

Welcome to Business Banking!

Checklist for Business Banking Access

- Distribute Company ID and company's unique temporary password to Users
- Have your own credentials ready before logging on for the first time.
  - Company ID
  - User ID (current)
  - Temporary Password
- Navigate to midpennbank.com and choose the Business Banking option
- Input Company ID and User ID. Press Enter.
- Input temporary Password. Press Enter.
- Create new Password. Press Submit.
- Select your name and then select Edit My Profile.
- Review your User Information section and make any corrections.
  - To use the Mobile App, write down your unique Software Activation key.
- Update the Security section. Mid Penn Bank will use these answers to help verify your identity.
- Review the Contact Information section and make any corrections.
  - To receive notifications, select the appropriate boxes.
  - To receive text notifications, enter your mobile number, select Receive alerts via text message, and read/acknowledge the Terms & Conditions. Press Submit.
- Authenticate profile updates by entering your new Password. Press Authenticate.
- Press Cancel or navigate to another feature once confirmed by system.
- Confirm your account and service access. Notify Mid Penn Bank if there are mistakes.
- Review the other users for your business under the Admin Manager: Users section. Update User's access, if necessary.
- Enjoy!