

ADDING, SWITCHING & REMOVING PROFILES

INSTRUCTIONAL GUIDE

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ADDING A PROFILE

Baker Boyer's Mobile app allows you to conveniently switch between profiles. This feature lets you manage your business and personal finances seamlessly – all from one app.

The following steps benefit clients with multiple online banking profiles (for example: bookkeepers, business owners, etc). If you do not have more than one online banking profile, these steps do not apply.

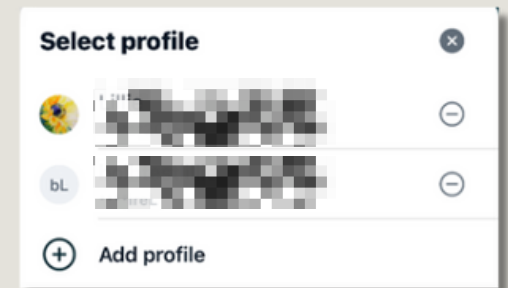
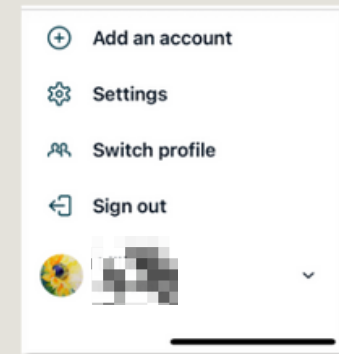
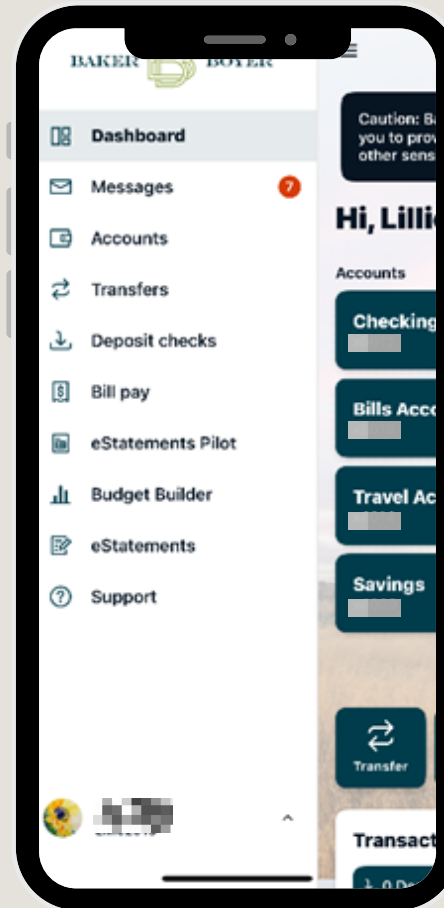
How to Add a Profile in the Mobile App

Step 1: Click on the Menu (located on the left within Online Banking)

Step 2: Select your profile at the bottom right.

Step 3: Click Switch Profile.

Step 4 Select Add Profile



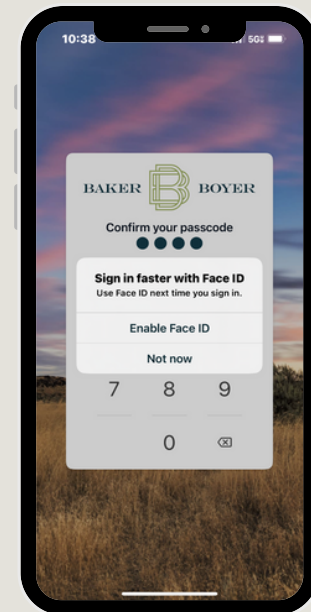
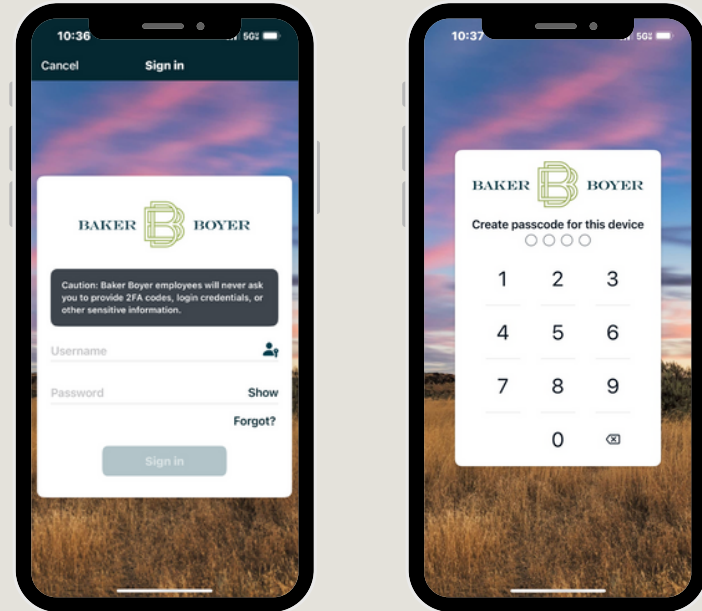
ADDING A PROFILE

Step 5: Log in to your other profile as normal. Input username, password, and two-factor authentication code.

Step 6: Select a Passcode for this device. Re-enter to confirm the code chosen. This “Passcode” is a 4-digit code that allows you to quickly log into your Mobile App.

Step 7: If desired, enable Face ID for an even faster login experience

Step 8: Your profile has been added! You may now easily switch between profiles by following the steps in the next section on page 3.



SWITCHING BETWEEN PROFILES

After adding additional profiles within Online Banking, you can easily switch between them following these steps below.

How to Add a Profile in the Mobile App

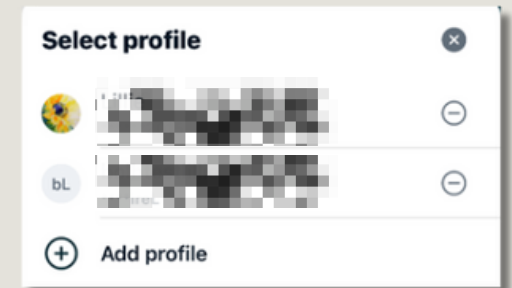
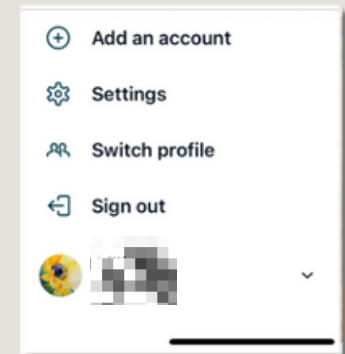
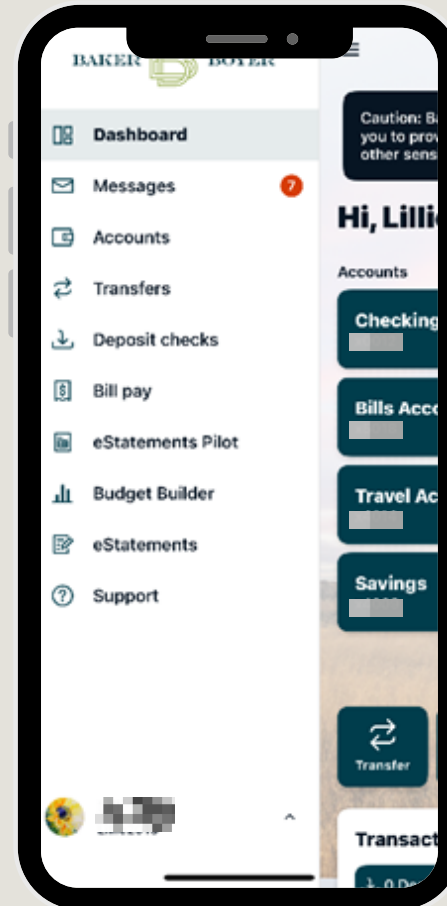
Step 1: Click on the Menu (located on the left within Online Banking)

Step 2: Select your profile at the bottom right.

Step 3: Click Switch Profile

Step 4: Select which profile you would like to switch to.

Step 5: You will now be logged into your other profile!



REMOVING A PROFILE

How to Remove Profiles in the Mobile App

If you no longer need access to a particular profile in the Baker Boyer Mobile App, you can easily remove it to keep your account list organized and secure. Removing a profile helps ensure you only see the accounts that are relevant to you. Follow the steps below to safely remove a profile from your Baker Boyer Mobile App.

Step 1: Click on the Menu (located on the left within Online Banking)

Step 2: Select your profile at the bottom right.

Step 3: Click Switch Profile

Step 4: Select the “⊖” icon beside the account you wish to remove.

Step 5: Click “Remove”

