

FIRST MERCHANTS COMMERCIAL BANKING

Commercial Home Page

Online Banking User Guide

The Home Page, also known as a dashboard, allows you to organize and prioritize the way you view accounts, increasing visibility and productivity.

Viewing accounts in Account List view

The Online Banking solution offers two options for viewing business accounts, the standard view, and the Account List view. The standard view allows you to see your accounts as tiles displayed on the Home Page. The Account List view allows you to select Priority Accounts to display on the Home Page and view all your accounts on a separate page in a list format that is optimized for viewing and grouping large numbers of accounts. Account list view is an optional feature and allows you to:

- View accounts in a list that you can sort and filter.
- Set Priority Accounts for easy viewing on the Home Page.
- Create account nicknames.
- Create account groups, and view groups as tiles next to the account list.

To enable the Account List view

The screenshot shows the 'Home Page Preferences' settings page for a user named Chris Client. The page includes a navigation menu with options like Home, Transfers and Payments, Services, Information Reporting, User Settings, Admin Tools, Connect With Us, and Log Off. The 'Account List' section is highlighted with an orange box and contains the following text: 'Account List' and 'Enable a separate, streamlined account list page for a higher volume of accounts. You can prioritize a subset of accounts for display on the home page.' Below this text is a checkbox labeled 'Account List' which is currently unchecked.

1. Select User Settings > Home Page Preferences

FIRST MERCHANTS COMMERCIAL BANKING

2. Select Account List.

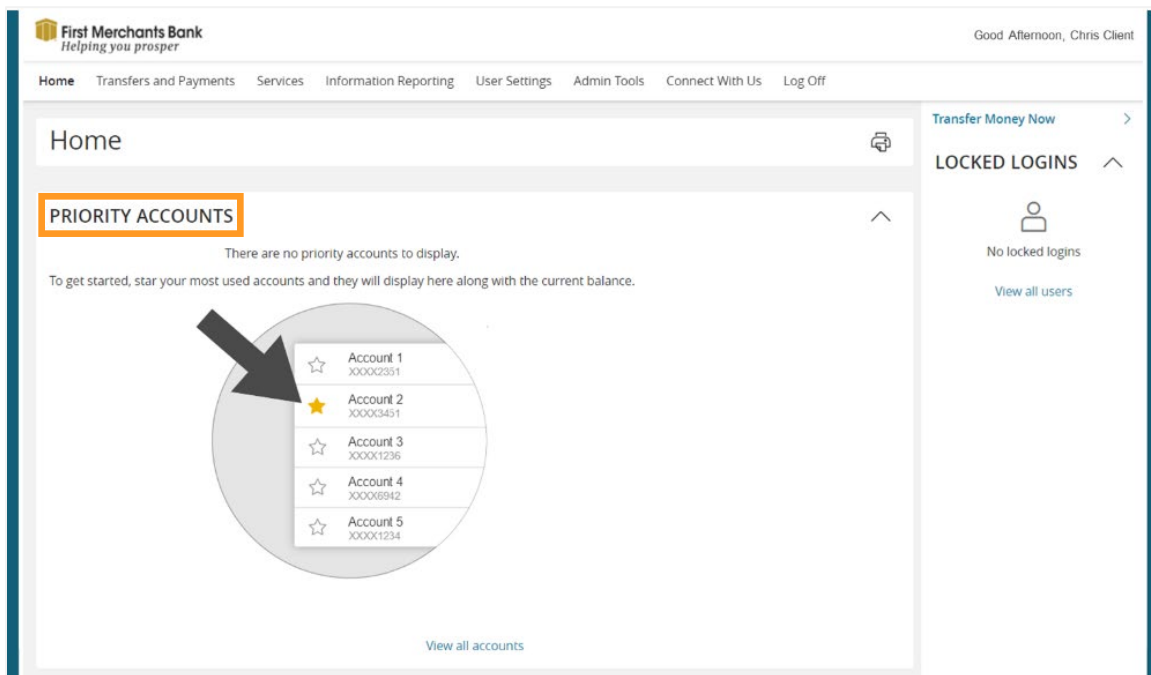
When Account List view is enabled, only Priority Accounts display on the Home Page. From the Home Page, select View all accounts to see a list of all your accounts that you can sort, group, and filter.

Setting up Priority Accounts

The Priority Accounts feature allows you to specify the accounts you want to display on the Home Page.

From the Account List view:

1. Select View all accounts.



2. Select the star next to accounts you want to prioritize to appear on the Home Page.

Starred accounts you set as priority appear with the star selected and Priority Accounts now display as tiles on the Home Page.

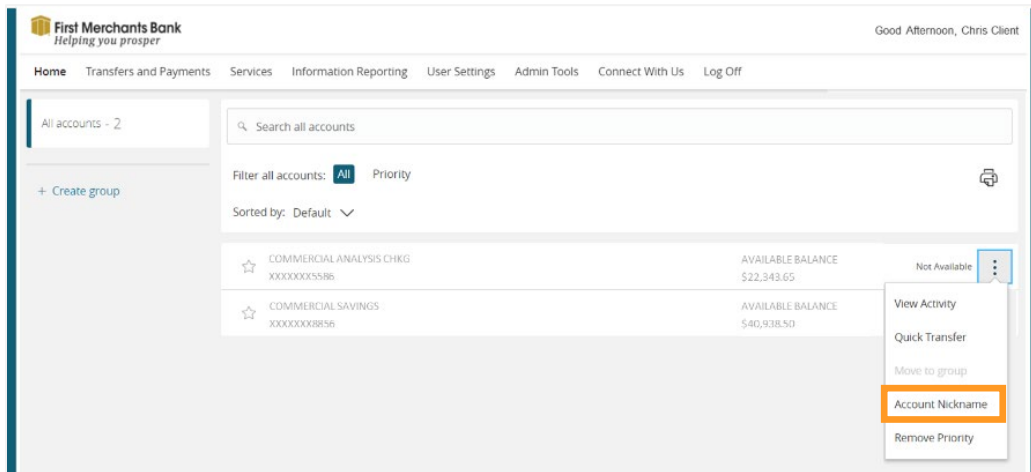
FIRST MERCHANTS COMMERCIAL BANKING

Creating a Global nickname in Account List view

In Account List view, you can change the display name for an account by creating a nickname on the Account List page.

You can set a Global nickname for an account if you have the Manage Users right or Manage User Roles feature enabled. Setting a Global nickname changes the account display name for all users who do not have their own nickname set for the account.

1. From the Home Page, select View all accounts.
2. Find the account you want to set a nickname for and select Options (ellipsis).



Nicknames

The global nickname changes the account name for all users who don't have their own nickname set for this account. Your personal nickname for this account is only visible to you.

Account Number
XXXXXXXX9165

Available Balance
\$0.00

Global Nickname

Personal Nickname

3. Enter the Global nickname for the account.

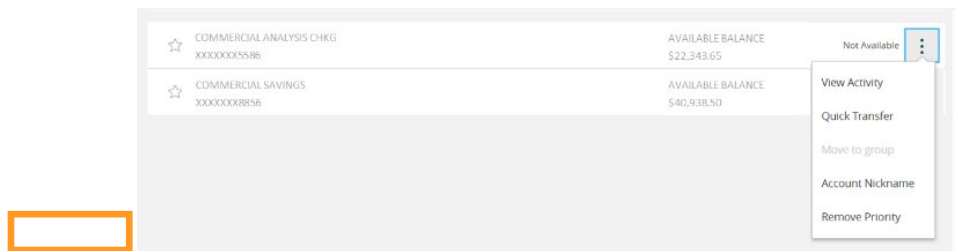
FIRST MERCHANTS COMMERCIAL BANKING

4. Select Save.

Creating a Personal nickname in Account List view

In Account List view, you can change the display name for an account by creating a nickname on the Account List page. A Personal nickname is visible only to you.

1. From the Home Page, select View all accounts.
2. Find the account you want to set a nickname for and select Options (ellipsis).



3. Enter your Personal nickname for the account

Nicknames

The global nickname changes the account name for all users who don't have their own nickname set for this account. Your personal nickname for this account is only visible to you.

Account Number
XXXXX9165

Available Balance
\$0.00

Global Nickname

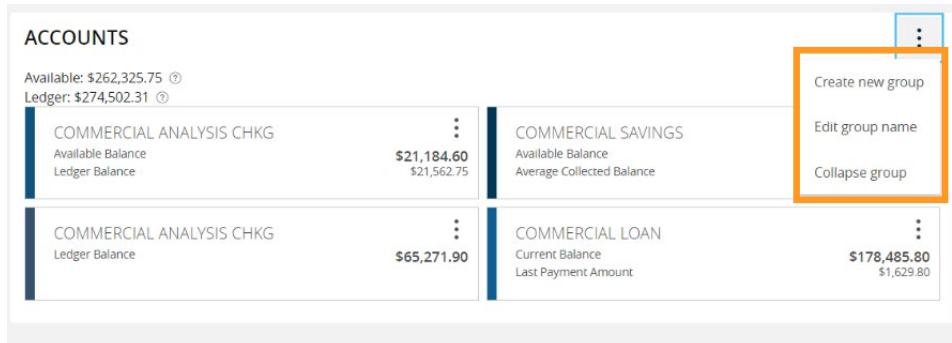
Personal Nickname

4. Select Save.

FIRST MERCHANTS COMMERCIAL BANKING

Grouping Corporate accounts

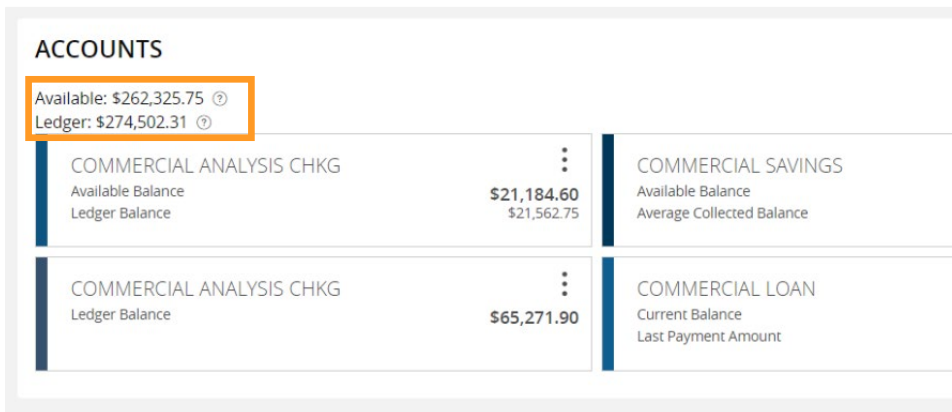
You can use the Account Grouping feature to create groups of accounts based on your business needs.



In standard view, you can organize accounts by moving account tiles on the Home Page.

1. Select the ellipsis on an existing group and select Create new group.
2. In the Create new group window, select the account to add to the new group and enter a Group Name.
3. Select Save. The new group appears below any existing account groups.

Grouped account balances



You can customize the visible cumulative balances in each group. This allows you to see the working capital for each account group by functional area (for example, Available Balance, Ledge Balance, Last Payment Amount, etc.).

You can select which account balances you want to view for each group. The account balance types you set for the first account in a group will determine the balance type displayed on the group tile.

To select displayed balances for an account

FIRST MERCHANTS COMMERCIAL BANKING

The screenshot shows the 'Accounts' management page. At the top, there is a header 'Accounts' with an edit icon and expand/collapse arrows. Below this is a card for an account named 'CAREFREE CHKG XXXXXX9165' with a blue 'EXAMPLE LABEL' tag. Underneath the card is a 'Details' section with the following fields:

- Account Nickname:** CAREFREE CHKG (with an edit icon)
- Current Account Group:** A dropdown menu currently showing 'Accounts'.
- Account Visibility:** A toggle switch set to 'Home' (indicated by a blue checkmark).

To the right of the 'Current Account Group' dropdown is a selection menu titled 'Select a balance to display on home page (max 2)'. This menu is highlighted with an orange border and contains the following options, all of which are currently unchecked:

- Available Balance
- Current Balance
- YTD Interest Earned
- Available Overdraft
- Previous year-to-date interest amount
- Accrued Interest
- Last Interest Paid Amount

1. Select User Settings > Manage Accounts.
2. Select an account for which you want to select displayed balances. The account details options will display.
3. Select a maximum of two balance types (for example, Available Balance and Current balance).

The group balance appears on the group tile as the total balance of all the accounts within a group.