

Regions OnePass Login Guide

Accessing CentreSuite® by TSYS



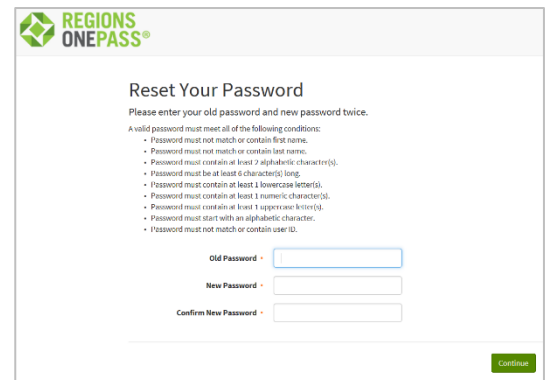
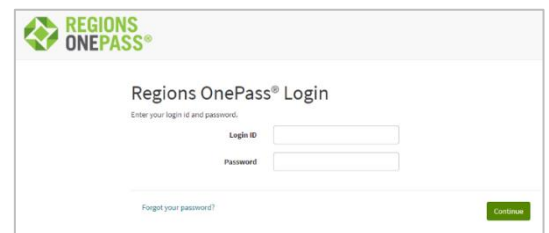
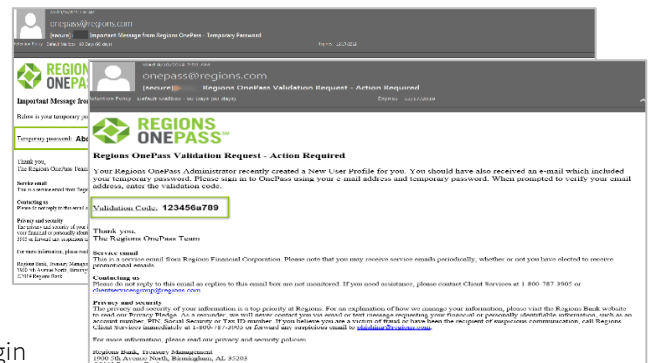
Key Facts

- > **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 1-800-760-1983.

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. Your Login ID is the same email address where the two OnePass emails were received.
3. Enter the temporary password (which was included within one of the two OnePass emails you received). Click **Continue**.
4. Change your temporary password. First, enter your old password (which is 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** be at least 6 characters long and start with a letter.
 - Password **must** contain:
 - At least 1 upper case letter(s)
 - At least 1 lower case letter(s)
 - At least 1 numeric character(s)
 - At least 2 alphabetic character(s)
 - Password **must not** contain your first name, last name, or User ID.



5. Confirm your new password by entering it a second time. Click **Continue**.
6. Next, you will be prompted to establish your security questions. Enter a response to each question and click **Submit**.
7. Then, you will be asked to confirm your email. Enter your validation code (which is included within one of the two OnePass emails you received). Click **Confirm**.
8. Once you have selected and answered your security questions, you will be prompted to complete your OnePass profile. Enter your information, 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. Click **Save**.
9. After successfully completing your OnePass profile, you will be directed to the Regions OnePass landing page.

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 1-800-760-1983 or commercialcardsupport@regions.com.

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-4]

Answer 1

Question 2 * What was your first boss's last name? [H-11]

Answer 2

Question 3 * Name of your oldest niece? [J-3]

Answer 3

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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

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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

Middle Name

Last Name

Address 1

Address 2

City

State Zip

Primary Phone

Country Code USA

Message Preference Voice Text (SMS)

Secondary Phone

Country Code

Message Preference Voice Text (SMS)

Security Code

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