

FIRST MERCHANTS BUSINESS ONLINE BANKING

E-STATEMENT QUICK START GUIDE

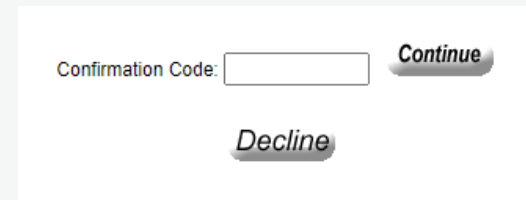
This E-Statement Quick Start Guide provides user instructions for set up and retrieval of E-Statements

General Information on E-Statements

- Completion of the E-Statement set up process and acceptance of the disclosure will allow for all accounts on the online banking profile to be retrieved electronically
- Permissions for individual users to retrieve E-Statements can be controlled and adjusted by the business's administrator within the Administration menu
- All company users with access to E-Statements will need to accept the disclosure
- These procedures apply for checking, savings, and loan account types

New E-Statement User Steps

1. Once the account(s) have been enabled for E-Statements, log in to First Merchants business online banking
2. Along the top of the screen, click on Reports
3. Select View eDocuments
4. Review the disclosure and scroll all the way to the bottom to locate the Confirmation Code (see example on the right)
5. Type the Confirmation Code in the box provided and click Continue
6. These steps must be fully completed to finish the E-Statement set up process
7. Any users that are enabled to view E-Statements will need to accept the disclosure one time. This will allow them to gain access to E-statements for all accounts they have been granted access to.



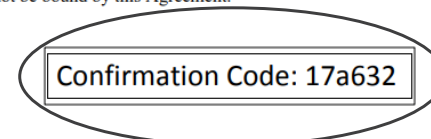
Confirmation Code: **Continue**

Decline

Agreement will be governed by the substantive laws (excluding laws of conflict) and regulations of the United States and the State of Indiana, including without limitation, the Indiana Uniform Commercial Code.

Venue; Waiver of Jury Trial. IF A DISPUTE OR CLAIM IS NOT SUBJECT TO ARBITRATION FOR ANY REASON, THEN THE DISPUTE OR CLAIM SHALL BE DECIDED IN THE COURTS OF DELAWARE COUNTY, INDIANA, WITHOUT A JURY. YOU AND FMB IRREVOCABLY WAIVE ALL RIGHTS TO TRIAL BY JURY.

Consent. By clicking the "I Accept" button and enrolling in the Service, you agree to abide by the terms and conditions set forth in this Agreement and acknowledge your receipt and understanding of the agreement and disclosures contained in the Agreement. You affirmatively consent to receive, and acknowledge that you can receive, access and retain all eStatements, disclosures and legal notices provided by First Merchants Bank Please read this Agreement carefully and retain a copy for your records. You understand that clicking the "I Accept" button shall operate as your official signature and warrant that you have proper authority to enter into the Agreement. If you click the "Cancel" button, you will not be enrolled in the Service and will not be bound by this Agreement.



Confirmation Code: 17a632





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Retrieving E-Statements

1. To retrieve account E-Statements once disclosure has been accepted and statements have been generated, login to First Merchants business online banking
2. Along the top of the screen, click on **Reports**
3. Select **View eDocuments**
4. Click on the **eStatements** link for the desired account
5. The most recent statement for that account will generate
 - To view an older statement, click on the appropriate date on the right side of the screen
 - Up to 18 months of statements may be viewable

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 800.205.3464 for assistance.

