

First Time Log In 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.

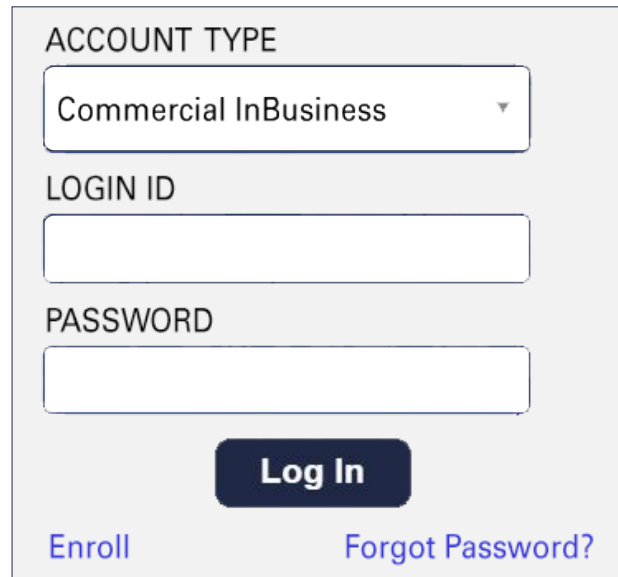
STEP 1:

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**

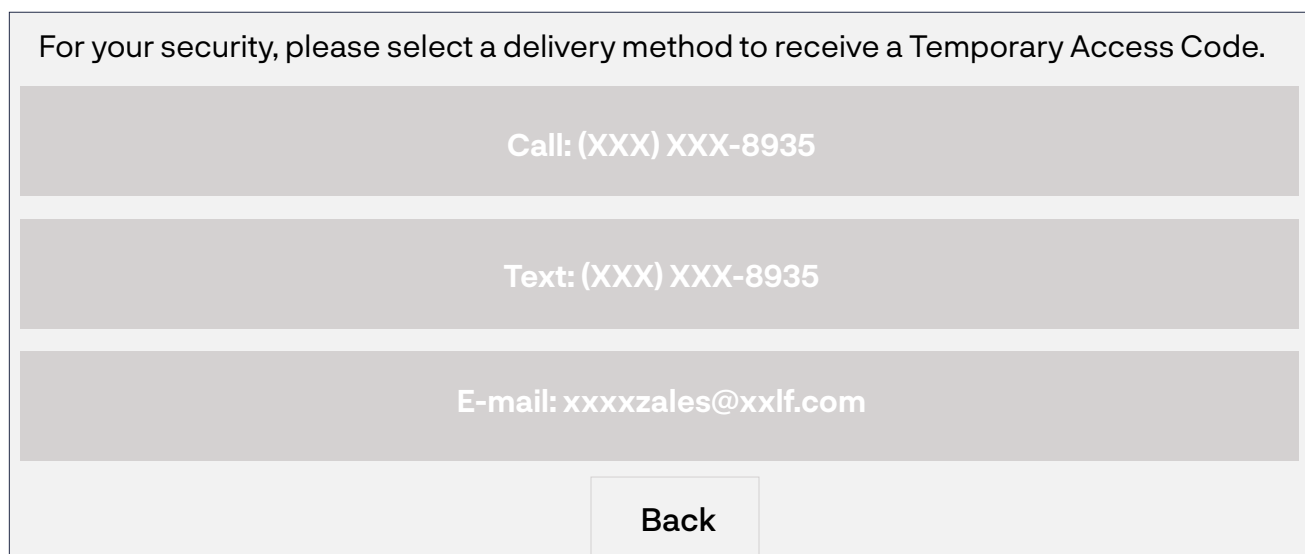


The screenshot shows a login form with the following elements:

- ACCOUNT TYPE**: A dropdown menu with "Commercial InBusiness" selected.
- LOGIN ID**: An empty text input field.
- PASSWORD**: An empty text input field.
- Log In**: A dark blue button.
- Enroll**: A blue link.
- Forgot Password?**: A blue link.

STEP 2:

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



The screenshot shows a screen with the following elements:

- Text: "For your security, please select a delivery method to receive a Temporary Access Code."
- Three radio button options:
 - Call: (XXX) XXX-8935
 - Text: (XXX) XXX-8935
 - E-mail: xxxzales@xxlf.com
- Back**: A button at the bottom.

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 set up without Address information. The information is not required despite the astericks 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"/>	<input type="text" value="Test"/>	<input type="text"/>
Last Name *		Suffix
<input type="text" value="User"/>		<input type="text"/>
Email Address *		
<input type="text"/>		
Address 1 *		
<input type="text"/>		
Address 2 *		
<input type="text"/>		
Country *		
<input type="text" value="Select Country"/>		
Phone Country *		
<input type="text" value="Select Country"/>		
Home Phone *	Work Phone *	
<input type="text"/>	<input type="text"/>	

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:

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 follow characters <>&V.
Password may not be the same as last 1 passwords.

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

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.)