Treasury Management
QUICK-START GUIDE

LET'S GET STARTED!

For questions, contact First Bank & Trust toll-free at 844.836.9722
or email cash.management@bankeasy.com.

Video tutorials can be found at:
BANKeasy.com/treasury-management
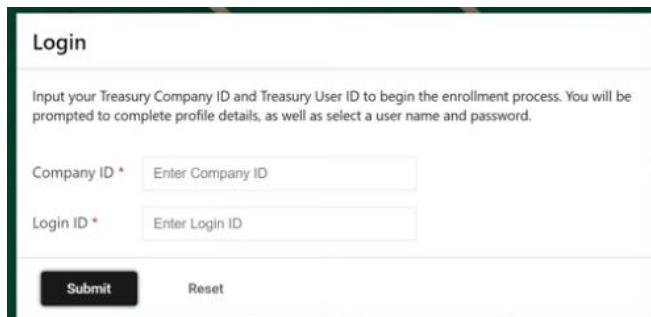
First Bank & Trust

First Time Log-in

1. Open your enrollment email from DoNotReply@bankeasy.com.

2. Click the **Digital ID enrollment link** at the bottom of the email to begin the enrollment process.

3. Enter the **Company ID** and **Login ID** credentials provided to you in an email sent on November 13, from cash.management@bankeasy.com.

   User ID / Login ID: These are the same. When prompted for **Login ID**, use your **User ID**.

4. Select **Submit**.

   NOTE: This will create a Digital Identity that you will use for subsequent log-ins.
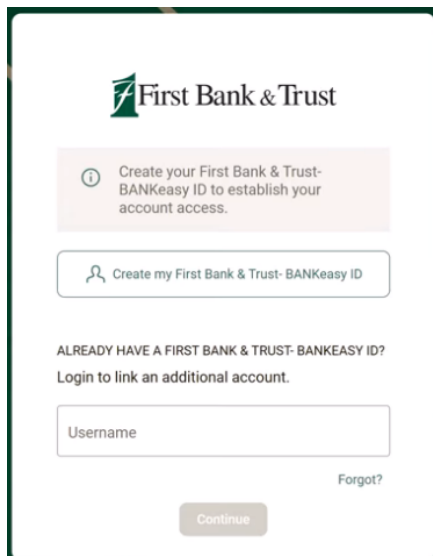   *The Company ID and Login ID will not be used again after this step.*

5. Click **Create my First Bank & Trust - BANKeasy ID**.

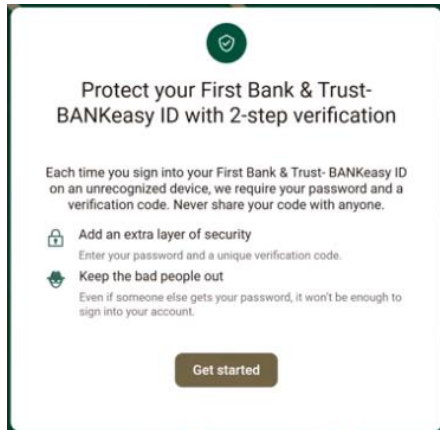   **Username – must be different from the one you are currently using for digital banking.**

6. Enter your profile information and select **Next**.

7. Create your username and password. These are the credentials you will use for future log-ins.
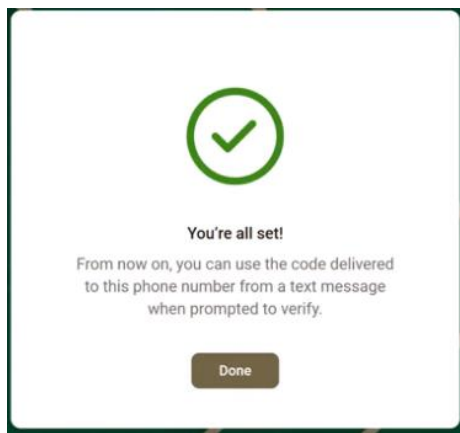
8. Select **Get Started** to begin the 2-step verification process.

9. Choose a verification method and register.
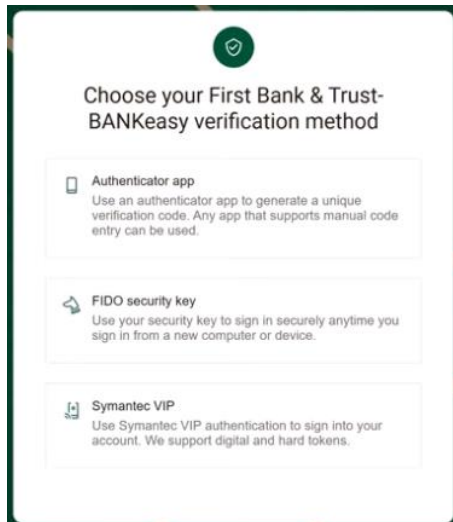
==Symantec VIP – Customers CAN use their existing VIP token (physical, desktop, or app) for BOTH login AND payment functions (Wire, ACH, etc.).==

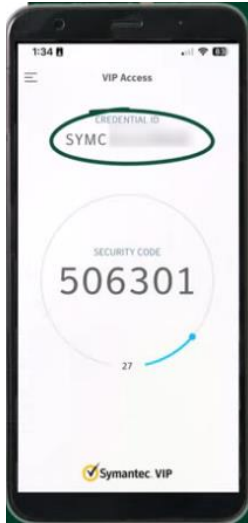10. You have completed the verification code process. Select **Done**.

Register Secure Token

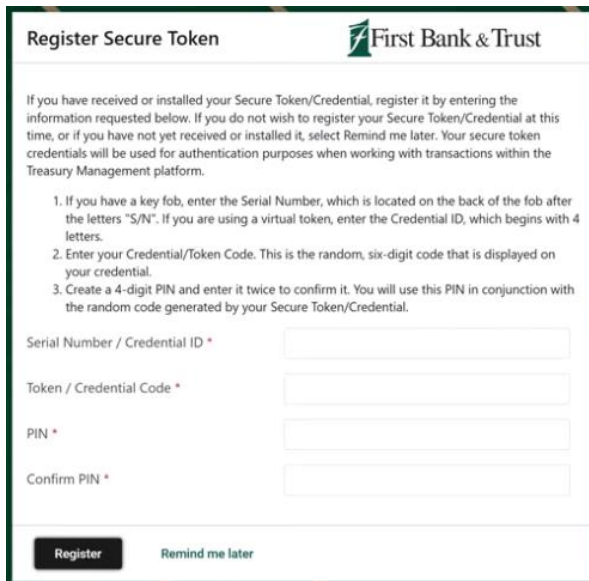Certain transactions require you to authenticate using a secure token.
Follow the steps below to obtain and register your token.
NOTE: Certain actions can only be completed once a secure token is registered.

1. Download the Symantec VIP Access app and register.

2. Enter the **Serial Number/Credential ID** located on the app.

3. Enter the **Token/Credential Code** provided on the app.

4. Create a four-digit PIN and confirm the PIN.

5. Select **Register**.

6. Accept the Terms & Conditions.