

The following instructions will provide you with step-by-step details of registering and logging in for the first time into Business Connect. If you have any questions or need additional assistance, please reach out to Business Services directly. If you are a business owner and would like to apply for Business Connect, [CLICK HERE](#). If you are a business that currently uses Business Connect and have questions, [CLICK HERE](#).

### INFO

Business Administrators will receive two emails upon being added to Business Connect by a WESTconsin employee; one containing a Username and another containing a Password. Business Users will receive these emails upon being added to WESTconsin Business Connect and approved by the Business Administrator(s). Initial login is not available through the WESTconsin Business Connect Mobile App and must be done on a browser.

#### Initial Access to WESTconsin Business Connect:

1. **Visit** [westconsincu.org](http://westconsincu.org)
  - If using a mobile device, use the device's browser to access the account for the first time
2. **Login**
  - Enter the **USERNAME** and **PASSWORD** that was emailed by WESTconsin Credit Union
    - If emails are not received or if password has expired, utilize ["Forgot username? Forgot password?"](#) option on the login page
3. **Confirm** verification code
4. **Update** Username
5. **Update** password
  - a. **Enter** the password from email or the temporary password received if using [forgot password](#) option in the Current Password field
  - b. **Create and enter** a new password in the New Password field
  - c. **Retype** the New Password
6. **Enable** Text, Security Token, and/or Authenticator
  - a. Within "My Settings" (top right corner of your screen), **scroll** down to the "Login & Security" section
  - b. **Click** "Enable for Text" next to your cell phone number, **follow** on screen directions
  - c. If Applicable - **Click** "Edit" next to Security Options to enable VIP Access token (enter the [VIP Access Token](#)) or authenticator (once turned on, save your settings and validate access with password of by scanning provided QR code).
7. **Review** System Notification settings
  - **Click** "Additional Services"
  - **Click** "System Notifications"
  - **Review** and Opt-Out of various system email alerts as desired
  - **Click** "Save"
8. **Success!**