

### GETTING STARTED

Treasury Gateway® provides an efficient way to manage your business' financial information through a convenient single access point for your online banking services. This guide describes how to enroll in Treasury Gateway®.

### LOGIN PROCEDURES

#### STEP 1: ACCESS TREASURY GATEWAY®

1. Access Treasury Gateway® from the convenient Commercial Login link found on the bank's website.
2. Choose the *Enroll Now* option to begin the enrollment process.

#### STEP 2: SELECT SERVICES

1. You will be presented with a list of Services to choose from. Check the box next to each service you would like to enroll.
2. Click *Select* to proceed.

**Treasury Gateway® Setup**

Services | Profile | Security

Service 1 of 1

### Treasury Internet Banking Details

Please enter in this Service's setup details for your Profile.

Cust ID

Username

Password

Nickname (Optional) ⓘ

### STEP 3: ENTER CREDENTIALIALS

1. Enter the login credentials provided by your company administrator or bank representative. The login fields vary depending on the service selected.
2. Click *Next* to proceed.
3. When you have completed enrolling your services, you will be prompted to setup your account by entering your Profile information.

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### Let's get your profile information entered.

First Name  Last Name

Company Name

Email Address

Work Contact Number  Extension (Optional)

Mobile Number (Optional)

Create Username ⓘ

Create Password ⓘ

Confirm Password ⓘ

### SET UP ACCOUNT

#### STEP 1: ENTER PROFILE INFORMATION

1. Create a unique Treasury Gateway® Username and provide additional profile information.
2. Enter the profile details: name, company name, email address, and phone number.
  - Your email address is used for security alerts and to reset your password if you forget it. Your email may also be used by the bank to provide important communication on system enhancements or changes.
  - Your mobile number, although not required, makes it possible to identify you with a one-time passcode when contacting us for support.
  - Your username can be any combination of numbers or letters but must be unique (no other users can share the same name).
  - Note: Usernames are not case sensitive but must be at least eight characters long and cannot contain

special characters like \* or %.

3. Create and confirm your password (minimum of eight characters).
  - Your password must contain both a letter and a number, but cannot contain your username, first or last name, the word “password”, or the following characters: - < > %.
4. Click *Next* to proceed.

The screenshot shows the 'Treasury Gateway® Setup' interface. At the top, there are three tabs: 'Services', 'Profile', and 'Security'. The 'Profile' tab is active. Below the tabs, the text reads: 'Next, let's set up your Profile Security Questions.' There are three question prompts, each with a dropdown menu labeled 'Select' and an 'Answer' text input field. At the bottom, there are 'Back' and 'Next' buttons.

### STEP 2: SET UP PROFILE SECURITY QUESTIONS

1. You will be prompted to set up your Profile Security Questions in case you forget your password.
2. Select and answer three questions.
3. Click *Next* to proceed with the enrollment process.

The screenshot shows the 'Treasury Gateway® Setup' interface. At the top, there are three tabs: 'Services', 'Profile', and 'Security'. The 'Profile' tab is active. Below the tabs, the text reads: 'Do you have an RSA Token?'. A paragraph explains: 'An RSA token helps protect your account from fraud and is required for administrators and select financial transactions. The token will generate a unique code you must enter when you sign in or perform functions like transaction approval. You may register your token by entering the serial number or **skip this step** and add it later in profile settings.' There are two input fields: 'RSA SecurID Serial Number' and 'Confirm RSA SecurID Serial Number'. At the bottom, there are 'Back' and 'Skip' buttons.

### RSA SECURID® TOKEN

#### STEP 1: REGISTER RSA SECURID® TOKEN

1. If you have received an RSA SecurID® token, you may register it by entering the serial number. Tokens are required for client administrators and all users with money movement permissions.

If you do not have a token, you may select *Skip* to bypass token enrollment.

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Do you have an RSA Token?

An RSA token helps protect your account from fraud and is required for administrators and select financial transactions. The token will generate a unique code you must enter when you sign in or perform functions like transaction approval. You may register your token by entering the serial number or **skip this step** and add it later in profile settings.

RSA SecurID Serial Number  
111111111

Confirm RSA SecurID Serial Number  
111111111

Back Next

2. If you have a token, enter the token serial number in the fields provided. The serial number is found on the information screen of the RSA SecurID® Electronic Token app or embossed on the back of the physical Token device.
3. Click *Next* to proceed with token registration.

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Thank you for completing the setup process!

You are now enrolled in the following services:

- Treasury Internet Banking

Continue to Sign In

### STEP 2: ENTER CREDENTIALS

1. After skipping or successfully enrolling your RSA SecurID® token, a confirmation page will be displayed showing you which services were enrolled.
2. Click *Continue To Sign In* and be taken to the Treasury Gateway® login page.
3. Enter your selected username and password credentials and click Sign In. During login, you may be asked one of your Security Questions or prompted to enter your 6-digit token code, if applicable.