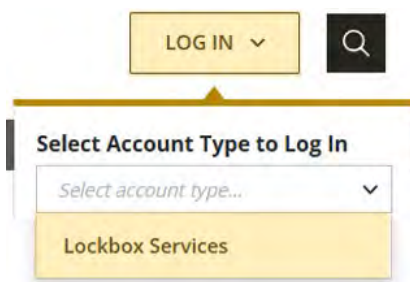


First Merchants values keeping your information safe and providing efficient service delivery, so we maintain multiple Lockbox operations across our markets, making your transactions accessible through a highly secure online platform.

This guide will show you how to use our Secure Lockbox platform!

GENERAL INFORMATION

1. Go to FirstMerchants.com
2. Select **Login** and choose **Lockbox Services**



3. Select **Business Online Receivables Platform – Login Here**

Chicago, Indiana & Ohio:

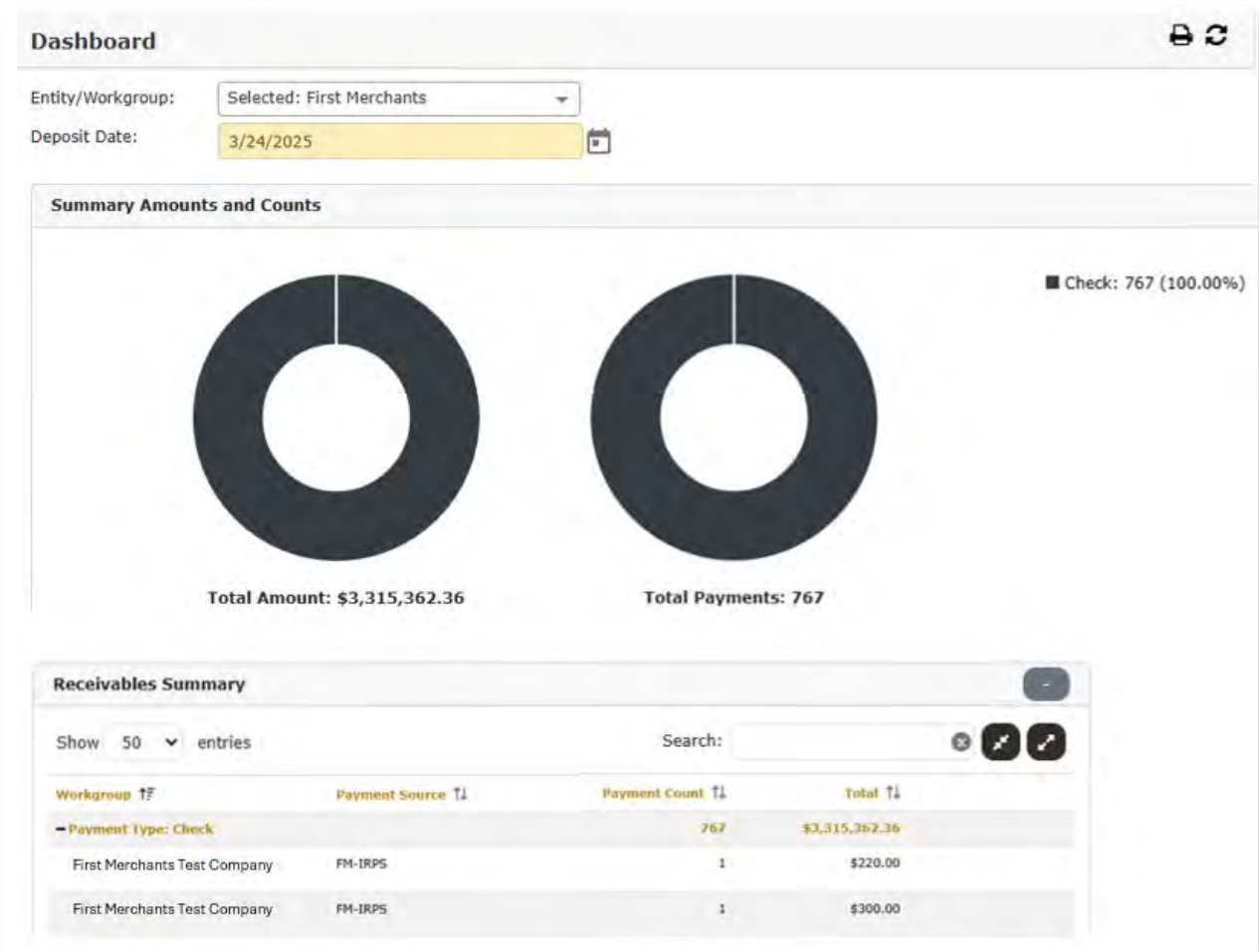
- Your login for the [Business Online Receivables Platform - log in here.](#)

4. Select **Continue**
5. Enter your **Login Credentials**
 - Entity Name, Login Name, Password
6. Select **Sign In**
7. Retrieve the **Multi-Factor Authentication Code** sent to your email and enter it on the login page to complete the sign-in



LOCKBOX DASHBOARD

- 1. The Home Page is a **Dashboard** with a summary of each day's deposits
 - Edit the **Deposit Date** to view past & present deposit summaries



- 2. Use the Pie Charts to see **Summary Amounts and Counts**



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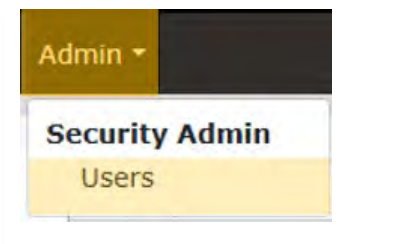
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LOCKBOX ADMINISTRATION

1. Go to the **Admin** tab and select **Users**



2. Select **Add** to create a new User
3. Enter in the **Required User Information**
4. Create a **Temporary Password** & re-enter in the **Confirm Password** Field

User Management

User Information Group Management

User Information

Login Name
Login Name (required)

External Login Name
External Login Name (optional - for SSO purposes only)

First Name
First Name (required)

M.I.
M.I.

Last Name
Last Name (required)

Email
Email (required)

Password Management

Password
Please complete Login, First and Last Names

Confirm Password
Please complete Login, First and Last Names

☒ **Active**

☐ **Account is locked**

☒ **Change password at next login**



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5. Toggle to **Group Management**
6. Move the **Available Groups** to the **Associated Groups** to entitle the user
 - Admin Group – Grants Administrative Privileges
 - User Group – Grants Viewing Privileges

User Management

User Information

Group Management

Available Groups

☐

Name ▾

Name Filter

Showing page 1 of 1

Associated Groups

☐

Name ▾

Name Filter

☐ Bank Admin Group

☐ User Group

Showing page 1 of 1

Save



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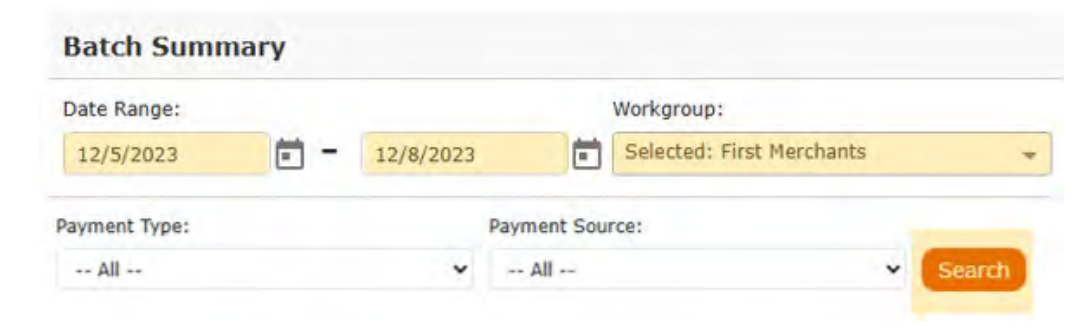
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BATCH SUMMARIES

1. Go to the **Batch Summary** tab
2. Enter the **Search Criteria**
 - Date Range, Workgroup, Payment Type, and Payment Source



The image shows a 'Batch Summary' search form. It includes fields for 'Date Range' with a calendar icon, 'Workgroup' with a dropdown menu, 'Payment Type' with a dropdown menu, and 'Payment Source' with a dropdown menu. A 'Search' button is located to the right of the 'Payment Source' field.

Batch Summary

Date Range: 12/5/2023 - 12/8/2023

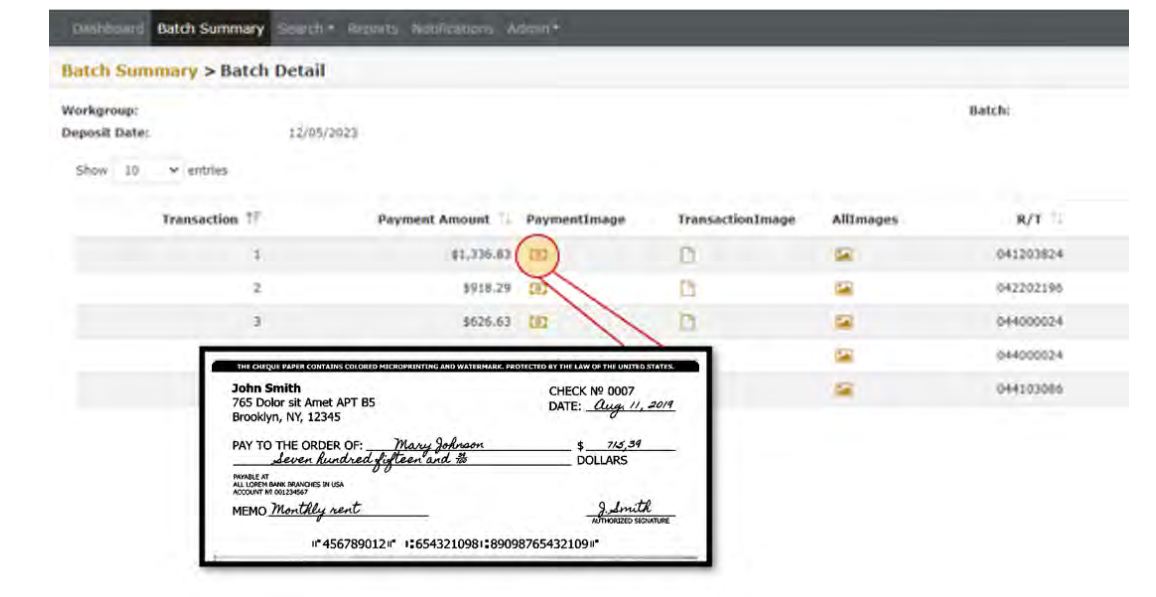
Workgroup: Selected: First Merchants

Payment Type: -- All --

Payment Source: -- All --

Search

3. Select **Search**
4. Select the **Deposit Details** to open the deposit



The image shows the 'Batch Summary > Batch Detail' view. It displays a table of transactions with columns: Transaction ID, Payment Amount, Payment Image, Transaction Image, All Images, and R/T ID. A red circle highlights the 'Payment Image' column for the first transaction. Below the table, a sample check is displayed, showing the payment details and the signature of John Smith.

Batch Summary > Batch Detail

Workgroup: Deposit Date: 12/05/2023

Show 10 entries

Transaction ID	Payment Amount	Payment Image	Transaction Image	All Images	R/T ID
1	\$1,336.83				041203824
2	\$918.29				042202196
3	\$626.63				044000024
					044000024
					044103086

Sample Check:

THE CHECK PAPER CONTAINS COLORED MICROPRINTING AND WATERMARK, PROTECTED BY THE LAW OF THE UNITED STATES.

John Smith
765 Dolor sit Amet APT B5
Brooklyn, NY, 12345

CHECK N° 0007
DATE: Aug 11, 2019

PAY TO THE ORDER OF: Mary Johnson \$ 715.39
seven hundred fifteen and 39/100 DOLLARS

MEMO Monthly rent

Signature: J. Smith

IF 456789012 IF 126543210981289098765432109 IF



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ADVANCED SEARCH / CSV

1. Go to the Search tab and select Advanced Search
2. Enter the Search Criteria
 - Workgroup, Date Type, Date Range, Payment Type, and Payment Source
3. Under Display Fields, move the Available Fields to the Selected Fields
4. Click Search

The screenshot displays the 'Advanced Search' interface. The 'Search Criteria' section includes fields for Workgroup (Selected: First Merchants), Date Type (Deposit Date), Date Range (03/24/2025 to 03/24/2025), Payment Type (All), Payment Source (All), and Sort By (Deposit Date). Below this is the 'Query Builder' section with a table for adding search criteria. The 'Display Fields' section shows a list of available fields and a list of selected fields (Deposit Date, Processing Date, Batch Number, Payment Type, Payment Source, Transaction, Payment Amount, R/T, Account Number). At the bottom are buttons for Search, Clear Search, and Save Query.

5. Select Download as Text to export the data as a CSV

The screenshot shows the 'Advanced Search > Search Results' page. It includes a 'Show 10 entries' dropdown, a table with columns for Image(s), Deposit Date, Processing Date, Batch Number, and Payment Type, and a row of data. Below the table, it says 'Showing 1 to 10 of 54 entries'. At the bottom are buttons for PDF View, Download as Text, and Download Results.



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