



## BUSINESS ONLINE BANKING: FIRST TIME LOGIN INSTRUCTIONS

### STEP 1

Go to TowneBank.com. Select the drop down arrow from the Secure Login box.

**Secure Login**

SELECT ONLINE SERVICE  
Towne-Personal

USER ID

PASSWORD

Login

Forgot User ID or Password  
Demo | Enroll

### STEP 2

Select 'Business Online Banking' from the drop down menu.

**Secure Login**

SELECT ONLINE SERVICE  
Towne-Personal  
Towne-Personal  
Towne-Biz  
Business Online Banking  
Towne-Merchant  
Remote Deposit  
Credit Cards

USER ID

PASSWORD

Login

Forgot User ID or Password  
Demo | Enroll

### STEP 3

Enter your Company ID, provided via email, and User ID then, select 'Login'

**Secure Login**

SELECT ONLINE SERVICE  
Business Online Banking

COMPANY ID  
123456

USER ID  
user1

Login

Demo  
Enroll | Login Help



### TRAINING RESOURCES

Visit our library of training videos to learn how to set up your dashboard, add a new user, create entitlements, manage alerts, and more.

[VISIT LIBRARY](#)

### STEP 4

Since this is your first login, the system will not yet recognize your device so, you will be prompted to validate it with a one-time security code. Select the button 'Continue with Security Code'.

A pop-up should appear that includes YOUR phone numbers. Select the best option to receive a one-time security code via voice or text message.

NOTE: if you do not see a phone number you recognize, please make sure you entered the correct Company or User ID.

**TOWNE BANK**

An extra layer of security is needed to complete this request.

Sign in to Business Online Banking

Company ID: 2044389  
User ID: Abcd1234

One-Time Security Code

When you continue, we will call or send a text message and ask you to enter a one-time code.

Continue with Security Code Cancel

[Enter different Company/User ID](#)

### MOBILE BANKING

Download the mobile banking app. Company admins must be entitled to use the app by the bank. Then, company admins can grant access to users.



Your mobile carrier's web access and text messaging charges may apply.

SUPPORT: 844-638-6724, M-F, 8:30 a.m. - 6:00 p.m.