

FIRST MERCHANTS COMMERCIAL BANKING

Accessing Statements Online Banking User Guide

Online Banking provides you with access to 18 months of your account statement history through the Services section. You will be able to view, print and download your statements.

Selecting Statement Preferences

To enable electronic delivery of your account statements, you will need to first enroll in eStatements. This will require you to change your statement Preferences:

1. Select Services
2. Select the eStatement Enrollment tile

First Merchants Bank
Helping you prosper

Good Afternoon, Chris Client

Home Transfers and Payments **Services** Information Reporting User Settings Admin Tools Connect With Us Log Off

Services

DEPOSIT SERVICES

- Remote Deposit Capture**
Scan and deposit checks

ACCOUNT SERVICES

- Positive Pay**
Validate check payments & automate check processing
- Check Reorder**
Reorder paper checks for any checking account
- Stop Payment**
Place a stop payment on a check
- eStatements**
View and download your documents
- eStatement Enrollment**
Choose paper or digital statements

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3. Follow the verification prompts. Click Get Code
4. Enter the code and select Verify

PDF Verification

The E-Sign Act requires us to verify that you are able to view PDFs. Please help us by following these two steps:

1

Press "Get Code"—you will see a PDF with a code for you to copy and paste.

Get Code






2

Paste the code exactly as it appears into this field and click Verify. (Can't see a PDF?)

Verify

5. Once you have verified access to PDF, a list of your accounts will appear.
6. Choose the delivery type for each account, either paper or electronic.

Statement Delivery

Account ~	Delivery Type	Address	
CAREFREE CHKG XXXXXX4444	Paper Statement	Address on File	
CAREFREE CHKG XXXXXX8888	Paper Statement	Address on File	
COMM ANALYSIS CHKG XXXXXX8226	eStatement		
COMM ANALYSIS CHKG XXXXXX1360	eStatement		
MORRIS MOTORS LOC XXXXXX6803	eStatement		

7. If eStatement is selected as the delivery type, you will receive the Electronic Document and Disclosure Agreement.
8. Check I Accept the disclosure to change delivery method to eStatement.


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Viewing electronic Statements


To view your electronic Statements:


1. Select Services
2. Select the eStatement tile


DEPOSIT SERVICES


 **Remote Deposit Capture**
Scan and deposit checks


ACCOUNT SERVICES

 **Positive Pay**
Validate check payments & automate check processing

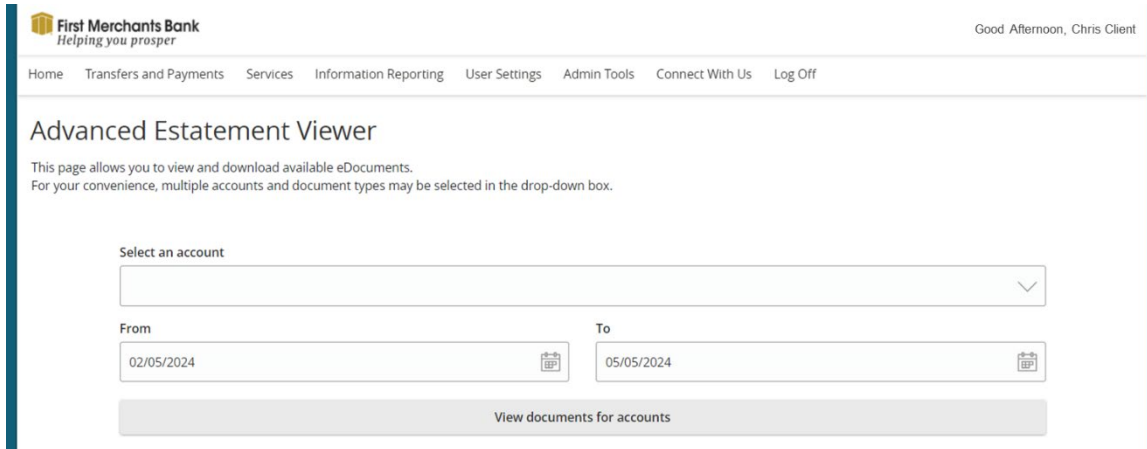
 **Check Reorder**
Reorder paper checks for any checking account

 **Stop Payment**
Place a stop payment on a check

 **eStatements**
View and download your documents

 **eStatement Enrollment**
Choose paper or digital statements

3. Select an account from the list shown.



The screenshot shows the 'Advanced EStatement Viewer' page. At the top left is the First Merchants Bank logo with the tagline 'Helping you prosper'. At the top right, it says 'Good Afternoon, Chris Client'. Below the header is a navigation menu with links: Home, Transfers and Payments, Services, Information Reporting, User Settings, Admin Tools, Connect With Us, and Log Off. The main heading is 'Advanced EStatement Viewer'. Below the heading is a short paragraph: 'This page allows you to view and download available eDocuments. For your convenience, multiple accounts and document types may be selected in the drop-down box.' The interface includes a 'Select an account' dropdown menu, a 'From' date field set to '02/05/2024', and a 'To' date field set to '05/05/2024'. At the bottom of the form is a button labeled 'View documents for accounts'.

4. Select the date range.
5. Click View documents for accounts.
6. A list of eStatements within the date range will appear for the selected account.