

## Commercial Center

### Instructions for Requesting Initial Temporary Password

- Access the site via <https://midpennbank.com> selecting **Login** in the upper-right-hand corner of the screen.
- From the dropdown menu, select **Commercial Center** and click **Go**.
- On the login screen, select **Forgot Password**.
- At the next screen, enter your **Company ID** and **User ID** as described in the email titled **William Penn Bank Business Online Banking Migration to Mid Penn Bank**.
- Click **Submit**.



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#### Forgot Password

Before we can reset your password, we need your Company ID and User ID.

\* Company ID   
\* User ID

- Select **Email**.
- Click **Submit**.



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#### Forgot Password

How do you want to get your temporary password?

Email

[Login Help >](#)


- Retrieve and enter your temporary password.
- You will now be required to create a PIN that contains at least one of the following:
  - An uppercase letter;
  - A lowercase letter;
  - A number; and
  - A special character.
- Your new Password/PIN must be a minimum of 9 characters.
- Re-enter your new Password/PIN to confirm.
- Click **Submit**.



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### Register for Out Of Band Authorization

Create PIN

 Your PIN should be at least 6 characters and contain at least one letter and one number

\* Temporary Password

\* Enter PIN

\* Confirm PIN

 **Submit**

Success! You have created your Password/PIN for Commercial Center.



## Commercial Center: First Time Login

- Access the site via <https://midpennbank.com> selecting **Login** in the upper-right-hand corner of the screen.
- From the dropdown menu, select **Commercial Center** and click **Go**.
- On the login screen, enter the following pieces of information:
- Your **Company ID**.
- Your **User ID**.
- Your Password/PIN
- Click **Login**.



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Welcome to Mid Penn Bank Commercial Center

\* Company ID

\* User ID

\* Password

- Retrieve and enter your One Time Passcode
- Click **Login**.



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Please enter Out Of Band Passcode

\* One Time Passcode