

GETTING STARTED



Logging In

First Time, New Users

New users should navigate to our [website](#) and click login. You will then be prompted to verify protected information that matches the information on your account. Consumer users will also be prompted to accept the disclosure for Digital Banking Access.

Then you will be required to enter the username and password provided by the bank. To keep your username and password secure, we have specific requirements.

Username		Password	
Requirement	Default	Requirement	Default
Minimum Length	8	Minimum Length	12
Maximum Length	40	Must include a Number	Yes
Allow Alpha Characters	Yes	Must include an Uppercase Letter	Yes
Allow Numeric Characters	Yes	Must include a Lowercase Letter	Yes
Allow Special Characters	No	Must include a Non-Alphanumeric	Yes

Lastly, you will be prompted to confirm that contact information is correct and updated to finish your registration.

Dashboard Overview

The dashboard will provide immediate access to the features most often used, requiring fewer clicks to perform financial tasks online. With access to widgets like linking your external accounts, navigating to outstanding approval, and snap shots of recent activity.

Category Overview

We've organized information within navigation menu categories located at the top of your dashboard to help you quickly and seamlessly navigate the features and tools you'll use the most.

Accounts

Gain a comprehensive view of your account details, transaction history, place stop payments and download statements.

Transfer & Pay

Money movement such as transferring to another account at Tradition Capital Bank, paying bills, performing a wire transfer, and submitting an ACH batch can all be done from this category pending your authority level granted in digital banking.

Administration

Perform approvals, maintenance payees, and manage user profiles within the access level granted to you in digital banking. Create and download reports.
Only available on business profiles.

Other Products & Services

Gain access to other products and services you've signed up for with quick links to Remote Capture, Positive Pay, the bank website, our credit card partner, and more.

Tools

Update your alert preferences and utilize the message center to send direct communication to Tradition Capital Bank. Manage settings for your profile, security, notifications, and account customization. Locate one of our branches and/or ATM locations.

Financial Planning

Create income and expense thresholds as well as track progress on your savings goals.