## **Help and Support**



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**0800 169 6677** opening hours Monday to Friday 8am-9pm and



We also offer help and support in our Online Banking FAQs.

# How to log on to Online Business Banking for the first time

## Your screen-by-screen guide

You're ready to log on when you've received two letters from us that contain your:

- ID number
- Temporary Password
- Temporary Security Number

If you would like your employees to see your transactions within Online Business Banking with their own log on details, please complete the change of details form available from santander.co.uk/onlinebusinessbanking then return it to us at the address given on the form.

Please note, that although they'll be able to see the business' accounts, they won't be able to make any transactions.

If you have any questions, you can call 0800 731 6666. Our lines are open Monday to Friday 8am to 9am and Saturday 8am to 2pm. For further information, please visit santander.co.uk/onlinebusinessbanking or visit your local branch.

## Screen-by-screen guide

## Screen 1

Go to **santander.co.uk/business** and click 'Log on' on the right hand side.

## Screen 2

Enter your ID number and click 'Log on'. You can find your ID number on the letters you've been sent.



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Log on to Online Banking Santader uses cookies to halp improve our website and essure securit Read share how we use cookies and how yes can control them hass. I also indicates the yes accept the peloy. <b>Personal Scaless</b>		Control links Orden Evaluates Easting hala Abort Orden Evaluates Easting Mare Orden Evaluates Easting Toma Charges to Orden Evaluates Easting Toma and Catalians Catalians
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Log on to other online services Dudied & Bingley outre service + Standoning + Carte of Permin hostitutes +		
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## Screen 3

Enter the characters we ask for from your Password and Security Number, which can also be found on your letters, and click 'Submit'.

Contact us Help	Ø	Business Log on	
view Demo		On this page         Leg on security using your Password and Security number. If you have already changed either of them via Santinder Telephone Barking, please effer your new crediontials instead.         Step 2 of 2: Password and Security number         Eater the following characters from your Password.	
		c Back Submit Corputing variantly, details? The Sortractor Contre Backing helpfesk is available or 0800 169 6677 and is open from Barn to Sym from Monday to Friday, and Barn to Sym on Saturday.	
	Online Bank	ing Guarantee Site Help & Accessibility Security & Privacy Terms & Conditions	Legal

## Screen 4

#### Create a new Password and Security Number.

You'll need to enter 3 characters from your existing Password again to do this.

#### Your new Password must:

- be 6-20 characters;
- contain a letter; and
- not use more than 4 consecutive numbers or letters e.g. 98765,ABCDE.

#### Your new Security Number must:

- be a 5 digit number; and
- not use three or more consecutive numbers, a sequence, the same number throughout or anything related to your date of birth or account.

When you've completed these details, please read and accept the Terms and Conditions, then click 'Accept and Continue'.



## Screen 5

Set an image and phrase. You'll see these each time you log on in future, as soon as you click continue after entering your ID number. If you don't see them it may mean you're on a fraudulent site. In this case, you shouldn't enter your other log on details.

#### Your phrase

This can be one word or a sentence up to 35 characters. You could choose your favourite line from a book or catchphrase. It just needs to be something you'll recognise. For maximum security it shouldn't describe the image you choose.

When you've set your image and phrase, click 'Continue.'

📣 San	tander	
Contact us		Welcome to Santander Online Banking
Help		
View Demo		On this page Please take a minute to customise your log on screens with a recognisable image and phrase that
FAQs	5	only you will recognise. When you log on in future, we will show you your image and phrase so you can be confident you are logging on to the genuine Santander Online Banking site.
		Customise Online Banking with a personal image and phrase
		Select your phrase
		1. Type your phrase:
		(e.g. red balloso)
		Select your image
		2. Select image category: Choose category Co
		Choose image
		Choose     Choose
		Continue »
	Online Bank	ing Guarantee Site Help & Accessibility Security & Privacy Terms & Conditions Legal

#### Did you know?

Your image and phrase is unique to you, and is an added security measure so you can recognise that this is the genuine Santander Online site that you are logging on to.

## Screen 6

Select three memorable questions and provide the answers. As an extra level of security, we'll ask you one of these questions when we need to confirm your identity, for instance, if you log on from a computer that our system doesn't recognise.

When you've set your questions and answers, click 'Continue'.

You will then be asked to confirm the details that you have entered. When you are happy click 'Continue'.

#### Did you know?

If you are using a public computer (e.g. at a library or in an internet cafe) make sure you select the 'Yes' button under 'Using a public computer?', so that none of your passwords and visited pages are recorded.

Contect us		Welcome to Santander Online Banking
Help		
View Demo	E	On this page As an additional level of security, please select three memorable questions below and provide
FAQs		answers that only you will know. You should remember your answers. We may occasionally ask you one of these questions to verify your identity, if for example, you log
		on from a computer that our system does not recognise.
		Choose your challenge questions and answers
		Please choose your three 'challenge questions' and answers below.
		Question 1:
		Choose from
		Answer 1:
		2 fo 38 sharebers
		Question 2:
		Choose from
		Answer 2:
		2 fo 36 observelves
		Question 3:
		Choose from
		Answer 3:
		2 do 56 observeren
		Using a public computer?
		Are you using a public (e.g. internet café) computer?
		© Yes ⊛ No
		Continue >

## Screen 7

#### Enter your mobile number and email address.

We'll automatically register these details for our One Time Passcode (OTP) service which means you can make secure payments through Online Business Banking.

When you've entered your mobile phone number, click 'Complete registration and start using Santander Online Business Banking'.

#### If you don't have a mobile phone.

You can still continue – although for some transactions you'll either need to call us or visit a branch. Just click the link at the bottom of the screen.

Sant	tander	
tact us	۵	Welcome to Santander Online Banking
v Demo	8	On this page
39		We will ask you to confirm your mobile phone number and to enter your email address.
		Mobile number for One Time Passcode (OTP) Mobile One Time Passcode (OTP) - Mere secure and convenient For increased security, we will real 3 One Time Passcode (OTP) to your mobile phone and ask you to enter the code on correct to complete content increasions, such as a
		Setting up a payment to a new recipient.     Making changes to your personal details. Please register for OTP new so you can make secure transactions online:
		IMPORTANT: Please confirm this is your make number: 07 Change View CITP dama R
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		Email address: DEQ Bolto: To confirm, In-enter your email address: aggast.com
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		Please visit www.santander.co.uk and log on from bere in the future.
		Complete registration and start using Santander Online Business Banking >
	Online Bank	ing Guarantee Site Help & Accessibility Security & Privacy Terms & Condition

## Screen 8

You're in! This will be the page you see next time you log on. And next time you log on from the same computer it will be much faster – you'll just need to enter your ID number, Password and Security Number.

You can now see your business and your own personal accounts in one place.

In future, log on by visiting santander.co.uk/business

b Santander g off 🔒 Standing Orders Direct Debits Credit Cards Payments Transfers Account Services Print ? Help with this page My accounts iew transactions Unread messages (2) Find out more about the useful features of Santander Online Bus Apply Online Current accounts ew charges **Business Accounts** Add, remove or rename an acc Documents Savings . £23,100.15 Business Current Account As avings goals go to 🂲 e:£20,360.0 Credit card £230,354.00 Business Current Account 51271667 View Only **B** go to 🌲 4 -Order trav Banking & Savings Add, remove or re an account ÷ Personal Loan £10,000.15 1|2|3 Current Account go to 🌲 51271666 Available: £10,360.00 £500.00 Cash ISA go to 🌲 Alerts Set up f email al 40719898 £500.00 Mortgage Flexible Saver £97.31 ontact Us go to 🂲 51586028 Available: £97.31 2 3 2 Year ixed Rate Send secure me Credit Cards Add, remove or re Call us £871.95 nit: £500.00 Visa Classic 2830 1028 0932 7706 go to 🂲 Credit lir Borrowings Add, remove or ren ame an account Flexi Mortgage 0405 203 56987415126 £207,143.74 Limit £207,143.74 go to 🂲

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