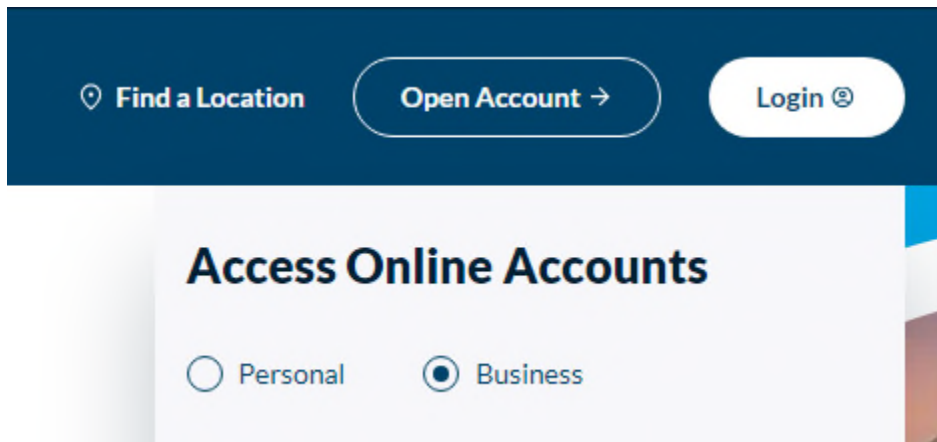
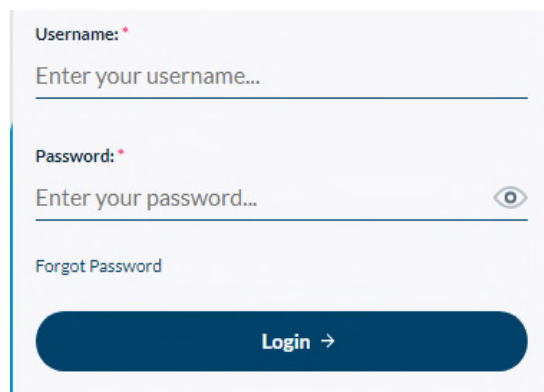


## Step-by -Step Guide: First-Time Business Online Banking Login

1. On the bell.bank website, click login, then click the business button.



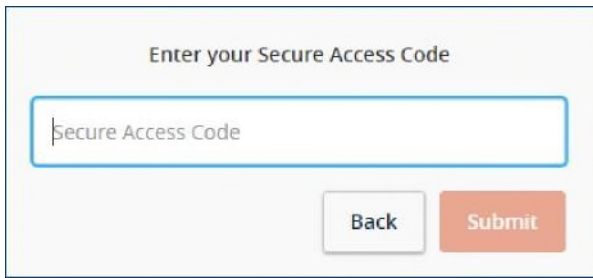
2. Enter your Username and Password. Click Login.

A screenshot of the login form. It features two input fields: 'Username:' with a red asterisk and the placeholder text 'Enter your username...'; and 'Password:' with a red asterisk, the placeholder text 'Enter your password...', and an eye icon to the right. Below the password field is a link that says 'Forgot Password'. At the bottom of the form is a dark blue button with the text 'Login' and a right arrow.

3. Select how you would like to receive a Secure Access Code (SAC).

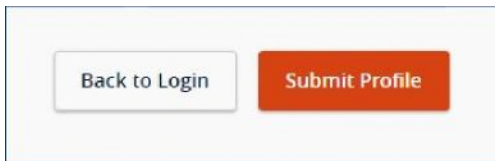
A screenshot of the Secure Access Code (SAC) selection screen. At the top, there is a paragraph of text: 'Please choose the phone number or email address you would like your secure access code sent to. Once you receive the 6 digit secure access code, you will enter it on the following page. If you already have a 6 digit secure access code, please choose Enter your Secure Access Code below.' Below this text are three orange buttons with white text: 'Enter your Secure Access Code', 'Text to : (XXX) XXX-3738', and 'E-mail to : XXox@XXil.bank'.

4. Once you receive the SAC, enter it as indicated.



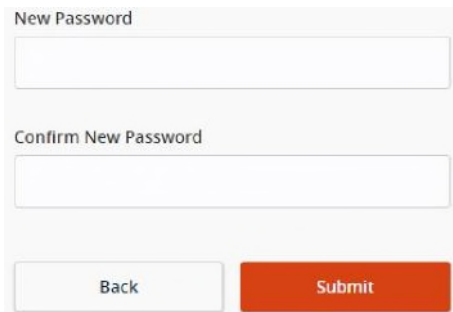
The screenshot shows a form titled "Enter your Secure Access Code". It features a single text input field with a light blue border and a placeholder text "Secure Access Code". Below the input field are two buttons: a white "Back" button and an orange "Submit" button.

5. Verify the information in your profile is correct, and contact Bell Bank if there is an error. These fields are not editable. Once you've verified your information, scroll to the bottom and click "Submit Profile."



The screenshot shows two buttons side-by-side. On the left is a white button with the text "Back to Login". On the right is an orange button with the text "Submit Profile".

6. Enter and confirm a new password, then click "Submit."



The screenshot shows a form with two text input fields. The first field is labeled "New Password" and the second is labeled "Confirm New Password". Below the input fields are two buttons: a white "Back" button and an orange "Submit" button.

7. Choose whether or not you want to register your device. Registering the device means a secure access code will not be required for future logins using your current browser.



The screenshot shows a screen titled "Device Registration". At the top, it says "Access Code Accepted." in green. Below this are two large orange buttons. The top button is labeled "Do Not Register Device" and the bottom button is labeled "Register Device".

8. Follow the steps to download the Symantec VIP app and send us a secure message with the app's credential ID so you can process ACH and wires.