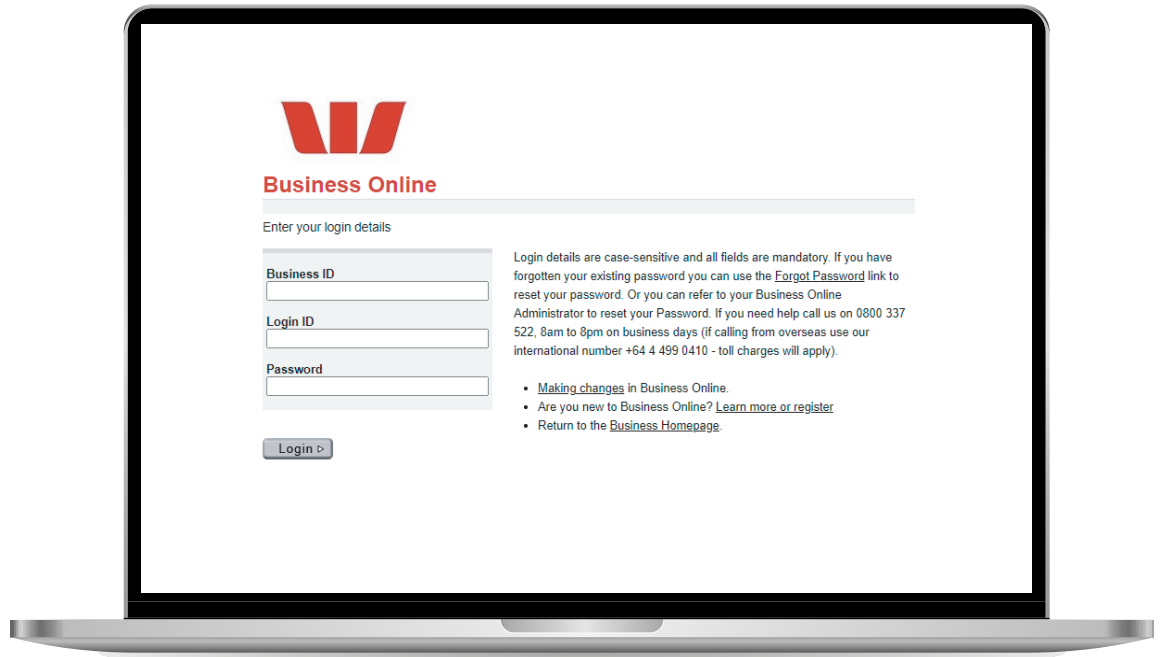# How to login to Business Online for the first time.
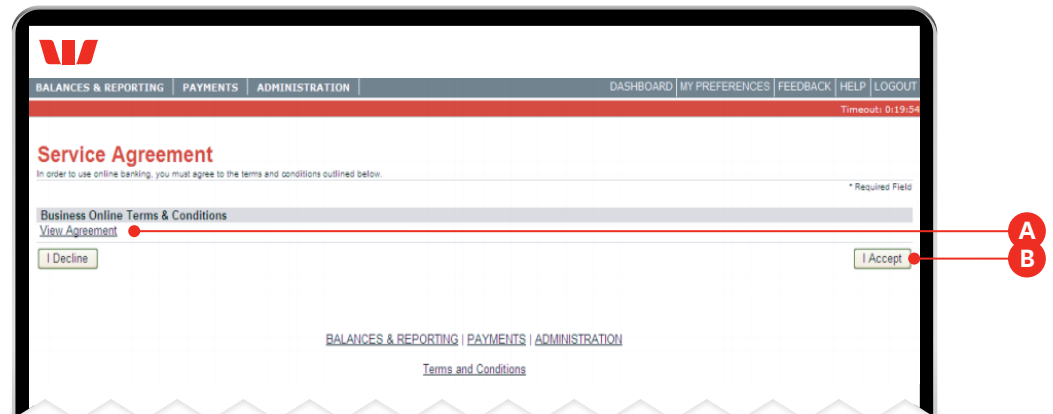
Step 1.

Enter your Business ID, Login ID and temporary password.

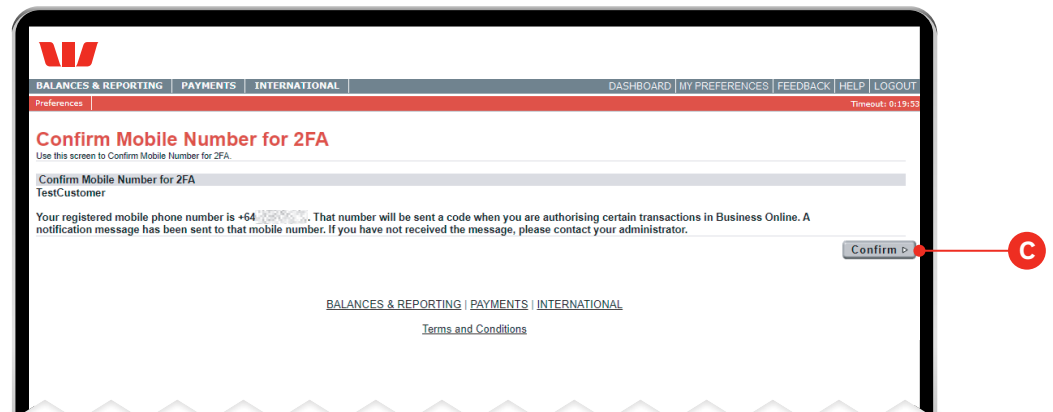
Step 2.

Click **View Agreement** (A) to read the Terms and Conditions and then click **I Accept**. (B)

Step 3.

If you have provided us your mobile number you'll be asked to **Confirm** (C) it is correct.

Note: 2-Factor Authentication (2FA) is an additional security measure to ensure only you can login.

Step 4.

Enter your temporary password, **D** then enter a new password **E** known only to you before clicking **Confirm**. **F**

Note: A temporary password will have been provided to you by the Bank (if you are an Administrator) or by your Administrator. You are required to change this the first time you log on to ensure it remains known only to you.

Password guidelines.

– Your new password needs to be between 8 and 20 characters long.
– Must contain at least one alpha character and one numeric character.
– Passwords are case sensitive.

Step 5.

You will be asked to select and answer three challenge questions.

Click **Continue** **G** once you are happy with your questions and answers to complete your login.

Westpac New Zealand Limited.