



# Business Online Banking Enrollment Guide

Enrolling in BankProv's Online Banking is quick and simple, giving you convenient access to your accounts anytime, anywhere. By following a few straightforward steps, you can securely set up your business's online banking profile and start managing your finances with ease. Whether you're on your computer or mobile device, this guide will walk you through the self-enrollment process, ensuring a seamless experience from start to finish.

Self-enrollment for Business Online Banking is quick and easy. The person enrolling should be an owner or controlling member of your business as they will become the system Administrator.

The Administrator can then setup other users for your business. There are different levels of users available for setup.

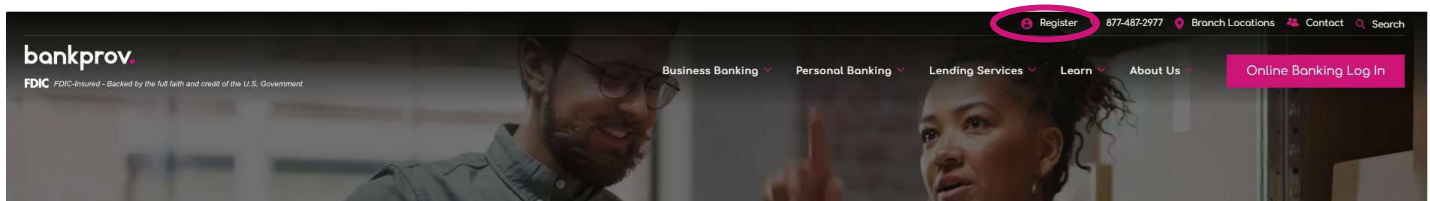
## Online Banking User Types:

- **Business Administrator:** User has the same entitlements as the business.
- **Business Manager:** User can add and remove secondary users as well as edit entitlements.
- **Business User:** User of business online banking. Entitlements are granted by the Business Administrator or Manager and are specific to each user.

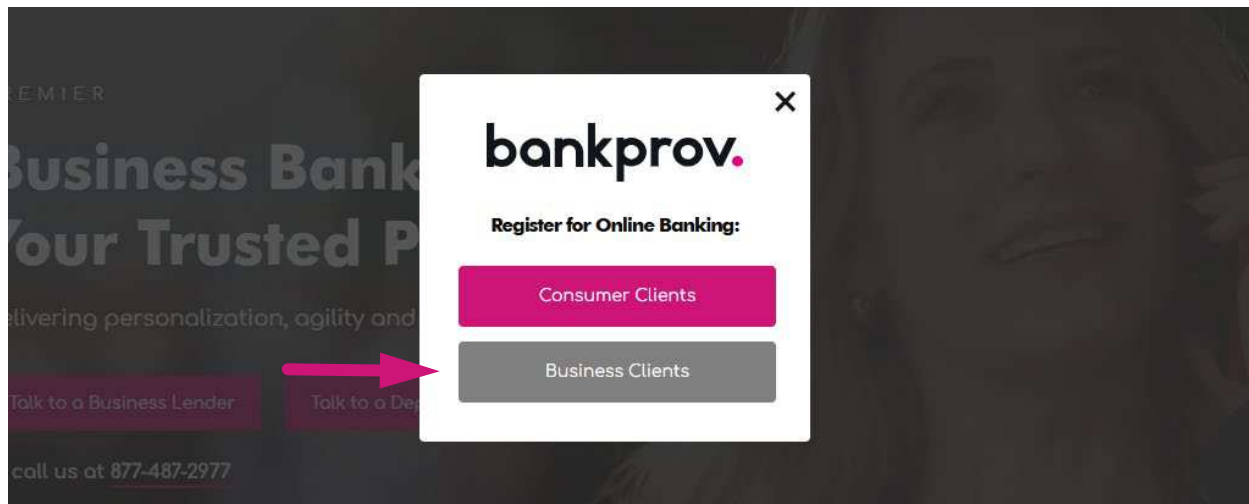
*\*\*Information on how to add additional users can be found in our resource titled ["Adding a new User in Business Online Banking"](#) located on our website.*

1. **Visit the BankProv website to get started - [bankprov.com](https://bankprov.com)**
  - This process can be completed either on a desktop or mobile device.
2. **Click the "Register" Button**

Locate the "Register" button at the top of the homepage and click it.



3. When the popup appears, click on the 'Business Clients' button



4. On the next screen, enter in your business details to start your enrollment.
- Your Business Banking Account number (*any deposit account will work*)
  - Your Business Federal Tax ID

**FDIC** FDIC-Insured — Backed by the full faith and credit of the U.S. Government

**bankprov.**

Business Registration

Step 1 of 3

Account Number

Business Federal Tax ID

Submit

Cancel

5. **Next, complete the self-enrollment form**

- If you encounter issues, please reach out to the bank to verify your information for accuracy.

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Business Registration

Step 2 of 3

Owner/Officer Information

\* Business Title

\* Business Email Address

\* Business Phone Number

First Name

Last Name

Email Address

ZIP Code

Last 4 Digits of your Social Security Number

Birth Date

MM/DD/YYYY

Submit

Cancel

Back

6. **Once you have successfully registered, you will be asked to set up your User ID and Password**

- Create a secure User ID and Password on the provided screen.
- Be sure to note your new User ID and password you create in the next step for future logins to Online Banking.

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Business Registration

Step 3 of 3

Select User ID and Temporary Password

\* User ID

\* Password

\* Confirm Password

Submit

Cancel

Back

## 7. Next, you will be prompted to choose and answer security questions

- Select security questions and provide your answers.
- Confirm the questions and answers on the next screen, making any edits if necessary.

### Select Your Security Questions and Answers

PLEASE NOTE: For your convenience, we offer the option to set up your security questions later. However, you will be required to go through this quick set up process one of the next times you login. We encourage you to take a moment to setup your questions now.

Please select your security questions below and provide answers to each. Enter your answers carefully as you will need to supply exactly the same answers if you are ever prompted with one of your security questions. If you share this account with someone else, please make sure to share your questions and answers with them as well.

What is your best friend's first name?



What was the first name of your first manager?



In what city was your mother born? (Enter full name of ..)

Continue

### Please Review Your Security Questions and Answers

#### Your Questions and Secret Answers

1. What is your father's middle name?

██████████

2. What was the first name of your first manager?

██████████

3. In what city was your mother born? (Enter full name of city only)

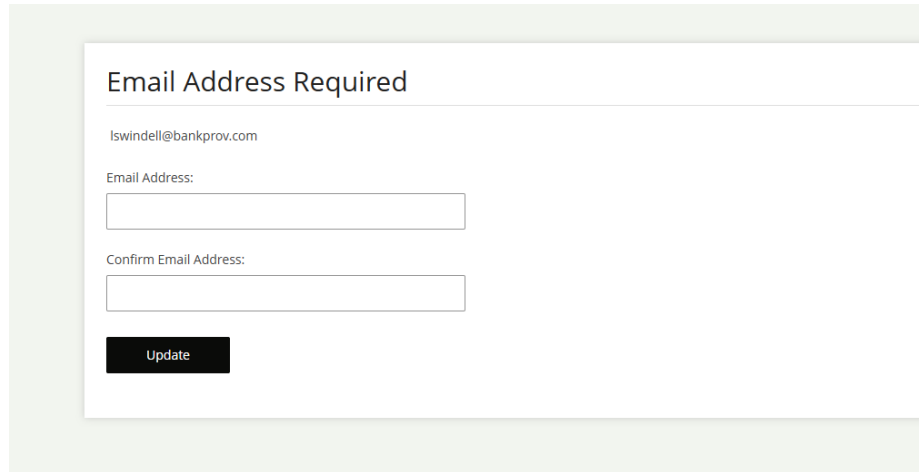
██████████

Edit

Submit

**8. Afterwards, you will be asked to verify or update your email address**

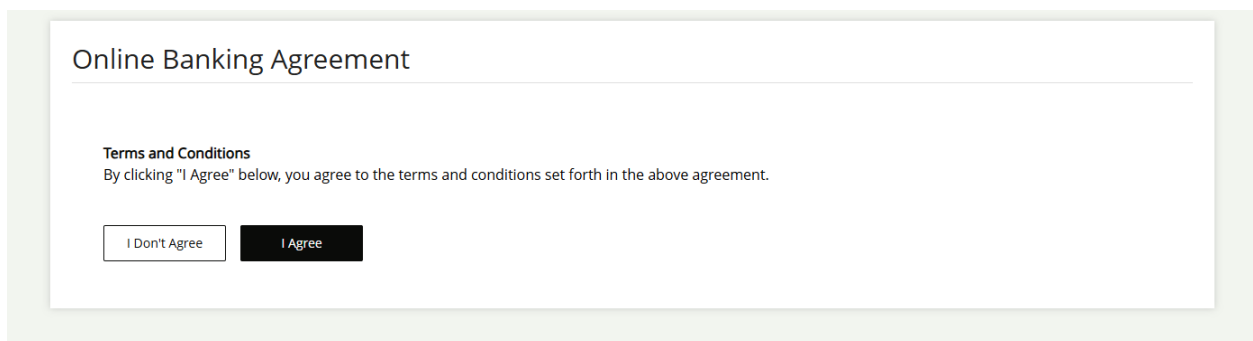
- Please make sure to check the email address displayed and update it, if necessary, before confirming.



The screenshot shows a web form titled "Email Address Required". At the top, the email address "lswindell@bankprov.com" is displayed. Below this, there are two input fields: "Email Address:" and "Confirm Email Address:". At the bottom of the form is a black button with the text "Update" in white.

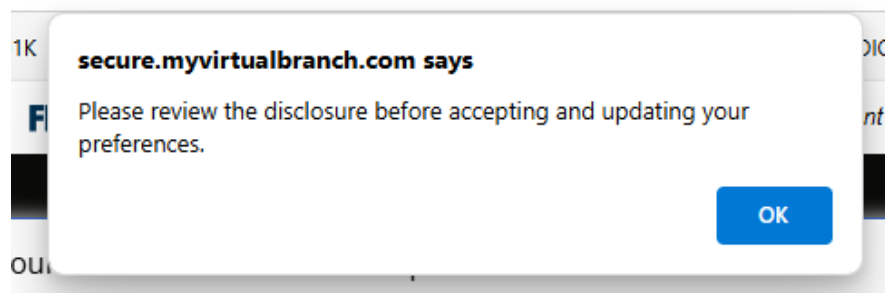
**9. After confirming your email, you will be prompted to review and accept the Terms and Conditions**

- You must click on the "Terms and Conditions" to review the disclosure before clicking "I Agree".
- If you do not click on the link, you will be prompted with the below message.



The screenshot shows a web page titled "Online Banking Agreement". Below the title, there is a section titled "Terms and Conditions" with the text "By clicking 'I Agree' below, you agree to the terms and conditions set forth in the above agreement." At the bottom of this section are two buttons: "I Don't Agree" and "I Agree".

**\*\* If you do not click on the Terms and Conditions, you will be prompted with this message below.**



## 10. Welcome to Online Banking with BankProv


- Once you have completed all steps, you will be directed back to the home page for your online banking account.

AccountsTransfers

safeguard your business accounts with inactive service monitoring.

To enhance the security of your accounts, business clients may have access to ACH, Wire, and RDC services automatically disabled if no activity is detected for 12 months or longer.

Contact Us



Total Balances

Deposits

\$0.00

Total Available Balance

Account Summary

Edit Accounts View

Essential Business Checking

x6321

\$0.00

Available Balance

\$0.00

Current Balance

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