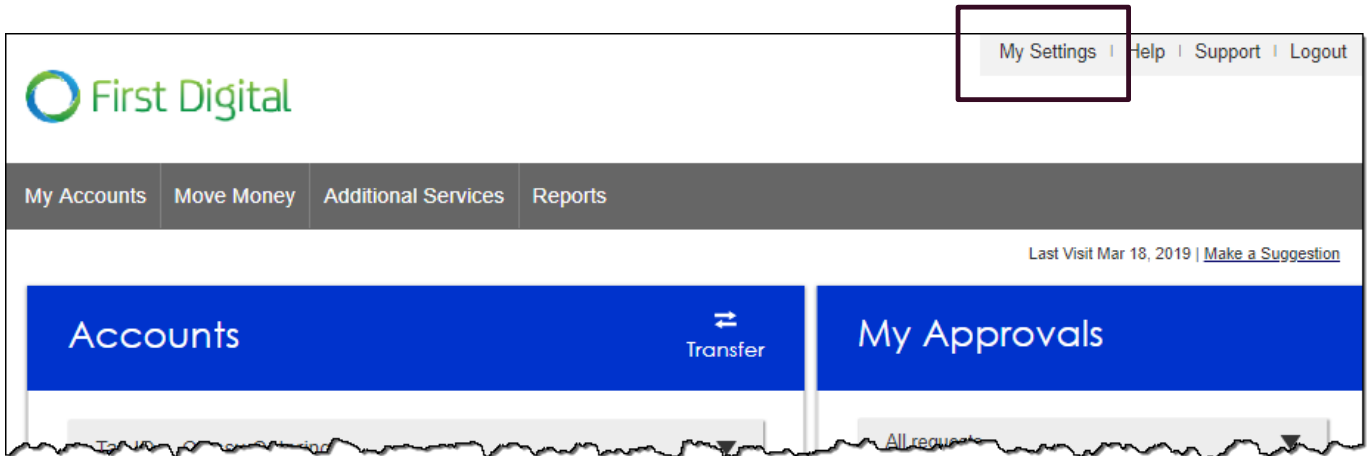


My Settings allows a user to manage their Business Banking personal information and preferences, including:

- Contact information
- Username and Password
- Security settings

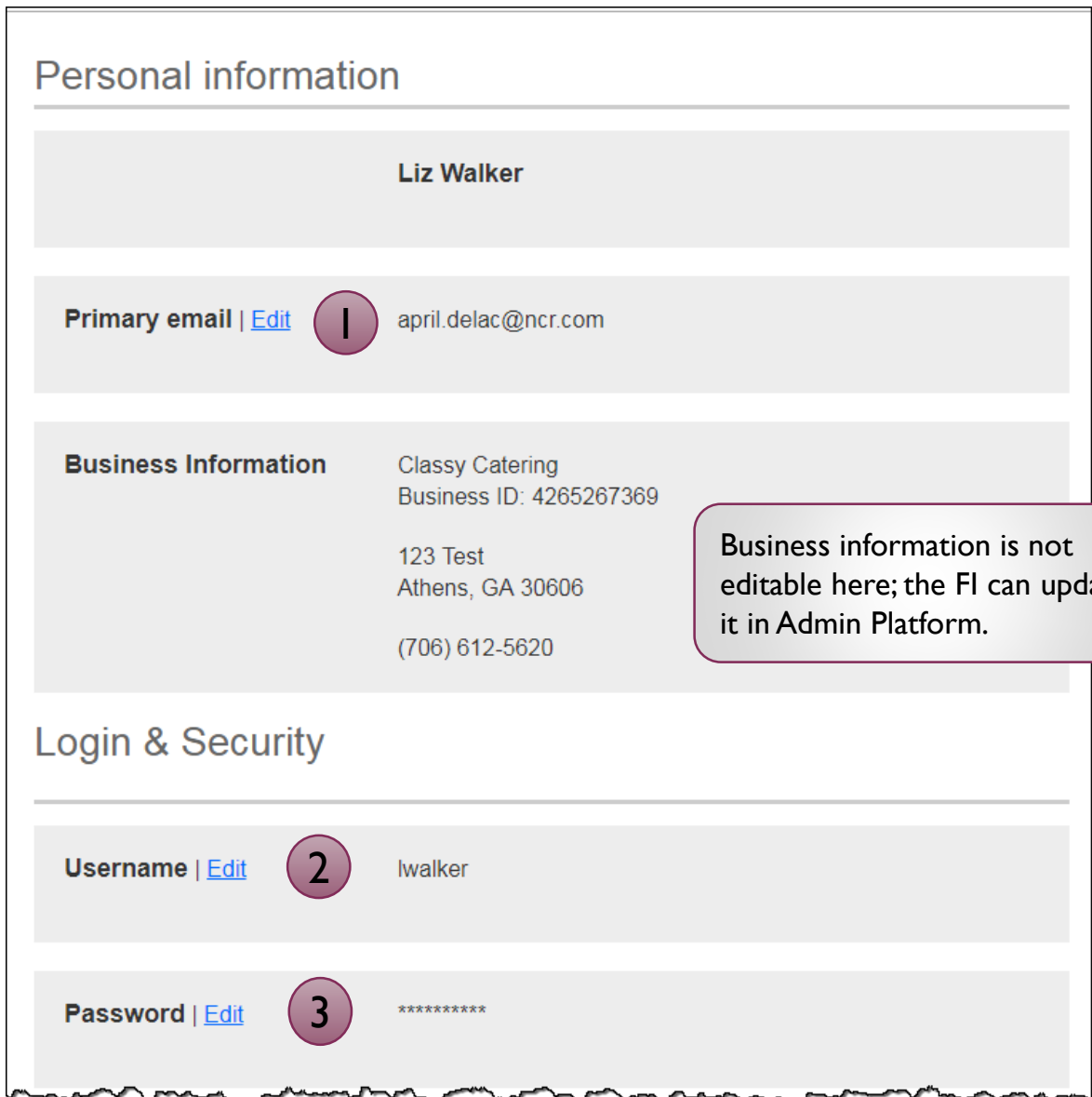


The My Settings page in Business Banking is very similar to My Settings in Online Banking, yet there are a few key differences:

Online Banking My Settings	Business Banking My Settings
User sees ID below first/last name	User ID does not display
User chooses username during registration; can edit here	System assigns username; user <i>should</i> edit here
No section for Business Information	Business Information displays
User has access to Rename & Hide 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 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 FI.
3. Update Password



Personal information


Liz Walker


Primary email | [Edit](#)  april.delac@ncr.com

Business Information Classy Catering
Business ID: 4265267369

123 Test
Athens, GA 30606
(706) 612-5620

Login & Security

Username | [Edit](#)  lwalker

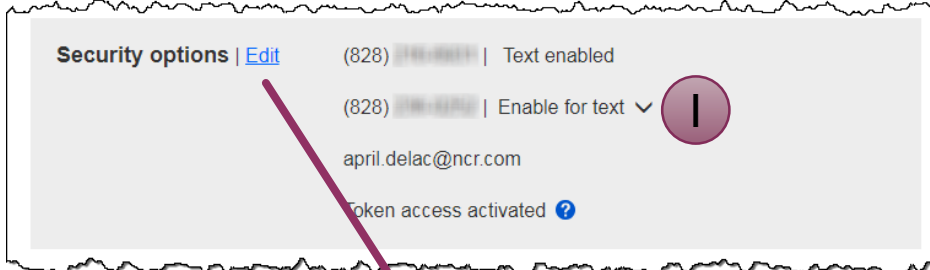
Password | [Edit](#)  *****

Business information is not editable here; the FI can update it in Admin Platform.

Login & Security

These settings impact MFA for login, and in-session authentication for approvals.

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



2. Update the **phone** or add a second one (2 max).
3. Enter the credential ID for a soft **token** (shows only if FI offers tokens).
4. Toggle **email** on if desired (shows only if FI offers email as an MFA option). 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.

Confirming your identity

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

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

+ 1 [Country Code] [Phone Number] 2

+ 1 [Country Code] [Phone Number]

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

vstz [Credential ID] 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 4

Receive one-time security codes by your primary email address, april.delac@ncr.com. [Update primary email](#)

Current password Password 5

Bill Pay Login

If your FI offers bill pay in Business Banking and 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	<input type="text" value="Operating Account"/>	<input checked="" type="checkbox"/>
Simulator Savings *0002	<input type="text" value="Savings"/>	<input checked="" type="checkbox"/>
Simulator Money M... *0003	<input type="text"/>	<input checked="" type="checkbox"/>
Loan Accounts		
Simulator Credit ... *0004	<input type="text" value="Business Credit Card"/>	<input checked="" type="checkbox"/>
Simulator Loan *0005	<input type="text" value="Commercial Loan"/>	<input checked="" type="checkbox"/>

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