Online Statements and Documents Enrollment Guide

To enroll in online documents, including eStatements and eNotices, the Administrator should complete the following steps after logging in to Business Online Banking or Business Online Banking Express:

- 1. From the Reports menu, select Statements & Documents.
- 2. The **Search Statements and Documents** page is displayed. Click the **View and maintain document preferences** link.
- 3. Click the drop-down box to select **Online** as the Delivery Preference for the Account Statement, Analysis Statement and/or Notice for each account.

Business Online Banking
Online Documents
Search Statements and Documents
View and maintain document preferences Legal notices, agreements, and documents disclosures
New Requests
View
O Most recent documents for an account type
Documents for a specific account (select account below)

MIDFIRST BAN	1K	Welcome Reports Money Movement Account Se	rvices Administration			Hi, Julia SignOff Last Login: Jun 18, 2021, 12:36:21 PM ET
Business Online Banking	U					⊘ Approvals ① Exceptions
Online Docume	nts					
Manage Delivery F	Preferences					
New selection Legal not	tices, agreements, and doc	uments disclosures				
АВА	Account	Description	Account Type	Document Type	Delivery Preference	
303087995	*1234	Operating Account 2	Checking	Statement	Paper	
					Online	

- 4. Click the **Continue** button.
- 5. The Online Documents Service Agreement will appear. After reading the Agreement, click the I agree button. The Statements and Documents – Service Agreement is also located in the Administration > Communications > and Forms and Documents page for future review.

MIDFIRST BANK	Welcome	Reports	Money Movement	Account Services	Administration
Business Online Banking					
Online Documents					
Service Agreement					
() To view statements and documents, you r	nust read an	d agree to	the following servic	e agreement for you	ir account.
Legal notices, agreements, and documents disclosures					
Add Electronic Statements					
Add Electronic Statements					

6. The **Verify Preferences** page is displayed. Click the **Save Preferences** button.

Online Docur	nents						
Verify Preferences							
You are updat	() You are updating the delivery preferences for these account documents. Documents with "Paper" delivery will no longer be available for online viewing.						
Make preference chang	Make preference changes						
АВА	Account	Description	Account Type	Document Type	Delivery Preference		
303087995	*1234	Operating Account 2	Checking	Notce	Online		
Save Preferences Cancel							

Online Statements and Documents Enrollment Guide

To entitle Users to receive eStatements and/or eNotices, the Administrator or Administrative User should complete the following steps:

- 1. From the Administration/Company Administration menu, select Manage Users.
- 2. Select the appropriate User ID to entitle for eStatements or eNotices.

Company Ac	Iministration		
Manage Users	Account Information	Express Account Management	Approval Settings
User Administ	ration		
Review the options lis	ted below for available user	administration tasks. To quickly entitle	a new account for company i
New User			
You will have an oppo	rtunity to copy an existing us	ser during the process.	
Create New Use	r		
Manage Existing U	sers		
To manage a user's p	rofile, roles, service & accour	nts, system access, or change limits, cli	ck on the appropriate user ID
User ID		First Name	
		April	

3. The **User Profile** page is displayed. In the **Services &** Accounts area, click the <u>Edit Services & Accounts icon</u>.

Roles
Roles
Administration
Setup
Approval
Services & Accounts
Service
ACH File Upload

 The User Profile – Edit Services & Accounts page is displayed. In the Services & Accounts listing, click the <u>Add</u> icon (depicted by a Plus sign) associated with Statements and Documents.

1	PPD Collection	Service enabled, accounts entitled.	Ċ	\otimes
1	PPD Payment	Service enabled, accounts entitled.		\otimes
7	State Tax	Service enabled.	Ċ	\otimes
	Statements and Documents		-	•
~	Stop Payment	Service enabled.	Ľ	\otimes

5. Check the boxes in the **Entitled Account** column for the appropriate accounts.

Statements and Documents			Service enabled, accounts entitled.
Description	Account Number	TRC	Entitled Account
Business Checking	901001426	303087995	
Business Checking 2	901007432	303087995	•
Business Loan 4	1025775	303087995	•
Operating Account	901001434	303087995	

- 6. Click the **Save Changes** button at the bottom of the page to save all changes made.
- 7. For assistance with establishing an **Alert** when a new statement or notice is available, please refer to the **Text Message Alert Setup Guide** in the **Administration/Communications/Forms and Documents** section of the system.

Please contact Commercial Services with questions at <u>commercialservices@midfirst.com</u> or 877.516.2777.

Do not save changes

Save Changes