

Business Banking Getting Started Checklist

User

Welcome to Business Banking!

Checklist for Business Banking Access

- Have your credentials ready before logging on for the first time.
 - Company ID (from Sr. Administrator)
 - User ID (current)
 - Temporary Password (from Sr. Administrator)
- 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 your Sr. Administrator if there are mistakes.
- Enjoy!