



Commercial Center Secure Browser

Installation and Log-in Instructions

Welcome!

Online security is critical, especially when it comes to your company's financial information. Commercial Center is accessed through Secure Browser with full encryption, making it immune to malware attacks and eliminating the need for a hardware token. Additionally, the Secure Browser allows you and your employees to access all enrolled MB&T cash management services, including Bill Pay Positive Pay, and CheckCapture through a single, secure access point without having to re-authenticate.

For additional support using Commercial Center, please contact our Service Center and one of our associates will be happy to assist you.

Service Center

Monday – Friday • 8:00 AM – 6:00 PM

(800) 348-0146

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Download

Download the Commercial Center Secure Browser.

New Users

New company administrators will receive a link to download the Commercial Center Secure Browser via an email from MB&T. Click the link to download the application. The application downloads with a .zip file. Unzip the file and run the application to install.

Existing Users

When there is new version of the Secure Browser, an **'Update Available'** hyperlink will be displayed in the bottom right after Secure Browser on the login page – click it to download the current version.

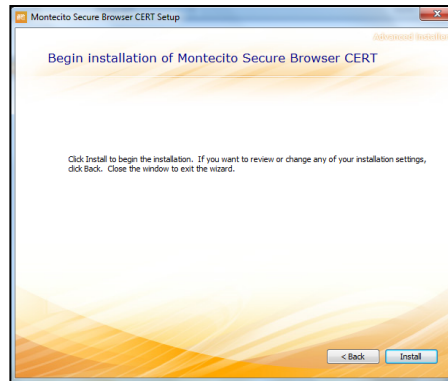
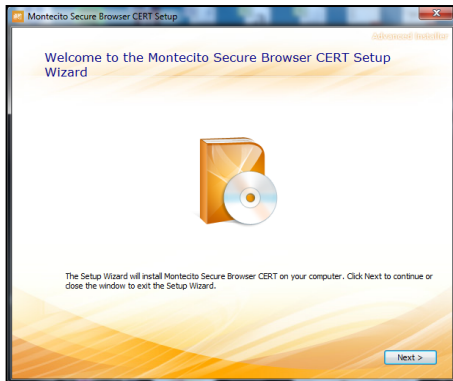
Or the installer can be accessed once logged in to Commercial Center. Navigate to **My Settings > Commercial Center Secure Browser** to download the latest version.

Install



Note: You must be logged into your PC with administrator rights prior to attempting the secure browser installation. This installation requires a reboot, so please save all files and close all programs before beginning the installation.

1. Navigate through the Montecito Secure Browser Setup wizard by clicking **Next** until you reach the Install window. Click **Install**.



2. An install progress bar will appear. Once the installation is complete, the Secure Browser will launch automatically.

Activate

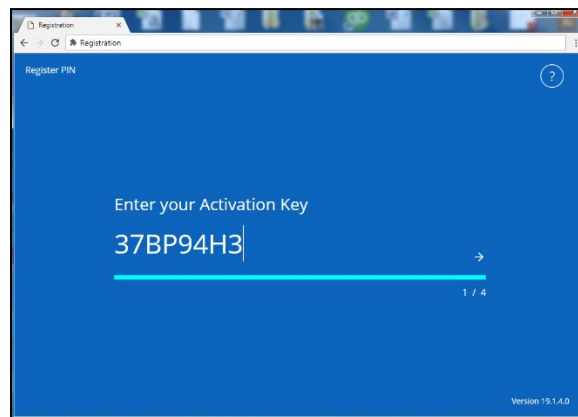
If you are a new **Company Administrator** your **Activation Key** will be provided by the Bank in the same email you received the link to download Secure Browser.

If you don't know your **Activation Key**, contact your **Company Administrator**.

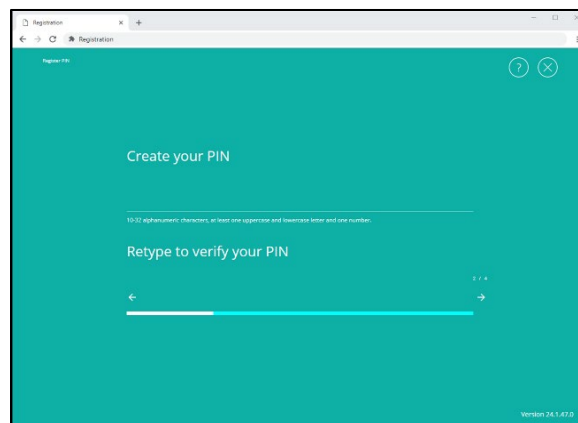


Note: Beware of scammers! DO NOT provide activation keys to unauthorized individuals. Montecito Bank & Trust associates will never ask you to share activation keys.

1. Enter your **Activation Key**.



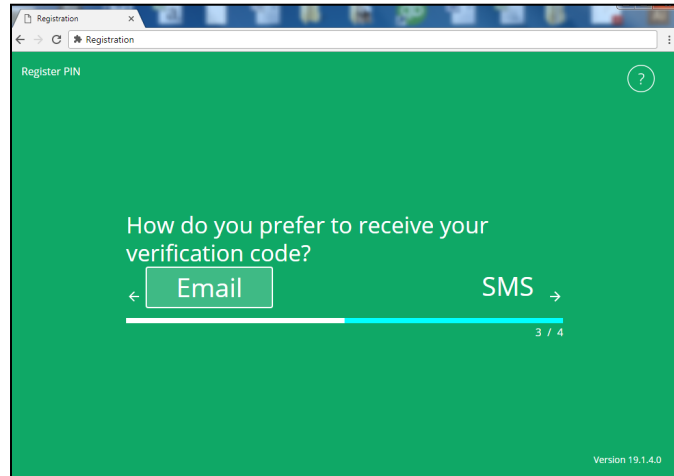
2. Create a **PIN** that you will use to log into Commercial Center. Enter your PIN in **Create your PIN** field and again in the **Retype to verify your PIN** field.



3. Choose how you would like to receive your one-time **Verification Code** for registration.



Note: Email is the recommended method as your mobile device may not yet be registered for SMS capabilities. Once you have made your selection, click the arrow on the right to move forward.

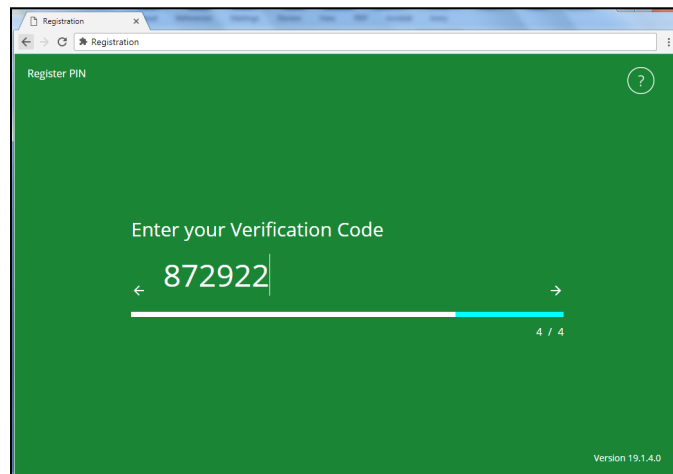


4. Your **Verification Code** will be delivered to you by the method you designated. If sent by email, the email will come from **notifications@montecito.bank**. If sent by text, it will come from **99453**.

Example:

Your user verification code is 375445. If you did not attempt to register this device please contact customer support.

5. Enter the **Verification Code** and click the right arrow to continue.

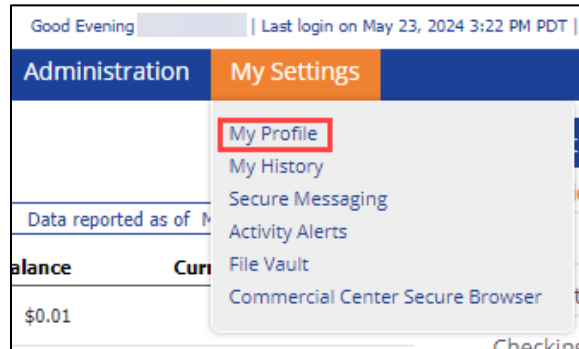


If you do not receive a Verification Code after 3 minutes, please call our **Service Center** at **(800) 348-0146**.

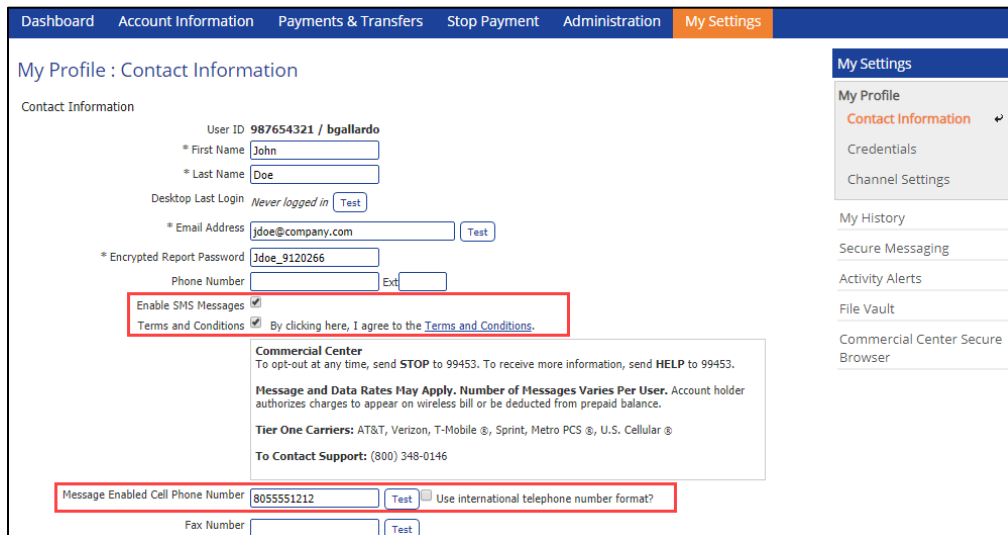
Set Up SMS Text Capabilities

To be able to receive SMS text messages for both Activity Alerts, Bulletins, and to receive Reverification Out-of-Band one-time passcodes (OTPs):

1. Once logged in to Commercial Center, select **My Settings**, then **My Profile**.

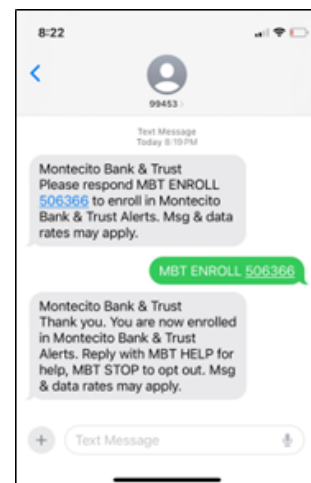


2. Confirm that your contact information is correct.



3. Select the check boxes for **Enable SMS Messages** and **Terms and Conditions**.
4. Enter your mobile number in **Message Enabled Cell Phone Number**.
5. Click **Save**. After saving, you will receive a text message from **94453**.
6. Respond to the text with '**MBT ENROLL #####**' (using the unique **6-digit code** to) enroll.

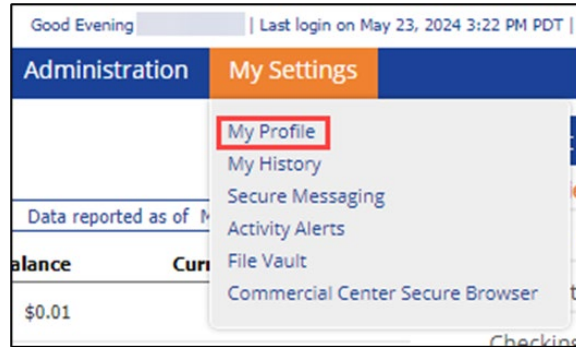
You will receive a message confirming your enrollment.



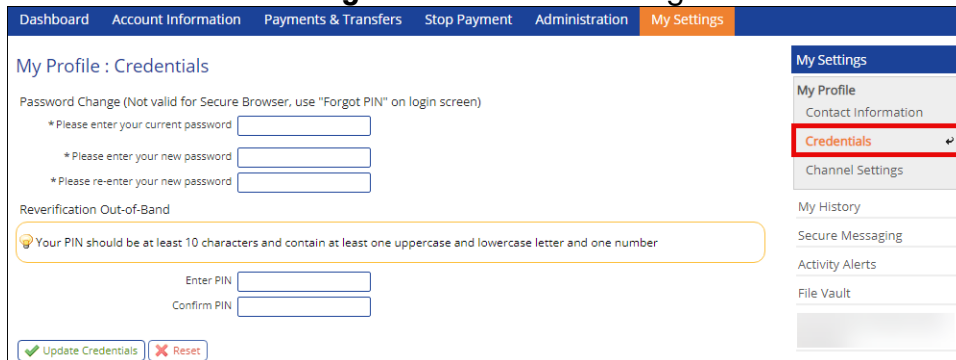
Define Your Reverification Out-of-Band PIN

The Reverification Out-of-Band PIN is used to initiate or approve transactions within the Commercial Center system.

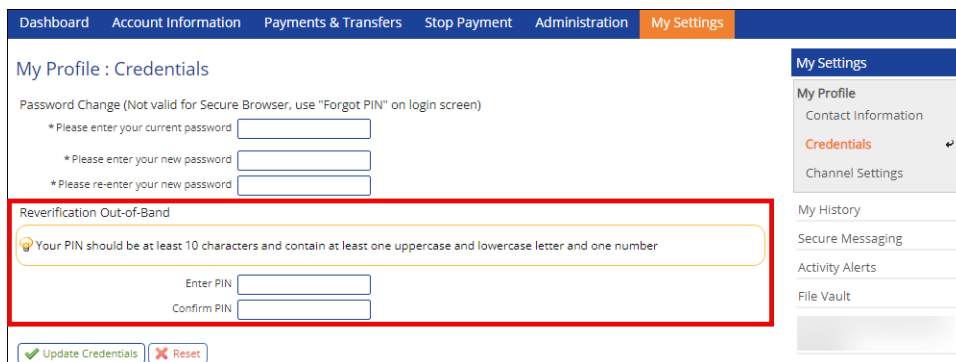
1. Once logged in to Commercial Center, use the navigation bar to select **My Settings**, then **My Profile**.



2. Select **Credentials** in the **My Profile** menu on the right side of the screen:



3. Create a 10 character **PIN**.



4. Confirm your **PIN**.

Your PIN must have at least 10 characters, contain one uppercase and lowercase letter and one number.



Note: Your Reverification Out-of-Band PIN can be the same or different from your Commercial Center PIN.

5. Click **Update Credentials**. When the screen refreshes, you will see this notification confirming you have successfully created a verification PIN.

