

Business Online Banking

Quick Start Guide

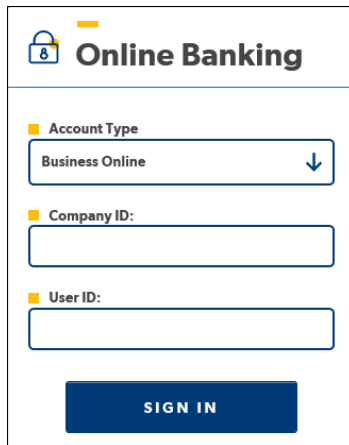
Accessing Business Online

You will access Business Online from www.vistabank.com. You will also need the following

- Company ID
- User ID
- Starter password

The first time you sign in using your initial password, you will be prompted to change your password.

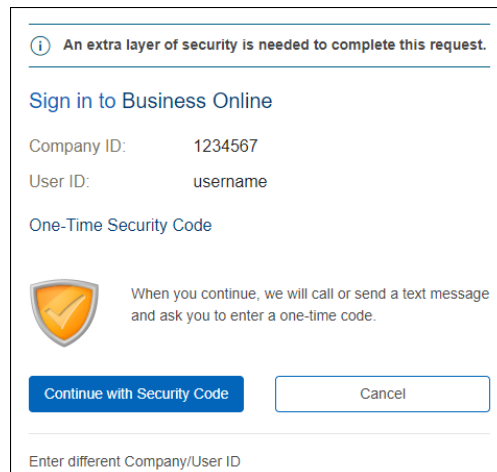
- Start your Internet browser.
- Go to www.vistabank.com.
- The 'Sign in' login box will appear in the top-right corner of the homepage. Select 'Business Online' from the drop down options:



The screenshot shows a login box titled "Online Banking" with a lock icon. It contains three input fields: "Account Type" with a dropdown menu showing "Business Online", "Company ID:", and "User ID:". Below these fields is a blue "SIGN IN" button.

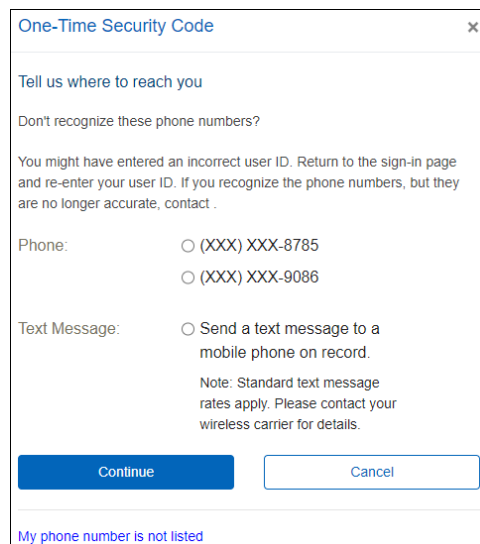
From the Business Online login option:

- Enter the Company ID and the User ID. Click Continue.
- Click Sign In.
- The Advanced Authentication page appears.



The screenshot shows the "Advanced Authentication" page. It has a header with an information icon and the text "An extra layer of security is needed to complete this request." Below this is the title "Sign in to Business Online". The form displays the entered "Company ID: 1234567" and "User ID: username". Under the heading "One-Time Security Code", there is a shield icon and the text "When you continue, we will call or send a text message and ask you to enter a one-time code." At the bottom, there are two buttons: "Continue with Security Code" and "Cancel". A link at the very bottom says "Enter different Company/User ID".

- Click the Continue with Security Code button. The One-Time Security Code page appears:



One-Time Security Code [X]

Tell us where to reach you

Don't recognize these phone numbers?

You might have entered an incorrect user ID. Return to the sign-in page and re-enter your user ID. If you recognize the phone numbers, but they are no longer accurate, contact .

Phone: ☐ (XXX) XXX-8785
☐ (XXX) XXX-9086

Text Message: ☐ Send a text message to a mobile phone on record.

Note: Standard text message rates apply. Please contact your wireless carrier for details.

Continue Cancel

[My phone number is not listed](#)

- Select the preferred choice of contact. If using Text Message, the phone number must be registered for the Business Online User.
- Click Continue. Depending on the communication option chosen (telephone or text), the following pages will be displayed:

Telephone Authentication



One-Time Security Code [X]

Enter the security code

Please wait for your phone call. We are now calling (XXX) XXX-7656. During the call, you will be asked to enter the one-time security code displayed below.

Once you complete the phone call, click Phone Call Completed.

One-time security code: **78243**

Phone Call Completed Cancel

[I didn't receive a phone call](#)

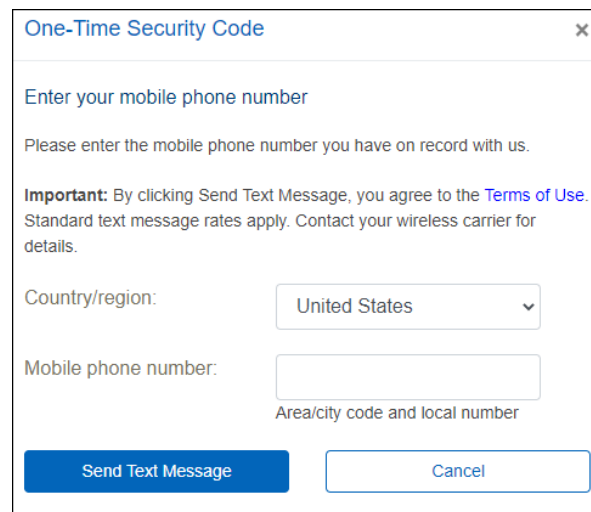
The Business Online user will then receive an automated phone call that instructs the user to enter the one-time security code displayed on the Enter the Security Code dialog.

- Click Phone Call Completed. The Business Online Welcome Page Appears.

Text Message Authentication

The Business Online user will be prompted to enter a mobile phone number where the text message can be sent.

Note: The mobile phone number must be registered for the Business Online User.



One-Time Security Code [X]

Enter your mobile phone number

Please enter the mobile phone number you have on record with us.

Important: By clicking Send Text Message, you agree to the [Terms of Use](#). Standard text message rates apply. Contact your wireless carrier for details.

Country/region:

Mobile phone number:

Area/city code and local number

- Click the Send Text Message button. The One-time Security Code page appears. The security code will be sent to the mobile phone.
- Complete the process by entering the One-time security code.



One-Time Security Code [X]

Enter the security code

We have sent a text message with a one-time security code to XXX-XXX-1234. Once you receive the message, enter the security code and click Submit.

Please note that text messages can take a few minutes to be received.

One-time security code:

[I didn't receive a text message](#)

- Click Submit. The enter password page appears

Sign in to Business Online

Company ID: 1234567

User ID: username

Password:

[Enter different Company/User ID](#)

- Enter Password.

Note: The initial password provided in the security letter or provided to you by the Company Administrator. The required password length is set by your bank and is subject to change. Passwords can be a combination of letters, numbers and following special characters; @ # \$. They are case sensitive.

- The Business Online Welcome Page appears.

For Assistance

Treasury Management Client Services – 844.246.9905 or TreasurySupport@nbhbank.com

