



Business Accounts Portal

Registration & User Guide

This guide outlines the steps you need to take to register and login to your online business account on our Business Accounts Portal.



Step 1 - How to register

Approved applicants will be sent a registration link via email to register on the Business Accounts Portal.

The registration email will be sent to the Authorised Individual. The Authorised Individual has 14 days to register from receiving the registration email.

Step 1: Click on the registration link provided and review and accept our Terms of Use.



Registration

Home / Registration



Terms of Use

Please see below for the Terms of Use for Progressive's Online Service and our Privacy Policy.

<https://progressiveforintermediaries.com/progressives-online-service-terms-conditions/>

I accept all the terms and conditions *

Submit an enquiry

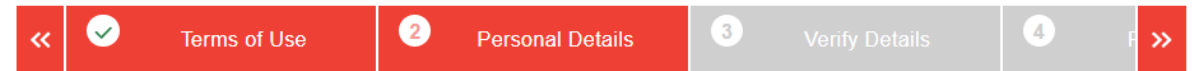
Step 1 - How to register

Step 2: Provide your details and set a new password.



Registration

Home / Registration



Personal Details

Your Mobile Number*

+44

7658976564

Please set your secure password which you will use to securely login to our portal. Ensure your password is at least 8 characters long, contains at least one uppercase character, one lowercase character and one digit.

New Password*

.....

Confirm Password*

.....

- ✓ 8 characters
- ✓ 1 lowercase character
- ✓ 1 uppercase character
- ✓ 1 number

Submit an enquiry

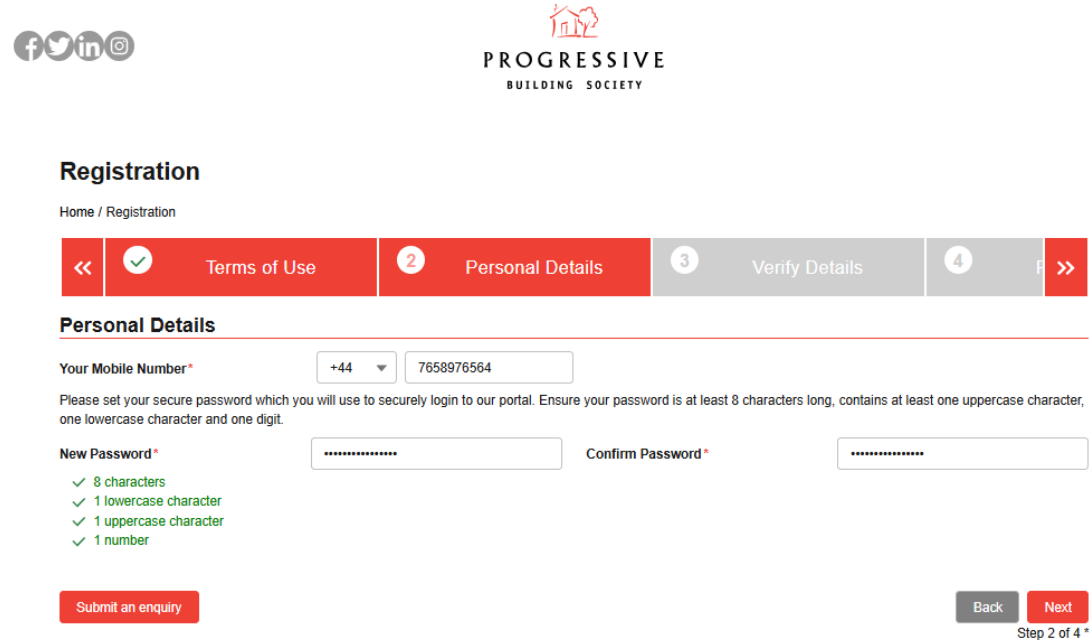
Back

Next

Step 2 of 4*

Step 1 - How to register

Step 3: Verify details through a verification code sent to your mobile number.



The screenshot shows the registration process for Progressive Building Society. At the top, there are social media icons for Facebook, Twitter, LinkedIn, and Instagram. The Progressive Building Society logo is centered. Below the logo, the page is titled "Registration" with a breadcrumb "Home / Registration". A progress bar at the top indicates four steps: 1. Terms of Use (completed), 2. Personal Details (current step), 3. Verify Details, and 4. Final step. The "Personal Details" section includes a "Your Mobile Number" field with a dropdown for the country code (+44) and a text input for the number (7658976564). Below this is a "New Password" field with a strength indicator showing it meets requirements: 8 characters, 1 lowercase character, 1 uppercase character, and 1 number. A "Confirm Password" field is also present. At the bottom, there are "Submit an enquiry" and "Next" buttons, and a "Back" button. The page is labeled "Step 2 of 4".

Step 1 - How to register

Step 4: Press next to complete registration.



Registration

Home / Registration



Registered

You're now registered to the Progressive Building Society's Online service.

Please login.

Login

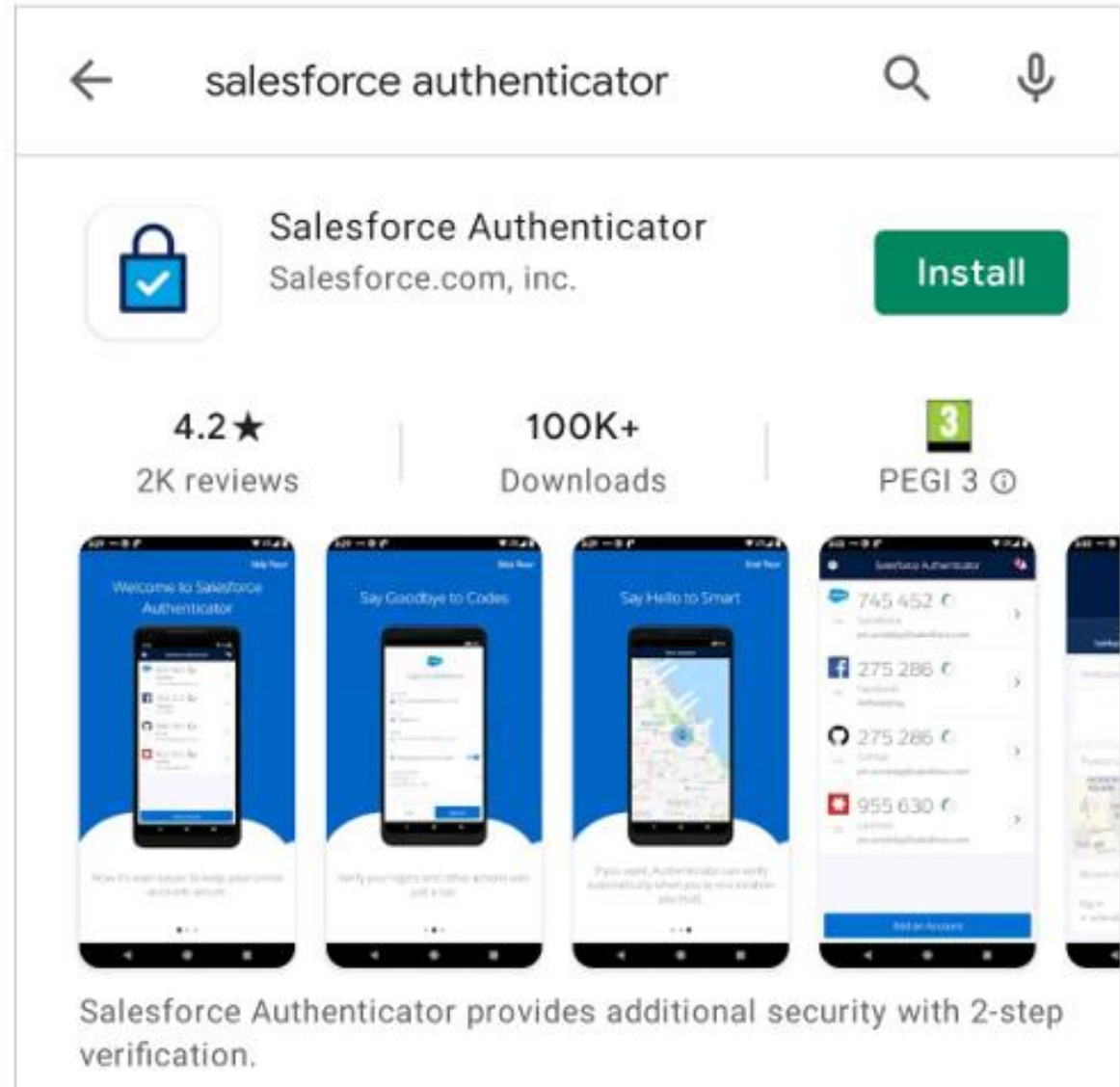
Step 2 – Authenticator Set Up

To login securely to the Business Accounts Portal, you will need to download the **Salesforce Authenticator App** from the App Store/Google Play.

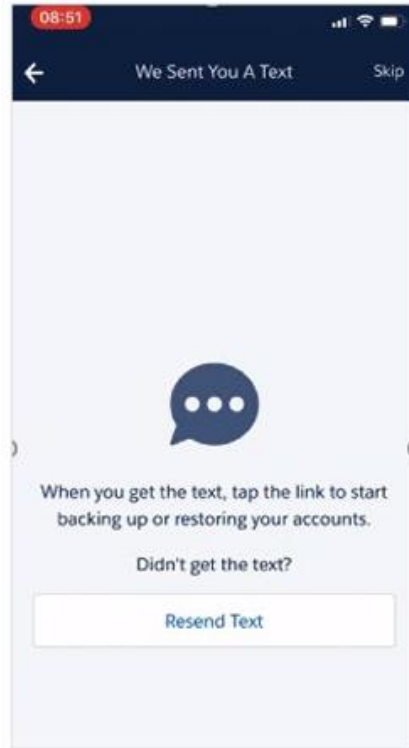
You will need to use the app each time you login, so it is advised to keep it on your mobile phone.

Step 1: Download the app

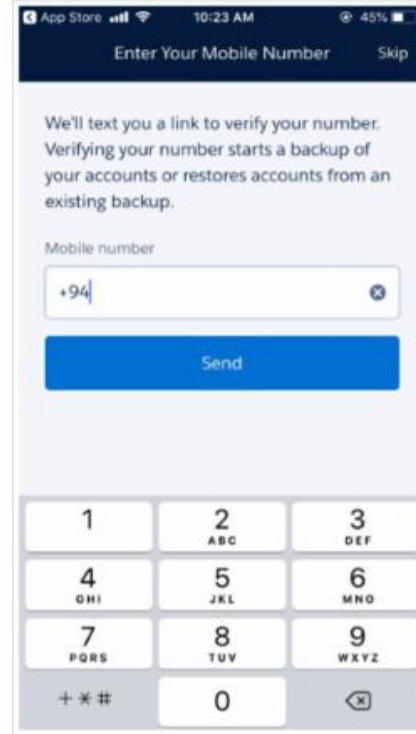
1. Visit your App Store
2. Search “**Salesforce Authenticator App**”
3. Click “**Install**”



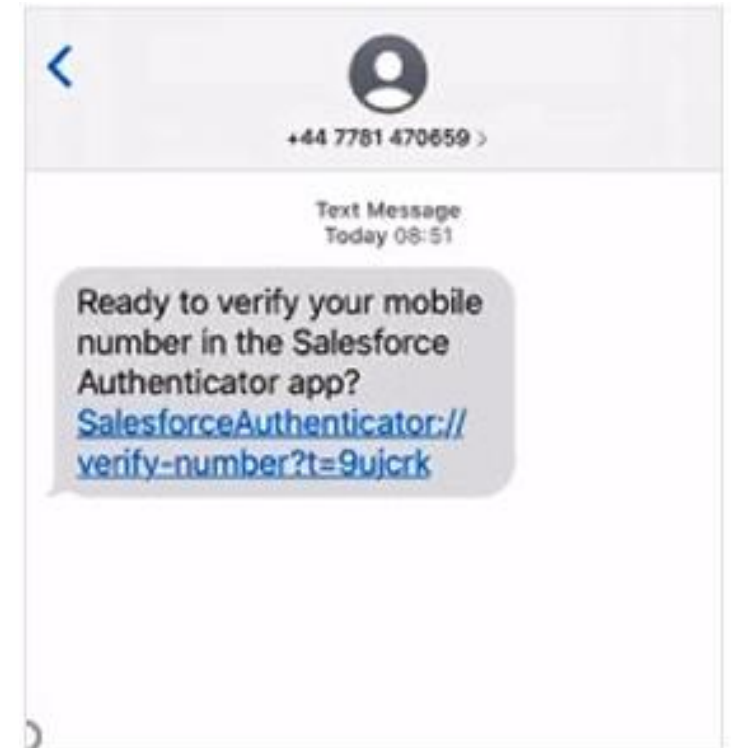
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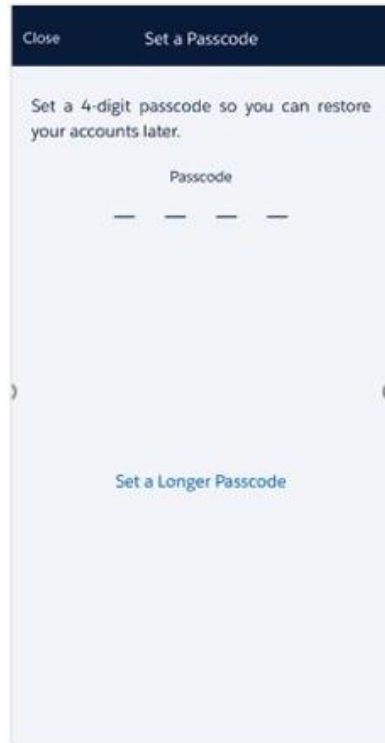


Step 2 – Authenticator Set Up

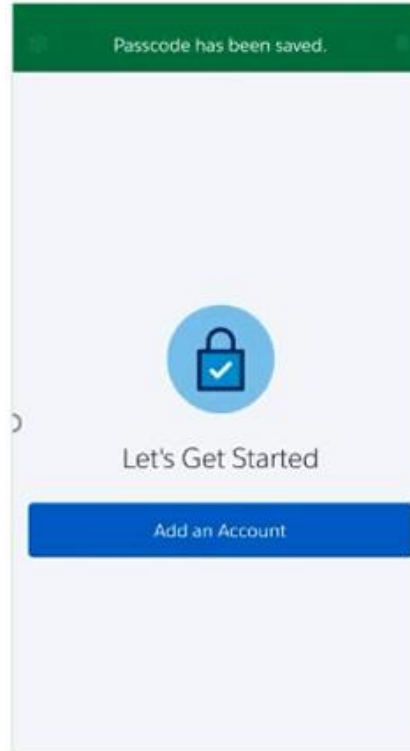
Step 2: Connecting the app to your account

1. In the app, enter the mobile number you used to register on the Business Accounts Portal
2. Authenticator sends you a link to verify your mobile number
3. When you get the text message tap on the link and choose to open with the authenticator app

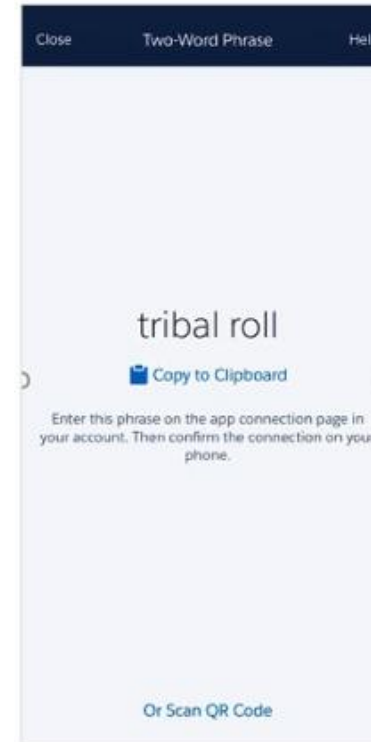
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Step 2 – Authenticator Set Up

Step 2: Continued

4. The app will prompt you to set a passcode. This is used in case you ever need to restore your accounts.

5. Now tap **“Add an Account”**

6. The app will then display a unique two-word phrase.

Each time you log in to the Business Accounts Portal via a web browser, you must open the authenticator app on your mobile device and enter the two-word phrase displayed into the prompt on the browser screen.

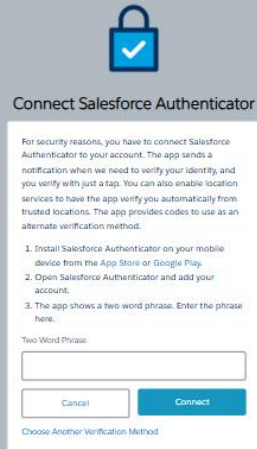
Step 3 - How to login

Step 1: On your web browser, go to www.business.theprogressive.com and you will find the following login screen.

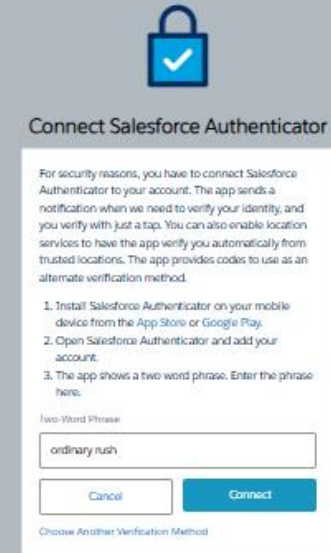
Step 2: Enter in your business email and password and press login.

The screenshot shows the Progressive Building Society website's login interface. At the top, there are social media icons for Facebook, Twitter, LinkedIn, and Instagram. The Progressive Building Society logo is centered. Below the logo is a navigation bar with links for Home, Contact Us, and Help. The main heading is "Login to your account". There are two input fields: the first for the email address (containing "adminba@ust.com") and the second for the password (containing "*****"). Below the password field is a link for "Forgot password?". A red "Login" button is positioned below the input fields. At the bottom of the page, there is a footer with the Progressive Building Society logo, regulatory information, a disclaimer, and social media icons. The footer also includes links for "Privacy Policy" and "Cookie Policy" and a copyright notice for Progressive Building Society 2026.

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Step 3 – How to Login

Step 3: You will be redirected to the Salesforce Authenticator screen where you will be prompted to enter in a two-word phrase that corresponds with the two-word phrase associated with your account on the Salesforce Authenticator App.

1. The Salesforce Authenticator screen prompts you to enter in a two-word phrase from the app.
2. Enter the two-word phrase and press **“Connect”**

Step 3 - How to login

Step 4: You will be redirected to your account homepage.

The screenshot displays the Progressive Building Society account homepage. At the top, there are social media icons (Facebook, Twitter, LinkedIn) and the Progressive Building Society logo. A navigation bar includes links for Home, Contact Us, and Help. The user is logged in as 'Credit Union Test Two Account'.

The main content area features two account summary cards:

- Account 0582:** OnlineBusiness 1 Year Fixed Bond Issue 1. Available Balance: £0.00. Interest rate: 0.20% AER. Account Name: Credit Union Test Two account. Buttons: View Account, Set Linked Bank Account.
- Account 0512:** OnlineBusiness Instant Access Isa 1. Available Balance: £0.00. Interest rate: 0.00% AER. Account Name: Credit Union Test Two account. Buttons: Deposit Funds, Set Linked Bank Account.

A 'Submit an enquiry' button is located below the account cards.

The right sidebar contains a 'News And Notifications' section with a red promotional banner for an 'Online 1 Year Double Access Cash ISA' offering a '4.10% Tax-free/AER (Variable)*'. The banner includes the Progressive Building Society logo and a note that account terms and conditions apply. Below the banner, there is a small text block: 'We offer a range of savings accounts to suit a variety of needs, including the Online 1 Year Double Access Cash ISA. For full details and further information, please visit our website: Progressive Building Society - Product Detail'. At the bottom of the sidebar, there is a link for 'Recent Information / News' and a date/time stamp: 'January 02, 2025 at 10:01 AM'.

Step 4 – Edit a Linked Bank Account

On the homepage, in the account overview section you will see a button called **“Set Linked Bank Account”** click this and the screen **Add/Edit NBA details** will pop up. Enter details and press **Next** to continue.

Note: NBA (nominated bank account) must be a business bank account in the name of your business/organisation.

The screenshot displays the Progressive Building Society website interface. At the top, there are social media icons (Facebook, Twitter, LinkedIn, Instagram) and the Progressive Building Society logo. The navigation bar includes links for Home, Contact Us, and Help. The main content area shows two account overview cards. The first card is for account 'Test - *****0874' with details: OnlineBusiness 1 Year Fixed Bond Issue 1, Gross/AER 0.26%, and Account Name Credit Union Test One account. The second card is for account '*****0904' with details: OnlineBusiness Instant Access Iss 1, Gross/AER 2.50%, and Account Name Credit Union Test One account. A modal form titled 'Add/Edit NBA details' is overlaid on the screen. It contains a message: 'This is the account you currently have set as your Nominated Account. To change it, please input the details of the account you would like to change it to below.' The form fields are: Account Name (Test Admin), Account Number (xxxx5612), Sort Code (40-47-58), Payee Name (Test Admin), and Payee Reference (TEST). Below these are fields for the new account details: Account Name* (Credit Union Test One Account), Account Number*, Sort Code*, Payee Name*, and Payee Reference*. At the bottom of the modal are buttons for 'Submit an enquiry', 'Cancel', and 'Next'. In the background, a promotional banner for the 'Online First Home Saver Account' is visible, featuring the Progressive logo and the slogan 'happy place'.

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Step 5 – View Account

From your account homepage, click the “**View Account**” button beside your account overview. This opens the detailed account view where you can see account statements, view historic rules, transaction history, deposit and withdraw.



02300360904

Account Type OnlineBusi
Gross/AER 2.50%
Account Name Credit Unio

Pending Transactions

Date	Description
------	-------------

Recent Transactions

Date	Description
20-08-2025	Receipt
20-08-2025	Receipt
20-08-2025	Receipt

<< < Showing of 1 Page(s) > >>

My Documents

Date	Description
------	-------------

Bank Transfer

Please ensure the deposit to your account is permitted in line with the Account Terms & Conditions. You may deposit funds into your account by bank transfer from your own bank or by using your debit card.

If you wish to transfer funds into this account from your own bank, please arrange this with your bank using our Bank Details

Account Name: For an individual please use the forename and surname of the person who owns the account. For a business please use the name of the business.

Account Type: Please select 'personal' or 'business' depending on the account type you are paying into.

Sort Code: 23 74 48

Account Number: 60538426

Payment Reference: Your 11 digit Progressive account number

Please ensure you include all of the information above, or we may return the funds to your account. Please also be aware, when paying by bank transfer for the first time, it can take up to 48 hours for the account details to be recognised by other financial institutions.

Debit Card

To make a deposit with your debit card, please enter the amount of deposit below, provide a reference and select 'Next'.

When you make a deposit after 5pm on a non business day, your deposit will not be processed until the next business day. Business days are Monday to Friday, 9am to 5pm, excluding bank holidays. Please note that deposits from some third party providers may take longer to process and to show in your account.

Amount*

Reference

Close

Submit an Enquiry

Next

Step 6 – Deposit Funds

On the View Account page, you will see a button called “**Deposit**” click this and the **Bank Transfer** screen will pop up. Enter details and press **Next** to continue.

Step 7 – Withdraw Funds

Step 1: On the View Account page, you will see a button called “**Withdraw**” click this and the **Withdraw/Closure** screen will pop up. Press **Confirm** to continue.

The screenshot shows a banking website interface. At the top, there are navigation links: Home, Open New Savings Account, Contact Us, and Help. Below the navigation is a search bar with the placeholder text "Search account number, nickname, type or status" and a "Search" button. The main content area displays account details for two accounts, both with masked numbers (*****0971 and *****0998) and the name "Business Account Test 1".

Account Type	OnlineBusiness 1 Year Fixed Bond Issue 1	Available Balance	£0.00
Gross/AER	0.26%	Balance	£500.00
Account Name	Business Account Test 1		

Account Type	OnlineBusiness Instant Access Iss 1	Available Balance	£0.00
Gross/AER	2.50%	Balance	£500.00
Account Name	Business Account Test 1		

On the right side, there is a "News And Notifications" section with a notification dated "June 18, 2026 at 04:14 PM" stating "This is a business notification".

A "Withdrawal / Closure" pop-up window is overlaid on the account details. It contains the following text:

Further information on withdrawals and closures can be found in the Account Terms & Conditions. Please ensure this withdrawal is permitted in line with the Account Terms & Conditions as a breach may impact the interest rate or type of account.

Withdrawals made before 10.30am on a business day will reach your nominated bank account in a few hours. Withdrawals made after 10.30am on a business day will reach your nominated bank account on the next business day. A business day is Monday to Friday, 9am to 5pm, excluding bank holidays.

If you wish to close your account and withdraw the full balance, please select 'Cancel' and use the 'Close Account' option on the Homepage.

The pop-up window has three buttons: "Submit an enquiry" (red), "Cancel" (grey), and "Confirm" (red).

At the bottom of the page, there is a "Submit an enquiry" button.

Step 7 – Withdraw Funds

Step 2: Enter the **amount** you would like to withdraw and the **reference** (description on bank statement) and press **Next**. You will be prompted for an SMS confirmation code.

The screenshot shows the Progressive Building Society website interface. At the top, the logo and name 'PROGRESSIVE BUILDING SOCIETY' are visible. A navigation bar includes 'Home', 'Open New Savings Account', 'Contact Us', and 'Help'. Below the navigation is a search bar with the placeholder text 'number, nickname, type or status'. The main content area displays a list of accounts with columns for account name, interest rate, and balance. A modal window titled 'Withdrawal / Closure' is overlaid on the right side of the screen. The modal contains the following text and form fields:

Withdrawal / Closure

Further information on withdrawals and closures can be found in the Account Terms & Conditions. Please ensure this withdrawal is permitted in line with the Account Terms & Conditions as a breach may impact the interest rate or type of account.

Withdrawals made before 10.30am on a business day will reach your nominated bank account in a few hours. Withdrawals made after 10.30am on a business day will reach your nominated bank account on the next business day. A business day is Monday to Friday, 9am to 5pm, excluding bank holidays.

Enter the amount you wish to withdraw from your account, select where you wish to transfer the funds and include a reference to help you identify the transaction.

From Account

To Account *

Current Balance

Amount *

Reference *

Buttons at the bottom of the modal: **Submit an enquiry** (red), **Cancel** (grey), **Back** (red), and **Next** (red).

Background account list details:

Account Name	Interest Rate	Balance
OnlineBusiness 1 Year Fixed Bond Issue 1	0.26%	Available Balance
Credit Union Test Two account		
OnlineBusiness Instant Access Iss 1	2.50%	Available Balance
Credit Union Test Two account		

Step 8 – View Profile

When logged into your account on the Business Accounts Portal, on the top righthand corner you will see your account name and a profile icon. Hover over the icon and click. This will redirect you to your Profile Page.

The screenshot shows the Progressive Building Society user profile page. At the top, there are social media icons for Facebook, Twitter, LinkedIn, and Instagram. The Progressive Building Society logo is centered, and the user's account name 'Credit Union Test One Account' is on the right. A red navigation bar contains 'Home', 'Contact Us', and 'Help'. The main content area is divided into three sections: a profile card, a 'My Details' table, and a 'My Cases' table.

Profile Card: Features a profile icon, the name 'Test Admin', email 'creditunion@testaccount.invalid.com', phone number '+447800000022', and a 'Change Password' button.

My Details Table:

My Details			
Confirmed Mobile	+447800000022	2nd Factor Authentication	Authenticator Application
Confirmed Email	testsig@admin1.business.pbsuat		

My Cases Table:

Case Number	Short Description	Status
00001869	Salesforce Journey - Savings Account Overview - Submit an Enquiry	New

Navigation for cases: « < Showing 1 of 1 Page(s) > » Show 5

Page Footer: Includes the Progressive Building Society logo, regulatory information, a disclaimer about the Financial Services Compensation Scheme, a note on Northern Irish law, and social media icons. Copyright © Progressive Building Society 2026. Links for Privacy Policy and Cookie Policy are provided.

Step 9 – Contact Us

Click Contact Us from the banner menu. Complete the **Contact Us** form by selecting your query option from the dropdown menu, select Coleraine branch from the dropdown menu and type your message and press the **Send Message** button.

The screenshot shows the Progressive Building Society website's contact page. At the top, there are social media icons for Facebook, Twitter, LinkedIn, and Instagram. The Progressive Building Society logo is centered, with the text 'PROGRESSIVE BUILDING SOCIETY' below it. On the right, there is a link for 'Credit Union Test One Account'. A red navigation bar contains 'Home', 'Contact Us', and 'Help'. The main content area includes a message about getting in touch and a 'SEND US A MESSAGE' form with dropdown menus for enquiry type and branch, a text area for the message, and a 'SEND MESSAGE' button. To the right, there is a 'Call Us' section with the number 0800 0294 997 and a 'Write to us' section with the address 33-37 Wellington Place Belfast BT1 6HH. The footer contains the Progressive Building Society logo, regulatory information, a disclaimer, social media icons, and links to Privacy Policy and Cookie Policy.

Whether you want help in finding your happy place or you wish to save for that rainy day, **get in touch today** by calling us, emailing us, requesting a call back or popping down to your local branch to visit us.

We'd be delighted to see you and welcome you to **Northern Ireland's largest locally-owned financial institution.**

SEND US A MESSAGE
What is your enquiry about? Select your nearest branch

Your Message
Describe your issue here...

SEND MESSAGE

Call Us
Online Support Team **0800 0294 997**
Calls to this number are charged at a local rate but calling from a mobile may cost more.
Our lines are open 9.00am – 5.00pm Monday to Friday

Write to us
If you have a query, please write to our head office address
33-37 Wellington Place Belfast BT1 6HH
Alternatively, if you wish to speak to someone in a specific branch, you can find a list of all our branch addresses [here](#)

PROGRESSIVE BUILDING SOCIETY

Progressive Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register Number 161641. All calls may be recorded and/or monitored. The Society is a member of the Building Societies Association.

The Society has an internal complaints procedure. Complaints that cannot be resolved may be referred to the Financial Ombudsman Service, Exchange Tower, London E14 5SR (tel: 0800 023 4567 or 0300 123 9123) or email: complaint.info@financial-ombudsman.org.uk.

The Society is a subscriber to the Financial Services Compensation Scheme. Further details are available on request from the Society or the Financial Services Compensation Scheme website: www.fscs.org.uk.

Unless otherwise stated, the law of Northern Ireland will apply and all communications and documentation in relation to this contract will be in English. You submit to the non-exclusive jurisdiction of the Northern Irish Courts.

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[Privacy Policy](#) [Cookie Policy](#)