

Commercial Center Getting Started Checklist Senior Administrator Welcome to Commercial Center!

Checklist for Initial Commercial Center Access

- Distribute Company ID and company's activation date to Users.
- Have your own credentials ready before logging on for the first time:
 - Company ID (from your Senior Administrator-specific email);
 - User ID (current); and
 - Temporary Password (from your secure email).
- Navigate to midpennbank.com and choose the Commercial Center option.
- Input Company ID, User ID, and temporary Password. Press Login.
- Create new PIN (Password). Press Submit.
- Select My Settings and then select My Profile.
- Review your Contact Information and make any corrections.
 - Confirm the accuracy of your email address.
 - *This is critical to receive one-time Passcodes for logins and reverifications.*
- To use Secure Browser, Mobile App, and Secure Desktop, write down your unique Software Activation key.
- To receive text notifications and alerts, enter your mobile number, select Enable SMS Messages, and read/acknowledge the Terms & Conditions.
- Update:
 - Last 4 Digits of SSN;
 - Name of your favorite teacher or childhood friend;
 - *Mid Penn Bank will use these answers to help verify your identity.*
- Press Save.
- Authenticate profile updates by entering your new PIN/Password and press Generate. Input Passcode and press Submit.
- Press Cancel or navigate to another feature once confirmed by system.

- If you opted for mobile alerts, an enrollment text will be sent to your cell phone.
 - Input “MPB ENROLL #####” to complete enrollment.
- Confirm your account and service access. Notify Mid Penn Bank if there are mistakes.
- Review the other users for your business under Administration:
Administration: Users.
- Enjoy!

Checklist for Subsequent One Time Passcode Access

- Navigate to midpennbank.com and choose the Commercial Center option.
- Input Company ID, User ID, and Password. Press Login.
- Input One Time Passcode sent to email or cell phone. Press Login.
- Enjoy!

Checklist for Subsequent Secure Browser Access

- First Time Only:**
 - Refer to “Secure Browser QRG” found on our Resource page.
 - Download and activate Secure Browser.
- Access Secure Browser application.
- Confirm User ID in dropdown and input PIN. Press Login.
- Enjoy!

