BASIC FUNCTIONS QUICK START GUIDE

This Basic Functions Quick Start Guide includes instructions for the tasks you will use most frequently.

MANAGE DASHBOARD/WELCOME PAGE

You can customize your Dashboard so that the information you want to see and tasks you frequently perform are easily accessible.

(NOTE: The Dashboard set up tool will be displayed the first time you login. Select or remove the panels you want to display on your Welcome page. You can change these settings at any time.)

- **Move Panels** - Click and drag panel to desired location.
- **Add Panels**
  1. On the Welcome page, click Add Info Panels (top right of the screen)
  2. All available Panels are displayed; select any panel; and click **Add Now** to add to Dashboard.

- **Edit Panels** - Click **Edit** link at bottom of panel. *(NOTE: Not all panels may be edited.)*
- **Remove Panels** - Click down arrow at the top right corner of panel; select Delete this panel

ACCESS ACCOUNT ACTIVITY

Option 1:

1. Add "**Important Account Balances**" panel to your Dashboard.
2. On the account list within the Panel, click the ***account number** you wish to view.
3. Previous Day and Current Day transactions are displayed.

Option 2:

1. Rollover **Reports** tab, under Deposit Reports, select **Activity - deposit accounts**
2. Select report criteria:
   - Output to *(Click Show more output options to view more)*
   - Account(s)
   - Date Range
   - Transaction types
   - Display Options
   - Advanced Search Options *(optional)*
3. Click **Generate report**

(TIP: You can also search transaction activity with this feature.)

ESTATEMENTS

1. Rollover **Reports** tab, under eStatements select **View eStatements**
2. Click the eStatements link for the statement you wish to view.
3. The most recent statement will display. Click on the **Date** *(right side of page)* to access previous statements.
4. Click on **Check Images** tab to view the images of checks paid during the statement cycle.
5. Click **Log Out** to close.

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ACCOUNT TRANSFERS

INTERNAL TRANSFER - One account to another

1. Rollover **Transfers and Payments tab**, under Internal Transfer, click **Transfer money - internal**
2. Select
   - From account
   - To account
   - Input amount
   - Input Description (optional)
   - Choose Frequency
3. Click **Continue**
4. Verify Transfer and click **Transmit**
5. Confirmation page is displayed

MULTIPLE ACCOUNT TRANSFER - One to multiple or multiple to one; create/ manage templates for future transfers

Create Template

1. Rollover **Transfers and Payments** tab, under Multiple Account Transfer, click **Transfer money/Manage templates**
2. Click **Add a template** at top of page
3. Enter:
   - Template Name
   - Choose Action
   - Select Main Account
   - Input Maximum transfer amount *(Maximum amount that can be transferred to/from each account.)*
   - Input Description for Template *(optional)*
   - Select/ Detail Accounts and input Default amount for transfer
   - Click Add additional account if needed
4. Click **Add Template** and Confirmation page is displayed

Transfer funds using existing Template

1. Rollover **Transfers and Payments tab**, under Multiple Account Transfer, click **Transfer money/Manage templates**
2. Select Template; click **Continue**
3. Input:
   - Control Amount *(optional) (Expected total of account transfers)*
   - Description *(optional)*
   - Input Amount(s) *(Transfer amount for each account)*
4. Click **Continue**
5. Verify Transfer and click **Transmit**
6. Confirmation page is displayed

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STOP PAYMENTS

Initiate Stop Payment Request

1. Rollover **Account Services** tab, under Stop Payment, click **Stop check payments**
2. Select:
    - Account
    - Input Reason *(optional)*
    - Choose Stop a single check or Stop a range of checks and input information
3. Click **Continue**
4. Verify Stop and click **Submit request**
5. Confirmation page is displayed

View Existing Stop Payments

1. Rollover **Account Services** tab, under Stop Payment, click **Existing stops**
2. Select:
    - Account(s)
    - Date submitted
3. Click **Generate Report**
4. View the **Existing Check Payment Stops** report and click on any **Check Number** to view details

ALERTS

Business Online Banking offers the ability to set up Account Alerts, Non-account Alerts, and Custom Alerts that can be delivered via text message or email. Some alerts are mandatory and cannot be deleted.

Text messages will come from 20736; email alerts will be sent from businessalerts@firstmerchants.com.

Add an Alert

1. Rollover Administration tab, under Communications, click **Manage alerts**.
2. Click **Personal Preferences** to add or change your destination email and phone number(s). Text messages will only be sent to phone numbers labeled “Mobile”. Click “Use with alerts” to set up the phone number to receive text alerts.
3. Select **Account Alerts, Non-account Alerts or Custom Alerts** for the type of alert you want to manage.
4. For Account Alerts, select the appropriate account and click **Go**.
5. Click Add for the alert you want to manage.
6. To add the alert, click **Add alert**.

Once the alert has been added, you can **Change or Delete** the alert by selecting these options next to the alert.

TIP: To add or delete an alert for multiple accounts at once, go to Set Up Account Alerts.

For additional instructions and help, click “*How do I....*” or “*Terms*” at the bottom left of the screen or click “FAQs” for frequently asked questions. Please call TreasurySolutions at 1.866.833.0050 for assistance.