



A company's initial Administration role user is set up by Seacoast Bank. All subsequent company users are set up by the company's Administration directly in Business Online Banking. To access Business Online Banking follow the steps below. The first time includes changing your initial password, as follows:

1. On the *Sign On* page (www.SeacoastBank.com), enter your **Company ID** and **User ID**
2. (*First Login*) You will be required to enter a one-time security code. A telephone call or text message is used to complete this process.
3. Enter your **Initial Password**

Upon your initial logon we encourage you to download Trusteer. Trusteer is a free security solution which will enhance the security of our online services. Trusteer will not interfere with anything else on your system and it does not replace antivirus software or any other security measure you have in place.

Navigation

The menu bar is located at the top of the application page and is always displayed. The menu bar consists of five main menus that group similar Business Online Banking services together.

NOTE: Access to the menus and submenus is dependent on the services offered through your entitlements.

The main menus are:

- **Welcome**—allows you to access to the *Welcome* page. The *Welcome* page includes links to view unread mail and alert messages, next scheduled requests, favorites, saved reports, and account balance reports.
- **Reports**—provides access to Account Reports, Deposit Account Reporting, Deposit Reporting, Loan Reports, Downloadable Reports, Statements and Documents, Wire Reports.
- **Transfers and Payments**—provides access to Scheduled Requests, Express Transfer, Book Transfer, Funds Transfer, Loans, Bill Pay (Business Bill Pay), ACH (Send Money, Collect Money, and ACH File Upload), and Wire.
- **Account Services**—provides access to Stop Payment, ACH, Account Reconciliation and Check Reorder.
- **Administration**—provides access to Communications, Company Administration, and Self Administration.

User Administration

Use **Administration** to add a new user or select an existing user to edit, copy, or delete. To access the *User Administration* page click **Administration – Manage Users**

Create New User

Begin the process of creating a new user by following the steps below.

1. Click Create New User
2. Complete all information on the New User Profile page. Please note upon initial logon users will be required to enter a one-time security code by receiving a phone call or text message. It is necessary to have a direct dial telephone number entered in this section. Therefore, if using a mobile telephone number be sure to change the label to reflect mobile.
3. *If applicable*, choose the users roles.
4. Set up account access to services on the New User-Services & Accounts page.
5. *If applicable*, modify a user's daily maximum limit and account limits associated with Wire, ACH, or Business Bill Pay services through the *User Profile* page.

If you need additional assistance with this process or any part of our system please call 866-414-2223