

## Enrolling for Business Online Banking

- Go to [www.firstmerchants.com](http://www.firstmerchants.com)
- In the top left corner, select **Business Online Banking** from the SIGN IN TO OTHER SERVICES drop down box
- Select **Enroll Now**

### Login Credentials:


- **User ID:** The user enrolling must be a signer on all accounts provided on the Business Online Banking Enrollment form. User ID must be a minimum of 4 alphanumeric characters
- **Password:** This is not a temporary password and will be the password to be used by the user until it expires
- **Primary e-mail address:** This is the user's email address that any alerts set up through Business Online Banking will be sent to
- **Telephone Number:** The telephone number entered here will be used for Out of Band Authentication that will be used the first time logging in and in other situations. This number is required to be on file for either the user or the business. Home, work or mobile allowed

### Login Credentials

Create the user ID and password you will use to log in. **User enrolling must be a signer on all accounts added to the enrollment**

User ID:

Enter password:

**Password Requirements** 

- Must be 8 to 12 characters long
- Must include at least three of the following: lower case letter, upper case letter, number, special character
- Cannot include spaces.
- Cannot include a character that repeats more than 3 times.
- Is case sensitive
- May include special characters: ! @ # \$ % ^ & \* ) ( \_ + = | / ? ; : . } { - [ ]

Confirm password:

Primary e-mail address:

Telephone number: Label:

Country/region:

Area/city code and local number:

Extension (optional):

### Company Information:

- **Company Name:** The company name as it appears on the Business Account Agreement
- **First Name and Last Name:** First and last name of the signer enrolling
- **Telephone number:** The phone number of the business that is on file with either the signer enrolling or the business

- **Email Address:** This email address will be the email that receives any bill pay alerts, if applicable, and is not tied to any specific user
- **Address Line 1, City, State and Zip:** This must be the business address on file with First Merchants Bank. Although the enrollment form notates No PO Boxes, PO Boxes may still be entered if that is the address First Merchants Bank has on file
- **Tax ID Number:** This must include the TIN for the business and must match the TIN on file with First Merchants Bank
- Will more than one individual have access to the system?: Y or N: Y will allow the user enrolling to add users once the enrollment is approved and processed
- **Loan Accounts:** If there are loans, list with a comma to separate multiple account. If no loans are being enrolled, type NA

## Company Information

Company name:	<input type="text"/>
First name:	<input type="text"/>
Last name:	<input type="text"/>
Title (optional):	<input type="text"/>
Telephone number:	<input type="text"/>
Fax (optional):	<input type="text"/>
Email address:	<input type="text"/>
Address line 1:	<input type="text"/>
	(No P.O. Boxes)
Address line 2 (optional):	<input type="text"/>
City:	<input type="text"/>
State/Province:	Alabama ▼
Zip code:	<input type="text"/>
Country:	United States ▼
Bank branch (optional):	<input type="text"/>
Bank reference ID (optional):	<input type="text"/>
Tax ID number:	<input type="text"/>
Will more than one individual have access to the system? Y or N:	<input type="text"/>
Please enter account number(s) for the loan accounts you wish to access on Business Online Banking ::	<input type="text"/>

## Account Information:

- **ABA/TRC:** Leave as 074900657 regardless of what is on your checks
- **Account Number:** Enter your checking and or savings account number
- **Description:** This will be the account nickname (examples: Payroll, Operating, etc.)

- **Account Type:** Checking/Savings (Money Market accounts, please select Checking)

### Account Information

Select the 9-digit ABA or Transit Routing Code (TRC) and enter account information for each account you will be using. To add another account, click "Add another account."

ABA/TRC	Account Number	Description	Account Type
074900657 ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add another account](#)

### Additional Services:

- E-Statements or Bill Payment can be setup at enrollment, select either that apply.

### Additional Banking Services

To assist us in meeting your banking needs, please select the banking services you are considering for your business. These services will not be included in your initial enrollment.

[Select all](#) • [Deselect all](#)

	Name	Description
<input type="checkbox"/>	Bill Payment	Save time and stamps by paying your bills electronically
<input type="checkbox"/>	E-Statements	View, print , or save your online account statements.

### Final Steps:

- Click on **Continue** once information is complete
- Click **Agree** (Service Agreement is available to view at this time and is also on our website if needed for future reference)
- Print the next page. This page includes the Company ID assigned to your profile.
- The user ID and password created during enrollment, along with your Company ID will be required at each login
- Once approved, the user will receive an email