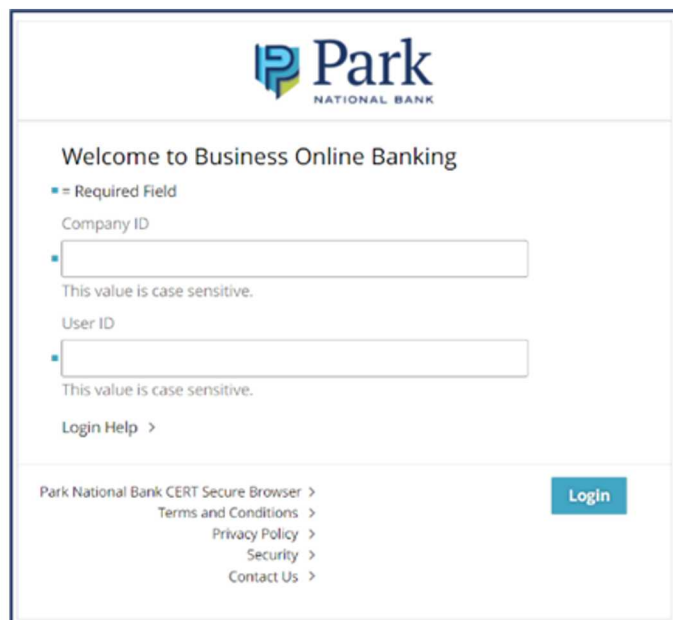## How to Log in to Business Online Banking for the First Time

Information for your login will be provided in 2 separate communications. Your Company ID & User ID will be provided the day of conversion.

If your current Company ID is your Social Security Number, the new ID will be truncated and not include the first three numbers (for example, xxx000000).

Please note that if your current User ID contains any special characters they will be removed (for example, T@xe$2022 will change to Txe2022). Also note the temporary password will be delivered sometime between 7am and 8am the day of conversion.

1. Complete the following fields in the **Welcome to Business Online Banking** section.

Park
NATIONAL BANK

Welcome to Business Online Banking

▪ = Required Field

Company ID

This value is case sensitive.

User ID

This value is case sensitive.

Login Help >

Park National Bank CERT Secure Browser >
Terms and Conditions >
Privacy Policy >
Security >
Contact Us >

Login

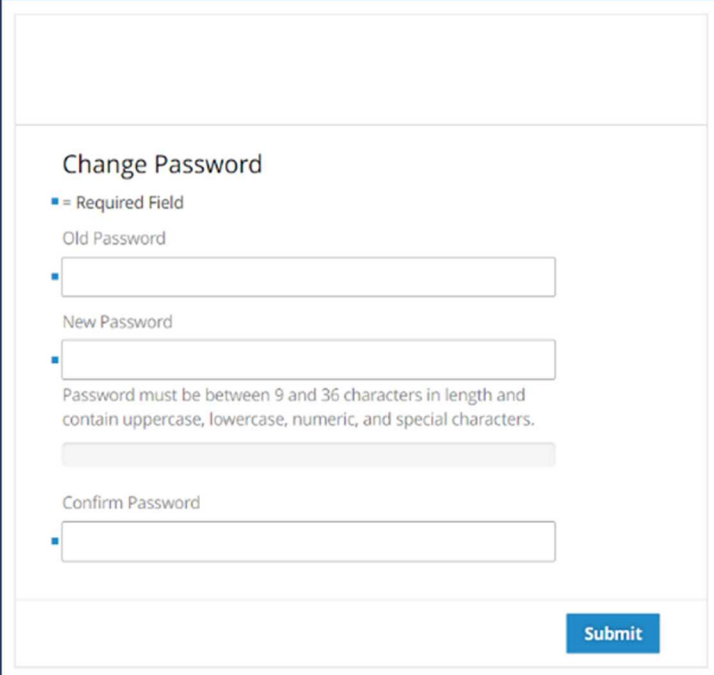| FIELD	DESCRIPTION
Company ID	Customer Tax ID Number.
User ID	This will be provided by the bank for first time login.
Temporary Password	The password provided by the bank for first time login.

Note: You will receive the above information in two (2) separate emails.

2. Click **Login**.

Login

Result: The **Change Password** page displays.

Change Password
■ = Required Field

Old Password

New Password

Password must be between 9 and 36 characters in length and contain uppercase, lowercase, numeric, and special characters.

Confirm Password

Submit

3. Complete the following fields on the **Change Password** page.

FIELD	DESCRIPTION
Old Password	Enter the temporary password provided by the bank.
New Password	Enter a new password following the password guidelines (see note below for guidelines).
Confirm Password	Enter the new password again.

Note: Password must be between 9 and 36 characters in length and contain uppercase, lowercase, numeric and special characters. Passwords expire every 6 months.

4. Click **Submit**.

Submit

Result: The **Choose Verification Image and Phrase** page displays.

5. Enter a phrase that will be presented during each login attempt in the **Verification Phrase** field.

6. Select the appropriate image category from the **Image Category** dropdown.

7. Click an image that will be presented during each login attempt.

    Note: This security feature helps you confirm that you have not been redirected to a malicious website. During each subsequent login, you are presented with the phrase and image selected on the password entry screen.

8. Click **Submit**.

Result: The login page with your phrase and image displays.

9. Enter your password in the **Password** field.

10. Click **Login**.

Result: You are now logged in to Business Online Banking.