

How to Enroll in Online Banking



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Preparation

1. A signer on the business account must complete the self-enrollment process

You will need the security question, and answer, that you listed on your business account application

2. Determine a Primary Administrator

This can be yourself or another individual. This role is responsible for adding and removing users as well as assigning roles and responsibilities.

TIP:

You can assign multiple users with administrator capabilities; however, the Primary Administrator user cannot be removed from online banking.

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Time to Enroll!

1. Navigate to the url below or click the "Enroll Here" button
<https://choicefinancialbusiness.ebanking-services.com/Nubi/Trace/Enroll.aspx>

2. Create your Login Credentials and provide your Company Information

The answer to your security question is what you listed on your business account application.

PLEASE NOTE:

- The Account Information and Additional Banking Services sections at the bottom of the webpage are both optional.

3. You will be provided your Company ID upon confirmation

Make note of your Company ID and the User ID you created, as you will need both to log in going forward.

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Next Steps

1. Activation

Please allow up to 1 business day for your Online Banking access to be activated. You will receive an email from the Cash Management Team when your online banking access is activated.

2. Additional Services

If you indicated the need for a permanently increased daily mobile deposit limit, the Cash Management Team will reach out to you within 1 business day.

3. Please contact us with any questions!

Our Cash Management Team's contact information and resources are listed below.

Questions?

If you have any questions during enrollment, please feel free to reach out to our Cash Management Team. Live help is available 8 AM - 5 PM CT, Monday - Friday

EMAIL

cmteam@bankwithchoice.com

PHONE

(763) 210-7775

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