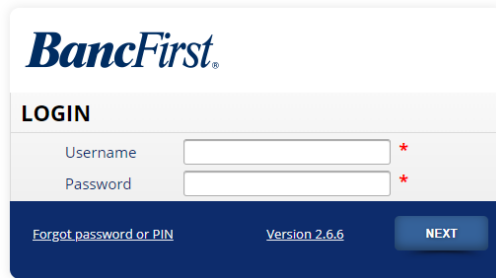# BancFirst Lockbox Archive
Initial Login

❖ **New User Credentials**
- Users will be provided their User Name, Temporary Password and PIN for first login via email.
  - User Names will be emailed from TreasuryTraining@bancfirst.bank
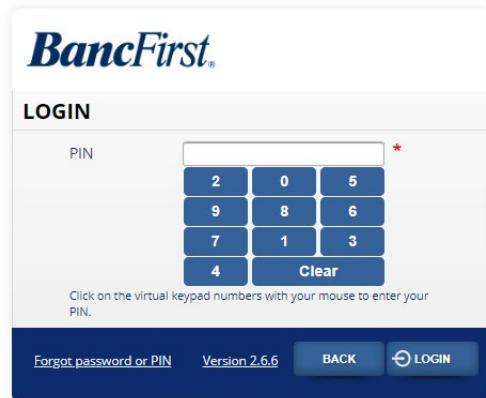 - Temporary Password and PIN will be emailed from lockboxnoreply@iremitweb.com

- **Access the BancFirst Lockbox Archive Platform**

  - Navigate to the BancFirst Lockbox website at https://bancfirst.iremitweb.com/ using Microsoft Edge, Google Chrome, or Firefox.
  - Enter the Username provided from BancFirst Treasury Training and the system generated temporary password provided via email. Click Next.
    - User Names are **not** case sensitive
    - Passwords **are** case sensitive

  - Users will need to use their mouse to click the PIN number provided.
    - ➢ Note: cannot key in the PIN number using the keyboard.

- After entering the temporary PIN, users will be presented with the below box to enter the One Time Passcode that is sent to the email on the user record.
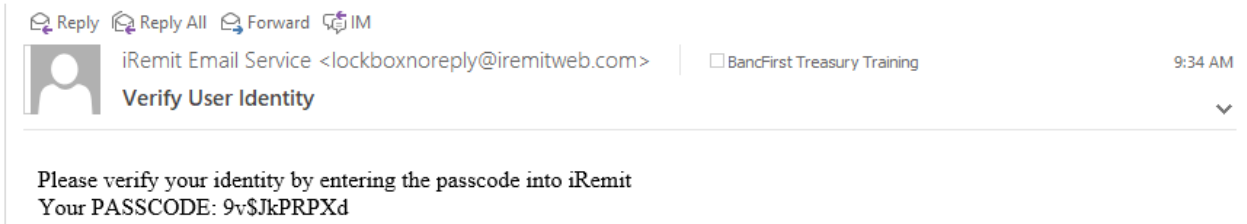

- Enter the passcode into the Passcode box and click Verify Passcode.
  - If a passcode is not received, click on Resend Passcode to generate a new One Time Passcode.
- Users will then be required to updated their password and PIN and create a security question upon successful login.
  - Passwords **are** case sensitive. *Minimum of 8 characters, 1 numeric and 1 uppercase
  - Users will need to key their desired PIN. *Minimum of 4 characters
  - Security question must be established to assist with accessing the platform if the user password needs to be reset.

- Once the preferred password, PIN and security question have been selected and the answer provided, click **Save**.
- You will be presented with the below message and directed back to the login page.
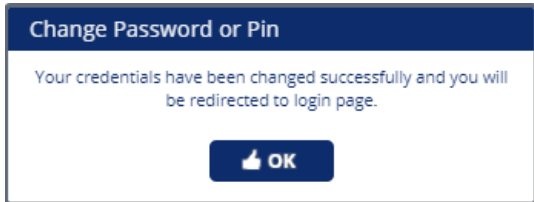

- Once the user has logged back into the website using their new credentials, they will be prompted to establish a Multifactor Authentication method (MFA).
  - Click Next to view MFA options.
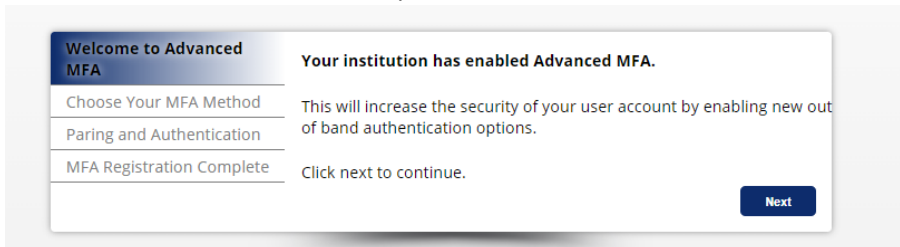
  - Select the desired MFA option by highlighting the method, and click Next.
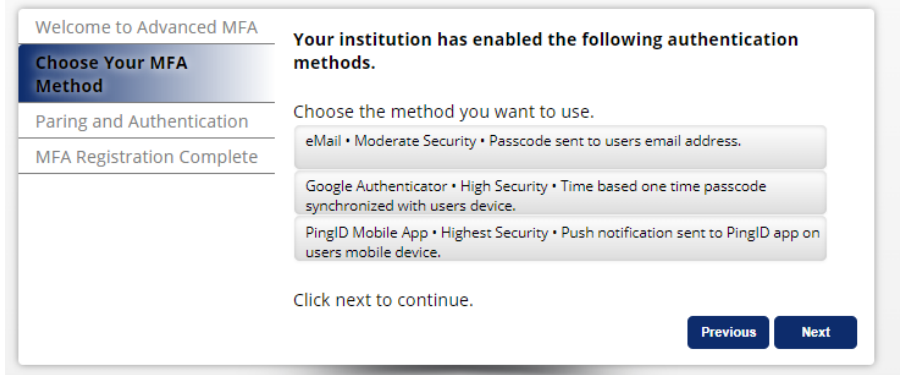
- Users will follow the prompt to establish the requested MFA option.
- Once Paring and Authentication has been completed, users will be presented with the below confirmation page. Click Finish to be directed to the Lockbox Archive dashboard.
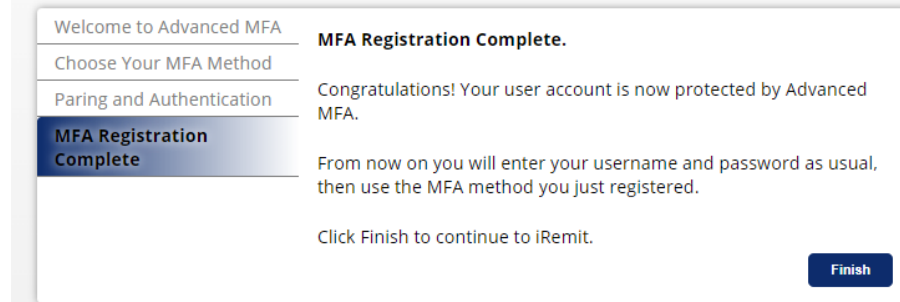
For Assistance

For further assistance with password or PIN resets, research assistance, or general questions, please call our Commercial Client Services department at 405-270-4785 or email at ClientServices@BancFirst.bank.

To schedule training, please reach out to our BancFirst Treasury Training Team at 405-218-4141 or by email at TreasuryTraining@bancfirst.bank.

For assistance with lockbox processing, please reach out to our Lockbox team at lockbox@BancFirst.bank.