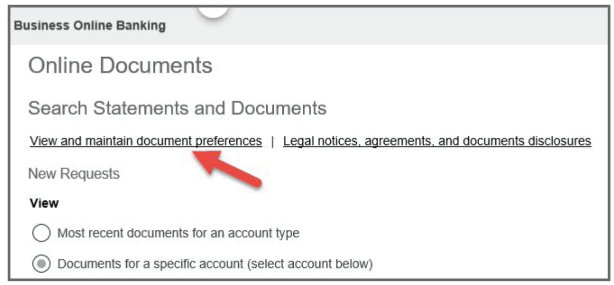
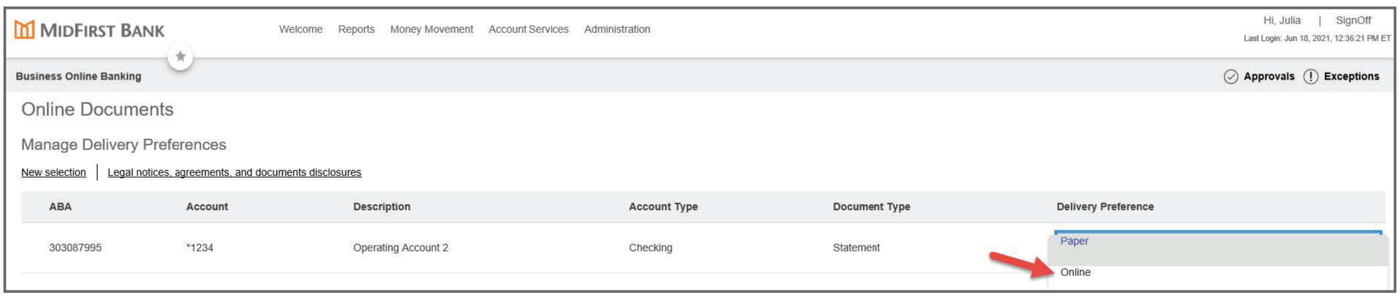
MIDFIRST BANK

Online Statements and Documents Enrollment Guide

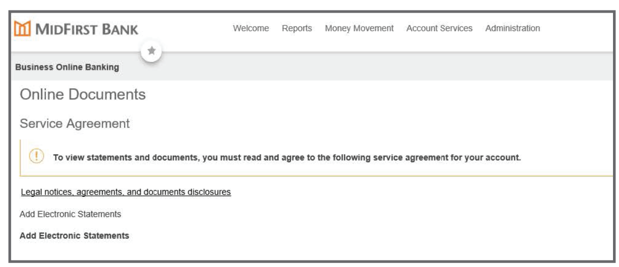
To enroll in online documents, including eStatements and eNotices, the Administrator should complete the following steps after logging in to Business Online Banking or Business Online Banking Express:

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.

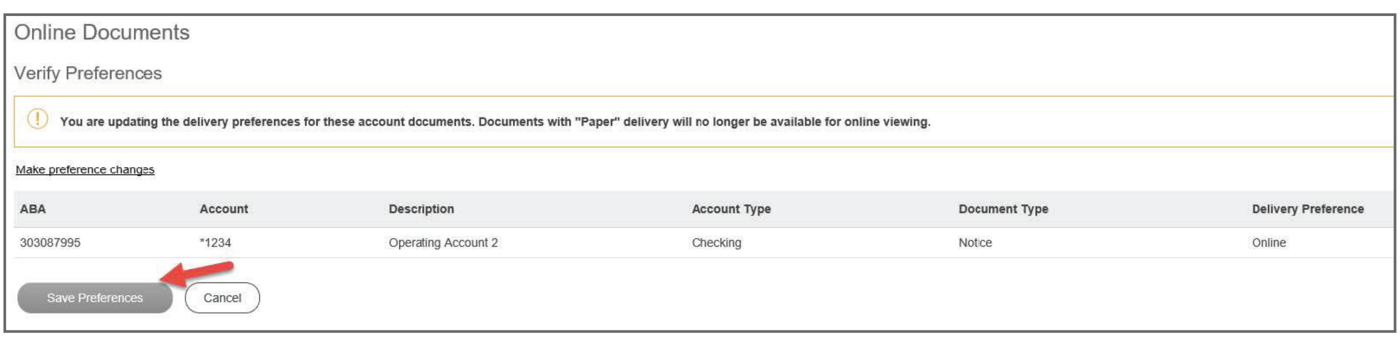




4. Click the **Continue** button.
5. The **Online Documents – Service Agreement** will appear. After reading the Agreement, click the **I agree** button. The **Statements and Documents – Service Agreement** is also located in the **Administration** > **Communications** > and **Forms and Documents** page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



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



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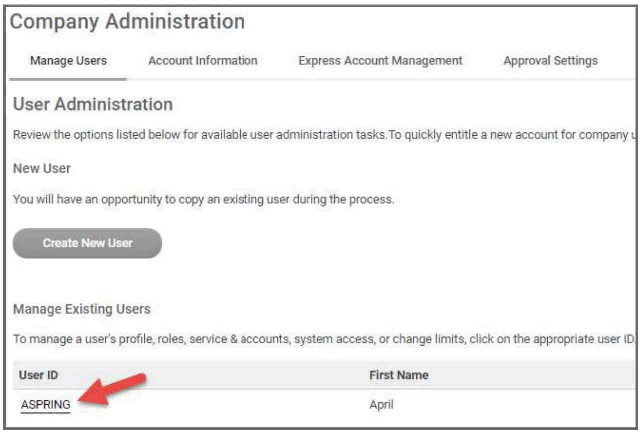
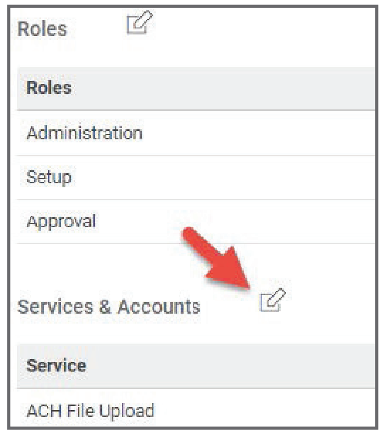
To entitle Users to receive eStatements and/or eNotices, the Administrator or Administrative User should complete the following steps:

1. From the **Administration/Company Administration** menu, select **Manage Users**.

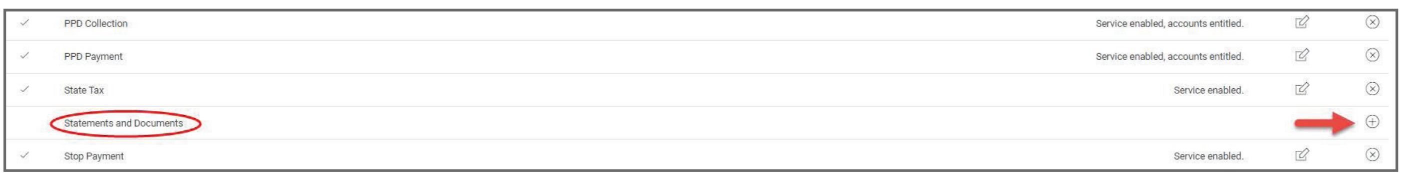
2. Select the appropriate User ID to entitle for eStatements or eNotices.



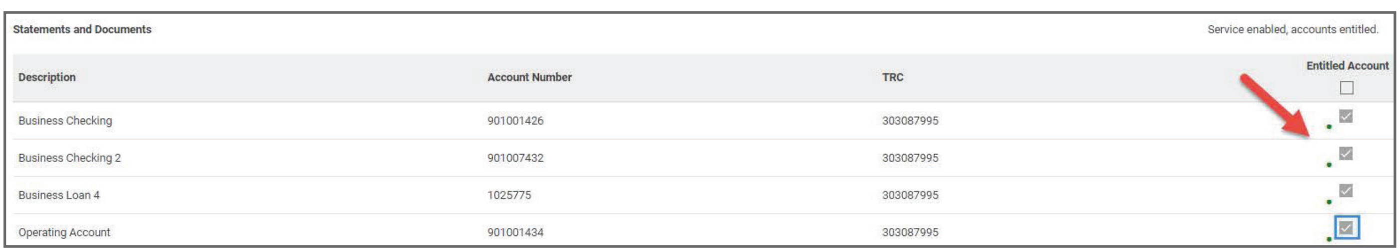
3. The **User Profile** page is displayed. In the **Services & Accounts** area, click the **Edit Services & Accounts icon**.



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**.



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



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.