ENHANCED BUSINESS INTERNET BANKING | USER SET UP QUICK START GUIDE

Welcome to Renasant Bank Enhanced Business Internet Banking (EBIB). This guide will step through the initial setup activities to enable use of EBIB in an effective manner.

EBIB ROLES OF INDIVIDUALS IN YOUR ORGANIZATION

In this guide and in other EBIB materials, you will see the terms **entitlements** and **roles**. An **entitlement** is something a user is allowed to do in EBIB. Because EBIB can perform many banking functions, all users will not need the same entitlements. A **role** indicates whether a user has administrative entitlements, which allows system management.

*NOTE: This guide displays all EBIB features, but users can only see and use the features assigned to them by their administrator.
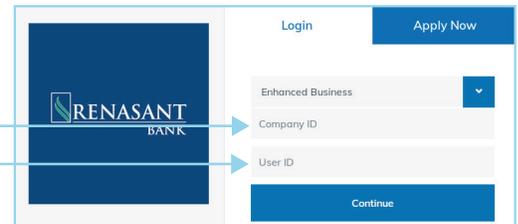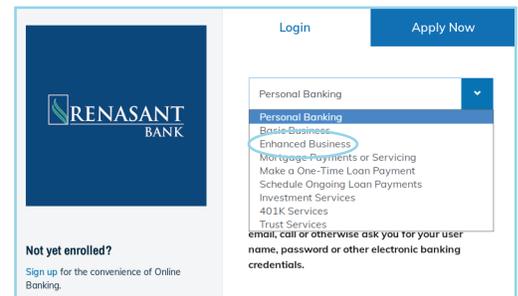
LOGGING INTO EBIB

1. On the Renasant home page and under the **Login** tab, select **Enhanced Business**.
   *Tip: You can always access EBIB by this method. However, once you have logged in, you can also save EBIB as a bookmark or favorite.


2. Enter the **Company ID** and **User ID** your Administrator provided to you and click **Continue**.

3. Because Renasant uses Out-of-Band authentication to protect your privacy, you will be prompted to generate a one-time security code.
   - Select the phone number where you receive text or voice messages, then select whether you want to receive the one-time code by call or text.
   - Once you click **Continue**, the code will be sent your phone, and you will be presented a new screen to enter the code.

4. After submitting the code, enter your password. The first time you do this, use the temporary password from your Administrator, and then you will be prompted to create your permanent password.

5. You are now logged in, and EBIB will open to the Welcome screen. Note that there are five service tabs - Welcome, Reports, Money Movement, Account Services, and Administration.
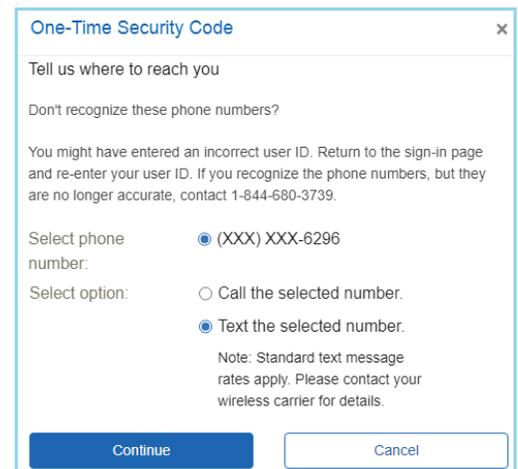
Welcome   Reports   Money Movement   Account Services   Administration

PERSONALIZING YOUR EBIB EXPERIENCE

1. From the Welcome screen, click the **Administration** tab, which will give you a drop-down list of two functions: **Communications** and **Self Administration**.

2. Select **Communications** to access different communicative functions.
   - Select **Mail and Alerts** to read previously received bank email and alerts for up to 90 days.
   - Select **Sent Mail** to read messages you have sent to Treasury Solutions Support
   - Select **Forms and Documents** to download service guides and other documents
   - Select **Manage Alerts** to select the alerts you want to receive and in the manner you want to receive them.
   - Select **Contact Us** to contact our support team securely.

3. Select **Self Administration** to access different administrative functions.
   - Select **Change Password** to maintain your password.
   - Select **Personal Preferences** to set preferences for email addresses.
   - Select **User Activity Report** to view a report of activites you have conducted in EBIB.

USER FUNCTIONS - WELCOME SCREEN

This guide will take you through the EBIB Welcome page. Additional guides are available for the other user pages, which are Reports, Money Movement, and Account Services.

If the user is an approver of Wire or ACH transactions, selecting approvals allows the user to view and act upon transactions awaiting approval.

Display Options allows users to decide which accounts to display on the welcome page and the order to display them.

The Welcome page includes a quick status update on the balances of enrolled deposit and loan accounts.

Recent messages, alerts, and reports are available for your review.

If a user reviews Positive Pay exceptions for an organization, Positive Pay decisions can be made directly on the Welcome page.

For assistance with initial EBIB setup or activities, contact Treasury Solutions Support at **844.680.3739** Monday through Friday, 7:00 AM CT/8:00 AM ET – 5:00 PM CT/6:00 PM ET.