

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 <u>www.broadviewfcu.com</u>.

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.

(B) Broadview Federal Credit Union	r	Kid cor	s earn \$10 foi mmunity servi	CC (Learn r	nore ((B)) Broadview Edent (States	
My Accounts Move	e Money	Account Tools	Financial Planning	Help & Support	Business	
DACUDO					Business	1
DASHBU	ARD				BusinessWires BusinessACH	BusinessAdmin BusinessReports

Click BusinessAdmin.

In Business Admin, Click Users.

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

ROZIN	ESS A	DWIN
Authorizations	Payees	Users

My Accounts Move Money Ac	count Tools Financ	ial Planning Help & Sup	pport Business	
BUSINESS ADM	IIN			
Authorizations Payees Users				
All Users		Q	Search By Name (First Or Last)	
	ACCOUNTS	PAYMENT TYPES	STATUS	
USER				

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

	BUSINESS ADMIN						
	Authorizations Payees Users						
							ord
	All Users			Q Search By Name (First Or Last)			
	USER	ACCOUNTS	PAYMENT TYPES	STATUS			
	L TEST USER	3	ACH Collections	ACH Payments	ACTIVE		
					Change Status Create Similar Us Reset Password Delete User	ser	
A Reset Passw	ord screen will be displ	layed.					
Confirm the Em	ail of the Sub User.						
Enter a Reason	for resetting password			Reset Passw	ord		×
Click Send Nev	v Password.			Select a method to Email	ent to your Email.	assword	
A Temporary P Sub User.	assword will be sent vi	ia email to	your	Email TESTUSER@YAH	HOO.COM		
The Sub User must complete the password reset within 24 hours or the temporary password will expire.			eset ill	Reason for resettin	ıg password		
					Send New P	assword	
					Canc	el	