



# TrustReporter Quick Start Guide



**Wealth Management**  
First National Bank and Trust Company®

# Getting Started

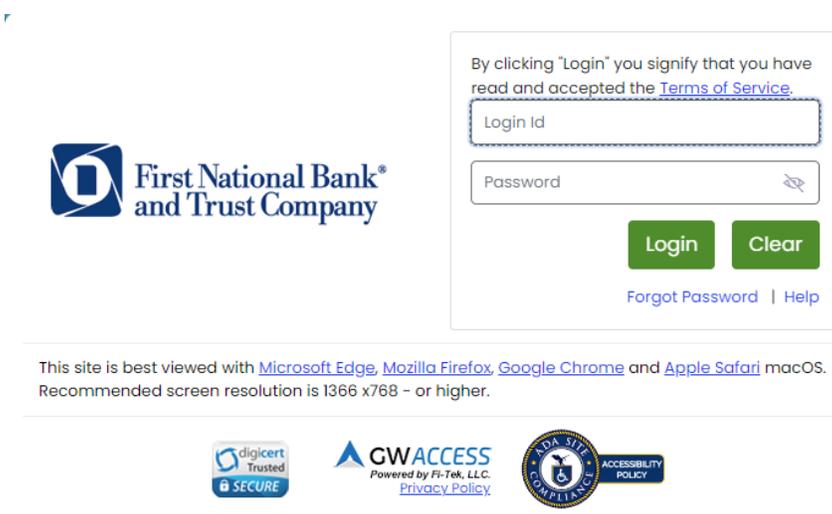
## Logging In

To log in to TrustReporter – Client Internet Access, follow these steps:

1. Go to [www.bankatfirstnational.com](http://www.bankatfirstnational.com) and click on Additional Logins, then select TrustReporter



2. After clicking on TrustReporter, you will be taken to a login screen that looks like the figure below. Enter your Login ID and Password in the appropriate boxes then click "Login" to access the application.

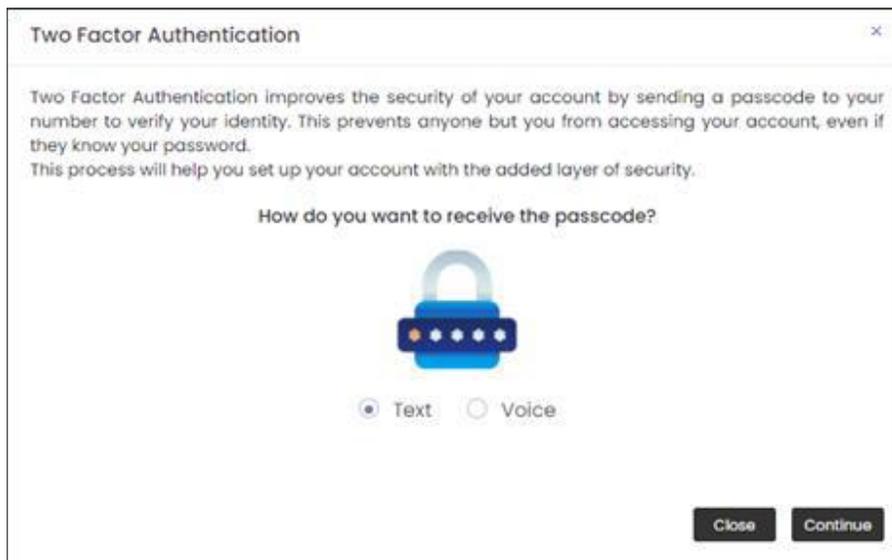


## Two Factor Authentication

For enhanced security, we require Two Factor Authentication at every login. After logging in, choose how you'd like to receive a 6-digit passcode on your registered phone number.

### Follow these steps to register your phone number:

1. Select which way you would like to receive the passcode – **Text** or **Voice**
2. Click **Continue**
3. Enter your phone number and re-enter to confirm, dashes and spaces are not required.
4. Select **Continue** and the passcode will be delivered
5. Enter the 6-digit passcode received via text or voice call back. (If you need to generate a new passcode, click the **Resend Passcode** button.)
6. Click **Continue**
7. If the passcode is entered correctly, the system will display a confirmation message – “Two Factor Authentication Setup is Complete.”
8. Click **Continue** to proceed to TrustReporter.



**Note:** Once your Two Factor Authentication phone number(s) is registered it will be partially displayed below the Text and/or Voice option. At next login, if you select a registered number, follow steps 1, 2, 5, and 6.

## Password Change After First Login

At first log in you will be required to reset the temporary password initially provided to you. You will automatically be redirected to the Force Password Change screen, as shown below.

**Force Password Change** [Logout](#)

**Why I am being asked to change my password?**

- Your assigned password is temporary.
- Your password has expired

Note: Current Password, New Password, and Confirm fields are mandatory.

**Password Change**

Login Name:

Current Password\*:

New Password\*:

Confirm Password\*:

[Save](#) [Clear](#)

### Follow these steps to change your password:

1. Enter your current (temporary) password in the **Current Password** box.
2. Enter a new password in the **New Password** box.
3. Confirm the password by re-entering it in the **Confirm Password** box.
4. Click **Save** to save your new password and process to the site.