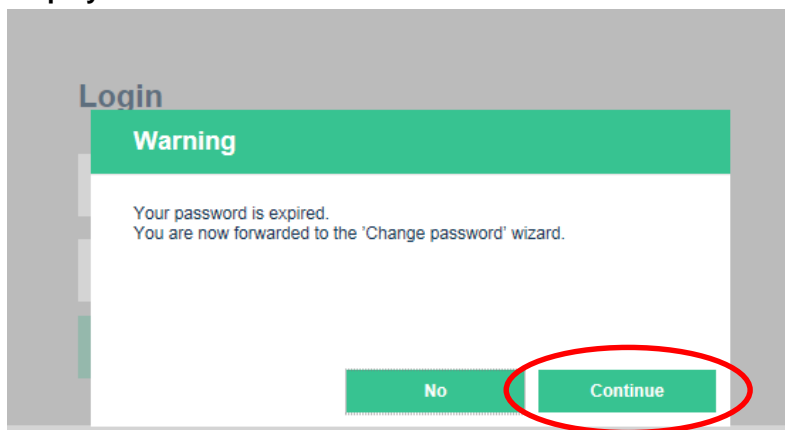


Login

# LBBW Business Portal - Password expired

Please perform the following steps:

1. After entering your login datas and clicking on "Login" the following message will be displayed. Click on "Continue".



**2. Enter your previous password once and your new password twice. Please note the security restrictions. Then click on "Change password and download credentials".**

Change credentials / Password

Password

Credentials

Password

.....

Please enter your personal password.

New 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 20 character(s)

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

Change password and download credentials

Cancel

**3. Now you must store your new key file.  
To do this, select "Save as ...".**

**Change credentials / Credentials**

Progress bar: Password → Credential

**New security credentials created**

You have changed your password and LBBW Business-Portal has created your new security credentials and provides them for download. Please store these new credentials on a removable device and keep them safe at all times.

In case your new security credentials are not provided for download by your browser, please check your browser's pop-up blocker and download the new security credentials once again.

After storing the new credentials on your removable device you can use your new credentials to log in to LBBW Business-Portal and for authorisation.

Buttons: Download credentials again, Logout, Cancel

Browser dialog: Möchten Sie „KeyBag.dat“ (5,53 KB) von „test3.lbbw-business.de“ speichern? Speichern, Speichern unter, Speichern und öffnen

**PLEASE NOTE**

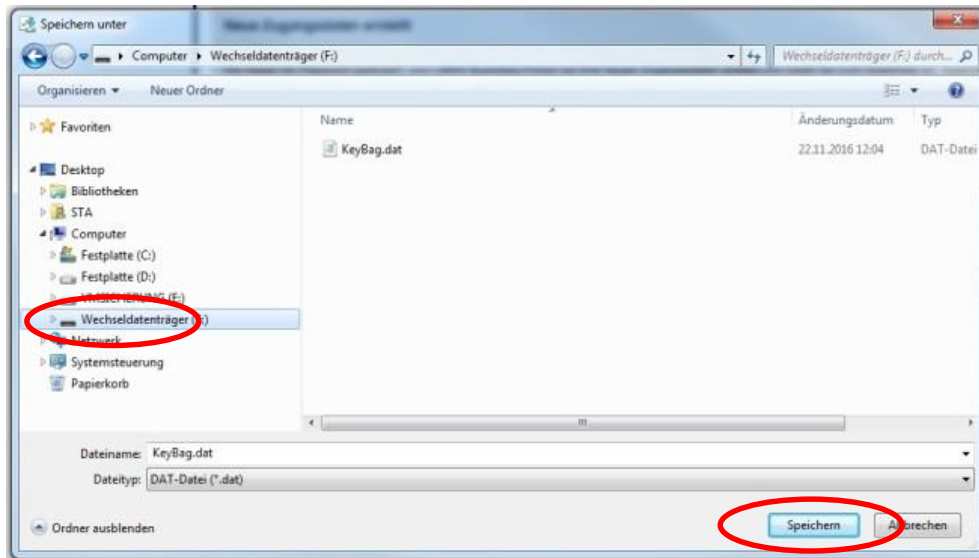
If the "Save as" option is not displayed, the new key file will be saved in the Downloads directory.

With the Internet Explorer browser, you will find this in the Windows Explorer under "Users", sub-folder "Downloads".

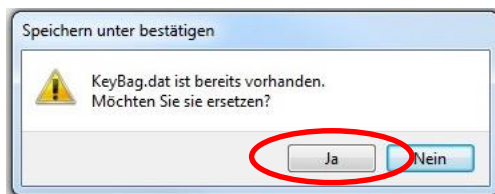
If this occurs, copy the key file "KeyBag.dat" into your previously chosen key place of storage (e.g. removable disk).

If you are not familiar with your Downloads directory, please contact your system administrator.

**4. Store your new key file on your key file location (e.g. removable disk) again.**



**5. As the old key file must be overwritten, confirm the ensuing warning by clicking on "Yes".**



#### **PLEASE NOTE**

If the new key file is not filed in the directory you have selected, please check the standard Downloads directory of your browser.

With the Firefox and Chrome browsers, the key file is possibly saved in the central Downloads file, depending on the settings.

If this occurs, copy the key file "KeyBag.dat" into your previously chosen key place of storage (e.g. removable disk).

If you are not familiar with your Downloads directory, please contact your system administrator.

**6. After the new key file has been stored, click on "Logout". If you have any problems, you can store the key file again by clicking on "Download credentials again".**

#### Change credentials / Credentials

Password

Credentials

#### New security credentials created

You have changed your password and LBBW Business-Portal has created your new security credentials and provides them for download. Please store these new credentials on a removable device and keep them safe at all times.

In case your new security credentials are not provided for download by your browser, please check your browser's pop-up blocker and download the new security credentials once again.

After storing the new credentials on your removable device you can use your new credentials to log in to LBBW Business-Portal and for authorisation.

Download credentials again

Logout

Cancel

**7. Klick on "Yes".**

#### Change credentials / Credentials

Password

Credentials

#### New security credentials created

You have changed your password and LBBW Business-Portal has created your new security credentials and provides them for download. Please store these new credentials on a removable device and keep them safe at all times.

In case your new security credentials are not provided for download by your browser, please check your browser's pop-up blocker and download the new security credentials once again.

After storing the new credentials on your removable device you can use your new credentials to log in to LBBW Business-Portal and for authorisation.

#### Warning

LBBW Business-Portal has created your personal security key and provided it for download.  
Please be aware that you will no longer be able to log in to LBBW Business-Portal or to authorise modifications and/or payments using your old key.

Are you sure you saved your personal security key?

Yes

No

Download credentials again

Logout

Cancel

**8. Now you can log in the Business-Portal again.**