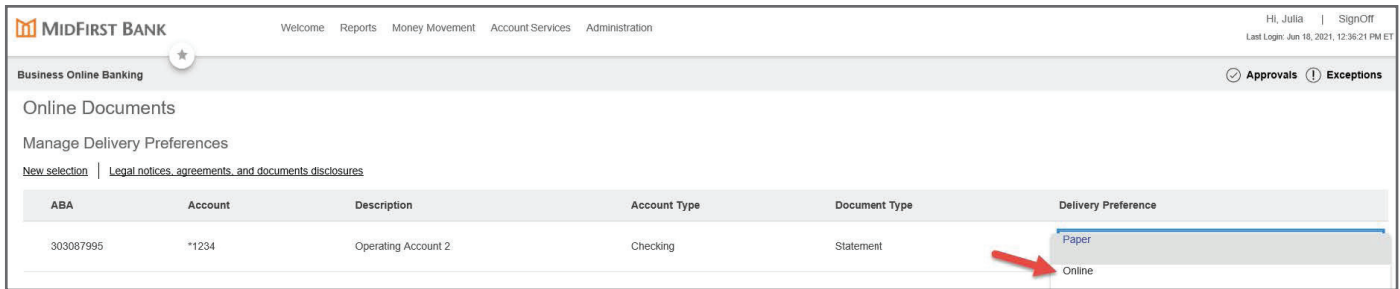
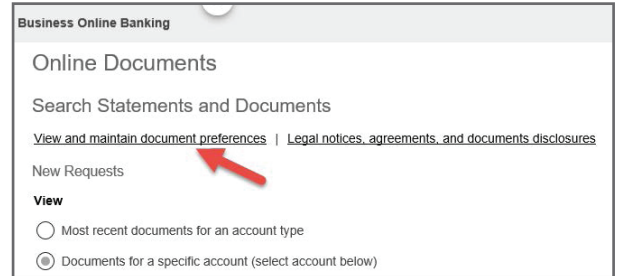


Online Statements and Documents Enrollment Guide

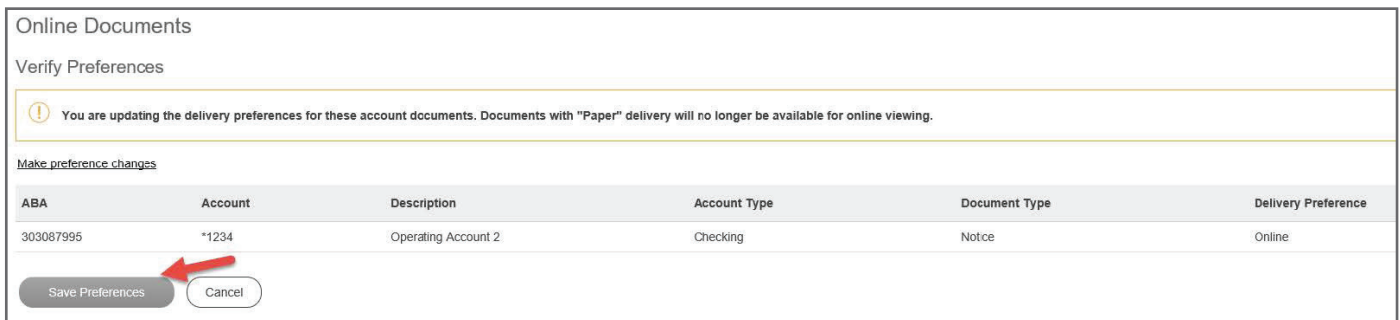
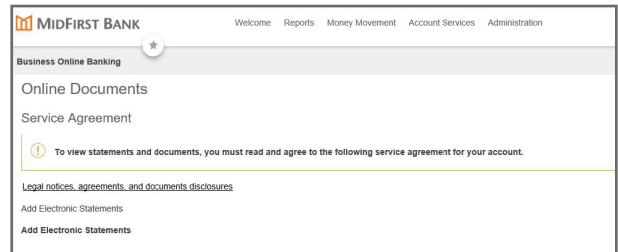
To enroll in online documents, including eStatements and eNotices, the Administrator should complete the following steps after logging in to Business Online Banking or Business Online Banking Express:

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.



ABA	Account	Description	Account Type	Document Type	Delivery Preference
303087995	*1234	Operating Account 2	Checking	Statement	Paper

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 > Forms and Documents** page for future review.
6. The **Verify Preferences** page is displayed. Click the **Save Preferences** button.

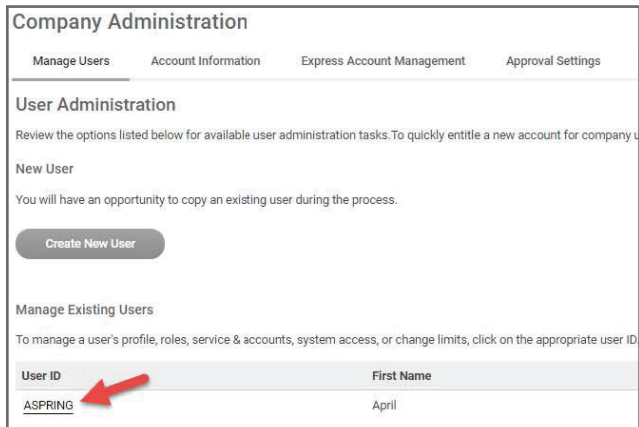


ABA	Account	Description	Account Type	Document Type	Delivery Preference
303087995	*1234	Operating Account 2	Checking	Notice	Online

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



Company Administration

Manage Users | Account Information | Express Account Management | Approval Settings

User Administration

Review the options listed below for available user administration tasks. To quickly entitle a new account for company user, click the **Create New User** button.

New User

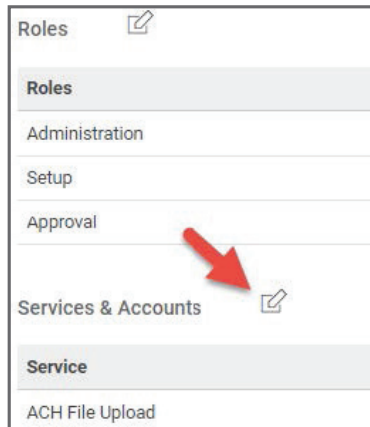
You will have an opportunity to copy an existing user during the process.

Create New User

Manage Existing Users

To manage a user's profile, roles, service & accounts, system access, or change limits, click on the appropriate user ID.

User ID	First Name
ASPRING	April



Roles

Administration

Setup

Approval

Services & Accounts

Service

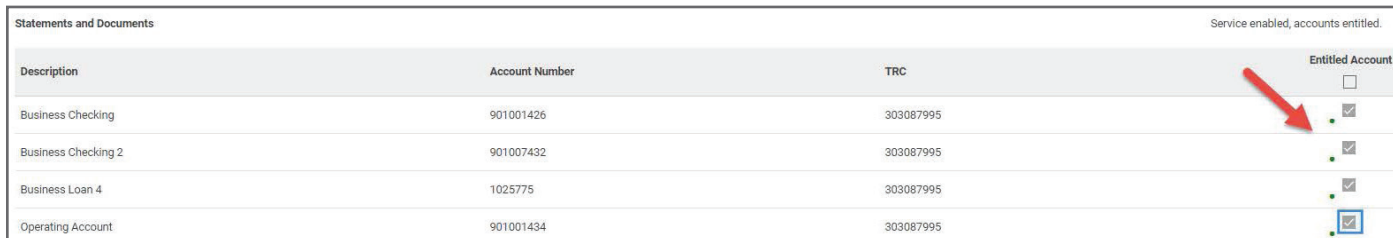
ACH File Upload

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



Service	Service enabled, accounts entitled.	Add	Remove
PPD Collection	Service enabled, accounts entitled.		
PPD Payment	Service enabled, accounts entitled.		
State Tax	Service enabled.		
Statements and Documents			
Stop Payment	Service enabled.		

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 commercialservices@midfirst.com or 877.516.2777.