Cash Management (General)
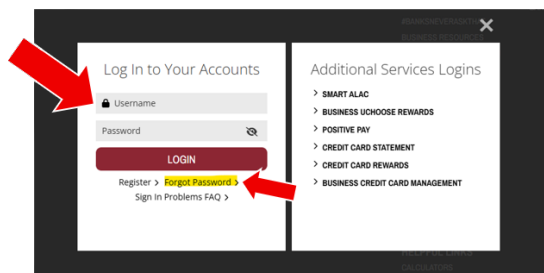
1. Locate login on bankbac.com

    a. **Reminder**: there is only one log in location for consumers *and* businesses.

    b. If you have a separate Personal username *and* a separate Business username, please use the appropriate username and password to login.

2. Activate Tokens (if applicable) – see **DigiPass – Download & Activation** instructions

3. Confirm Terms & Conditions appear, review, and accept.

4. Familiarize yourself with the new Desktop Cash Management interface

    a. Review checklists, FAQs, videos and demos at **www.bankbac.com/DigitalUpgrade**

5. Review Profile/Settings

    a. If you manage users, confirm you can view users – see **Managing Users** instructions

6. Using the **Accessing Account Summary & History** instructions

    a. Validate all accounts are viewable under Account Summary (default at login)

    b. Validate applicable services are accessible through the site's menu, such as Accounts, Transfers, Payments, Deposits, ACH, Wire, etc.

7. Mobile App

    a. If you do not already have the BAC Digital Banking app, use the link or QR code below to download and install the app on your device

    www.bankbac.com/BACDigitalBankingApp

    Reminder: there is only one app for Personal and Business accounts.

    b. If you have a separate Personal username *and* a separate Business username, please use the appropriate username and password to login.

    Note: The former BAC Business Banking app is now obsolete and can be removed from your device.