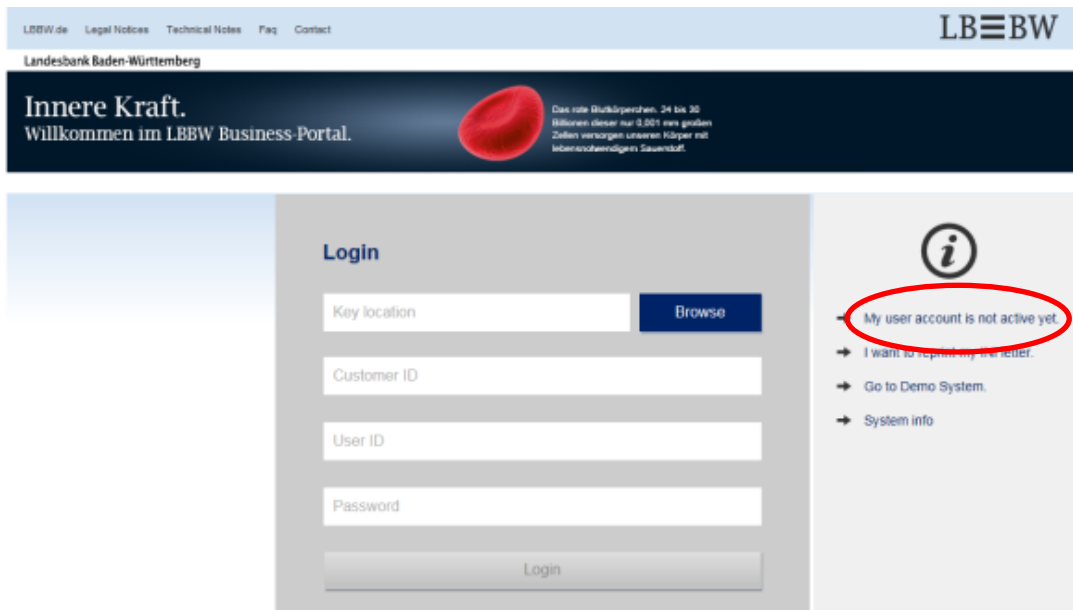


First-time initialization

# LBBW Business Portal - user initialization

Please perform the following steps:

1. Click on "My user account is not active yet".



2. Then click on "Next".

**User Initialisation / Introduction**

Introduction    Credentials    Password    Security Key    INI Letter

**Introduction**

Welcome to the user registration of LBBW Business-Portal. This workflow will guide you step by step through the user registration. The whole registration will take a few minutes.

Before you start please make sure you have available:

- a USB stick (or another removable device) to store your personal security key
- your 'Customer ID' (provided by your bank or your administrator)
- your personal 'User ID' (provided by your bank or your administrator)
- PDF reader and printer access

LBBW Business-Portal will provide your personal security key via the download function of your browser. Please download the new key and store it on a removable device.

Before you start please make sure that the pop-up blocker of your browser is deactivated and will not block the download of the new security key.

**Next**    Cancel

3. Enter the customer ID and user ID that you have already received.

**User Initialisation / Credentials**

Introduction    **Credentials**    Password    Security Key    INI Letter

**Customer ID**

Please enter your Customer ID.

**User ID**

Please enter your User ID.

Previous    **Next**    Cancel

4. Then click on "Next".

**User Initialisation / Credentials**

Introduction > **Credentials** > Password > Security Key > INI Letter

**Customer ID**

ZZJB0G01 Please enter your Customer ID.

**User ID**

ZZJB5AD1 Please enter your User ID.

Previous **Next** Cancel

5. Enter a password of your own choice.  
Please note the security restrictions.  
Then click on "Next".

**User Initialisation / Password**

Introduction > Credentials > **Password** > Security Key > INI Letter

**Password**

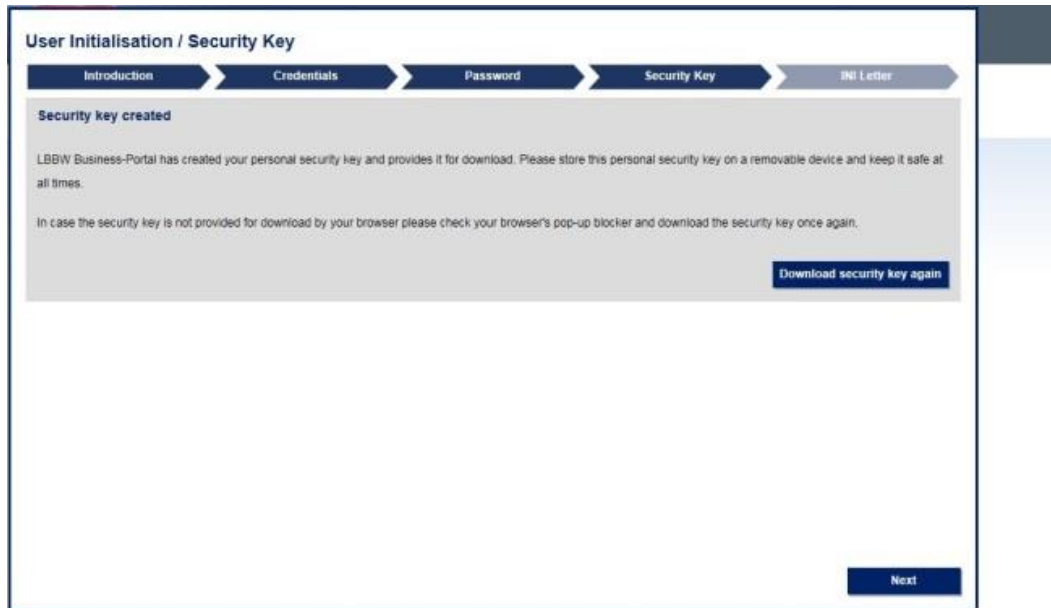
Please create your new password. The password has to meet at least the following security criteria:

- ✓ 1 upper-case character(s)
- ✓ 1 lower-case character(s)
- ✓ 1 numeric character(s)
- ✓ 8 to 100 character(s)

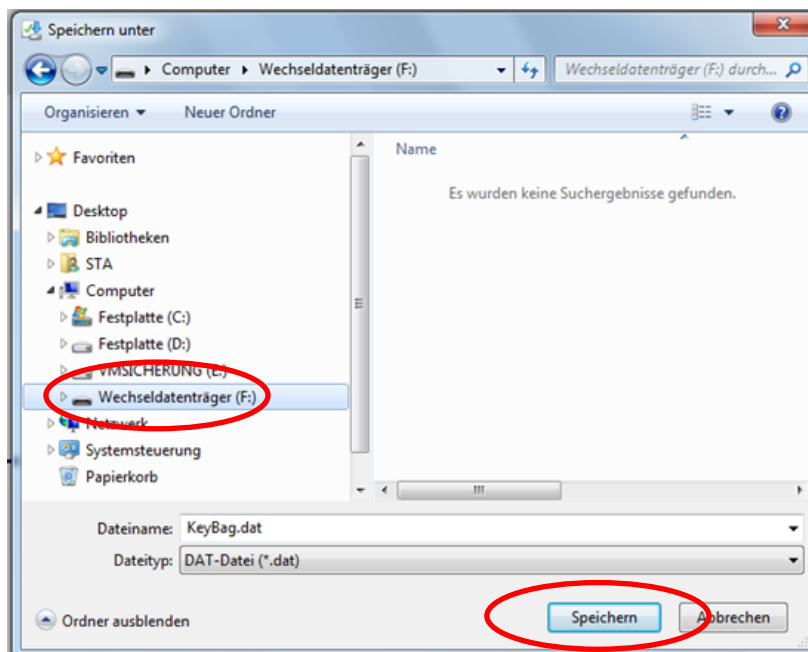
Please keep the security key and your personal password safe and do not share it with anyone.

Previous **Next** Cancel

6. Now store the key file that has been created. To do this, select "Save as ...".

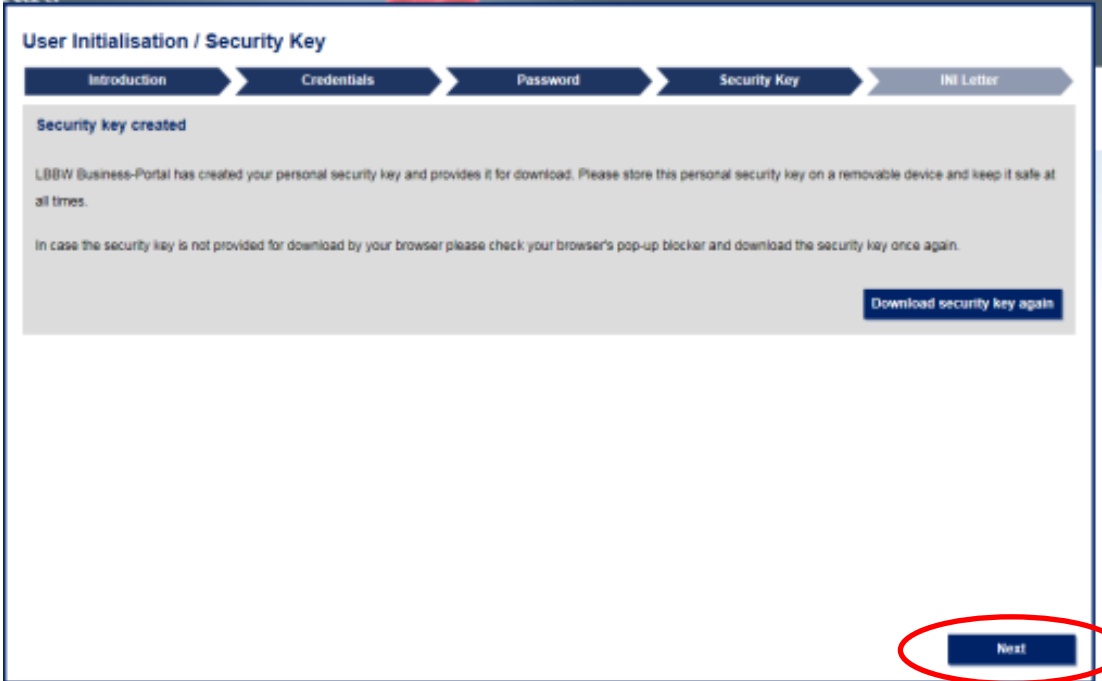


7. Store the key file with the name "KeyBag.dat" on a removable disk.



**8. After the new key file has been stored, click on "Next".**

If you have any problems, you can store the key file again by clicking on "Download security key again".



**User Initialisation / Security Key**

Introduction Credentials Password Security Key INI Letter

**Security key created**

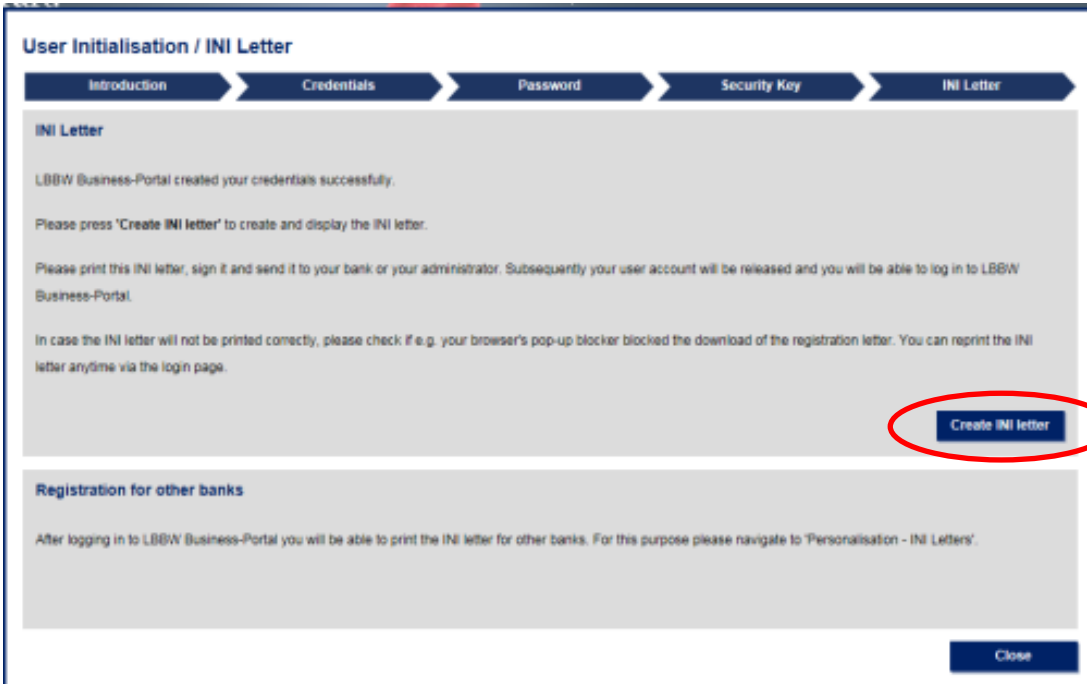
LBBW Business-Portal has created your personal security key and provides it for download. Please store this personal security key on a removable device and keep it safe at all times.

In case the security key is not provided for download by your browser please check your browser's pop-up blocker and download the security key once again.

[Download security key again](#)

[Next](#)

**9. Now click on "Create INI letter".**



**User Initialisation / INI Letter**

Introduction Credentials Password Security Key INI Letter

**INI Letter**

LBBW Business-Portal created your credentials successfully.

Please press 'Create INI letter' to create and display the INI letter.

Please print this INI letter, sign it and send it to your bank or your administrator. Subsequently your user account will be released and you will be able to log in to LBBW Business-Portal.

In case the INI letter will not be printed correctly, please check if e.g. your browser's pop-up blocker blocked the download of the registration letter. You can reprint the INI letter anytime via the login page.

[Create INI letter](#)

**Registration for other banks**

After logging in to LBBW Business-Portal you will be able to print the INI letter for other banks. For this purpose please navigate to 'Personalisation - INI Letters'.

[Close](#)



12. Now click on "Close".

**User Initialisation / INI Letter**

Introduction Credentials Password Security Key INI Letter

**INI Letter**

After printing the INI letter please press 'Close'.

In case the INI letter has not been printed correctly, please check e.g. if your browser's pop-up blocker blocked the download of the INI letter.

You can reprint the INI letter anytime via the login page.

Create INI letter again

Close

**13. Sign the INI letter and return it to the address stated in the accompanying letter.**  
After activation by Landesbank Baden-Württemberg, you can log onto the Business-Portal.

Thank you!