

First Merchants Commercial Banking

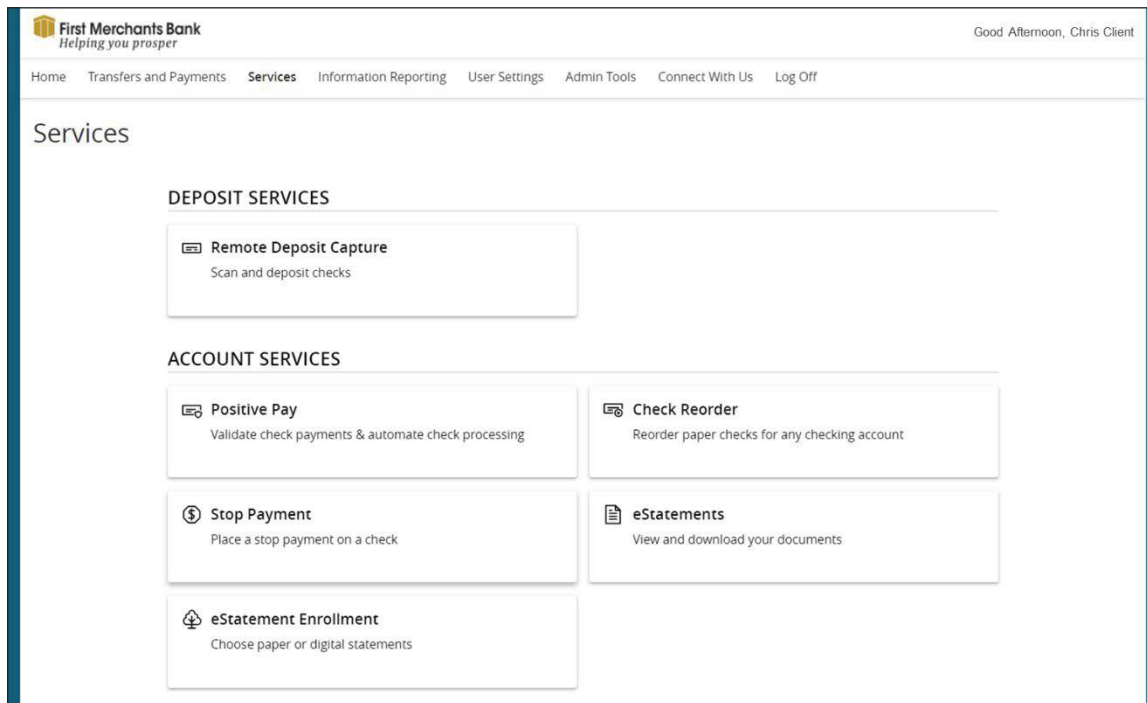
Accessing Statements Online Banking User Guide

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.



- 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.



Viewing electronic Statements

To view your electronic Statements:

1. Select Services.
2. Select the eStatement tile.

The screenshot shows a web interface with two main sections: 'DEPOSIT SERVICES' and 'ACCOUNT SERVICES'. Under 'DEPOSIT SERVICES', there is a tile for 'Remote Deposit Capture' with the subtext 'Scan and deposit checks'. Under 'ACCOUNT SERVICES', there are four tiles: '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), and 'eStatements' (View and download your documents). There is also a tile for 'eStatement Enrollment' (Choose paper or digital statements) located below the 'Stop Payment' tile.

3. Select an account from the list shown.

The screenshot shows the 'Advanced Estatement Viewer' page. At the top, there is a navigation bar with links: Home, Transfers and Payments, Services, Information Reporting, User Settings, Admin Tools, Connect With Us, and Log Off. The page title is 'Advanced Estatement Viewer'. Below the title, there is a description: '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 main form has a 'Select an account' dropdown menu. Below it, there are 'From' and 'To' date fields. The 'From' field is set to '02/05/2024' and the 'To' field is set to '05/05/2024'. At the bottom of the form, there 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.



First Merchants
Helping you prosper

