First Time Enrollment Guide

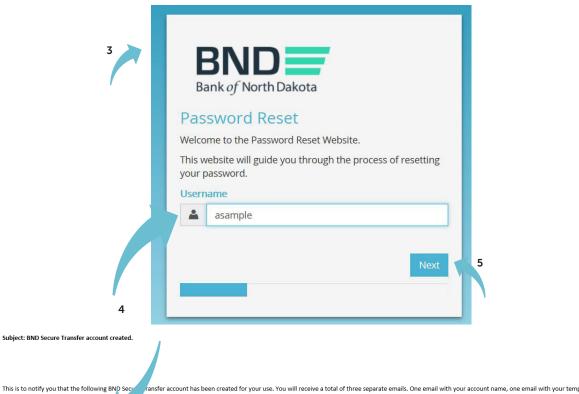# First Time Enrollment

Step 1: Creating a password

1.   When your account is set up, you will receive the following three emails.

Subject: BND Secure Transfer account created.

This is to notify you that the following BND Secure Transfer account has been created for your use. You will receive a total of three separate emails. One email with your account name, one email with your temporary password, and a third email that has instructions on how to start using the account.

Please note: the third email may take up to 5 minutes to receive.

User Login ID: ☐

Please see the second email for your temporary password.

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.
Operations: 701.328.5644
Operations (after hours): 701.516.3318 or 701.425.3461
All Others: 800.472.2166

Best regards
Your BND Secure Transfer system

BND
Bank *of* North Dakota

Subject: BND Secure Transfer account information.

Here is your BND Secure Transfer account temporary password. You will receive a total of three separate emails. One email with your account name, one email with your temporary password, and a third email that has instructions on how to start using the account.

Please note: the third email may take up to 5 minutes to receive.

Temporary password: ☐

Please see the third email for further instructions.

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.
Operations: 701.328.5644
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Subject: Welcome notification from BND Secure Transfer

Please complete the following required steps to successfully enroll in BND Secure Transfer.

Note: You will receive a one-time passcode each time you log in.

1. Go to Password Reset to reset your password. Please complete the following instructions:
    A. Enter the User Login ID and Temporary Password provided in the previous emails.
    B. You will be prompted to **enter a one-time passcode** which is sent to you via email.
    C. Once your credentials have been authenticated, you will be required to enter a new password. Password requirements are:
        a. Minimum length of 15 characters
        b. May not contain the user first name, last name or User Login ID
        c. Must incorporate three of the four following complexity requirements:
            ▪ At least one numeric character
            ▪ At least one character in lower case
            ▪ At least one character in upper case
            ▪ At least one special character
    D. Close the browser and proceed to Step 2.
2. Go to Multi-Factor Authentication (MFA) to complete your MFA setup.
    A. Login using your User Logon ID and the password you created in Step 1. You may have to choose "Use a another account" and type in the NDGOV domain prefix before your User Login ID, for example: ***ndgov\userlogonid.***
    B. Change your primary (office) phone number if it is incorrect.
    C. Add an optional secondary (mobile) phone number.
    D. Add your required personal passcode. The Personal Passcode must NOT contain any spaces and must have a minimum length of 6 characters and/or numbers. The personal passcode is used in case you lock your account due to multiple incorrect password entry attempts. You will be able to go to the password reset site that you used in step 1 above, and use your personal passcode to gain access to change your password and unlock your account. **Please Note: keep your personal passcode in a secure location. It is case sensitive and will be required to reset your password in the future if your account is locked.**
    E. Update your Dispatch Policy preference which identifies how you will receive your one-time passcode each time you log in (email will be the default).
    F. Click **Save.**
    G. Close the browser and proceed to Step 3.
3. You have now completed your enrollment and can conveniently access all links at the BND Secure Transfer home page.

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.
Operations: (701) 328-5645 or (701) 328-5698
All Others: 800-472-2166

Best regards
Your BND Secure Transfer system

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2. Click on the Password Reset link the third email.

3. This page will open.

4. Enter Username listed in the first email.

5. Click Next.

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Password Reset

Welcome to the Password Reset Website.

This website will guide you through the process of resetting your password.

Username

👤 asample

Next

5

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Subject: BND Secure Transfer account created.

This is to notify you that the following BND Secure Transfer account has been created for your use. You will receive a total of three separate emails. One email with your account name, one email with your temporary password, and a third email that has instructions on how to start using the account.

Please note: the third email may take 15 minutes to receive.

User Login ID:

Please see the second email for your temporary password.

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.
Operations: 701.328.5644
Operations (after hours): 701.516.3318 or 701.425.3461
All Others: 800.472.2166

Best regards
Your BND Secure Transfer system

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6. Enter the temporary password listed in the second email.
7. Click Next.

An email will be sent to you with a temporary passcode.

Subject: BND Secure Transfer account information.

Here is your BND Secure Transfer account temporary password. You will receive a total of three separate emails. One email with your account name, one email with your temporary password, and a third email that has instructions on how to start using the account.

Please note: the third email may take up to 5 min to receive.

Temporary password:

Please see the third email for further instructions.

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.
Operations: 701.328.5644
Operations (after hours): 701.516.3318 or 701.425.3461
All Others: 800.472.2166

Best regards
Your BND Secure Transfer system

8. Enter the Passcode sent in an email.

   You have three minutes to enter the passcode before it expires.

9. Click Next.

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Password Reset

Please authenticate using the one-time passcode sent to you.

Username

👤 asample

Passcode

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Status: Sent
Remaining: 00:02:17

Cancel   Next

8   **9**

Subject: BND Secure Transfer MFA Passcode

Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system:

One Time Passcode:

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.
Cash Letters: 701.328.5645
ACH: 701.328.5644
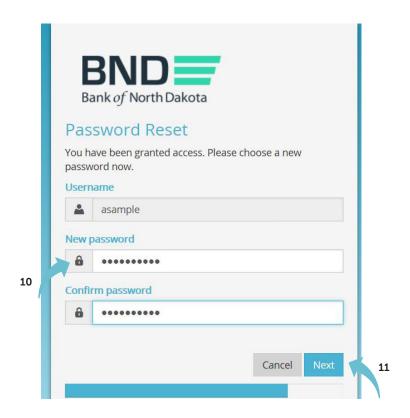ACH (after hours): 701.516.3318 or 701.425.3461
All Others: 800.472.2166

Best regards
Bank of North Dakota
Multi-factor Authentication (MFA)

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10. Create and confirm new password.
   - Minimum length of 15 characters
   - May not contain the user first name, last name or User Login ID
   - Must incorporate three of the four following complexity requirements:
      - At least one numeric character
      - At least one character in lowercase
      - At least one character in uppercase
      - At least one special character

11. Click Next.

12. You have successfully changed the password.

13. Close the screen.

Step 2: Updating information

1. Click on the link Multifactor Authentication link in the third email.

2. This page will open.

3. Enter Username and the new Password created in Step 1.
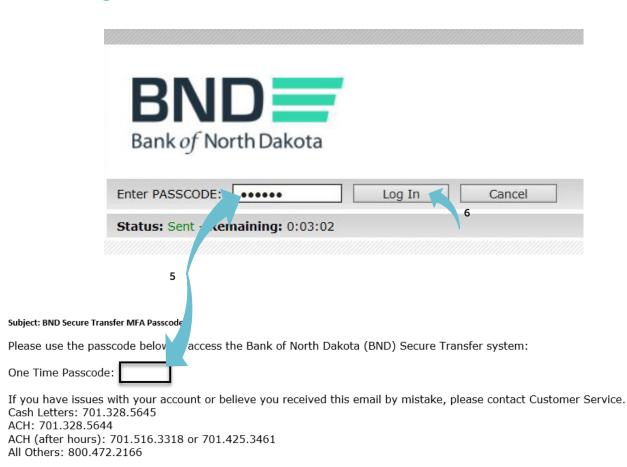
4. Click OK.

    An email will be sent to you with a temporary passcode.

5. Enter the Passcode sent in an email.

    You have three minutes to enter the one-time passcode before it expires.

6. Click Log In.

Subject: BND Secure Transfer MFA Passcode

Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system:

One Time Passcode:

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.
Cash Letters: 701.328.5645
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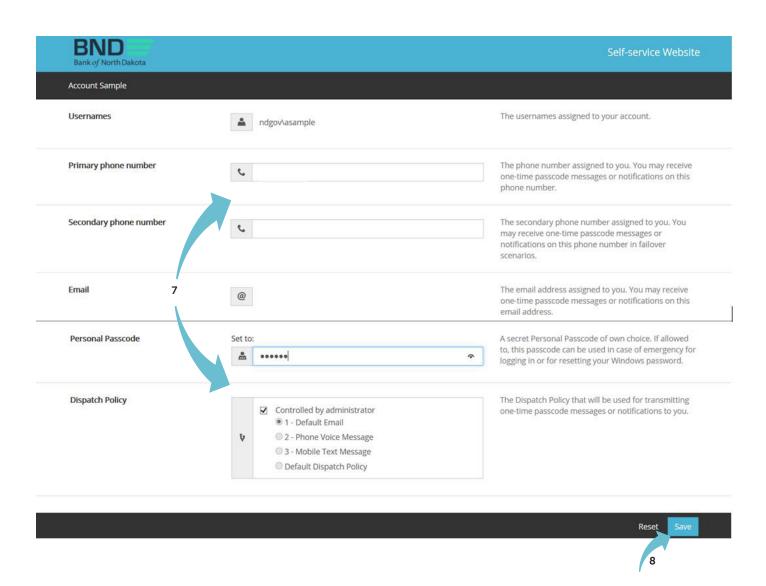All Others: 800.472.2166

Best regards
Bank of North Dakota
Multi-factor Authentication (MFA)

7. Verify and update information.

- **Primary phone number** - Verify the primary phone number.
- **Secondary phone number** - You have the option to add a secondary (mobile) phone number.
- **Personal Passcode** - Create a personal passcode, which is used in case you lock your account due to multiple incorrect password entry attempts. Please keep in a secure place. It is case sensitive, must NOT contain any spaces and must have a minimum length of 6 characters.
- **Dispatch Policy** - If you would like to change the method for receiving the one-time passcode, which is required each time you log in to the BND Secure Transfer System portal, uncheck the Controlled by administrator and choose method.

8. Click Save.

9. Verify you receive this message - Changes have been saved.

10. Close the screen.

11. You have now completed your enrollment.

You can conveniently access all links at the BND Secure Transfer home page.
Click on the link in the third email and save the site to your favorites. The account
will be automatically deleted after 180 days of inactivity.

BND Bank of North Dakota		Self-service Website
Test Example		
Changes have been saved.		×

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Usernames	ndgov\texample	The usernames assigned to your account.
Primary phone number	7013285698	The phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number.
Secondary phone number		The secondary phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number in failover scenarios.