

QUICK DEPOSIT REGISTRATION HELP CARD

Quick Deposit Registration process for OnePassSM users

1. **Access Quick Deposit** (as you normally do).

2. On the day registration begins you will be redirected to the OnePass registration page and presented with three options. Select one of the following:

A. I have a Regions OnePass Profile

(applies to current OnePass users)

- Log in to OnePass as normal.
- Select Quick Deposit from the “Services available for registration” section on the OnePass home page.
- Complete steps 3 and 4 below, and the Quick Deposit link will be added to your OnePass home page. At this point, you have successfully registered Quick Deposit with OnePass.

B. Continue to Quick Deposit

(only available during pre-registration period)

- If you select “Continue to Quick Deposit,” registration is bypassed and you will be directed to Quick Deposit. However, the registration process must be completed by the end of the registration period to avoid Quick Deposit service interruption.

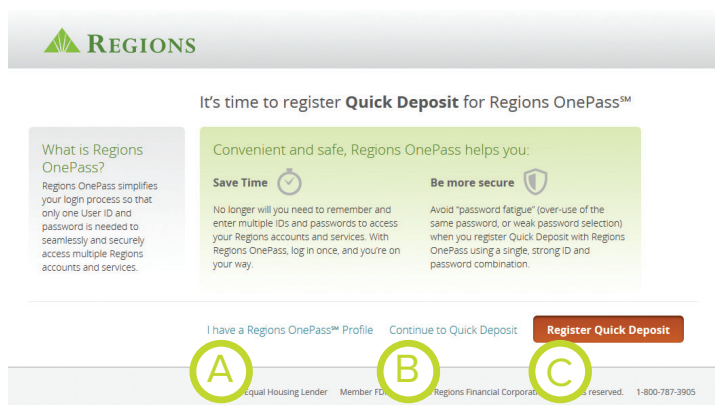
C. Register Regions Quick Deposit

- If you select “Register Regions Quick Deposit,” complete steps 3 through 18 to finalize registration and create your OnePass Profile.

3. **Verify your identify** using your existing Quick Deposit credentials.

- Enter your User ID
- Enter your password

4. **Select verify.** You will be directed to the OnePass profile page.



Create your Regions OnePassSM Profile



TIP: Hover your cursor over the  symbol for onscreen help.

Important: ROOBA is an acronym for “Regions Out-of-Band Authentication.” ROOBA provides identity verification to enhance security of financial information. When a ROOBA challenge is received (via telephone or text message), the user will be prompted to respond by entering a Security Code on their telephone’s keypad or via a text message. ROOBA will then authenticate the Security Code to allow access to the user’s desired application or function.

For the reasons above it is very important to list the telephone number(s) where you can be reached. Otherwise, you will not be able to access the system should you receive a ROOBA challenge. A ROOBA verification challenge may be received when conducting administrative functions.

5. Enter your **name** and **address**.

6. Enter a **primary phone number** and select the appropriate **country code** from the drop down menu.

7. Key an “@” symbol in front of the extension if the call will be answered by a live operator.
8. Next, select a **messaging (contact) preference**. This determines whether validation attempts will be initiated via telephone call or text message.
9. Enter a **secondary phone number** and select the appropriate **country code** from the drop down menu. *Note: Although not required, a secondary phone number is highly recommended.*
10. **Next, select a messaging (contact preference) for the secondary number.**
11. Create and enter a **security code**. You will use your security code to authenticate ROOBA verification calls or texts. For tips on creating your code, hover your cursor over the  symbol.
12. Enter your **primary email address**. *Note, this will become your OnePass Login ID and cannot be a shared or group email address.*
13. Enter a **password** and select **Create**. For tips on creating your password, hover your cursor over the  symbol.
14. Locate the email from onepass@regions.com containing your Validation Code.
15. Enter your **OnePass Login ID** (email address) and select **Next**.
16. Enter your **password** and click **Login**.
17. Next, choose three security questions and enter a response to each. Select **Submit**.
18. When prompted, enter the **Validation Code** and click **Confirm**.

You have successfully registered Quick Deposit with OnePass. You will be directed the OnePass home page which houses links to Quick Deposit and other online applications.

Receiving and Responding to a ROOBA Verification Call or Text

To respond to a ROOBA verification prompt:

1. **By phone call:** Enter your Security Code using your telephone keypad followed by the # sign.
2. **By text (SMS) message:** Enter your Security Code and the one-time verification code (provided in the text message) without spaces.

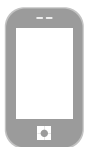
Once ROOBA validates your response, access to your desired application or function will be allowed, and a confirmation message will display on your computer screen. It is very important not to navigate away or click anywhere on the page during the verification process.

Need Help? Have Questions?

Visit regions.com/MyOnePass to:

- **READ** the *OnePass User Guide* and the *ROOBA User Guide* for additional details.
- **WATCH** video tutorials that provide a walk-through of User Profile creation, registration, and ROOBA set up.
- **TRAIN** using access to OnePass instructor-led webinar training details.

OR Contact Regions Client Services:



Inside U.S. call 1-800-787-3905, Option 7
(7:00am – 6:00pm CT)

Outside U.S. call 1-205-560-3999
(7:00am – 6:00pm CT)



clientservicesgroup@regions.com

