LINKBANK®

Logging in to Treasury Management

1. Select the Initial Login URL link from your enrollment email.

   The link directs you to the Treasury Management login page.

   Your institution's logo appears in the top-right corner of the page.

2. Enter your **Company ID**.

3. Enter your **Login ID**.

4. Select **Submit**.

The following *Change Password* screen appears, prompting you to change your password.

Change Password

Please enter a new password following the password requirements listed below.

Password Requirements:

- Password maximum length : 20
- Password minimum length : 5
- Allow alphabets in password : Yes
- Allow numbers in password : Yes
- Allow special characters in password : Yes
- Alphabets in password are required : Yes
- Numbers in password are required : Yes
- Special characters in password are required : No
- Number of upper case required in password : 1
- Number of lower case required in password : 0
- Cannot be one of the previously used passwords : 2

Company ID: Reserve1

Login ID: 2017

New Password: *   ••••••

Confirm Password: * ••••••

[Submit]   Reset

5. Enter your **New Password**, and then re-enter the new password for the **Confirm Password** field.

Ensure that your new password complies with the password requirements listed.

6. Select **Submit**.

The following *Security Questions* screen appears.

Security Questions

For additional authentication purposes, please select three security questions and provide an answer for each question. You may be prompted to answer security questions at login or when initiating transactions.

Question 1: * Please select an option ▼

Answer: * [   ]

Question 2: * Please select an option ▼

Answer: * [   ]

Question 3: * Please select an option ▼

Answer: * [   ]

Submit   Reset

7. Set up your security questions, and then select **Submit**.

> **NOTE**
> Answers are not case sensitive and do not have to follow any suggested formatting.

8. On the *Confirm Security Questions* screen, review the entries for accuracy, and then select **Confirm**.

> **CAUTION**
> This point is the only time you can edit your questions and/or answers. You will contact LINKBANK to reset them.

Confirm Security Questions

Security Question 1:	What is the first name of your grandmother (your mother's mother)?
Answer:	Jane
Security Question 2:	What is the first name of your closest childhood friend?
Answer:	Jack
Security Question 3:	What was your major during college?
Answer:	Business

[Confirm] Edit

9. Go through authentication by following the *Registering for One-Time Passcodes via Phone* process.

10. On the *Terms & Conditions* screen, read and select the **I agree** check box, and then select **Accept**.

The *Dashboard* view of Treasury Management opens.

Registering For One-Time Passcodes Via Phone Number

You can register a phone number for two-factor authentication.

This option is available if the financial institution has configured their authentication settings to allow two-factor authentication.

1. Log in to Treasury Management.

   A prompt appears, asking you to provide phone numbers for authentication.

Phone Numbers for Authentication

For additional authentication purposes, please provide phone numbers to receive text messages (SMS) and automated phone calls. You may be prompted to verify your identity by responding to a text message or automated phone call at login or when initiating transactions.

Text Message (SMS)

Get a prompt via text message and reply to verify your identity.

[Add Phone Number]

Automated Phone Call

Receive a prompt via automated phone call and reply to verify your identity.

[Add Phone Number]

You can only enter this information one time. You must contact your financial institution to change your security phone numbers.

Remind me later

NOTE

You can defer registration for up to five days by instead selecting **Remind Me Later**. After five days, you are required to register. You cannot complete any activities that require two-factor authentication if you choose to defer collection.

2. Enter your preferred **Phone Number** to receive SMS text messages or an automated phone call for authentication purposes.

3. Enter the security code sent to your phone.

After verifying the security on the account, the user receives a *Success!* confirmation.

For further instructions, please refer to the Treasury Complete Guide or contact **Professional Services** at **professionalservices@linkbank.com**