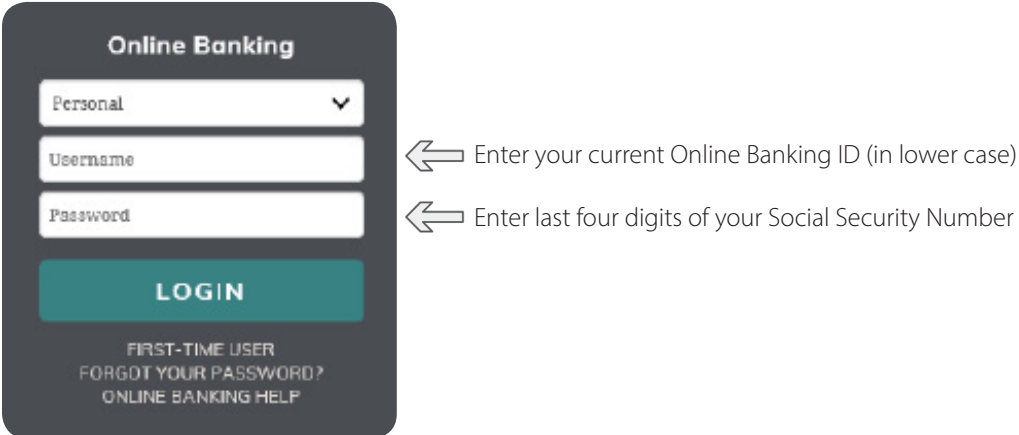


# How to sign in to Bank First Personal Online Banking

**NOTE:** If you are **personal customer** or own a **sole proprietorship**, you will sign in to Bank First Personal Online Banking using the steps below. You must first sign in using a desktop computer or via your mobile internet browser (not the goBank app). After you have established your new password and logged in for the first time, you will then be able to log in to Personal Online Banking using the goBank app.

1 Visit us online at [www.BankFirstWI.bank](http://www.BankFirstWI.bank). Using the "Online Banking" box near the top right corner of the page, enter your current Online Banking ID (Username) and the last four digits of your Social Security Number (Password). Click "Login".

**NOTE:** The Online Banking ID you currently have with Partnership Bank will not change with your transition to Bank First. However, all letters have been converted to lower case. Please ensure you enter your Online Banking ID in lower case as our system is case sensitive.



2 After you click "Login", you will be prompted to change your password. Please note all passwords must be 8-17 characters in length and have at least 1 numeric, 1 uppercase, 1 lowercase, and 1 special character (except , ? or "). After you have entered your new password, click "Continue".

## Change credentials

Username

Your new password must include:

- Between 8 and 17 characters
- At least 1 number
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 special character

New password \*

Confirm password \*

\* Indicates required field

Continue

← Enter your new password.

← Reenter your new password to confirm.



**E-STATEMENTS:** During the sign-in process, you will be prompted to enroll in e-statements. We encourage you to follow the prompts to enroll in e-statements, as they are a convenient and environmentally friendly way to receive your monthly bank statements.

- Choose three personal challenge questions and then provide your answers in the space provided. These questions are used as an additional level of security when logging in on new devices. When you are done entering your three challenge questions, click "Continue".

### Set up challenge questions

First challenge question \*

First answer \*

Second challenge question \*

Second answer \*

Third challenge question \*

Third answer \*  HIDE ← Answer your challenge question here.

Don't challenge me again on this device.

\* Indicates required field

- You will be prompted to review Bank First's *Electronic Banking Terms and Conditions* and *Consent to Receive Electronic Statements and Notices*. Once you are done reviewing each, click "I agree".

### Terms and conditions

**Electronic Banking Terms and Conditions**

Last amended 11/15/2018

By choosing Accept when enrolling in Bank First's electronic banking services, you (the account holder) agree to the terms and conditions below, hereinafter referred to as "Agreement". Bank First's electronic banking services include online banking, mobile banking and telephone banking, hereinafter referred to as "Services". Each time you use our Services, you are confirming your agreement to and understanding of the terms and conditions of this Agreement. Please read this Agreement carefully and keep it for future reference.

This Agreement is in addition to all other agreements we may have with you, including signature cards and account agreements for your deposit account(s) and/or loan agreement(s).

**CONFIDENTIALITY OF PERSONAL IDENTIFICATION NUMBER ("PIN") AND PASSWORD**  
All Services must be initiated by use of a PIN or Password, hereinafter referred to as "Password". You may change your Password from time to time, as provided in the Services. It is recommended that you do not use your social security number, birthday, or other codes that may be easy for others to determine as your Password. No bank employee will ever ask for your Password, nor should you provide it to anyone unless you intend to allow that person access to your accounts. If you authorize another person to use your Password, that person can use the Services to view any information or initiate any transaction on any of the accounts to which you have access, including viewing information or initiating transactions on accounts to which that person would not otherwise have access. As such, sharing your Password is strongly discouraged by the Bank, and is done at your own risk. If a third party should gain access to your Password, you alone are responsible for changing the Password so as to deny the third party's access to your banking information. Bank First will not be liable for any damages or loss arising from or related to wrongful access by a third party.

YOU AGREE TO KEEP YOUR PASSWORD CONFIDENTIAL. USE OF THE PASSWORD BY YOU OR BY ANY OTHER PERSON WITH YOUR AUTHORIZATION WILL BE DEEMED THE SAME AS YOUR WRITTEN SIGNATURE.

[Download a PDF of the terms and conditions.](#)

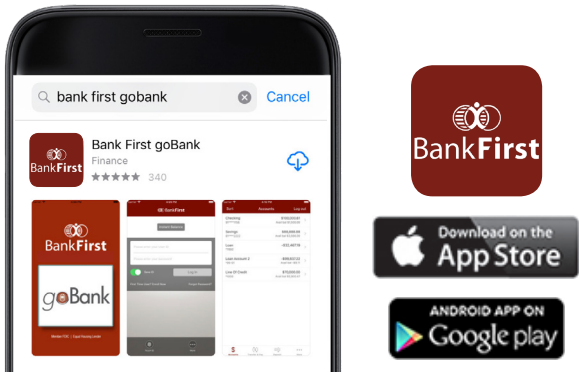
By clicking "I agree", I acknowledge that I have read and accept the above terms and conditions.

- Congratulations! You are now ready to use Bank First's Personal Online Banking.

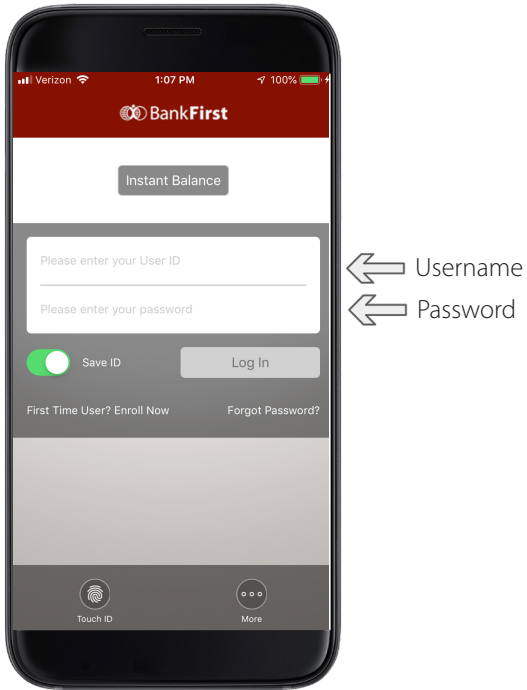
# How to sign in to Bank First Mobile Banking (goBank)

**NOTE:** You must first sign in to Personal Online Banking using a desktop computer or through your mobile browser prior to using the goBank app. After you have established your new password and logged in for the first time on a desktop computer, you will then be able to log in to Personal Online Banking through the app.

- 1 Delete your Partnership Bank mobile banking app and download our goBank app from the app store for your device.



- 2 Open the goBank app and enter your User ID and password. Your User ID will be the same as your current Online Banking ID with Partnership Bank (in lower case). The password will be the same as the one you established for Personal Online Banking.



- 3 **Congratulations!** You are now ready to use goBank mobile banking. With goBank, you can check balances on all your accounts, view transaction history and transfer funds between eligible Bank First accounts from supported mobile devices and PDAs.