Enrollment Guide

Business Online Banking

1. Once the business banking profile is created, the Company Administrator will receive two emails: one with the username and one with the password. The subject for both e-mails is: "You have been granted access to Online Banking". These temporary credentials are system-generated, and include random values. If these emails are not in your inbox or junk folder, please contact us at 401-233-4700.

   **IMPORTANT NOTE:** Do not delete these emails until you have successfully logged in.

2. Visit https://www.navigantcu.org and go to the Secure Login box. In the drop-down menu, select Business Online Banking. Double click, copy, and paste the username from the email into the Username field. Double click, copy, and paste the password from the email into the Password field.

   **TIP:** The username and password end with a period. The period is **NOT** part of the username or password value.
3. The administrator will need to validate identity via a one-time verification code sent to a phone. This phone number is associated with the company administrator, not the phone number on the main business profile. Enter the code (expires after 10 minutes) and register the computer.

4. A password change must be completed. Double click, copy, and paste the password from the email into the Temporary password field. Create a new password and retype it. Select Update password. For Security, we recommend using a mix of letters, numbers, and special characters.

5. After a successful login, go to My Settings to change the username. We strongly recommend something complex yet easy to remember.

6. This same process applies when the company administrator creates a sub-user.