

Biz Link 247 User Login Guide



<u>Welcome</u>

Welcome to Biz Link 247!

This platform is designed for the special needs of businesses, **Biz Link 247** and its companion PIB MLO allows a business owner to have separate logins for each employee, with each employee having individual permissions in online banking.

This user guide will help new users get logged in to their **Biz Link 247** account.



Setting up Biz Link 247

Biz Link 247 can be accessed through Day Air's website <u>www.dayair.org</u> and selecting the Business Banking button in the upper right corner and then selecting Login to Business Banking option under Tools.

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li Banking	Loans	Tools and Services	Set Started		
Checking	Commercial Loans	Online Business Banking			
avings	Term Loans	Business Banking App	Login to Business Banking		
Certificates	Lines of Credit	Business Bill Pay	Login to PIB MLO		
abit and Credit Cards		Accounting Autobooks			

Once the Business Online Banking option has been selected, a message will appear letting you know that you are leaving the site. Select 'OK'.

dayair.org says	
You are now leaving this website, headed to a third party website not operated by this site.	
We are not responsible for the content of this new site, nor are we in control of any transactions that occur outside of our site.	
Please review the new site's privacy and security policies, as they may differ from those of this site.	
OK Cancel	

The first screen that will appear is the secure login. Input your Company ID and Employee ID that was assigned to you by the credit union.





The second screen that appears will prompt you to enter your temporary password.

Busines	ss Login
Enter your account	password to sign in.
Password	
	• •
Back	Sign In
Manage m	v PIB profile

Your temporary password was emailed to you by the credit union and is valid for 24 hours. See example email below.

If you do not log in within 24 hours, you will need to contact the credit union to have them reset your password.



Once your temporary password is accepted, you will be prompted to create a new password.

Create a Password	
Next, let's create your password. Your new password will be case sensitive, must be 8–10 characters long, and must pass 3 out 4 of the rules outlined below:	
Create a Password	
One Uppercase Letter	
One Lowercase Letter	
One Number	
One Special Character (Excluding : ^ [] ")	
Set Password	



You will then be prompted to set up 3 different security questions for your personal log-in.

Create Security Questions	
Security Questions will be used when we need to verify your identity. For example, we'll ask you these questions if you forget your password and want to have it reset online.	
Security Question 1	
What is your mother's maiden name? 👻	
Answer	
Continue	

You have now successfully set up **Biz Link 247** and will be automatically directed to the Account Summary page of your business account.

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