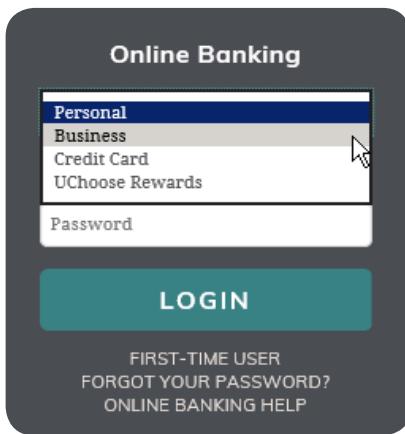# How to sign in to Bank First Business Online Banking

NOTE: As a business customer, you will sign in to Bank First **Business Online Banking** using the steps below. You must first sign in using a desktop computer or via your mobile internet browser (not the goBank for Business app). After you have established your new password and logged in for the first time, you will then be able to log in to Business Online Banking using the goBank for Business app.

1 Visit us online at www.BankFirstWI.bank. Using the "Online Banking" box near the top right corner of the page, use the drop box and select Business., then enter your current Online Banking ID as the Username. Your password will be Bankfirst1234. Click "Login".

NOTE: The Online Banking ID you currently have with Partnership Bank will not change with your transition to Bank First. However, all letters have been converted to lower case. Please ensure you enter your Online Banking ID in lower case as our system is case sensitive.
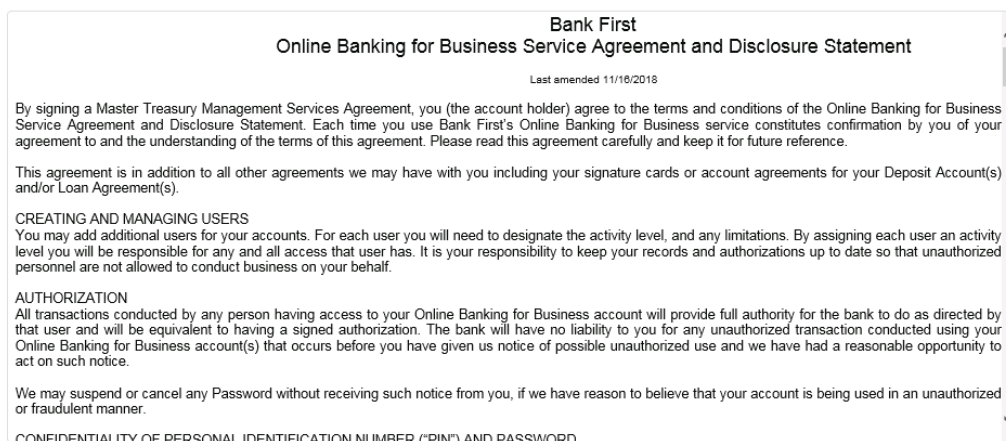
Using the drop down box, select Business.

- *Username:* will be your current Online Banking ID in all lower case.
- *Password:* will be Bankfirst1234

2 After you click "Login", you will be prompted to review Bank First's *Online Banking for Business Service Agreement and Disclosure Statement*. Once you are done reviewing each, click "I agree".

3. You will then be prompted to change your password. Please note all passwords must be 8-17 characters in length and have at least 1 numeric, 1 uppercase, 1 lowercase, and 1 special character (except , ? or "). After you have entered your new password, click "Continue".

Change credentials

Username

Your new password must include:
- Between 8 and 17 characters
- At least 1 number
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 special character

New password * ⇐ Enter your new password.

Confirm password * ⇐ Reenter your new password to confirm.

* Indicates required field

Continue

4. Choose three challenge questions and then provide your answers in the space provided. These questions are used as an additional level of security when logging in on new devices. When you are done entering your three challenge questions, click "Continue".

Set up challenge questions

First challenge question *

What school did you attend for sixth grade?
What is your maternal grandmother's first name?
What is the name of your first pet?
What is your father's middle name?
What is your favorite sports team?
What street did you live on in third grade?
What is the first name of the maid of honor at your wedding?
What is the middle name of your oldest child?
What was your high school mascot?
What is your paternal grandfather's first name?

First answer *

Second challenge question *

Second answer *

Third challenge question * What was the name of your first girlfriend/boyfriend?

Third answer * HIDE

☐ Don't challenge me again on this device.

* Indicates required field

Continue

5. Establish your profile by entering your Mother's maiden name. Your profile information is used to help authenticate your identity and provide an address where Bank First can send you new login credentials, if they are ever needed.

Mother's maiden name *

* Indicates required field

CONTINUE

6. **Congratulations!** You are now ready to use Bank First's Business Online Banking.

How to sign in to Bank First goBank Business

NOTE: You must first sign in to Business Online Banking using a desktop computer prior to signing up for mobile banking. After you have established your new password and logged in for the first time on a desktop computer, you will then be able to log in to Business Online Banking using a tablet or mobile device.

1. Delete your Partnership Bank mobile banking app and download our goBank Business app from the app store for your device.
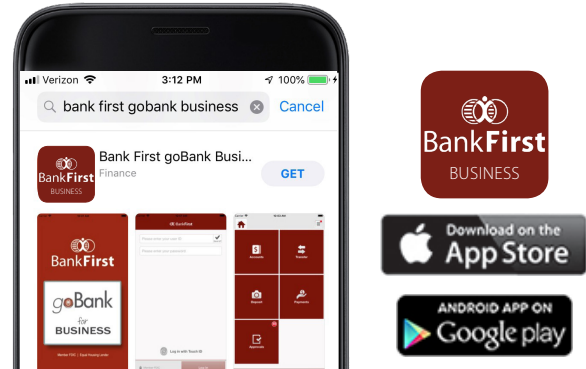
2. Open the goBank Business app and enter your User ID and password. Your User ID will be the same as your current Online Banking ID with Partnership Bank (in lower case). The password will be the same as the one you established for Business Online Banking.

⟸ Username
⟸ Password
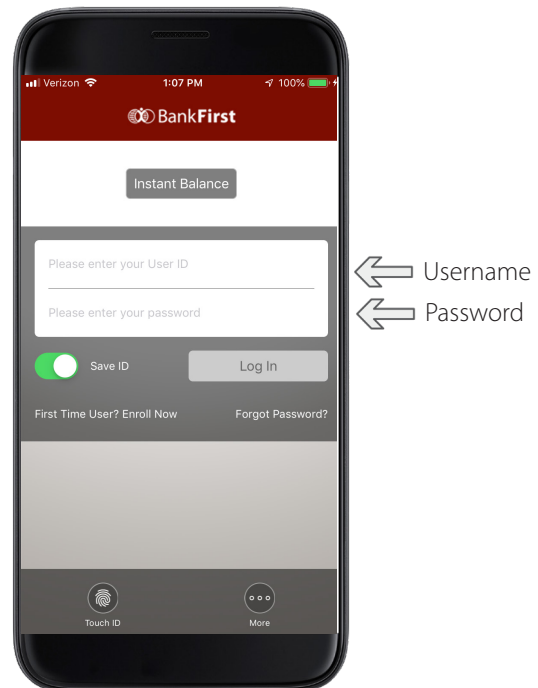
3. **Congratulations!** You are now ready to use goBank Business mobile banking. With goBank Business, you can check balances on all your accounts, view transaction history, and transfer funds between eligible Bank First accounts from supported mobile devices and PDAs.