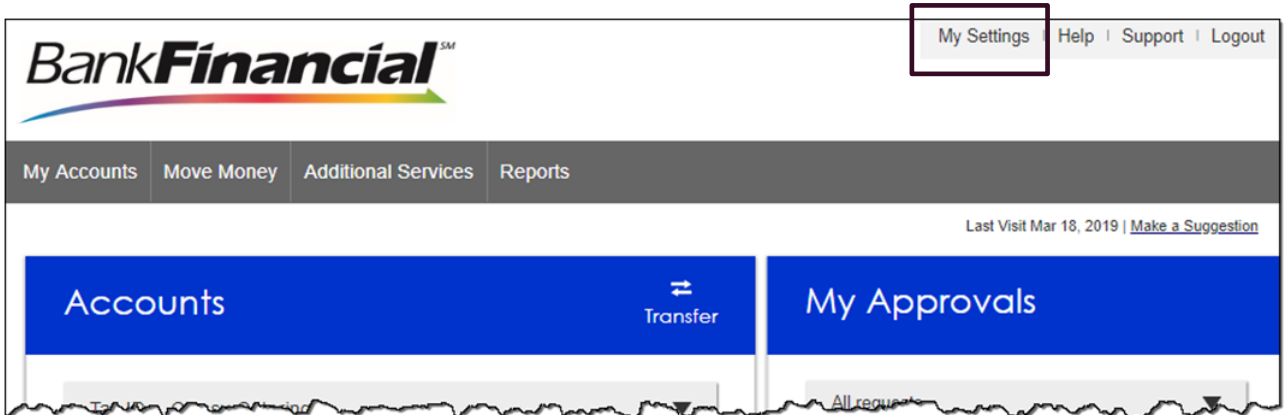> My Settings allows a user to manage their Business Banking personal information and preferences, including:
> - Contact information
> - Username and Password
> - Security settings

The My Settings page in Business Banking has the following Personal Information:

Personal Information

User sees **Primary email** below first/last name	User can edit primary email.
Business Information is below the Primary email.	Business name and Business ID will display. User cannot edit Business information. It must be updated by Bank*Financial*.

Login & Security

Username displays.	System assigns username: user should edit here.
Password is below Username.	User should edit/change password here.
Security options will display.	User can edit multifactor authentication (MFA) security options here.
Rename & hide your accounts.	Only Primary and Secondary Admins can access Rename & Hide accounts

Personal Information

1. Update Email
    - Used for system-generated notifications, user-elected alerts, and possibly multifactor authentication (MFA)
    - One allowed per user
2. Update Username
    - For ease and security, users should update their system-assigned Username.
    - Must be unique from all other business users and Online Banking users at the *BankFinancial*.
3. Update Password

Personal information

Liz Walker

Primary email | Edit   ①   april.delac@ncr.com

Business Information   Classy Catering
Business ID: 4265267369

123 Test
Athens, GA 30606

(706) 612-5620

> Business information is not editable here; *BankFinancial* must update it on your behalf.

Login & Security

Username | Edit   ②   lwalker

Password | Edit   ③   **********

Login & Security

These settings impact MFA for login <u>and</u> in-session authentication for approvals.

1. On the Overview screen, the user can enable a phone to receive the code via **text**.

Security options | Edit (828) ▓▓▓▓ | Text enabled
(828) ▓▓▓▓ | Enable for text ⌄   **1**
april.delac@ncr.com
Token access activated ❓

Confirming your identity

If we do not recognize your computer or device, we confirm your identity by one of the methods below.

2. Update the **phone** or add a second one (2 max).
3. Enter the credential ID for a soft **token**.
4. Toggle **email** on if desired. Used for login only; i.e. not an option for approving users or payments.
5. When editing any of the above, enter current password for authentication.
6. Click Save.

By phone   Confirm your identity by responding to a text or call to a phone you have handy.

+ 1 ▾ ▓▓▓▓   ❌   **2**
+ 1 ▾ ▓▓▓▓   ❌

By security token   Use a VIP Access™ token to confirm your identity.

vstz▓▓▓▓   **3**

▸ Where can I find the credential ID?
▸ What is VIP Access™ token, and how does it work?
▸ How do I get a VIP Access™ token?

By email   ON   **4**

Receive one-time security codes by your primary email address, **april.delac@ncr.com**.
Update primary email

Current password   Password   SHOW   **5**

Save   Cancel

BankFinancial℠

Bill Pay Login

If you have enrolled in the bill pay service, and BankFinancial has set up this business, enter the username and password for bill pay here. Detailed training for business bill pay is in the Online Training Library.

Bill Pay Login

⚠ Please enter credentials provided to you during Bill Pay registration process.

Bill Pay Username
+ Add username & password

Bill Pay Password
+ Add username & password

Other settings

Rename & Hide your accounts   Alerts & Notifications

Rename & Hide your accounts

Only Primary and Secondary Admin(s) see the "Rename & Hide your accounts" option, which allows business admins to assign account nicknames. Select the Tax ID to see all linked accounts.

Rename & Hide your accounts

Here you can rename your accounts and hide your accounts to exclude them from everywhere. Do not include Account Numbers, Social Security Numbers or other confidential information in your new account name. Changes you make are saved automatically.

Note: Please do not hide accounts that have scheduled transfers. Scheduled transfers to and/or from hidden accounts may not process.

Tax ID Pottery Place ▼

Your accounts	Rename account to	Show account ❓
Deposit Accounts		
Simulator Checking *0001	Operating Account	✔
Simulator Savings *0002	Savings	✔
Simulator Money M... *0003		✔
Loan Accounts		
Simulator Credit ... *0004	Business Credit Card	✔
Simulator Loan *0005	Commercial Loan	✔

Tip: Hide an account on the Home page by unchecking "Show Account".