



1st Source Bank Helpful Hints: **Navigation – 1st Time Login & Password Reset**

The steps to sign into BBO Treasury for the first time and any subsequent password resets are outlined below.

1st Time Log In - BBO Treasury

1. The **Company ID** will be assigned to you by 1st Source Bank.
2. A **User ID** will also be designated by 1st Source for the purpose of logging in to BBO Treasury.
Note: The Company ID and User ID are case sensitive.
3. Enter the temporary **Password** given to you by 1st Source.
4. Click **Access Accounts**.
5. From the **Change Password Screen** you will enter the temporary password in the **Old Password** field then create a new password and enter it in the **New Password** and **Confirm Password** fields.
Passwords must be a minimum of 8 characters which can include letters, numbers, and special characters.
6. The **Establish Challenge Questions and Answers** screen is a series of three questions and answers which will validate your identity when requesting a password reset.
7. The **Create Authentication Credentials** screen is another series of three questions and answers which will be used if your login is ever challenged.
8. Click **Continue**. You will see a **Successful Submit** message verifying your password change and security question setup.

Password Reset - BBO Treasury

1. From the BBO Treasury login screen select **Forgot Password**.
2. Answer the challenge questions created at the 1st time login.
3. Click **Submit**.
4. A temporary password will be emailed to the address on file.
5. Once the reset is completed a confirmation will be emailed to the address on file.