" value=""/>	<input type="text" value=""/>	

STEP 5:

Enter your temporary password into the **Old Password** field

Using the provided password requirements, select your new password and enter it into the **New Password** and **Confirm New Password** fields

Select **Submit**

Please set your new password:

Old Password

New Password

Confirm New Password

Password must be at least 8 characters long.

Password can be no more than 24 characters long.

Password must contain a minimum of 1 numbers.

Password must contain a minimum of 1 lower case characters.

Password must contain a minimum of 1 upper case characters.

Password may not contain the following characters <>&V.

Password may not be the same as last 1 passwords.

Back Submit

STEP 6:

Review your **Master Treasury Management Services Agreement**

Select **I Accept** after scrolling to the bottom of the agreement

Disclaimers

*Master Treasury Management
Services Agreement*

I Do Not Accept I Accept

STEP 7:

Select whether to **Remember This Device**

NOTE: By selecting “Remember This Device,” you will not be prompted to enter a Secure Access Code for future logins for this Login ID on this device. If your device clears cookies and cache periodically, you will be prompted for a Secure Access Code even if you have selected to “Remember This Device.”

For your privacy and security, please select your preferred login method.

Access Code Accepted.

Do Not Remember This Device.

Remember This Device. (Avoid access code.)