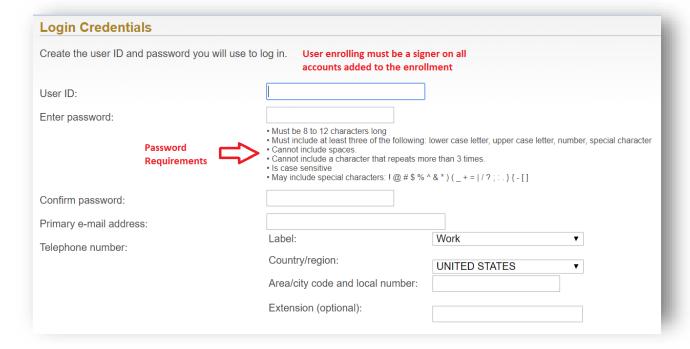


Enrolling for Business Online Banking

- Go to 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



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

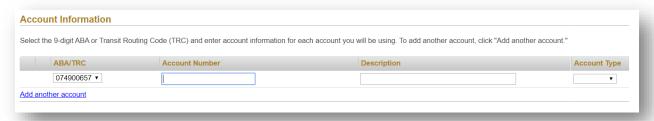
Account Information:

- 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.)



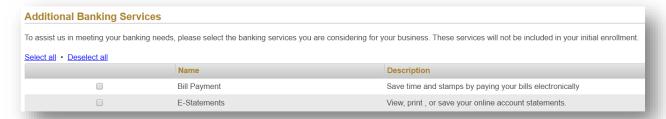


Account Type: Checking/Savings (Money Market accounts, please select Checking)



Additional Services:

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



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
- Please note: after you submit your enrollment information, it <u>may take 24-48 hours</u> to complete the process.
- Once approved, the user will receive an email