

Key Facts

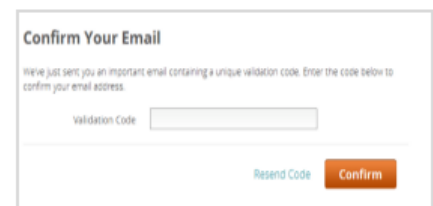
Action Required

- > **OnePass Integration:** Image Lockbox Online is being integrated with Regions OnePass, which will provide a single, secure portal to access all of your company's treasury management services.
- > **Access Change:** Image Lockbox features and functions will not change for users, however the way you access the application will change as outlined. Also, full Administrators will retain current user management capabilities; some Administrators may gain additional management capabilities depending upon current administrative entitlements.
- > **Action Required:** Please refer to the emails you have received regarding action required to establish your OnePass Profile, set security questions and answers, and activate your Image Lockbox service for access through OnePass. Once you have completed these steps, follow the instructions below to log in.
- > **Need Help?** Should you have questions, please contact your Treasury Management Officer or call Regions Client Services at 1-800-787-3905. Also see regions.com/MyOnePass for training opportunities.

Logging in to Image Lockbox through OnePass

First Time Log In

1. Locate the two emails from donotreply@regions.com. One is an email containing a link and a validation code. The other email contains your temporary password.
2. Click the link in the email containing the validation code. When prompted, enter the validation code from the email in the box provided. Click **Confirm**.
3. You will then be routed to the login page. Here, type in your Login ID. This is the email address where you received the two emails above.
4. Click **Next**.
5. Enter the temporary password emailed to you by Regions.
6. Click **Login**.
7. Your temporary password must now be changed. Enter your old password (which would be the temporary password from the Regions email for a first time user).
8. Enter your new password. The new password must meet all the following criteria:
 - a. Password must not match or contain first name.
 - b. Password must not match or contain last name.
 - c. Password must contain at least two alphabetic character(s).
 - d. Password must be at least six character(s) long. Password must contain at least one lowercase letter(s). Password must contain at least one numeric character(s).
 - e. Password must contain at least one uppercase letter(s).
 - f. Password must start with an alphabetic character.
 - g. Password must not match or contain the user ID.

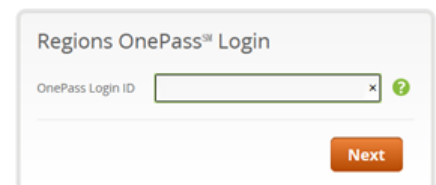


Confirm Your Email

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

Validation Code

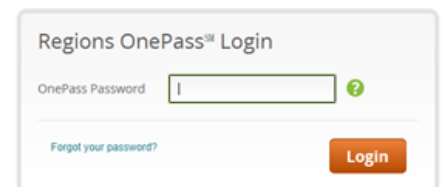
[Resend Code](#) **Confirm**



Regions OnePass™ Login

OnePass Login ID

Next



Regions OnePass™ Login

OnePass Password

[Forgot your password?](#) **Login**

First Time Log In (Continued)

9. Confirm your new password by entering it a second time.
10. Click **Submit**.
11. After setting your new password you will be prompted to establish your security questions. Select three security questions.
12. Enter a response to each question in the corresponding Answer fields.
13. Click **Submit**.
14. You will now need to complete your OnePass Profile. Fields marked with a red asterisk are required.
15. After successfully completing the OnePass Profile, users will be taken to the main landing page. Click **Create**.
 - > Password must start with an alphabetic character.
 - > Password must not match or contain the user ID.

Reset Your Password
Please enter your old password and new password twice.
A valid password must meet all of the following conditions:

- 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.

Old Password *
New Password *
Confirm New Password *

Submit

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
Answer 1

Question 2
Answer 2

Question 3
Answer 3

Submit

Additional Information

Regions OnePass

For additional information about OnePass, including access credentials, Regions Out-of-Band Authentication (ROOBA), and binding an application to your OnePass Profile, see the *Regions OnePass User Guide*.

Training

Also be sure to note training details at regions.com/MyOnePass.

Regions Image Lockbox Online

The Image Lockbox Online User Guide and Administrator Guide have been revised and are available at regions.com/MyOnePass and regions.com/TMResources.

Complete your Regions OnePass™ Profile
Enter the following information to finish creating 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 * Ext ?
Country Code *

Message Preference * Text (SMS) Voice

Secondary Phone Ext ?
Country Code

Message Preference Text (SMS) Voice

Security Code * ?

Create