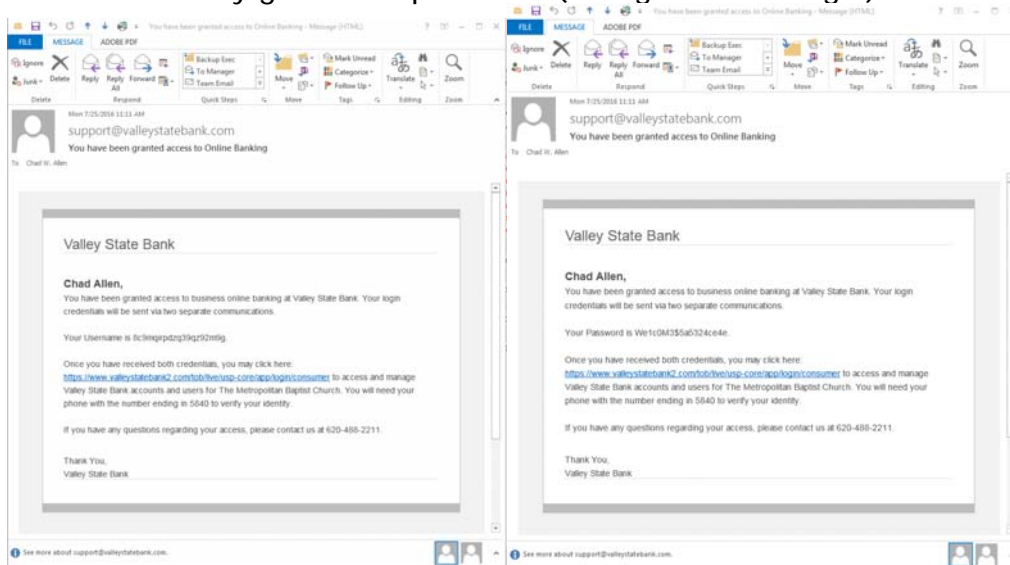


# **Business Online Banking**

## **How To: First Time Login (User)**

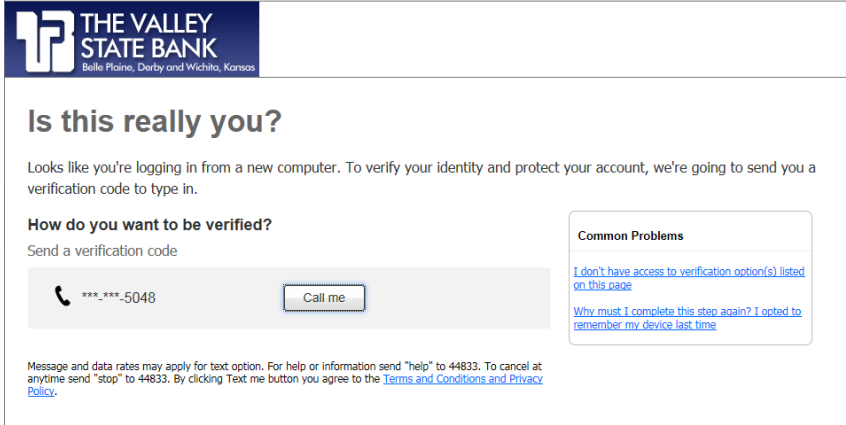
1. When your company administrator creates a user account you will receive two separate e-mails containing a randomly generated User ID (should be changed as soon as possible, Step 8 shows how to change the User ID) and randomly generated password (changed at first login).



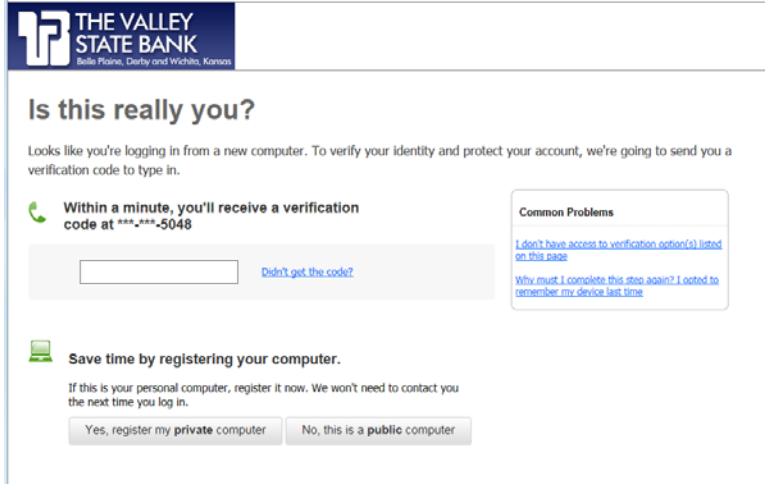
2. Open your browser and go to our home page ([www.valleystatebank.com](http://www.valleystatebank.com)). You will use the login box in upper right hand corner. Enter in the User ID and Password from the e-mails you received in the previous step.



3. Choose the "Call Me" option to receive your one-time passcode (OTP). Our automated system will call your phone and you will be instructed to press # on your phone to receive the six digit code. This code is only valid for that particular login session and expires after 5 minutes.



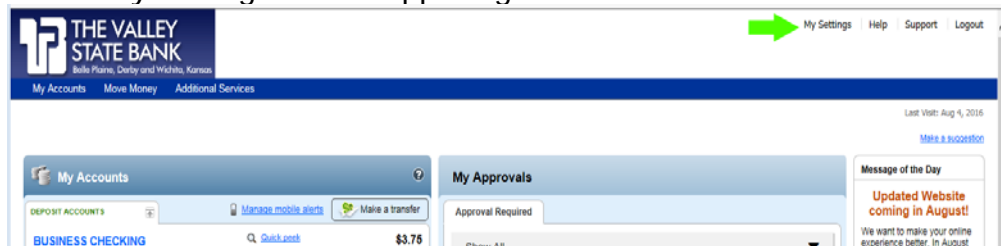
- 4. You may choose to register the computer you are using so that the OTP is not required the next time you login. Any login from a different computer or clearing out “cookies” would require you to enter the OTP and re-register the computer.



- 5. You will next be prompted to change Your Password. Enter your new password making sure you adhere to the password requirements. Click “Update Password”.



6. Once you change the User Password you will be logged in to Business Online Banking.
7. Next you should change the User ID to something other than the one generated by the online banking system.
8. Go to "My Settings" in the upper right corner of business online banking.



9. Under the Login & Security Section look for User Name and click the "Update" link next to it.

THE VALLEY STATE BANK  
Belle Plaine, Derby and Wichita, Kansas

My Accounts Move Money Additional Services

My Settings | Help

## My Settings

**Overview**

- Update email options

**Login & Security**

- Update username
- Update password
- Update security options

### Personal information

**Test User**

Primary email: [callen@valleystatebank.com](mailto:callen@valleystatebank.com) [Update](#)


**Business Information** Valley State Bank Test

Business ID: 8343501929

502 N. Merchant  
Belle Plaine, KS 67013  
(620) 488-2211

### Login & Security

Username: [cwouser](#) [Update](#)



10. Input your desired user name and your password for validation and click "Save".

THE VALLEY STATE BANK  
Belle Plaine, Derby and Wichita, Kansas

My Accounts Move Money Additional Services

My Settings | Help

## My Settings

**Overview**

- Update email options

**Login & Security**

- Update username
- Update password
- Update security options

### Update username

Current username: cwouser

New username:  Error

Username cannot be blank.

- Six or more characters
- Cannot be all numbers

Current password:

[Save](#) [Cancel](#)