

### TREASURY GATEWAY®- GETTING STARTED GUIDE

Treasury Gateway® provides an efficient and more secure way to manage your business’ financial information through a convenient single access point for your online banking services.

This Guide describes how to activate your Treasury Gateway® User Account and access the Landing page.

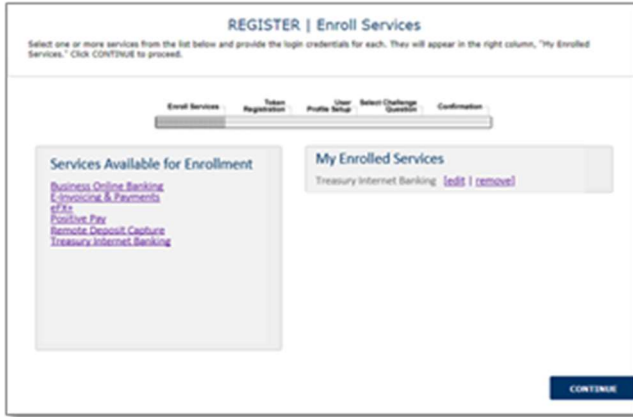
### GETTING STARTED

#### STEP 1: LOGIN PROCEDURES

1. Access Treasury Gateway® from the convenient Corporate Login link found on the bank’s website.
2. Choose the *Register* option to begin the enrollment process.

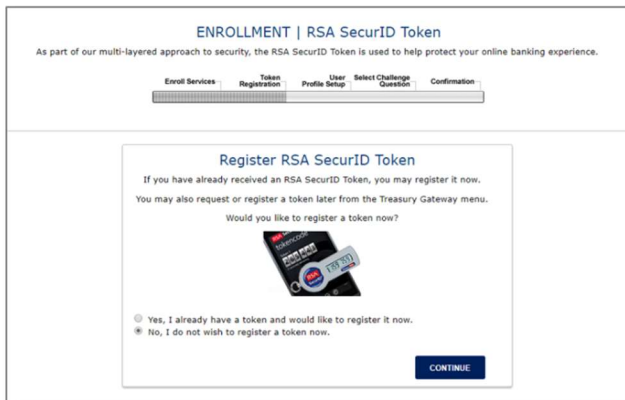
3. A List of Available Services is displayed on the left-hand side of the screen.
4. Select the Service you would like to enroll.

5. Enter the user login credentials provided by your bank representative or company administrator. The login fields vary, depending on the service selected.
6. Click *Continue* to proceed.



7. Upon successful entry of your user login information, the newly enrolled service is listed on the right-hand side of the screen in the My Enrolled Services section.

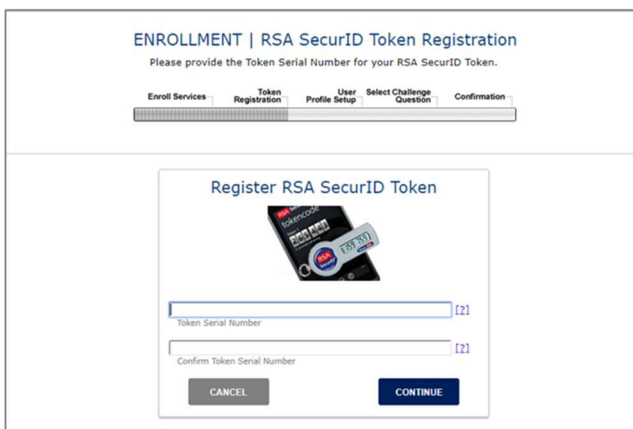
- From this page, you can enroll additional services to your Treasury Gateway profile. Simply select a service from the Available Services list and enter your user login information.
- When you have completed enrolling services, click *Continue* to proceed.



### STEP 2: REGISTER RSA SECURID® TOKEN

1. If you have received an RSA SecurID® token, you may register it now. Tokens are required for client administrators and all users with money movement permissions.

- Select *No* and *Continue* to bypass token enrollment.
- Select *Yes* and *Continue* to navigate to the token registration screen.



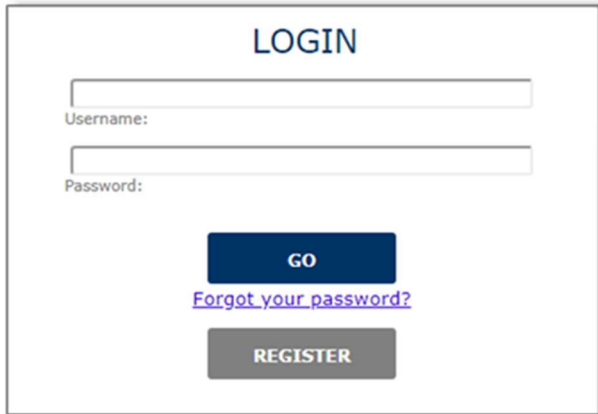
2. On the Token Registration page, enter the token serial number in the fields provided. The serial number is found on the information screen of the RSA SecurID® Electronic Token application or embossed on the back of the physical Token device.

- Click *Cancel* to return to the previous screen without registering a token.
- Click *Continue* to proceed with token registration.

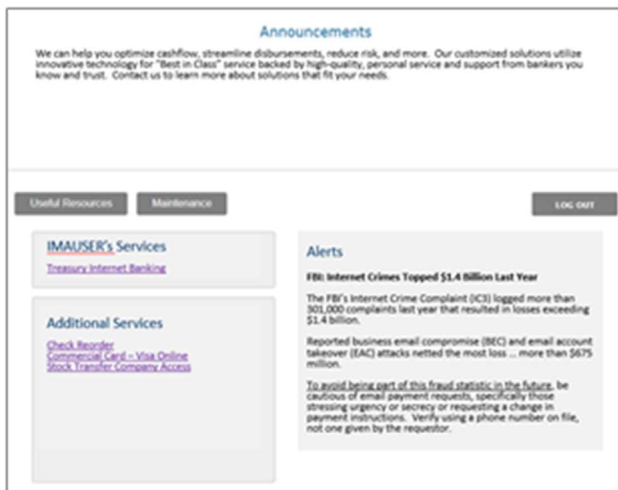
3. On the Account Setup screen, create a unique Treasury Gateway® Username and provide additional profile information. The fields marked with an asterisk are required.
  - a. Your Username can be any combination of letters or numbers, (minimum of 8 characters), but must be unique (no other users can share the same name) and cannot contain any special characters such as \*, or %. It is not case sensitive.
  - b. Select and confirm your password (minimum of 8 characters).
  - c. Your password must contain both a letter and a number, but cannot contain your username, first or last name, the word “password”, or the following characters: - < > %
  - d. The password is case sensitive.
  - e. Enter the remaining Profile details: name, company name, email address and phone number.
  - f. Your email address is used for system security alerts and with the convenient Forgot Password option to automatically send you a temporary password if you have forgotten your password.
  - g. Click *Continue* to proceed.

4. On the Security Questions page, select and answer three questions.
5. Click *Continue* to proceed with the enrollment process.

6. Verify your information on the Confirmation page.
  - a. Click *Edit* to make changes.
  - b. Click *Continue* to save the information.



7. After successfully creating your Treasury Gateway® Username, the Treasury Gateway® Login page is displayed.
8. Enter your new Username and Password credentials and click *Go*.
  - a. During the Treasury Gateway® login, you may be asked one of your Security Questions or prompted to enter your 6-digit token code, if applicable.
  - b. Provide the requested information and click *Continue* to proceed.



### STEP 3: LANDING PAGE

1. Upon successful login, the Treasury Gateway® Landing page is displayed.
2. To get started:
  - a. Click on one of your Enrolled Services; or
  - b. Review the Useful Resources menu; or
  - c. Choose one of the Maintenance options.
  - d. Click *Log Out* to end the session.