



**Community Banks  
of Colorado**  
A division of NBH Bank, Member FDIC

# ONLINE BANKING

New Small Business Banking User  
Enrollment

Member  
**FDIC**

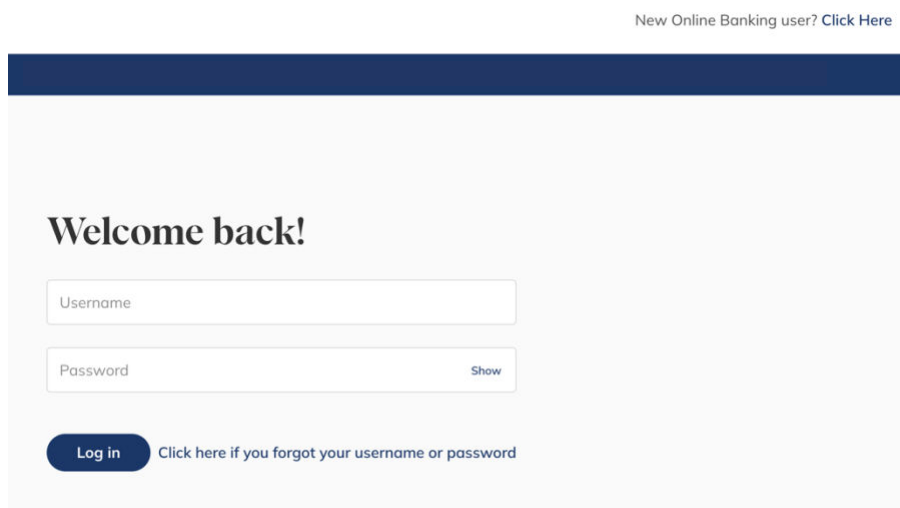
# Online Banking: New Small Business Banking User Enrollment

Small Business Banking clients at Community Banks of Colorado who are new to **online and mobile banking** will follow these steps to enroll using their desktop or laptop computer.

Begin by going to [cobnks.com](http://cobnks.com)

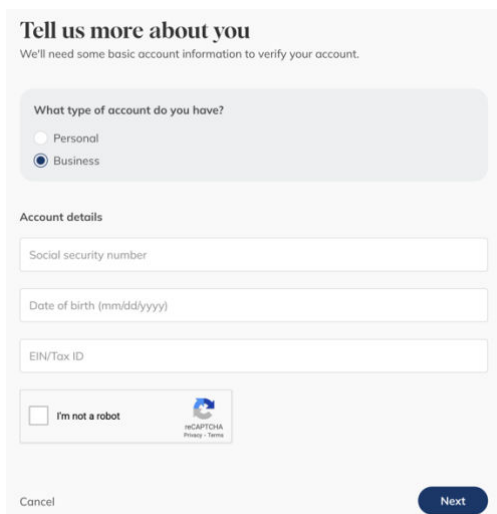
1. In the upper right corner, click "New Online Banking User? **Click here.**"

New Online Banking user? [Click Here](#)



The screenshot shows a login interface with a dark blue header. Below the header, the text "Welcome back!" is displayed in a large, bold font. Underneath, there are two input fields: "Username" and "Password". The "Password" field has a "Show" link to its right. Below the input fields is a dark blue "Log in" button and a link that says "Click here if you forgot your username or password".

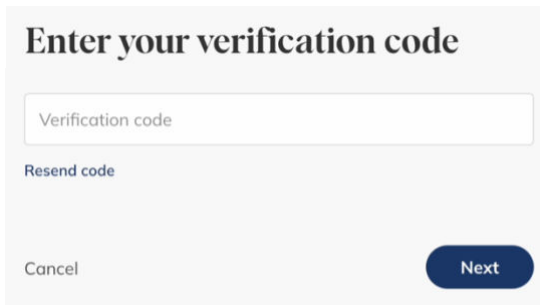
2. Select "Business," then provide your Social Security Number, Date of Birth, EIN/Tax ID of the business, and check the "I am not a robot" box in the reCAPTCHA security box, then click "Next."



The screenshot shows a form titled "Tell us more about you" with the subtitle "We'll need some basic account information to verify your account." The form has a section "What type of account do you have?" with two radio buttons: "Personal" and "Business". The "Business" option is selected. Below this is the "Account details" section with three input fields: "Social security number", "Date of birth (mm/dd/yyyy)", and "EIN/Tax ID". At the bottom of the form is a reCAPTCHA box with the text "I'm not a robot" and a "Next" button.

*The business owner must complete this. The account owner or admins can grant additional access.*

3. Follow the directions to enter the verification code that was provided in the email you received. This is used to authenticate yourself and continue setting up your profile.

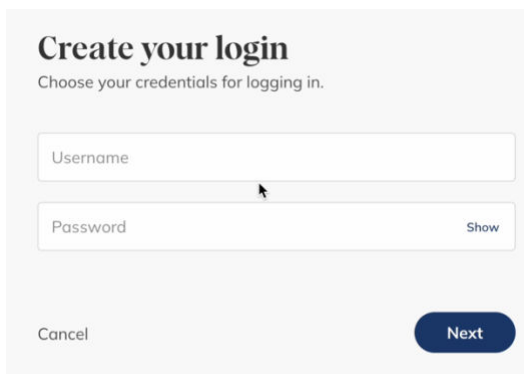


*Please note: if you do not have an email address on file with the bank or if the email is no longer valid, please visit a Community Banks of Colorado banking center or call our Client Services & Solutions team at **877.877.0395**.*

4. Create your Username and Password, then click “Next.”

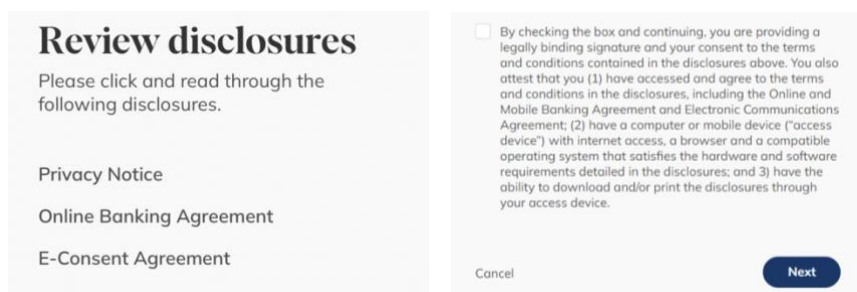
*Please note: Usernames are not case-sensitive on the new platform and may contain letters, numbers, or any of the following special characters: ,@,+,,,-*

Passwords must be a minimum of 12 characters and must contain at least one upper case and one lower case letter, at least one number, and at least one of the following special characters: ,@,+,,,-. Additionally, by default, the platform enforces the following password safety requirements:



- 1.) Passwords may not be similar to your username, first name, last name, or email
- 2.) Passwords **are** case-sensitive and may not be among the 20,000 most common passwords.

5. Review disclosures and check the box to agree to the Privacy Notice, Online Banking Agreement and E-Consent Agreement.



6. Set up two-factor authentication for enhanced security. To do this, provide your phone number, then click “Verify.”

**Set up your account preferences**  
You can update these at any time in online banking.

**Two-factor authentication**  
For your security, we require setting up two-factor authentication with your mobile phone number.

Phone number

Verify

A verification code will be texted to your mobile phone number. Insert the verification code and click “Verify.”

If the phone number you entered is not a mobile phone, you will receive a call with your verification code.

7. Next, choose your document delivery preference.

**We encourage all clients to sign up for online paperless documents, which include statements and notices. Electronic delivery provides quicker, secure access to account documentation and benefits the environment. When choosing this option, all documents related to all your accounts may be provided electronically.**

**Paperless statements** Unenroll

If you are currently enrolled in paperless notices and statements for any of your accounts, your selection to receive paperless notices and statements has been transferred. By re-consenting you will continue to receive paperless notices and statements for all of your accounts going forward, including any new accounts that you open. If you do not wish to remain enrolled in paperless notices and statements you will need to select un-enroll and all of your current accounts will be unenrolled in paperless statement and notices.

By enabling paperless notices and statements, you acknowledge that you have read and agree to the terms of the **E-Consent Agreement**, can access the **sample statement**, and consent to receive electronic communications, statements, and other notices for all of your HSB Bank accounts.

By checking this box, I agree to the selected preferences.

Cancel Finish

To enroll in Paperless Statements and Notices:

- 1.) Click on “sample statement”
- 2.) Click on “Enroll”
- 3.) Click on the box that indicates you agree to the selected preferences
- 4.) Click “Finish”

8. When complete, you'll be brought into your new online banking Dashboard.

Dashboard Accounts ▾ Transfer Documents Support Tools ▾

---

Hi, [Transfer funds](#)

### Balances

Checking	\$67.46
Everyday Checking - 1111	\$67.46

Total available cash ⓘ

# \$67.46

### Recent activity


DESCRIPTION	ACCOUNT	AMOUNT
DEBIT MEMO April 9, 2024	Everyday Checking	-\$200.00
POS PURCHASE XXXXXXXXXXXX0000 April 8, 2024	Everyday Checking	-\$2.09

### Looking to earn rewards?

From Rewards and Benefits to Debt Consolidation, we have the credit card that's right for you.

[Apply now](#)

### Services

 **Bill Payments**  
Manage and pay all your bills in one place