BOLD – BANKING ONLINE DATABASE
USER GUIDE

Welcome to BOLD, the Montana Division of Banking and Financial Institution's Banking On-line Database. BOLD will allow you to submit documents in a secure environment, view license/charter information and remit payment for invoices and assessments.

BOLD utilizes the ePass Montana (ePass) network to access the system. ePass allows you to access authorized eGovernment services, such as BOLD, using one username and password. Your institution may already have an ePass account if you file documents with the Secretary of State's office, pay for or renew a professional license, or perform a registered principals search.

Since the Division office is a paperless office, we encourage institutions to utilize the online payment option as well as welcome all correspondence and forms to be sent either by email at banking@mt.gov or by utilizing the "Upload Documents" feature within BOLD.
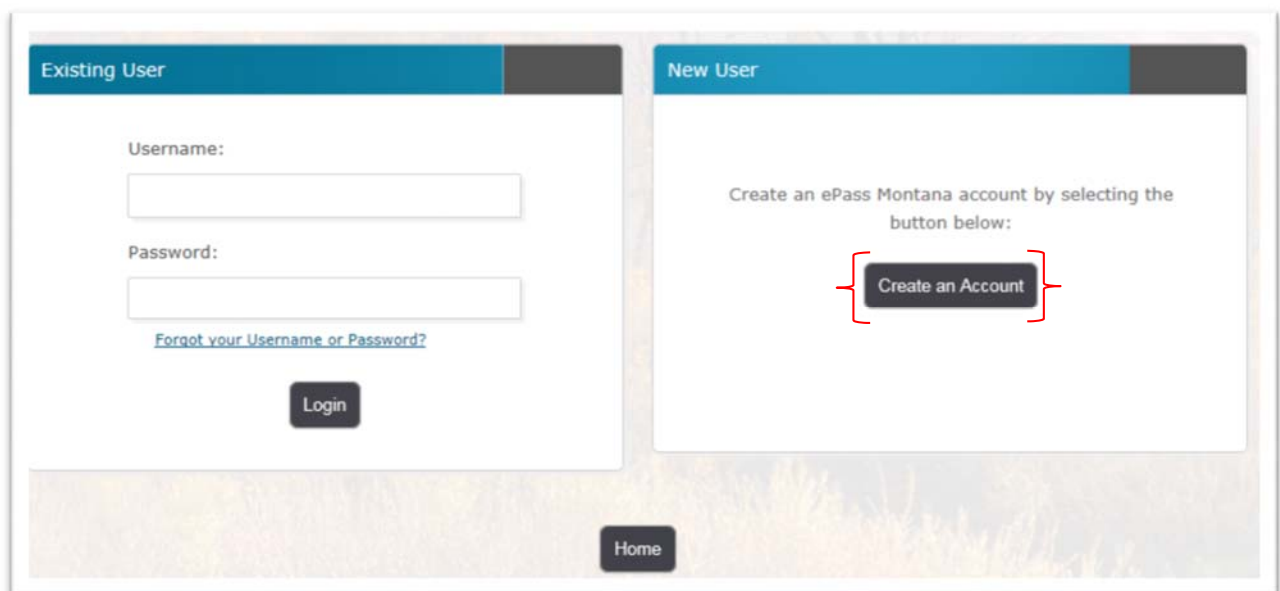
Please contact our office if you have any questions at 406-841-2920 or banking@mt.gov. Thank you!

1. Go to www.epass.mt.gov and click on the **Login** button in the ePass Montana Login box.
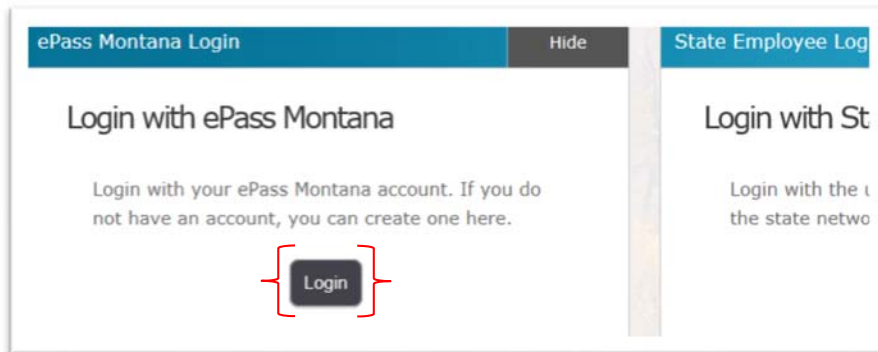
2. Click the Create an Account button on the right hand side.

3. Complete the required fields and click the Save Changes button at the bottom of the page. *Suggestion:* Since this account will be connected to the Institution's account in BOLD, consider using the Institution's general email address rather than a personal email address.
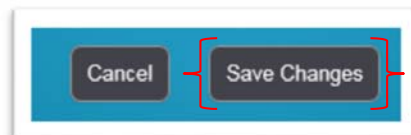
4. The ePass Montana homepage will appear. Scroll down to the "Add a Service?" column heading on the right hand side. Click on the BOLD, Banking Online Database link.

5. For the first time accessing your BOLD account, please contact our office to obtain your BOLD User ID and Password at banking@mt.gov or 406-841-2920. NOTE: The username and password you receive will only need to be used *one* time to link the BOLD account to the ePass account.

Login

You need to logon for the first time to associate your Single Sign On with your account.

User ID [ ]
Password [ ]

Log In

Forgot Password   Forgot User ID

6. After you enter in the BOLD credentials, the ePass and the BOLD database have been connected, and you will be at the BOLD homepage.

B.OL.D <Banking's On-line Database>

My Account
LogOut

Invoice Summary
0 item:
$0.00

ONLINE SERVICES
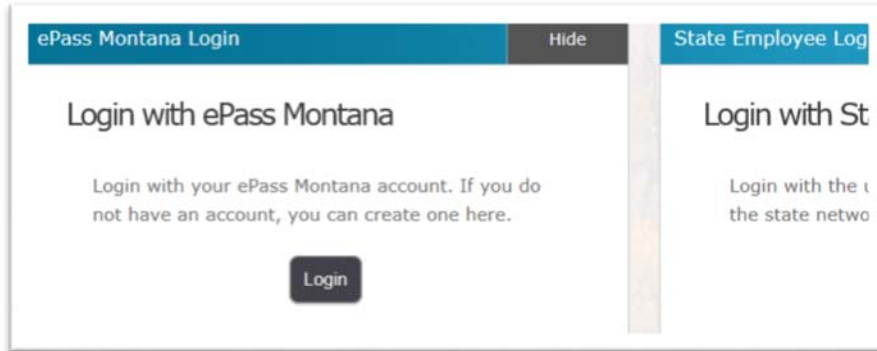
Activities
Invoices
Upload Documents
Current Information
File Complaint

Montana Division of Banking & Financial Institutions
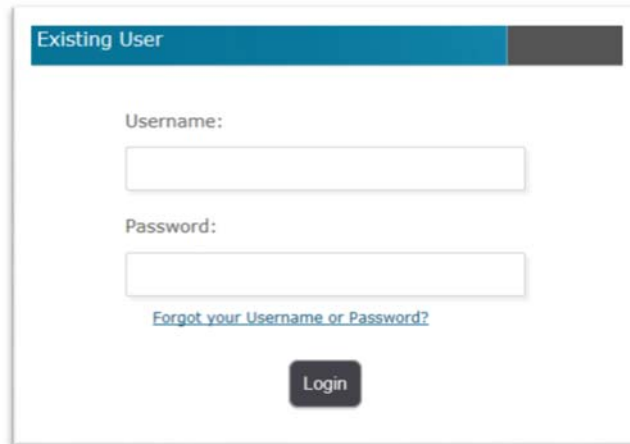
Banking Online Database (BOLD)

1. Go to www.epass.mt.gov and click on the **Login** button in the ePass Montana Login box.

2. Enter the institution's ePass username and password in the Existing User box and select the **Login** button. *Note: The ePass username and password is not the same as the one-time-use BOLD username and password.*

3. After you log into ePass, scroll down to the "Your Services" column and click on the "BOLD, Banking Online Database" link.

4. The BOLD homepage will appear giving you access to current invoices, ability to upload documents, reviewing your current licensing/charter information and filing a complaint. You can also click on "My Account" to update the institution's main email address, view any agency messages, complaints, license information and assessment forms.

SUBMITTING BANK OR CREDIT UNION ASSESSMENT PAYMENT ONLINE (PREFERRED)

1. Once logged into BOLD, click on the **Invoices** link on the left-hand side to view assessment.
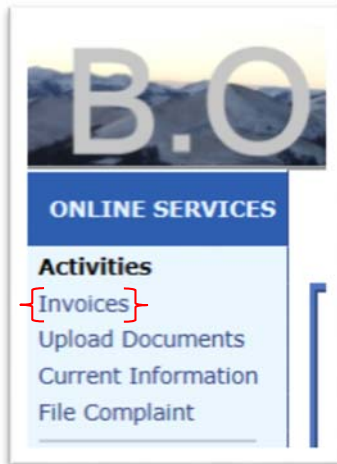
2. **Check** the box to select the assessment fee and then click the **Add to Invoice** button.

3. Click the **Invoice Summary** link in the upper right hand side of the page to review the invoice and print if desired.
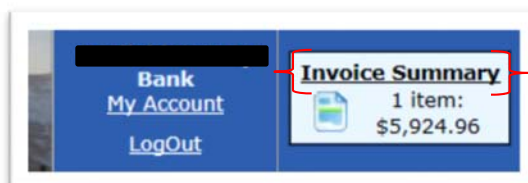
4. Click the **Pay Invoice** button to be directed to the secure payment website.
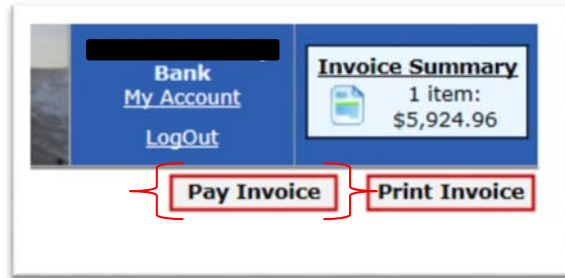
5. Complete the required fields in the NIC Payment Process secure website and click the **Continue** button as the bottom of the page. *Note: Assessments can only be paid by e-check.*

6. Review the NIC Payment Verification page and if correct, click the **Make Payment** button at the bottom of the page to complete the transaction. Click the Edit button to make any necessary changes.

7. The NIC Payment Receipt Confirmation page will appear. Click the Continue button at the bottom lower right side of the screen to close the secure payment website.

8. The Payment Receipt page will appear. Click the **Print Receipt** button to obtain a final approval receipt of payment if desired. Click the **LogOut** link when done.