Remote Deposit Transition Guide

Important actions you will need to take to transition your Remote Deposit Capture Service:

- User must be an administrator on the computer before starting the transition guide

- On **Friday, November 10th** after processing the last deposit of the day, load First Merchant’s platform following the instructions below.

- **Monday, November 13th**, process first deposit on First Merchant’s platform.

If you have questions, please call our Business Solutions team at 1.866.833.0050.

1) **Add the New First Merchants Bank Website as a Trusted Site**

1. Open Internet Explorer (IE).

2. Click on either **Tools** in the menu bar or the **Settings** in the upper right hand corner of IE.

3. Select **Internet Options** from the drop down.

4. While on the **General** tab, click on **Settings** under the Browsing History section.

5. Make sure that **Every Time I Visit the Webpage** is selected. Click **OK** once selected.
6. Click on the **Security** tab.

7. Click on **Trusted Sites** and then click on the **Sites** button.

8. In the **Add this website to the zone** field, enter:  
   [https://*.firstmerchants.com](https://*.firstmerchants.com) and click on the **Add** button.

9. This will add the First Merchants website to the trusted sites list.
10. Once the new site has been added and, click on the Close button. The trusted site has now been added.
11. Close Internet Explorer to allow the changes to be made.

2) Download the Security Policy for the New First Merchants Bank Website

1. Open Internet Explorer (IE).
2. Go to www.firstmerchants.com and choose Remote Deposit Capture from the “Sign in to Online Services” dropdown menu.
3. There should be a hyper link for Help With Security Setup. Click on the link.
4. This will open a second page.
5. Click on the Download link.
6. When prompted, click on Run.
7. Some users may receive a message regarding previous versions of .NET Framework. If received, click on Continue.
8. Once the download is complete, close IE.

3) Activate the Computer with the New First Merchants Bank Website

1. Open Internet Explorer (IE).
2. Go to www.firstmerchants.com and choose Remote Deposit Capture from the “Sign in to Online Services” dropdown menu.
3. Once at the login screen, there should be a box under the Help With Security Setup link similar to the one below.
4. Click on the **Activate Computer** box.
5. Enter the 20-digit **Computer Activation Key** provided in the email.
6. Once the key is entered, click on the **Submit** button.

7. If the key was entered correctly, the screen should be similar to below (the key in the example is for example purposes only).

8. If an error message is received, validate the key was entered correctly. If the problem persists, please contact Business Solutions at 1.866.833.0050 for support.
9. Once activated, click on the **Close** button.
10. The PC has now been successfully activated with First Merchants Bank.
11. The Computer Activation Key provided in the email can only be used once. Please contact Business Solutions at 1.866.833.0050 for additional keys if necessary.

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**Initial Log In (November 13)**

Your Login credentials will be emailed to you on Sunday, November 12.

1. Enter the **Login** (should be the same) in the **Login** field. The login is case sensitive.
2. Enter the **Temporary Password** provided in the email in the **Password** field. The password is also case sensitive.
3. Enter the **Access Code** provided in the email in the **Access Code** field. The Access Code contains 8 characters (lower-case letters and numeric) only.
   a. The Access Code is the same for all users under the same company. When additional users are added, the Access Code will be the same and will need to be given to the new user.

4. Click on the box next to **Always Use This Access Code** for the Access Code to be remembered by IE. This is not required. If not checked, you will be required to enter the Access Code each time until the box is checked.  
   *Note: Updates to IE, the PC and the clearing of the cookies can cause the Access Code to be required. This is common, so keep the Access Code in a secure location. Contact Business Solutions at 1.866.833.0050 to confirm or retrieve the Access Code if needed.*

5. Once the information is provided, click on the **Log In** button.

6. The user will be prompted for a new password. Enter the new password in both the **New Password** and **Confirm New Password** fields and click on **Submit**.

**Set Up Other Users**

As the Administrator, you will need to add the other users that will need access to the Remote Deposit System. The instructions are also included in the Quick Start Guide.

1. Once logged in to the First Merchants Remote Deposit website, click **Configuration** in menu on left side of screen.
2. Click **New User** and a User Management screen will appear.
3. Enter information in the following fields:
   - **User Name**: Name of new User.
   - **Description**: Describe the department/location/role of the User.
   - **Login Name**: Login name for new User. (Up to 14 Characters, no spaces)
   - **Initials**: Helps differentiate Users that have the same name. (Up to 4 Characters)
   - **New Password**: Temporary password for initial login by the User. (Passwords must be a minimum of 8 characters and contain at least 1 character that is not alphabetic or numerical.)
   - **Confirm Password**: Enter New Password again to confirm it was input correctly.

4. The new User will appear under the Select A User field. **Click the new User** to highlight it.
5. In the Select roles field, select the most appropriate Role for the new User. (Click the dropdown box to view the available tasks for each Role.)
6. Once a Role has been selected, the User Tasks field populates. **Click Remote Capture** at the top.
7. The Rights management box is now available to choose the accounts the User can access. Click on the accounts you want to grant access for that User. Then, click OK.

8. The User is now set up and you can provide them with their login credentials.

9. Repeat the process for each new User.