

First Time Login to Business Digital Banking

When logging into Business Digital Banking for the first time, the following steps will need to be taken.

1. Download the FI DigiPass App

This is a new app and differs from the previous DigiPass used for Business Online Banking (B.O.B).

- Available on the App Store and Google Play.
- If you're unable find it, a QR code will be provided during login.



App Store

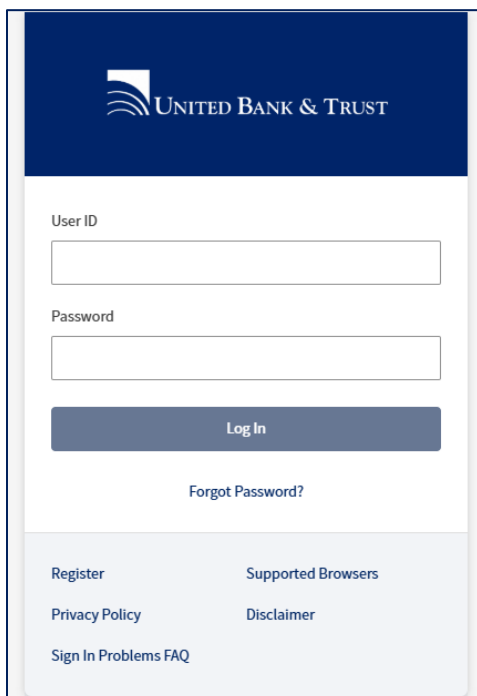


Google Play

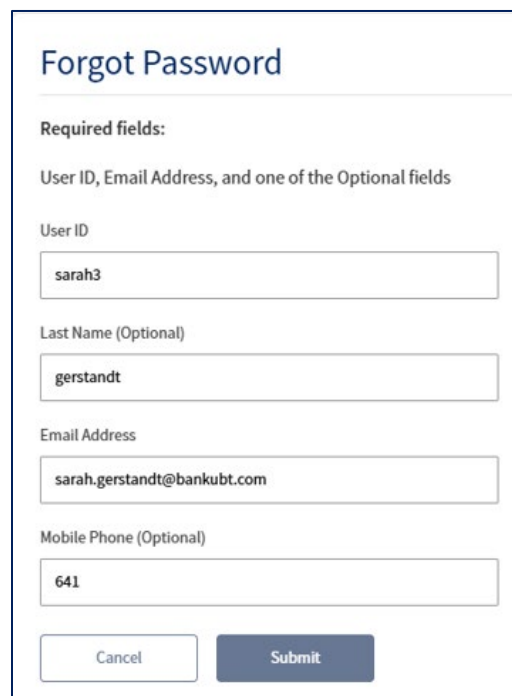
2. Go to the Login Page

Sign In – UNITED BANK & TRUST

- Select **Business Digital Banking** from the dropdown.
- Enter your **B.O.B username only**, then click **Forgot Password**.
- Complete all required fields, including optional ones.



The sign-in page features the United Bank & Trust logo at the top. Below it, there are input fields for 'User ID' and 'Password'. A 'Log In' button is positioned below the password field. A link for 'Forgot Password?' is located below the 'Log In' button. At the bottom of the page, there are links for 'Register', 'Supported Browsers', 'Privacy Policy', 'Disclaimer', and 'Sign In Problems FAQ'.



The 'Forgot Password' page has a title 'Forgot Password' at the top. Below the title, it states 'Required fields: User ID, Email Address, and one of the Optional fields'. There are input fields for 'User ID' (containing 'sarah3'), 'Last Name (Optional)' (containing 'gerstandt'), 'Email Address' (containing 'sarah.gerstandt@bankubt.com'), and 'Mobile Phone (Optional)' (containing '641'). At the bottom, there are 'Cancel' and 'Submit' buttons.



3. Verify Identity

- Choose to receive a **One-Time Verification Code** via text or phone call.
- *Email is no longer supported for verification.*

Identity Verification

As a security precaution, we need to verify your identity before you can proceed. This quick process helps us keep your account safe.

Please choose one of the following options.

Send me a text message

We will send you a text message with a confirmation code.

Send Me A Text Message

Call my phone

We will call you and provide a confirmation code.

Call My Phone

Cancel

[Why am I being asked this?](#)

4. Set a New Password

- Enter and confirm your new password.
- Click Set Password.

Forgot Password

Password

Confirm Password

Cancel

Set Password



5. Alert Preferences

- Accept or decline Terms & Conditions for receiving alerts.

ALERT INFORMATION

As Alerts delivered via SMS, email and push notification
Alerts may not be encrypted and may include your name in
these messages.

☐ By clicking the checkbox, I accept to the Terms and Conditions.

DeclineAccept

6. Activate DigiPass

- If not already downloaded, scan the QR code on the screen to install the app. If the app was already successfully downloaded, click to the next screen.

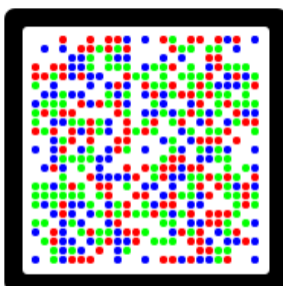


App Store



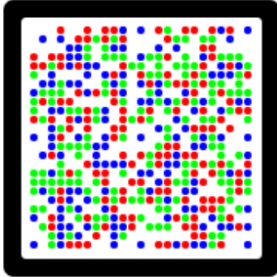
Google Play

- Open DigiPass and **scan** the on-screen image to generate a One-Time Passcode.
- Enter the passcode and assign a nickname to your device. Ex. Sarah's phone.
- Click **Continue** on your phone.



Please enter the Activation Signature provided by the DIGIPASS app.

- **Scan** the second on-screen image.



Please enter the Activation Signature provided by the DIGIPASS app.

- Click **Continue** to complete setup.

Activate Token

Make sure you complete the registration process in the DIGIPASS app.

Once you have completed the process in DIGIPASS, your device will be registered. On future logins to Online Banking, you will be prompted to use the DIGIPASS app to generate a verification code.

- Enter the **One Time Code** into the box and click **Submit**.

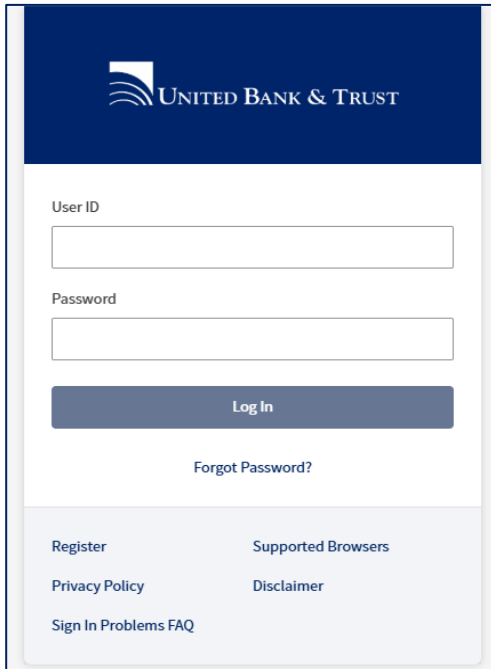
Identity Verification

Please use the DIGIPASS app on your registered mobile device or your registered token device to obtain a one-time passcode. Enter the passcode to continue.

[Why am I being asked this?](#)

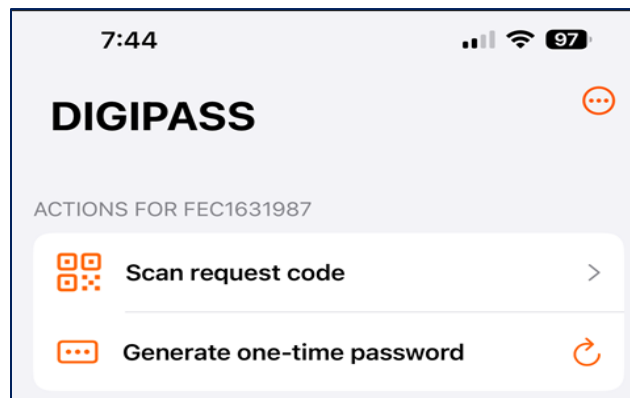
Logging into Business Digital Banking After Initial Log In:

1. Visit the login page: Sign In [Sign In - UNITED BANK & TRUST](#)
2. Enter username and password.



The image shows the United Bank & Trust login page. At the top is the bank's logo and name. Below that are two input fields: "User ID" and "Password". A "Log In" button is positioned below the password field. A link for "Forgot Password?" is located below the "Log In" button. At the bottom of the page, there are links for "Register", "Supported Browsers", "Privacy Policy", "Disclaimer", and "Sign In Problems FAQ".

3. Open the **FI DigiPass** App and generate a one-time password.





UNITED BANK & TRUST

4. Enter the one-time password in the box and click **Submit**.

Identity Verification

Please use the DIGIPASS app on your registered mobile device or your registered token device to obtain a one-time passcode. Enter the passcode to continue.

Cancel

Submit

[Why am I being asked this?](#)