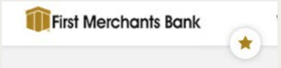
BASIC FUNCTIONS QUICK START GUIDE

WELCOME PAGE / DASHBOARD / FAVORITES "STAR" EMBLEM

When you first log in to the new system, the Welcome page will show dashboard panels that can be customized by user. Panels can be added to show Important Account Balances, as well as pending approvals. Each panel can be customized to edit the accounts displayed. To add, remove, or reorganize panels, choose the "Display Options" in the upper right hand corner of the screen.

A star emblem at the top of the screen will allow you to choose up to 5 "Favorite" pages for easy access to the information/functions most important to you.



ACCOUNT TRANSFERS

INTERNAL TRANSFER - One account to another

1. Rollover **Money Movement**, under **Transfer Money**. Click **Transfer.**
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 **Money Movement**, under **Transfer Money**, click **Multiple Account**
2. Click **Create Template** on the right side of the 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 **Save Changes** and Confirmation page is displayed

Transfer funds using existing Template

1. Rollover **Money Movement**, under **Transfer Money**, click **Multiple Account**
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

BASIC FUNCTIONS QUICK START GUIDE

STOP PAYMENTS

Initiate Stop Payment Request

1. Rollover **Account Services** tab, under Stop Payment, click **Stop check payments**
2. Select:
   - Account
   - Expiration Date (*optional)*
   - Input Reason *(optional)*
   - Choose Stop a single check or Stop a range of checks and input information
3. Click **Create Stop Payment**
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 **Search**
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**, Choose **Self Administration** and then **Personal Preferences** to add or change your destination email and phone number(s). Text messages will only be sent to phone numbers labeled "Mobile".
2. Rollover Administration, under Communications, click **Manage alerts**.
3. Select **Account Alerts, Non-account Alerts, Multiple Accounts, or Custom Alerts** for the type of alert you want to manage.

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 Treasury Solutions at 1.866.833.0050 for assistance.