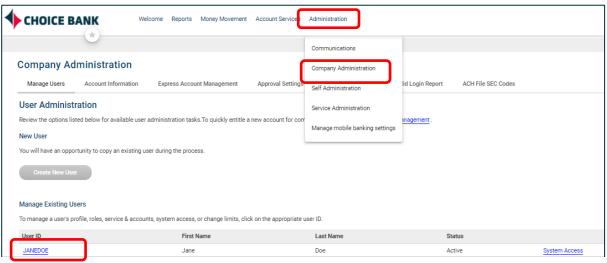
Business Online Banking User Guide

How to Unlock Users and Change Passwords



To Change a Users Password, log into online banking and go to Administration > Company Administration

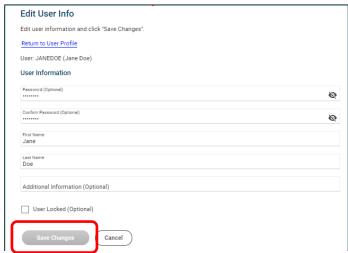
1. Click on User ID to access the User's Profile.



2. Click on Edit icon.



3. Enter the new Password.





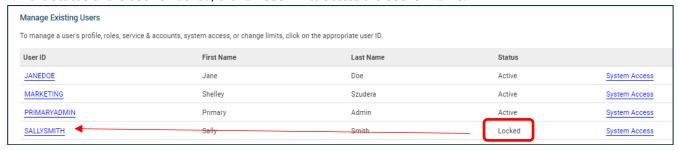


4. Save Changes.

Note: The Users status must be **Active** in order to change passwords. If status is **Locked**, follow the steps below.

To Unlock a User, go to Administration > Company Administration (Same initial steps as above)

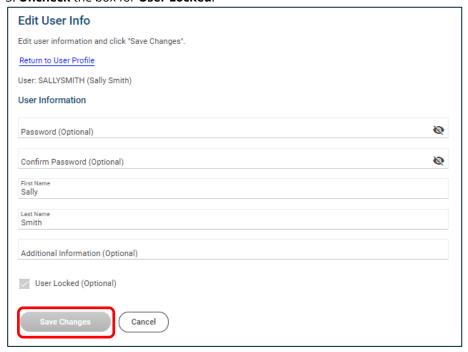
1. If the **Status** of the User is **Locked**, click on **User ID** to access the **User's Profile**.



2. Click on the **Edit** icon.



3. Uncheck the box for User Locked.



4. Save Changes.





Questions & Contact Information

If you have any questions regarding adding Users, please contact your Account Manager or the Cash Management Team

Phone 763.210.7775 **Email** cmteam@bankwithchoice.com

