Log In to iTreasury Using Your SecurID Token

1. Access iTreasury by entering the following URL into your Web browser: https://itreasury.regions.com
2. Enter your Organization ID, iTreasury User ID and Temporary iTreasury Password. Click Login.

The company iTreasury Administrator will provide all User log in credentials - Organization ID, User ID and Temporary Password - as well as a SecurID Token.

3. An additional field will display below the Password field requesting a Passcode. The Passcode is the 6-digit number displayed on your SecurID Token.

Right: SecurID Token. The number on the Token changes every 60 seconds. Each bar to the left of the display represents 10 seconds. If only one bar is displayed, wait until the number changes before entering to prevent the code from timing out.

4. Enter the 6-digit number currently displayed on the SecurID Token in the Passcode field and then click Confirm Passcode.

Establish a PIN - required at initial log in

5. First time Users will create a Personal Identification Number (PIN) to be used at each future log in. Your unique PIN in combination with your SecurID Token Passcode create the iTreasury Passcode.

6. Wait for the numbers on the SecurID Token to change and enter the new number in the Passcode field.

7. Next, you will need to create an 8 digit numeric code and enter it into the PIN field. The PIN must consist of numbers only, no letters, and does not expire. Enter the 8 digit numeric code in the PIN and Confirm PIN fields and click OK.

Establish a New Password

8. Enter your Temporary Password in the Current Password field.
9. Create and enter a unique password in the New Password and the Confirm Password fields. See Password Rules below.
10. Click Submit and you will be logged in to iTreasury.

Password Rules: Password must be a minimum of 6 characters, maximum of 12 characters; Password may be all letters, all numbers or both; Password may contain special characters, such as @, #, etc., and is not case sensitive; Password will expire every 30 days and cannot be reused for 120 days after expiring.
Security Question Set Up

Upon first log in, you will be prompted to select a security question and provide an answer. This information will be used for future password resets.

> Use the drop down menu located next to Security Question to select a suitable question.
> Enter the answer to the selected security question in the Security Answer field. Answers are not case sensitive. Enter the answer a second time in the Confirm Security Answer field.
> Enter email address in the Primary Email Address field. This email address will be used to send a temporary password in the event of a password reset.
> Click Submit to save.

Returning Log In

Access iTreasury by entering the following URL into your Web browser:

https://itreasury.regions.com

You may also access iTreasury from the regions.com home page by selecting Services > Business > iTreasury.

> Enter your Organization ID, User ID and Password. Click Login

> Enter your 8 digit PIN created at first log in followed by the code displayed on the SecurID Token.

> Click Confirm Passcode. You will be logged in and the system will default to the iTreasury Dashboard main screen.