



Online Business Banking First Time Login Guide

The following information will guide you through the initial conversion login for Online Business Banking. Questions? Contact Customer Service at 800.894.6900.

1. Connect with the login screen using the URL sent to you via e-mail OR connect via our Resource Center at:
<https://www.bankfinancial.com/home/bus/onlinebusinessbankingupgrade>

2. Enter the following information and click **Login**.

- Your Customer ID (same as the Company ID used during login on our former system)
- Your User ID (same as the User ID used during login on our former system)
- Your Password
 - **Same as the Password used during login on our former system.**
 - **Note:** The password is case sensitive

3. You will be required to enter a Validation Key which will be emailed to you at the email address we have on file.

4. You will be required to set up three (3) new security questions and answers. This information is used for the **Password Reset** option located on the login page.

General guidelines for your security question answers:

- Use 3-50 characters.

- Special characters are not allowed.
- Each answer must be unique.
- Answers are not case sensitive.

5. Click Submit.

6. You will be prompted to setup at least one phone number and any other method you want to use to receive Onetime Passcodes. Onetime Passcodes are required every time you login to access Online Business Banking. *BankFinancial* has chosen this security method to not only comply with Regulatory Guidelines but also ensure that our customers receive the most robust and protected access to their account information. We strongly suggest that you setup as many as possible.

7. Once you confirm your Onetime Passcode information you will be prompted to change your user password.

General guidelines for creating a password:

- Passwords are case sensitive.
- Password must be 8-24 alpha/numeric characters with at least 1 number.

Important Information Regarding Your Login Information.

- Keep all IDs and Passwords confidential.
- You will be prompted to change your password every 120 days.
- If you do not log in to Online Business Banking for 60 days, your User ID will be locked. If this happens, contact your company administrator. If you are the company administrator you will need to contact Customer Service at 800.894.6900.