

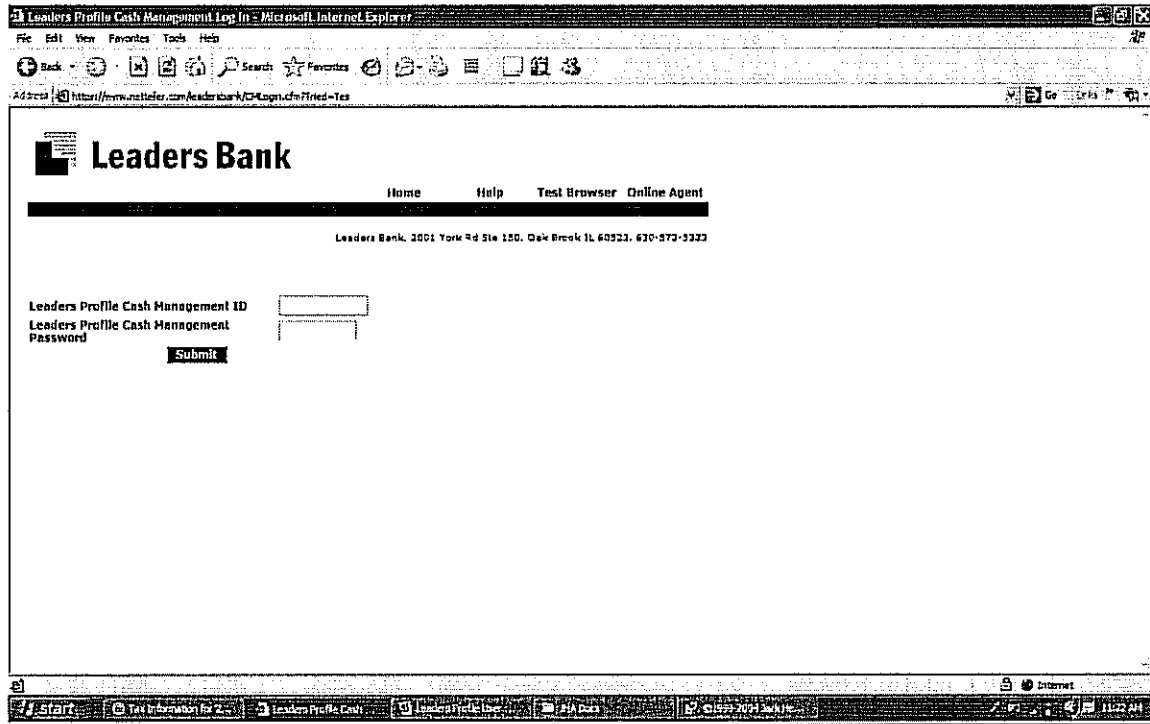
Log on to our web site at [www.leadersbank.com](http://www.leadersbank.com).

#### Initial Sign-On

This is the initial sign on screen that will allow you to access your accounts. In the **ID** field, type the ID that was given to you by the bank. In the **PIN** field, enter the last four digits of the business Tax ID number the first time you sign on. You will then be prompted to change your PIN. When you have finished entering all of the requested information, click on **Begin Banking**.

The **Reset** button simply clears the screen and allows you to re-enter information.

To change your **ID** or **PIN**, select **Options** from the Main Menu. Enter a new **ID** next to the **Personal ID** field or enter a new **PIN** next to the field labeled **6-8 digit, Force AlphaNumeric Password**. The **PIN/Password** must be 6-8 characters in length and must contain at least one alphabetic and one numeric character. The **ID** and **PIN** are not case sensitive. Click the **Submit** button when you are finished. You may also change your **PIN** by selecting the link at the top of the "Account Listing" screen.



#### Cash Management/ACH Origination Sign-On

This screen will appear immediately after the initial sign on screen if you are set up to originate ACH transactions. The **Cash Management ID** and **Password** are case sensitive. In the **Cash Management ID** field, type the ID that was given to you by the bank. In the **Cash Management Password** field, type the password that was given to you by the bank. Click the **Submit** button or hit the Enter key when finished.

The password does not default to a Tax ID or Social Security Number. You will NOT be prompted to change your password the first time you log in; however, it is recommended that you do select your own password for security reasons. To change your password, select **Options** from the Main Menu and then enter your current and new password next to the **Leaders Profile Cash Management Password** field. You may also change your **Cash Management Password** by selecting the link at the top of the "Account Listing" screen.

Both **ID** and **Password** fields are limited to 8 alphanumeric characters in length.