Rabun County Bank Business eBanking (BeB)
Quick Reference Starter Guide

System Access

A company's initial Administrator user role is set up by Rabun County Bank. All subsequent company users are set up by the company's Administrator within BeB. To access BeB, select the Business Online Banking link on Rabun County Bank's webpage (www.rabuncountybank.com): During the first login you will be prompted to change your initial password to one of your choosing:

1. On the *Sign On* page, enter your **Company ID** and **User ID**
2. Enter your **Initial Password**
3. *(First Login)* A picture is pre-selected for you. You can choose to keep this picture or select another picture.
4. *(First Login)* Type your phrase in the **Enter a personal phrase** field.
5. *(First Login)* On the *Secure Sign On Computer Registration* page, select the **Register your computer** option unless you are using a public computer.
6. *(First Login)* Select and answer *security questions* that only you will know the answer to.

NOTE: Passwords must be 8-12 characters and include at least 2 letter and 2 numbers

Navigation

The menu bar is located at the top of the application page and is always displayed. The menu bar consists of five main menus that group similar Business Online Banking services together.

NOTE: Access to the menus and submenus is dependent on the services offered through your entitlements.

The main menus are:

- **Welcome**—allows you to access to the *Welcome* page. The *Welcome* page includes links to view unread mail and alert messages, next scheduled requests, favorites, saved reports, and account balance reports.
- **Reports**—provides access to Account Reports, Deposit Account Reporting, Deposit Reporting, Loan Reports, Downloadable Reports (including Quicken, QuickBooks & Microsoft Money), Statements and Documents, Wire Reports.
- **Transfers and Payments**—provides access to Scheduled Requests, Express Transfer, Book Transfer, Loans, Bill Pay (Business Bill Pay) and Wire.
- **Account Services**—
- **Administration**—provides access to Communications, Company Administration, and Self Administration.

User Administration

Use **User Administration** to add a new user or select an existing user to edit, copy, or delete. To access the *User Administration* page click **User Administration – Add User**

Creating a New User

Begin the process of creating a new user by following the steps below.

1. Entering general information about the user and assigning roles on the *User Administration – Add User* page.
2. Adding services to the user's profile on the *User Administration – Add User Services* page.
3. Set up account access to services on the *Account Access – Add* page.
4. *If applicable,* setup application access to File Download through the *User Profile* page.
5. *If applicable*, modify a user's daily maximum limit and account limits associated with Wire, Business Bill Pay services through the *User Profile* page.

If you need additional assistance with this process or any part of our system please call 1-800-593-4345