



AIB  
iBusiness Banking  
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T 0370 243 0331

aibni.co.uk 18/07/2020

Galina Williams  
Cranfords Trustees Ltd  
Venture Wales  
Pentrebach Merthyr Tydfil  
CF48 4DR

Dear Sir/Madam,

### Local Administrator

Welcome to iBusiness Banking (iBB), our online banking service for business customers. You have been nominated as a **Local Administrator** for your company. This gives you extra access to iBB to control other user privileges and access levels.

#### Getting started is as easy as A, B, C

You'll need to:

- Have your 8 character User ID, Personal Access Code (PAC)\* and Digipass\*\* ready
- Create a Passphrase
- Log into iBB – Set User Payment Limits\*\*\* and add your beneficiaries

THIS IS YOUR USER ID:

galin416

\* Please contact your Business Centre or Direct Banking to advise if the PAC will be collected or posted to you. Make sure you bring proof of identification with you if you are collecting from the branch.

\*\* Your iBB client contact will give you your Digipass.

\*\*\* Before a User can make any payments on iBB, User Payment Limits must be set. To do this, visit our Help Centre by clicking on the Help icon within iBB where you can view a Demo on 'How do I set Payment Limits'.

#### Note:

- DO NOT disclose your User ID or allow anyone to use your User ID to access iBB.
- For information on keeping safe online, visit our iBB Security Centre on [www.aibgb.co.uk/ibusinessbanking](http://www.aibgb.co.uk/ibusinessbanking), where you will find hints and tips on how you can protect your company and prevent fraud.

For detailed information on your Local Administrator role, Getting Started, First time log in, Account information, setting payments limits and all aspects of iBB, please visit our **Help Centre** after you log into iBB.

**Please retain this letter in a safe place as it contains confidential information.**

Yours faithfully,

Niall Sargent  
Manager, iBusiness Banking

#### Need assistance?

Log into iBB and click on the Help icon to visit our **Help Centre**.

Alternatively call our iBusiness Banking Customer Support Team on 0370 243 0331\*. Lines are open Mon-Fri 08:30-17:30

\* Call charges may vary, please refer to your service provider.

02 New Local Admin v1 GB