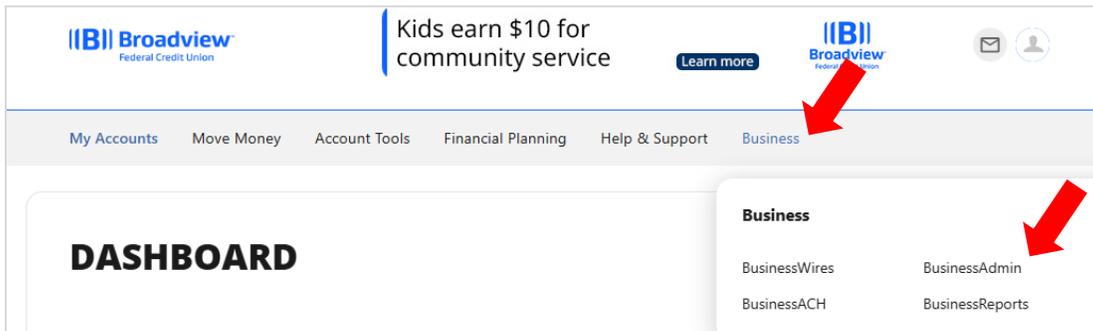


Business Online Banking Primary User – Reset Sub User Password Quick Guide

To login to Broadview’s Business Online Banking, users can visit Broadview’s website at www.broadviewfcu.com or download the Broadview Mobile App. Go to www.broadviewfcu.com.

On the left side of the page, enter your Username and password. If this is your first time logging in as the Primary User, please reference the Initial Login User Guide.

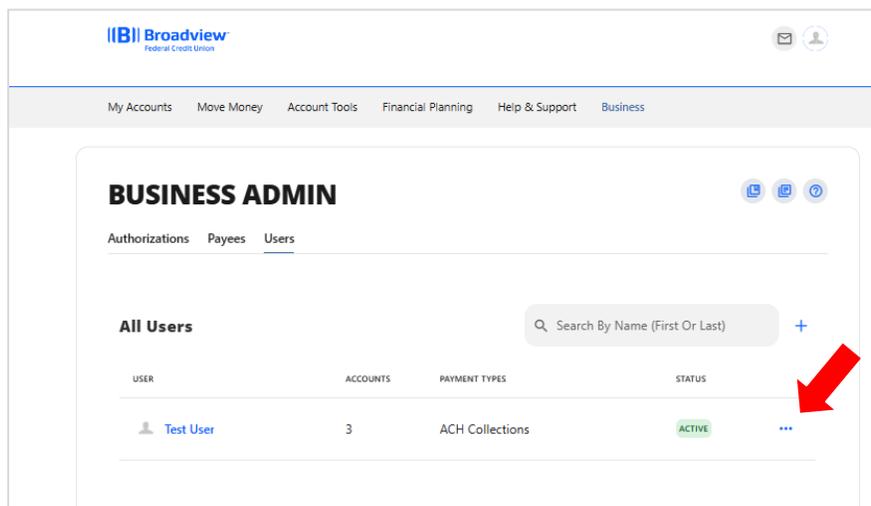
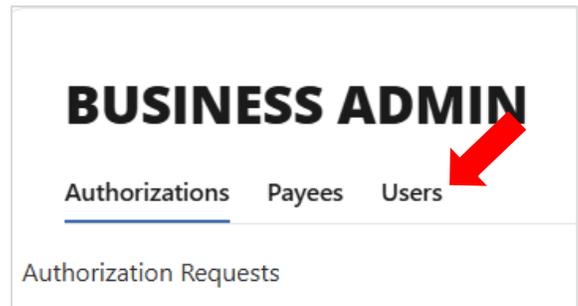
At the **Dashboard** screen, Click the **Business Widget**.



Click **BusinessAdmin**.

In Business Admin, Click **Users**.

Click on the ... **Elipsis** to the right of the **User** for which the password will be reset.



Click **Reset Password** from the dropdown menu.

BUSINESS ADMIN



Authorizations Payees Users

All Users

Search By Name (First Or Last) +

USER	ACCOUNTS	PAYMENT TYPES	STATUS
TEST USER	3	ACH Collections, ACH Payments	ACTIVE ⋮

- Change Status
- Create Similar User
- Reset Password**
- Delete User

A **Reset Password** screen will be displayed.

Confirm the **Email of the Sub User**.

Enter a Reason for resetting password.

Click **Send New Password**.

A **Temporary Password** will be sent via email to your Sub User.

The Sub User must complete the password reset within 24 hours or the temporary password will expire.

Reset Password



Select a method to receive a new password

Email
A new password sent to your Email.

Email
TESTUSER@YAHOO.COM

Reason for resetting password

Reason (Optional)

Send New Password

Cancel