

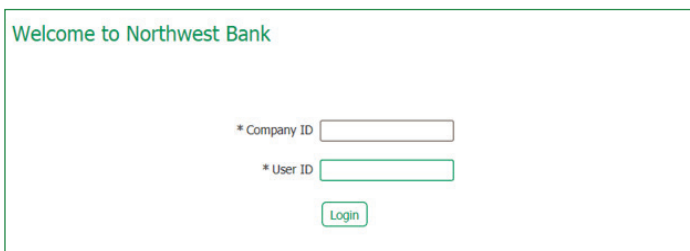
# First Time Log-in

## Quick Reference Guide

### Secure Browser - Company User

#### Step 1

On the Commercial Online Banking website, enter your **Company ID** and **User ID**, then **Login** to continue.



Welcome to Northwest Bank

\* Company ID

\* User ID

Login

Once the Company ID and User ID have been entered, you will advance to a screen to enter your **temporary password**.



Welcome to Northwest Bank

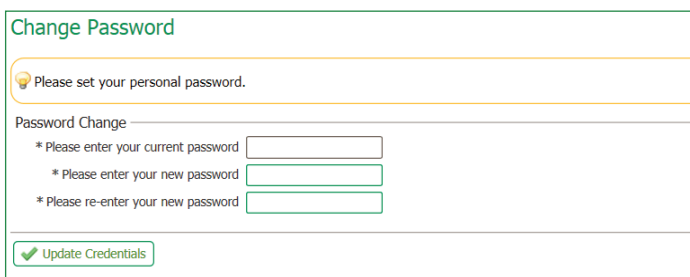
Company ID **1070**

User ID **janedoe**

\* Password

Login Cancel Forgot Password?

You will be prompted to **Change Password**. Passwords are to be 8-12 alphanumeric characters, at least one upper case and lower case letter, a number and a special character.



Change Password

Please set your personal password.

Password Change

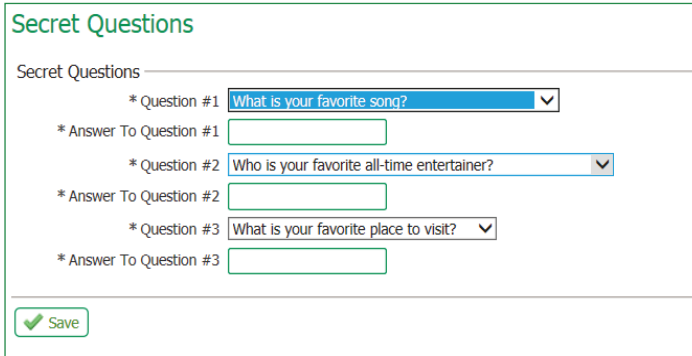
\* Please enter your current password

\* Please enter your new password

\* Please re-enter your new password

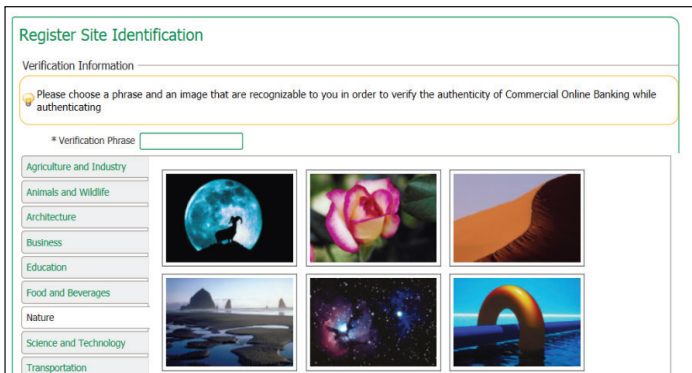
Update Credentials

Next, you will be required to answer **Secret Questions**. You may choose different questions by selecting the inverted arrow to display the question menu.



The screenshot shows a form titled "Secret Questions". It contains three question entries, each with a dropdown menu for the question and a text input field for the answer. The questions are: "What is your favorite song?", "Who is your favorite all-time entertainer?", and "What is your favorite place to visit?". A "Save" button with a green checkmark is located at the bottom left of the form.

You will now be taken to the **Registration Site Identification** screen to select your site key and verification phrase.



The screenshot shows a form titled "Register Site Identification". It includes a "Verification Information" section with a yellow warning icon and text: "Please choose a phrase and an image that are recognizable to you in order to verify the authenticity of Commercial Online Banking while authenticating". Below this is a text input field for the "Verification Phrase". To the left is a vertical list of categories: Agriculture and Industry, Animals and Wildlife, Architecture, Business, Education, Food and Beverages, Nature, Science and Technology, and Transportation. To the right of these categories is a grid of six image options: a person on a beach at night, a pink rose, a close-up of a brown object, a landscape with a lighthouse, a starry night sky, and a rainbow over water.

Congratulations! Step 1 is now complete! You should find yourself on the Commercial Online Banking platform.

Proceed to Step 2 to complete your profile in order to download Secure Browser.

### Step 2

Now you need to complete your profile. To do that, navigate to the **My Settings** tab and select **My Profile**. Next, verify your profile information is accurate and complete pertinent information such as, enabling SMS messages, and changing your profile questions. **Profile questions are not the same as Secret Questions established in Step 1.** Profile questions are important for Step 3.

<a href="#">Dashboard</a>	<a href="#">Account Information</a>	<a href="#">Payments &amp; Transfers</a>	<a href="#">Control &amp; Recon</a>	<a href="#">Administration</a>	<a href="#">My Settings</a>
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Welcome to Commercial Online Banking

[My Profile](#)  
[My History](#)  
[Subscriptions](#)

- 1. Enable SMS Messages:** You may opt to enable SMS Messages to receive text verification codes and updates. You have the option to keep email as your preferred method of communication and leave these boxes unchecked.
- 2. Message Enabled Cell Phone Number:** This must be a cell phone where SMS messages can be received if you have opted in.
- 3. Profile Questions:** These are temporary bank-derived answers, which are a combination of your Company ID and User ID, and need to be updated promptly. Reset these immediately to valid answers.

**Save** all profile changes. Congratulations! Step 2 is complete! **Proceed to Step 3.**

* First Name	<input type="text" value="Test"/>
* Last Name	<input type="text" value="User"/>
Desktop Last Login	Never logged in <input type="button" value="Test"/>
* Email Address	<input type="text" value="test@mycompany.com"/> <input type="button" value="Test"/>
* Encrypted Report Password	<input type="text" value="Test_3448760"/>
Phone Number	<input type="text" value="(555)555-5555"/> Ext <input type="text"/>
<b>1</b> Enable SMS Messages	<input type="checkbox"/>
Terms and Conditions	<input type="checkbox"/> By clicking here, I agree to the <a href="#">Terms and Conditions</a> .
<div><p><b>Northwest Bank CERT</b> To opt-out at any time, send <b>STOP</b> to 99453. To receive more information, send <b>HELP</b> to 99453.</p><p><b>Message and Data Rates May Apply. Number of Messages Varies Per User.</b> Account holder authorizes charges to appear on wireless bill or be deducted from prepaid balance.</p><p><b>Tier One Carriers:</b> AT&amp;T, Verizon, T-Mobile®, Sprint, Metro PCS®, U.S. Cellular®</p><p><b>To Contact Support:</b> Customer Service</p></div>	
<b>2</b> Message Enabled Cell Phone Number	<input type="text" value="(555)555-5555"/> <input type="button" value="Test"/>
Fax Number	<input type="text"/> <input type="button" value="Test"/>
Business Unit	<input type="text"/>
Street Address	<input type="text" value="123 Main St"/>
City	<input type="text" value="Anytown"/>
State	<input type="text" value="Any State"/>
Zip / Postal Code	<input type="text" value="55555"/>
Country	<input type="text" value="United States"/>
Time Zone	<input type="text" value="US/Pacific (PDT)"/>
Language	English (United States)
<b>3</b> * What is your favorite hobby?	<input type="text" value="hobby"/>
* What is your mother's middle name?	<input type="text" value="name"/>

## Step 3

Now that you have completed your login and profile, if you are using our Secure Browser, you will need to download our **Secure Browser** software. Utilize the Secure Browser User guide for complete instructions.

The guide can be found on our website:

<https://www.northwest-bank.com/commercial-online-banking-help/>

or by clicking the **Help With Conversion** button on the top right hand corner of our website.



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