

FIRST MERCHANTS COMMERCIAL BANKING

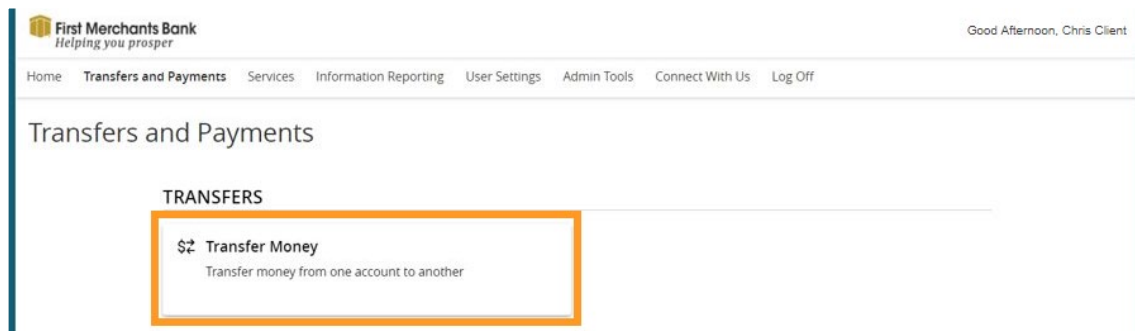
Multi-Account Transfers Online Banking User Guide

If you have draft and/or approval rights for account transfers then you can process multiple transactions at one time. The grouped transfers can have the same or different process dates.

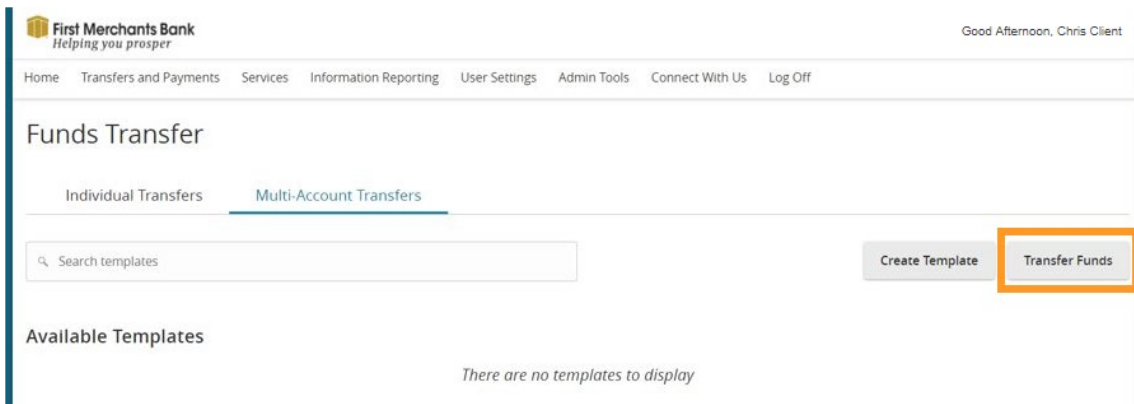
Note: The Multi-Account Transfers feature is not available on mobile/handheld devices.

Transferring funds

To perform Multi-Account Transfers:




1. In the navigation menu, click Transfers and Payments > Transfer Money
2. Click the Multi-Account Transfers tab.



3. Click Transfer Funds.
4. Select a Transfer Date.
5. Write a note in the Memo field (Optional).


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Origination Details

Transfer Date
 Use same Date for all transfers **Recurrence**
None

Transfer Date


Memo
 Push Memo to All

Transfers (3) ⋮

From Account	To Account	Amount	
<input type="text" value="Search by name or number"/>	<input type="text" value="Search by name or number"/>	\$ <input type="text" value="0.00"/>	⋮
<input type="text" value="Search by name or number"/>	<input type="text" value="Search by name or number"/>	\$ <input type="text" value="0.00"/>	⋮
<input type="text" value="Search by name or number"/>	<input type="text" value="Search by name or number"/>	\$ <input type="text" value="0.00"/>	⋮
+ Add another transfer			

\$0.00
3 transfers Cancel Submit

6. Search for an account in the From Account field.
7. Search for an account in the To Account field.
8. Enter the amount to be transferred in the Amount field.
9. Repeat the above steps for Multiple-Account Transfers.

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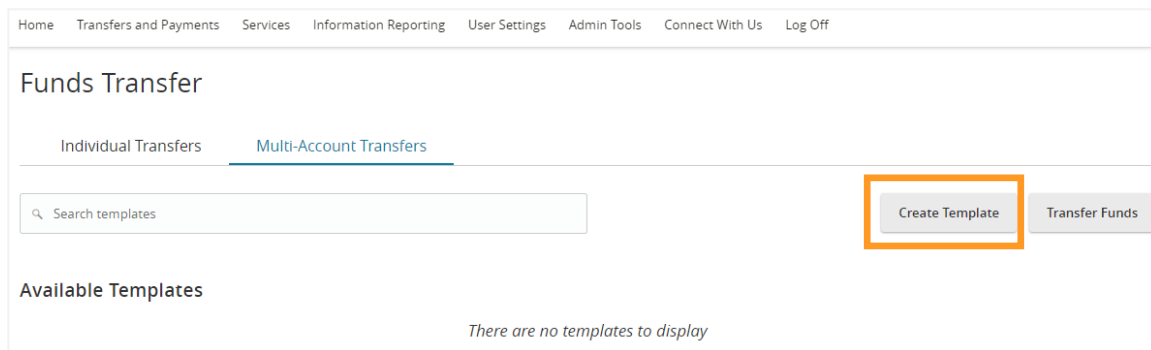
To add another transfer row:

1. Click or tap Add another transfer.
2. Use the ellipsis menu (⋮), select Copy to duplicate transfer criteria.
3. Select Remove to delete transfer criteria.
4. Click Submit.

Using templates for transfers

To create a Multi-Account Transfers, use Transfers and Payments > Multi-Account Transfers

1. Create Template:



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Funds Transfer

Individual Transfers Multi-Account Transfers

Search templates

Create Template Transfer Funds

Available Templates

There are no templates to display

2. Enter the Template Name
Note: Each Multi-Account Transfer template requires a unique name.
3. Enter the Memo information (Optional).

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Funds Transfer

Template Properties

Template Name Template Access Rights
6 of 6 user roles selected

Origination Details

Memo

Transfers (3)

From Account	To Account	Amount
<input type="text" value="Search by name or number"/>	<input type="text" value="Search by name or number"/>	\$ <input type="text" value="0.00"/>
<input type="text" value="Search by name or number"/>	<input type="text" value="Search by name or number"/>	\$ <input type="text" value="0.00"/>

\$0.00
3 transfers

4. Search for an account in the From Account field.
5. Search for an account in the To Account field.
6. Enter the amount to be transferred in the Amount field.
7. Repeat the above steps for Multiple-Account Transfers.
8. Enter the dollar amount to be transferred between accounts.

To assign roles to a Multi-Account Transfer template:

1. Select Template Access Rights.
2. Assign User Roles.
3. Click Save.

Tip: The online banking solution will assign a batch ID to each Multi-Account Transfer template. This allows for the transfers to be approved or reviewed as a batch.