

Regions OnePass Login Guide



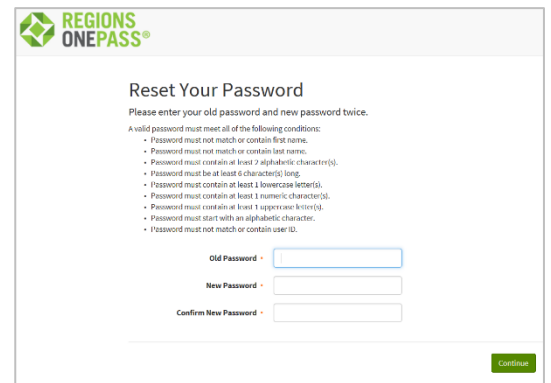
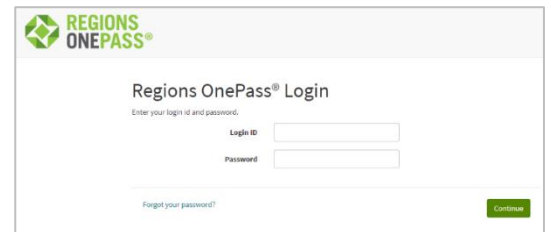
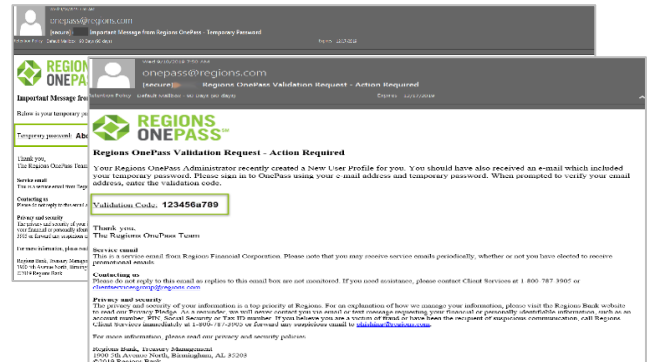
Key Facts

- > **Action Required:** Please refer to the two emails you have received from “onepass@regions.com” which include your Regions OnePass temporary password and validation code.
- > **Need Help?** Contact your Regions Treasury Management Officer or call Client Services at 1-800-787-3905.

Logging in through OnePass

First Time Log In

1. Locate the two emails from onepass@regions.com. One is an email containing a validation code, while the other email contains your temporary password for initially accessing OnePass.
2. Go to the Regions OnePass login page (<https://onepass.regions.com/onepass>) and enter your Login ID.
3. Your Login ID is the same email address where the two OnePass emails were received.
4. Enter the temporary password (which was included within one of the two OnePass emails you received).
5. Click **Continue**.
6. Your temporary password must now be changed.
 - a. Enter your old password (which would be the temporary password from the Regions email for a first time user). Enter your new password. The new password must meet all the following criteria:
 - Password must not match or contain first name.
 - Password must not match or contain last name.
 - Password must contain at least 2 alphabetic character(s).
 - Password must be at least 6 character(s) long.
 - Password must contain at least 1 lowercase letter(s).
 - Password must contain at least 1 numeric character(s).
 - Password must contain at least 1 uppercase letter(s).
 - Password must start with an alphabetic character.
 - Password must not match or contain user ID.



7. Confirm your new password by entering it a second time.
8. Click **Continue**.
9. Next, you will be prompted to establish your security questions.
10. Enter a response to each question in the corresponding Answer fields.
11. Click **Submit**.
12. Then, you will be asked to confirm your email by entering the validation code.
13. Enter your validation code (which was included within one of the two OnePass emails you received).
14. Click **Confirm**.
15. Once you have selected and answered your security questions, you will be prompted to complete your OnePass profile.
16. Enter your information within each of the fields provided; including your preferred method for receiving future OnePass authentication challenges (voice or Text (SMS)) along with a Security Code (must be 4 characters) which will be used in responding to Regions Out-of-Bank Authentication (ROOBA) requests. Fields marked with a red asterisk are required.
17. Click **Save**.
18. After successfully completing your OnePass profile, you will be directed to the Regions OnePass landing page.

A couple more things for your protection...
 Choose your Security Questions and Answers
 To maximize your protection when using our services, these security questions will allow you to authorize devices and reset your password.

Question 1 - What is your dream job? (F-6) [dropdown]
 Answer 1 - banker [text field]

Question 2 - What was your first boss's last name? (H-11) [dropdown]
 Answer 2 - Jones [text field]

Question 3 - Name of your oldest niece? (J-3) [dropdown]
 Answer 3 - Jane [text field]

Submit

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REGIONS ONEPASS®

Confirm Your Email
 We've just sent you an important email containing a unique validation code. Enter the code below to confirm your email address.

Validation Code [text field]

Return Code [dropdown] **Confirm**

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REGIONS ONEPASS®

Finish your Regions OnePass® Profile
 Enter the following information to finish your profile. Please note that your primary email will function as your Regions OnePass username.

*Required Field **

First Name - [text field]
 Middle Name - [text field]
 Last Name - Client [text field]
 Address 1 - 123 Main Street [text field]
 Address 2 - [text field]
 City - Birmingham [text field]
 State - Alabama [dropdown] Zip - 35205 [text field]

Primary Phone - (800) 555-8888 [text field] Ext - [text field]
 Country Code - 1: USA [dropdown]

Message Preference - Voice Text (SMS)

Secondary Phone - [text field] Ext - [text field]
 Country Code - Select Country [dropdown]

Message Preference - Voice Text (SMS)

Security Code - 1234 [text field]

Save

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Additional Information

For more information about Regions OnePass, including access credentials, and Regions Out-of-Band Authentication, see the [Regions OnePass User Guide](#) available on the regions.com/TMResources and the regions.com/MyOnePass pages.

For additional OnePass questions and assistance, contact Regions Client Services at 1-800-787-3905 or clientservicesgroup@regions.com.