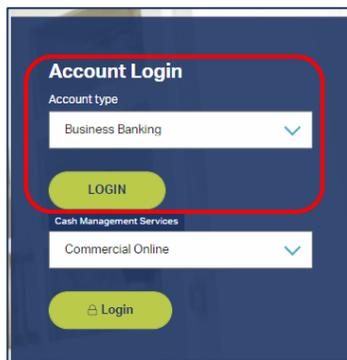


How to Log in to Business Online Banking for the First Time

Information for your login will be provided in two separate emails.

1. Go to <https://parknationalbank.com>.
2. Select **Business Banking** in the Login box.
3. Click **Login**.



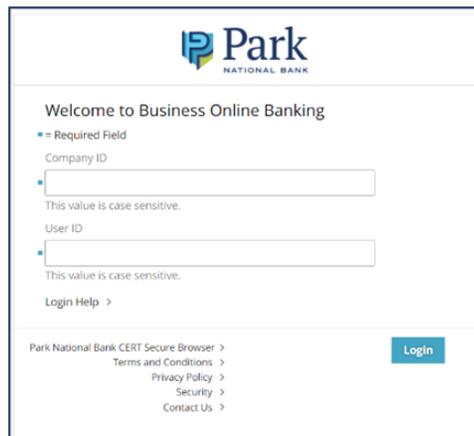
Result: The **Business Online Banking** page will display.

4. Enter your **Company ID** and **User ID**.

Note: If you are the Company Administrator, you will receive the above information by the bank. All other users will receive this information from their Company Administrator.

5. Enter your **password**.

Note: If you are the Company Administrator, you will receive the above information by the bank. All other users will receive this information from their Company Administrator.





6. Click **Login**.



Result: The **Change Password** page displays.

7. Complete the following fields on the **Change Password** page.

FIELD	DESCRIPTION
Old Password	Enter the temporary password provided by the bank.
New Password	Enter a new password following the password guidelines (see note below for guidelines).
Confirm Password	Enter the new password again.

Note: Password must be between 9 and 36 characters in length and contain uppercase, lowercase, numeric and special characters. Passwords expire every 6 months.

8. Click **Submit**.



Result: The **Choose Verification Image and Phrase** page displays.



Choose Verification Image and Phrase
Please choose an image and phrase that are recognizable.

Verification Image
No verification image chosen
 = Required Field

Verification Phrase

Image Categories
 Agriculture and Industry

9. Enter a phrase that will be presented during each login attempt in the **Verification Phrase** field.
10. Select the appropriate image category from the **Image Category** dropdown.
11. Click an image that will be presented during each login attempt.

Note: This security feature helps you confirm that you have not been redirected to a malicious website or incorrectly entered your Company ID or User ID. During each subsequent login, you are presented with the phrase and image selected on the password entry screen.

12. Click **Submit**.



Result: You will be directed straight into the system.

13. The next time you log in, you will be prompted to enter your password in the **Password** field.

Is this your image and phrase?
If this isn't your image and phrase, do not enter your password. Contact customer service immediately.

= Required Field

Password

[Forgot Password >](#)
[Login Help >](#)

14. Click **Login**.

Result: You are now logged in to Business Online Banking.