

Treasury Management QUICK-START GUIDE



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 Time Log-in

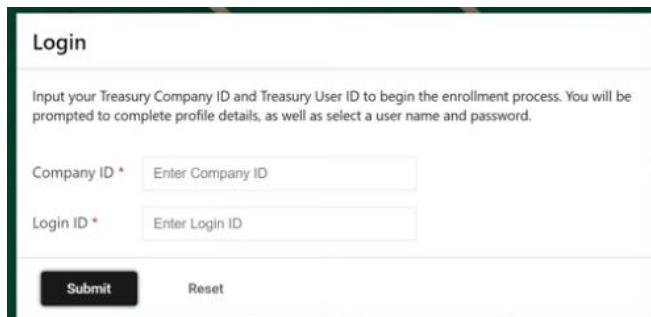
1. Open your enrollment email from DoNotReply@bankeasy.com.
2. Click the **Digital ID enrollment link** at the bottom of the email to begin the enrollment process.
3. Enter the **Company ID** and **Login ID** credentials provided to you in an email sent on November 13, from cash.management@bankeasy.com.

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.

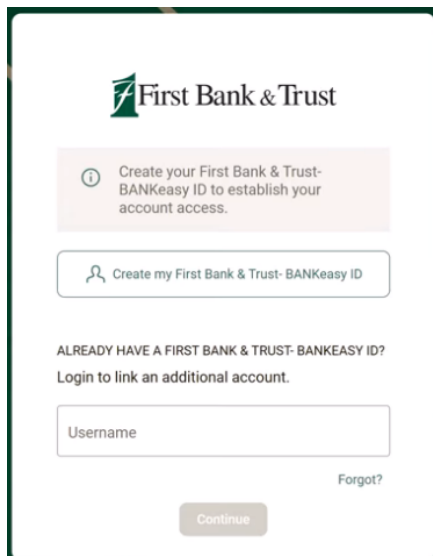


The screenshot shows a 'Login' form with the following elements:

- Title:** Login
- Instructions:** Input your Treasury Company ID and Treasury User ID to begin the enrollment process. You will be prompted to complete profile details, as well as select a user name and password.
- Fields:**
 - Company ID *** with a text input field labeled 'Enter Company ID'.
 - Login ID *** with a text input field labeled 'Enter Login ID'.
- Buttons:** A dark 'Submit' button and a 'Reset' link.

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

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

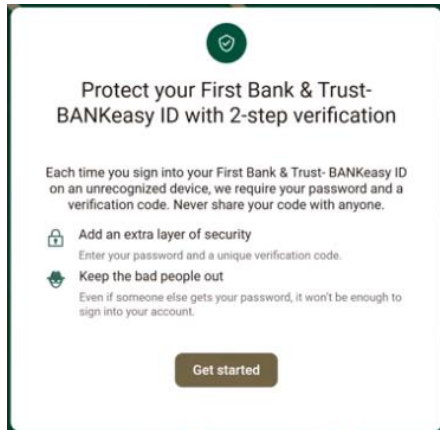


The screenshot shows the First Bank & Trust account creation screen with the following elements:

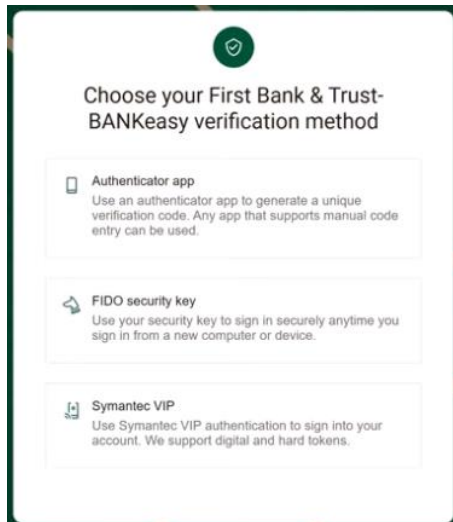
- Logo:** First Bank & Trust
- Information:** Create your First Bank & Trust- BANKeasy ID to establish your account access.
- Button:** Create my First Bank & Trust- BANKeasy ID
- Text:** ALREADY HAVE A FIRST BANK & TRUST- BANKEASY ID? Login to link an additional account.
- Field:** Username
- Link:** Forgot?
- Button:** Continue

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.

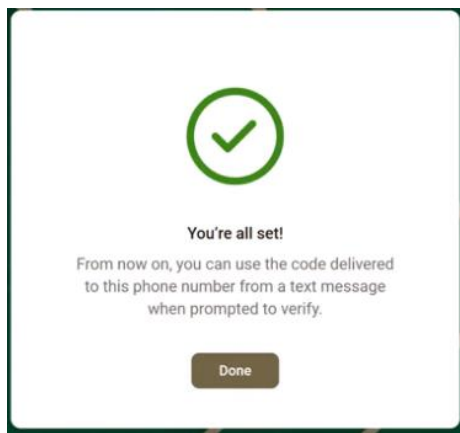
8. Select **Get Started** to begin the 2-step verification process.



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**.

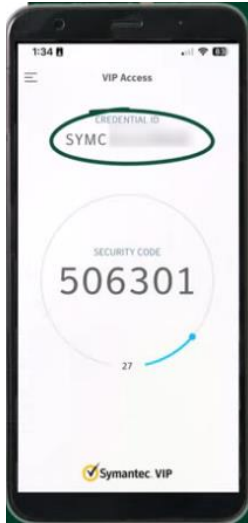
Register Secure Token

Certain transactions require you to authenticate using a secure token.

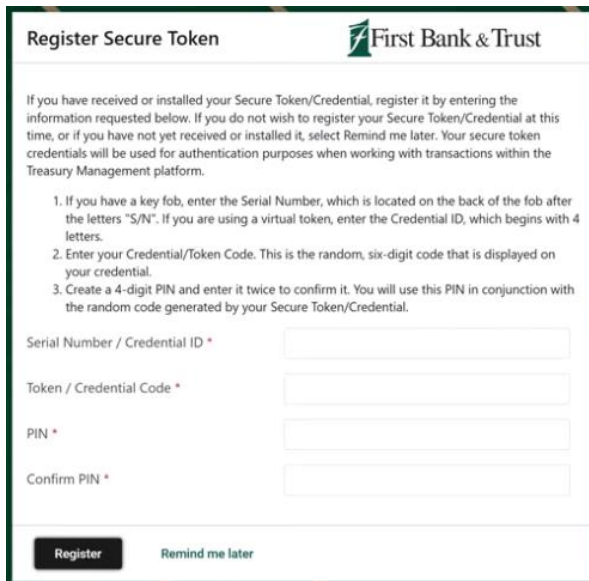
Follow the steps below to obtain and register your token.


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.



Register Secure Token  First Bank & Trust

If you have received or installed your Secure Token/Credential, register it by entering the information requested below. If you do not wish to register your Secure Token/Credential at this time, or if you have not yet received or installed it, select Remind me later. Your secure token credentials will be used for authentication purposes when working with transactions within the Treasury Management platform.

1. If you have a key fob, enter the Serial Number, which is located on the back of the fob after the letters "S/N". If you are using a virtual token, enter the Credential ID, which begins with 4 letters.
2. Enter your Credential/Token Code. This is the random, six-digit code that is displayed on your credential.
3. Create a 4-digit PIN and enter it twice to confirm it. You will use this PIN in conjunction with the random code generated by your Secure Token/Credential.

Serial Number / Credential ID *

Token / Credential Code *

PIN *

Confirm PIN *

[Remind me later](#)

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.