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iBusiness Banking  
92 Ann Street  
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BT1 3HH

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www.aibgb.co.uk

PAC Letter Number 972835

Dear Customer,

Your Personal Access Code (PAC) is contained below. To reveal this code, please refer to the instructions overleaf.

To log onto iBusiness Banking, you will need your User ID (first time Users will have recently received this by post) and your new PAC.

To help get you started, please refer to the iBB User Guide which can be found at [www.aibgb.co.uk/ibbuserguide](http://www.aibgb.co.uk/ibbuserguide). Details of how to log on are outlined below. If you have any questions, please contact us on 0370 243 0331. Lines are open Monday - Friday 08:30-17:30.

#### Log on to iBusiness Banking

##### Welcome to iBusiness Banking

1. Go to [www.aibgb.co.uk/ibusinessbanking](http://www.aibgb.co.uk/ibusinessbanking).
2. Click the 'Business Log in' button.
3. Enter your 8 character User ID (received by letter).
4. Click the 'Continue' button.
5. A 'User Setup Screen' is displayed. Enter your Personal Access Code (PAC) and create a new Passphrase using the rules below. Confirm your Passphrase, making sure you memorise this and then click 'Continue'.
6. The 'User Setup Complete' screen is displayed. Click the 'Continue' button.
7. The 'Welcome to iBusiness Banking' screen is displayed. Input your User ID and click the 'Continue' button. The logon screen is displayed. Enter your Passphrase and a 'One Time Code (OTC)'. Click the 'Logon' button.

*Note: Your Digipass guide gives full instructions on how to obtain an OTC code.*

*Before making any payments a Local Administrator must set payment limits for each Payment Authoriser. The Local Administrator can set these limits within the 'Local Admin' menu option.*

#### Rules for Creating a Passphrase

- Must be between 8 and 25 characters in length
- Must not contain spaces
- Must contain at least one (1) alpha and (1) numeric character
- Can contain both upper and lower case and the following special characters ` ' ! @ # \$ % ^ & \* ( ) \_ + - = [ ] { } , ; : . ? /
- Your Passphrase is case sensitive
- New Passphrase must be different from current Passphrase.

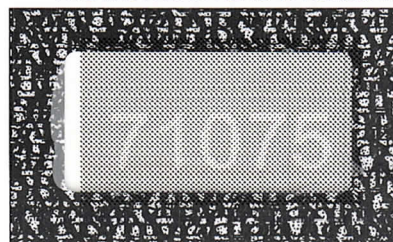
#### **\*\*IMPORTANT\*\***

Tear along the perforated line, retain the above information and destroy the section below.

##### Please remember these important points for your PAC

- 🔒 Do not disclose your PAC or write it down.
- 🔒 Do not disclose your PAC to anyone, not even your family or friends.
- 🔒 If you think your PAC may have been tampered with please call your branch.

TO REVEAL YOUR PAC PLEASE FOLLOW  
THE INSTRUCTIONS OVERLEAF



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