

# Online Banking

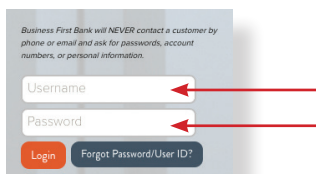


A step-by-step guide to b1BANK Online Banking.



## FIRST-TIME USER LOGIN INSTRUCTIONS FOR FORMER MBL BANK CUSTOMERS

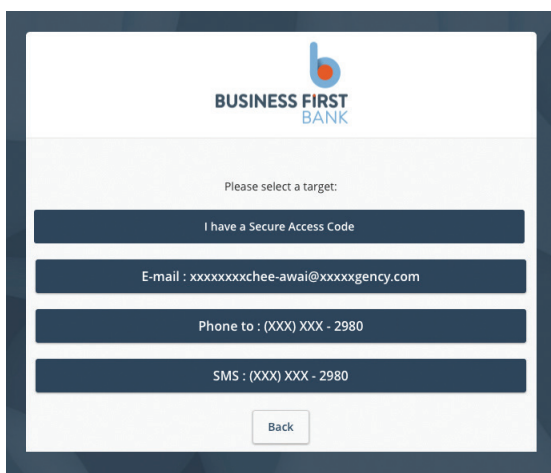
1. Go to [www.b1bank.com/MBLOnlineBanking](http://www.b1bank.com/MBLOnlineBanking) from any device: desktop, tablet or mobile device.
  - a. If accessing from a mobile device, please download the app first.  
(Search for **b1BANK** – no spaces – in the Apple® App Store or Google Play™ Marketplace.)
2. Enter your Username and temporary Password in the designated boxes and click Login.
  - a. Your Username is the same Access ID you used for MBL Bank Online Banking login.
  - b. Your Password is in the letter you received with these instructions. If you did not receive the letter with your Password or misplaced the letter, please call the e-Banking department at 318.350.6992.



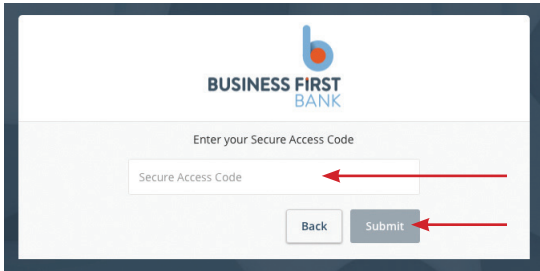
3. We will now need to send you a secure access code. This is a one-time-only code we use to verify your identity.

### Secure Access code screen:

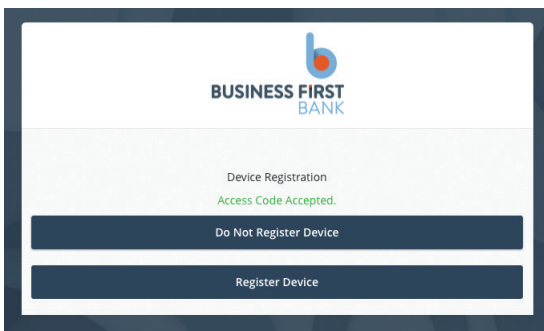
- a. Select the method you would like to receive your access code. (For security purposes, you will only see a portion of your phone number and email address.) *NOTE: The options you are provided with will be based on the contact information listed in your profile.*
- b. If you choose to receive SMS text, standard text messaging rates may apply.



4. Depending on your selection, you will instantly receive a six-digit code as either an SMS text, phone call or email. *NOTE: If you chose email and didn't receive an email in your inbox, please check your SPAM filter/folder.*
5. Enter the six-digit code you received by SMS text, phone call or email and click Submit.

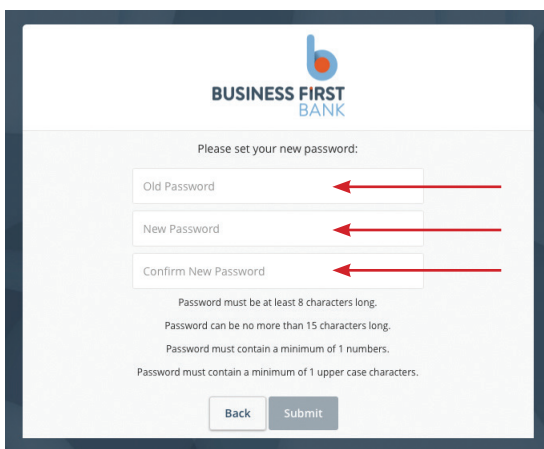


6. Once your code is accepted, you can choose either registration option for the device you are using to access your Online Banking.
  - a. If you are on a public computer, we recommend that you do not register the device.
  - b. You will only need to register the device the first time you login.



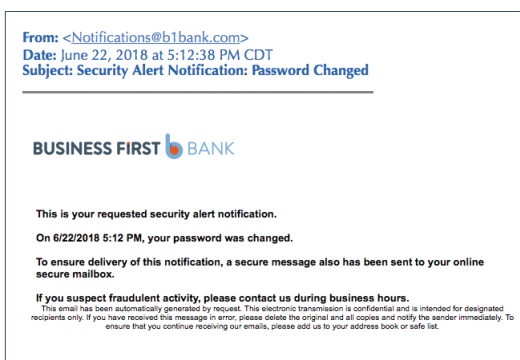
## 7. Changing your password:

- a. Enter the temporary password you received and used in the initial login screen in Step 2 of these instructions.
- b. Create a new password that meets the following criteria:
  - Must be at least 8 characters long.
  - No more than 15 characters long.
  - Must contain a minimum of 1 number.
  - Must contain a minimum of 1 uppercase character.
- c. Confirm your new password by reentering it into the Confirm New Password box.
- d. Click Submit.

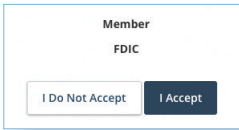


The screenshot shows the Business First Bank password change interface. At the top is the bank's logo. Below it, the text reads "Please set your new password:". There are three input fields: "Old Password", "New Password", and "Confirm New Password". Red arrows point to each of these fields. Below the fields are four lines of password requirements: "Password must be at least 8 characters long.", "Password can be no more than 15 characters long.", "Password must contain a minimum of 1 numbers.", and "Password must contain a minimum of 1 upper case characters.". At the bottom are two buttons: "Back" and "Submit".

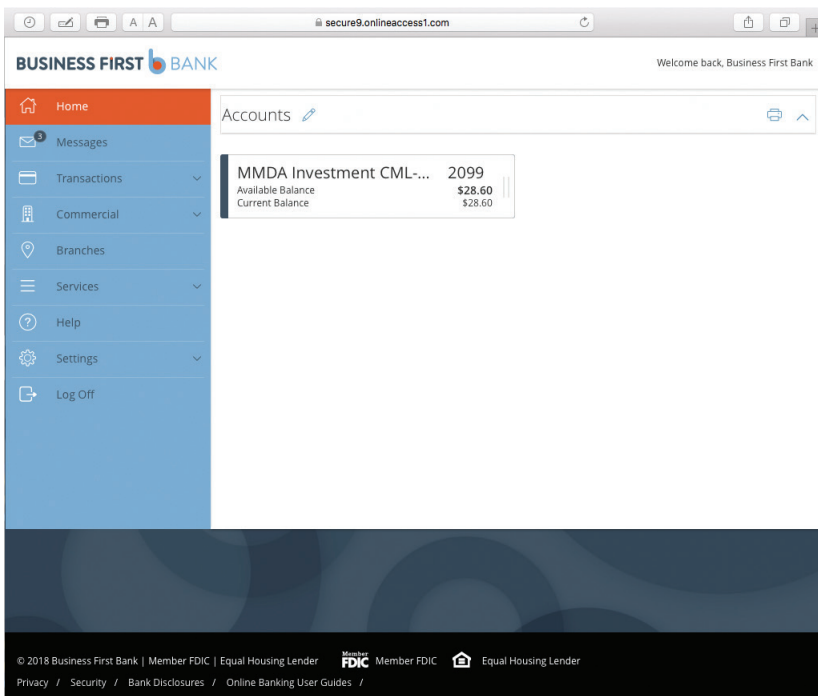
*NOTE: You will receive an email notifying you of your password change. (See sample email below.)*



8. Review the User Agreement – Internet Banking and Internet Banking Privacy Policy.
9. Once you have reviewed, click “I Accept” located at the bottom of the page.



10. You will now be directed to your Online Banking home page.



11. Please go to Settings (located in the menu on the left side of the screen) and review your profile information. If any information is incorrect, contact the e-Banking department at 318.350.6992 to update your information.

**Congratulations, you have completed the online banking registration process! For future access to your Online Banking, please visit [www.b1bank.com](http://www.b1bank.com).**