

BUSINESS ONLINE BANKING USING A PASSWORD

Bank on your time and your way



The Strength of Community

**UNITY
BANK**

www.unitybanking.com



REV 4/1/2023



BUSINESS ONLINE BANKING

Bank on your time and your way

SIMPLE SOLUTIONS FOR ENTREPRENEURS

Manage your finances online, on your hours, not ours

As an entrepreneur, you want to focus on growing your business, not running it. This is a simple, convenient, and easy way to manage your finances from virtually anywhere, anytime. You will discover a refreshingly simple way to quickly manage your accounts in real-time. Our online banking for businesses enables you and additional users to manage your company's finances when and where it is convenient for you. From online for businesses, to robust cash management solutions, we can provide the online tools that work for your business.

HOW IT WORKS

Business Online Banking is a robust, customized suite of online cash management resources that enables your business to get the information you need to make cash position decisions, move funds electronically, viewing check images, right on your computer or tablet.

BENEFITS OF BUSINESS ONLINE BANKING

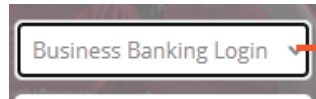
- Review recent account transactions
- View your current account balance
- Transfer funds between Unity Bank accounts
- Make Unity Bank loan payments
- View statements and notices for the past 12 months
- Download history to a report and CSV file format
- Subscribe to set up alerts and notifications that can be delivered via email or SMS text message
- Enhance your business payments capabilities by subscribing to additional modules; ACH Payments & Wire Transfers

FIRST TIME LOGGING IN TO BUSINESS ONLINE BANKING

STEP 1

Navigate to our website **www.unitybanking.com**.
On the home page, login using the quick login link.
Your Username and Password has been provided by a member of the Cash Management Team.

Change the top drop down to Business Banking Login.

A screenshot of the online banking login page. At the top, there is a dropdown menu currently set to 'Online Banking Login'. Below it are input fields for 'Username' and 'Password'. A large 'LOGIN' button is positioned below the password field. At the bottom of the page, there are links for 'Privacy Policy', 'First Time User', 'Forgot Password', and 'Schedule Appointment'. An orange arrow points from the 'Business Banking Login' dropdown in the previous image to the dropdown menu on this page.

Enter the provided Username and Password

Click Login

STEP 2

Read and click I Agree or Decline to the Terms and Conditions

Terms And Conditions

A screenshot of the 'Business Online Banking Terms & Conditions' page. The page title is 'Business Online Banking Terms & Conditions'. The content includes an introduction paragraph, a paragraph about the agreement being subject to Wisconsin law, and a '2. Definitions' section with sub-points a through h. At the bottom of the page, there are two buttons: 'I Agree' and 'Decline'.

STEP 3

Create a new Password using the parameters indicated.

Click Continue

Change Password

Your password helps prevent unauthorized people from logging into online banking. Changing it periodically keeps your accounts secure.

Complete the following to change your password.

Your new password must include:

- Between 9 and 17 characters
- At least 1 number
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 special character

New Password *

Confirm New Password *

* Indicates required field

Continue

STEP 4

Set up Challenge Questions

Select 3 questions from the drop-down menu's and enter the answers.

Click Continue

Set Up Challenge Questions

If you are logging in on a public device or a different device than usual, you can answer a challenge question to prove your identity and proceed.

Complete the following to set up your challenge questions.

First Challenge Question *

What is the first name of the maid of honor at your wedding? ▼

First Answer *

SHOW

Second Challenge Question *

What is the first name of the best man at your wedding? ▼

Second Answer *

SHOW

Third Challenge Question *

What was the model of your first car? ▼

Third Answer *

SHOW

* Indicates required field

Continue

STEP 5

Verify your email address is correct. If correct click Continue, if an update is required click change email.

Verify Email

Email address on record: ckoerner@unitybanking.com.

**This email address is only for login authentication. Updating it will not change email addresses used for other components.*

Click Continue to keep the same email address or click Change email to update it.

Continue

Change Email

Establish Profile

Your profile information is used to help authenticate your identity and provide an address where your bank can send you new login credentials, if they are ever needed.

Complete the following to set up your profile information.

Email *

ckoerner@unitybanking.com

Confirm Email *

ckoerner@unitybanking.com

* Indicates required field

Continue

BUSINESS ONLINE BANKING LOGIN - FAQs

How do I enroll my business?

Contact Unity Bank's Cash Management Team to enroll.

What if I enter the wrong password when logging in?

If you enter the wrong password, just re-enter the password. You will have 3 tries before the account is locked.

What If I get locked out?

Contact Unity Bank's Cash Management Team for assistance

Why don't I have a password generating token?

Currently, the business who's account you have access to, has not enrolled or granted you access to extended modules of Business Online Banking. Including ACH origination, or scheduling Wire Transfers online. To inquire about adding one of these services, contact Unity Bank's Cash Management Team.

Contact the Cash Management Team:
877-403-3322
ubcashmanagement@unitybanking.com