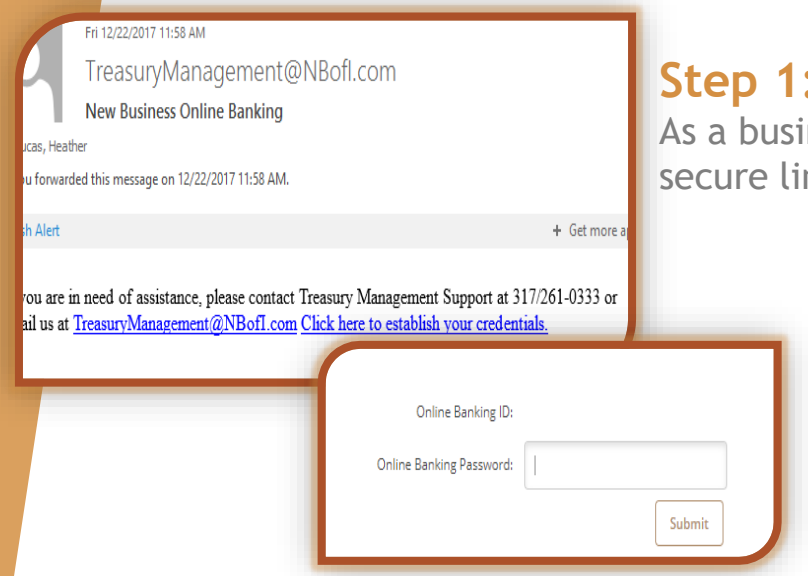
BUSINESS ONLINE BANKING USER GUIDE

First-time Login

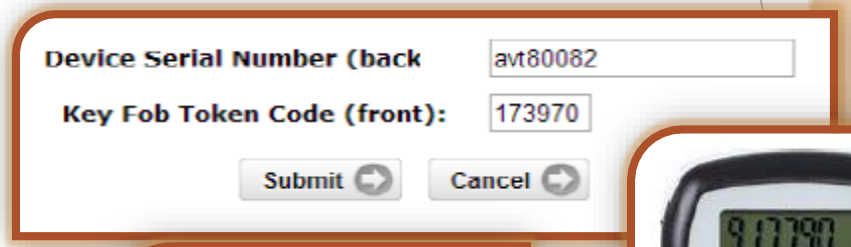


Step 1: Login Credentials Email

As a business online banking user you will receive an email containing a secure link to establish your login credentials.

Step 2: Create Online Banking ID and Password

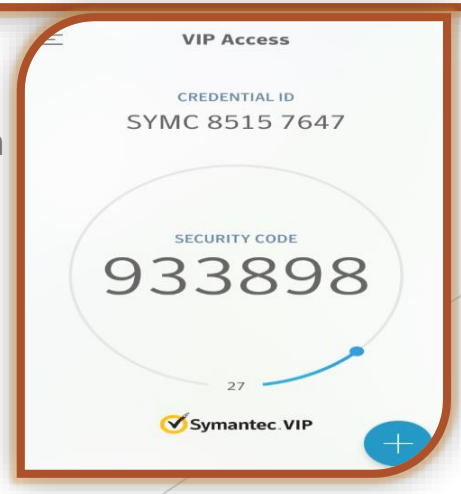
Enter your desired ID and password. Follow the requirements as you complete each field.



Step 3: Register Secure Token, if needed

Token Devices – Enter the token serial number (Credential ID). The serial number for the Token Device is found on the back of the device.

Mobile Token – Download VIP Access from your App/Play Store. Enter the token serial number (Credential ID) using no spaces.



The Secure Token, 6 digit code must be used at each login after your username and password are entered. A different code will appear each time the app is opened, and changes every 30 seconds.

BUSINESS ONLINE BANKING USER GUIDE

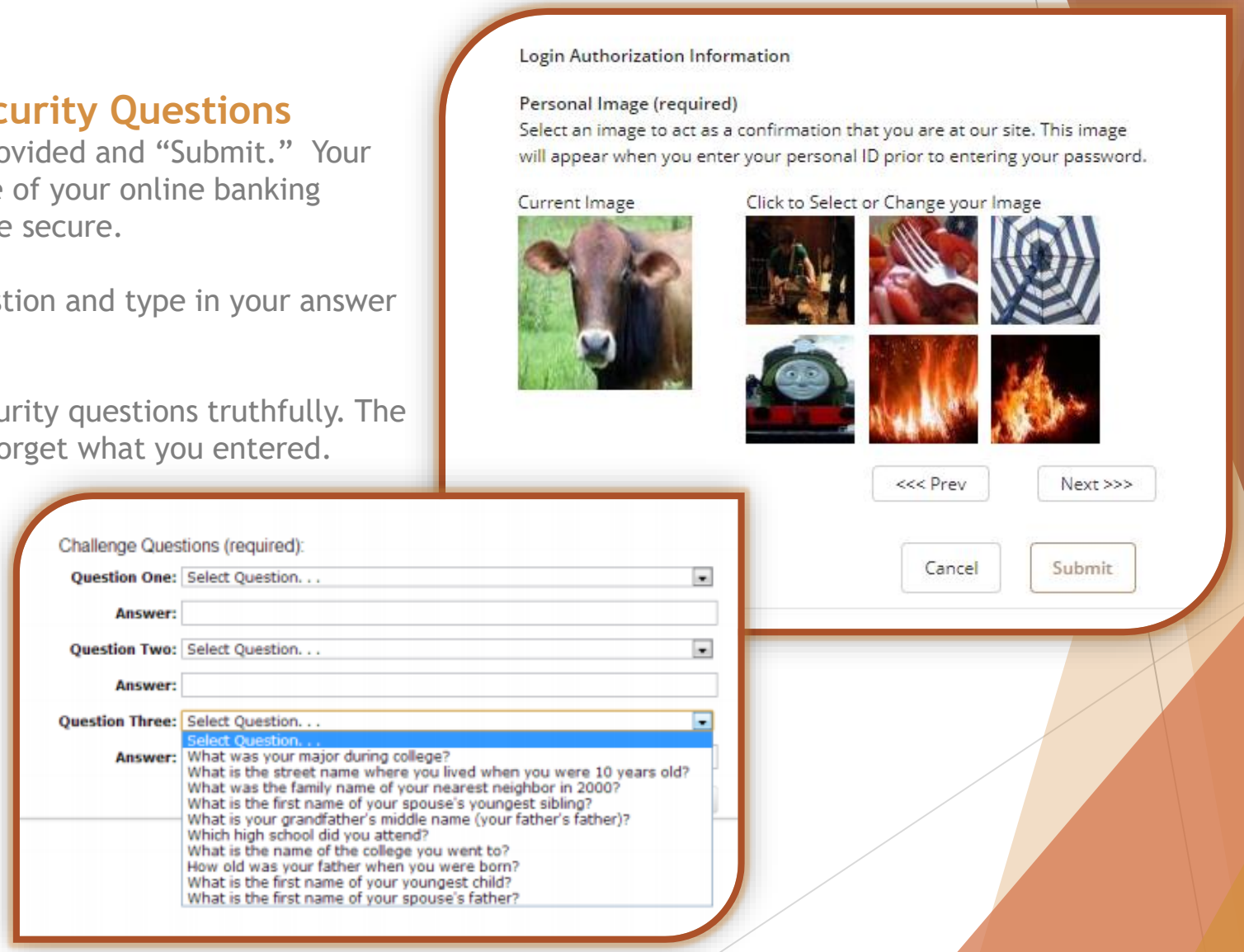
First-time Login…continued

Step 4: Personal Image and Security Questions

Choose a personal image from the list provided and "Submit." Your personal image is displayed on each page of your online banking account, providing assurance that you are secure.

Click on each dropdown to choose a question and type in your answer below.

NOTE: It is important to answer your security questions truthfully. The bank cannot access your answers if you forget what you entered.



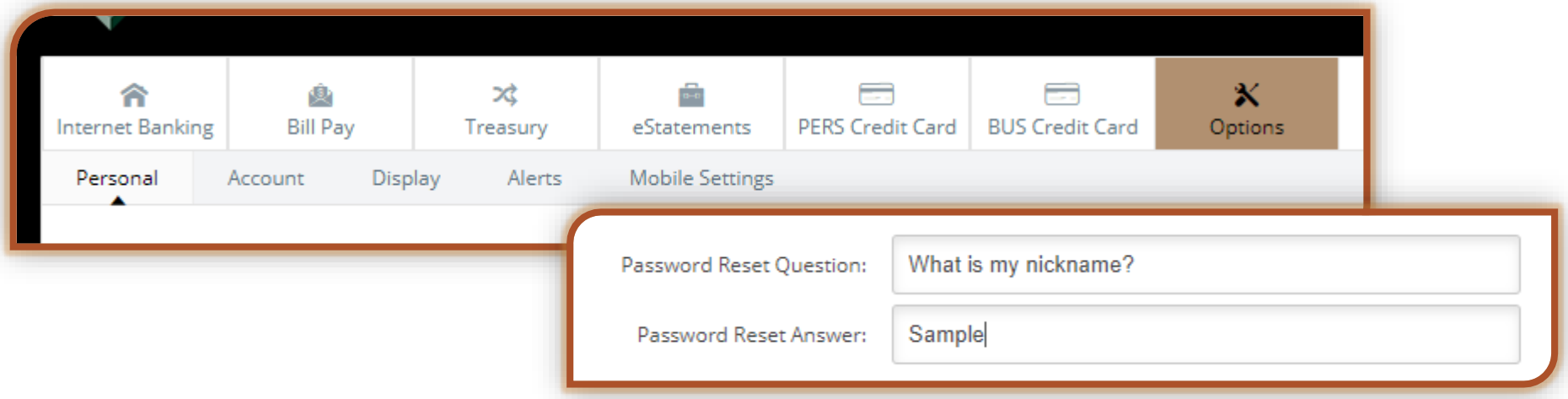
BUSINESS ONLINE BANKING USER GUIDE

First-time Login…continued

Step 5: Enable Password Reset

Click on the Options Tab. Scroll down to “Password Reset Question” and input a question and answer the question in the field for “Password Reset Answer.” Scroll to the bottom of the screen and click “Submit.” The answer is space and case sensitive.

NOTE: If this field is not completed you will not be able to reset your own password by clicking on the “Reset Password” hyperlink.



Welcome to The National Bank of Indianapolis Business Online Banking!

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.