

# BUSINESS ONLINE BANKING USER GUIDE

## Business eStatements - Enrolling

### Step 1: Enroll

Only the full administrator is able to select the “eStatements” tab to enroll for eStatements.

Confirm the email address on file is correct, or make any changes. You will be emailed a notification when your statement is ready.

A Security Phrase is a phrase you create that is unique to you. This phrase will be in the subject line of the email notification so that you know it’s from The National Bank of Indianapolis.

To view the Enrollment Passcode, click on the link and enter the passcode in the space provided. This ensures that you are able to view the file format of the eStatements.

Finally, read the disclosure and agree to the terms by checking the box and clicking on “Enroll Now.”

The Enrollment Confirmation pop-up will appear. Click “OK.”

Sign Up/Changes

You may choose to receive your statements and notices for your account(s) delivered via email and made available online through eStatements. If you choose to enroll, please follow the steps outlined below:

- Account(s) and Document Enrollment  
Please click Details to review selected accounts. [Details](#)
- Please review the following email address. If not correct, please update it in the space shown.
- Please enter a security phrase to be displayed on all valid emails sent from this site.
- Please enter the enrollment passcode in the field immediately below. To see the passcode, [click here](#).
- Please read the disclosure below. You must scroll to the bottom of the disclosure before agreeing to the terms listed.

**By agreeing to this disclosure, statements for these account(s) will no longer be mailed via the U.S. Postal Service if enrolling in eStatements.** You can elect to continue to receive statements via the U.S. Postal Service by unchecking the box below. To withdraw from an eStatement, please contact your financial institution. Uncheck each account for all eStatements, statement notices, and notices. If you have any questions, please contact your financial institution.

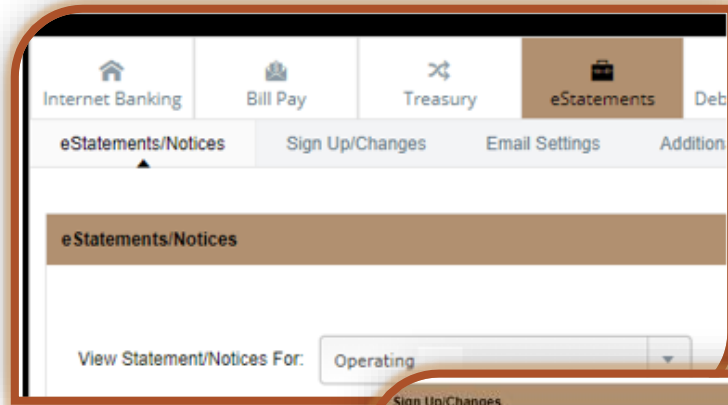
Your information has been updated. An enrollment confirmation email will be sent to the address entered/verified during enrollment. If you have NOT received this enrollment confirmation email within 1 hour, please contact your financial institution IMMEDIATELY, to confirm your email address for electronic document delivery.

OK

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## Business eStatements

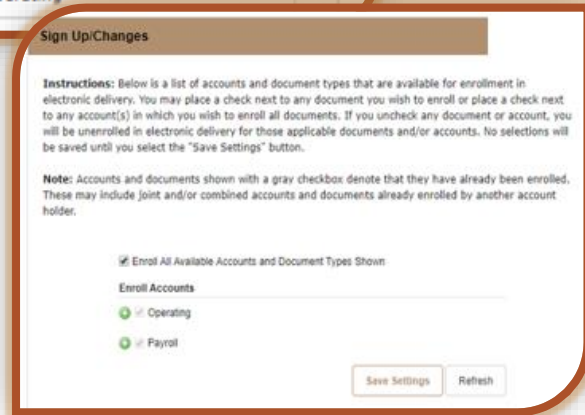
**NOTE:** Only the full administrator is able to enroll or make changes to business account eStatements.



The screenshot shows the top navigation bar with icons for Internet Banking, Bill Pay, Treasury, eStatements, and Debt. Below this is a sub-menu with 'eStatements/Notices' (selected), 'Sign Up/Changes', 'Email Settings', and 'Additional Recipients'. The main content area shows 'eStatements/Notices' with a dropdown menu. At the bottom, there is a 'View Statement/Notices For:' dropdown menu with 'Operating' selected.

## Statements and Notices

Now that your account(s) are set up for eStatements, you'll receive your next statement notice via email. The most recent statements are listed under the “eStatements/Notices” submenu. View, save and/or print the statements to keep a full record of your electronic statements. Your statements will retain for 18 months after the time of enrollment.



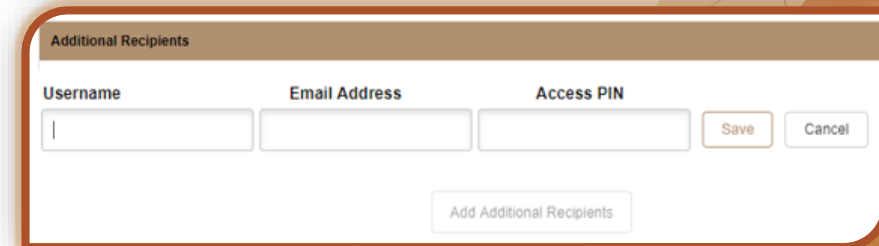
The screenshot shows the 'Sign Up/Changes' page. It includes instructions on how to enroll accounts and documents for electronic delivery. A note states that accounts and documents shown with a gray checkbox denote they have already been enrolled. Below this, there is a checkbox labeled 'Enroll All Available Accounts and Document Types Shown' which is checked. Underneath, there is a section titled 'Enroll Accounts' with a list of accounts: 'Operating' and 'Payroll', both with green checkmarks indicating they are enrolled. At the bottom right, there are 'Save Settings' and 'Refresh' buttons.

## Documents and Settings

To add or remove accounts from eStatements, choose “Sign Up/Changes” from the submenus, and place a checkmark next to all accounts you want to either set up for eStatements or remove. Click “Save Settings” to update your statement settings.

## Additional Recipients

You may add additional recipient(s) to eStatements by entering their email address and creating a username and access PIN. (You must supply access PIN to recipient.) “Save” the settings. The additional recipient will receive and email notice when an eStatement is available and will be prompted to enter their username and access PIN.



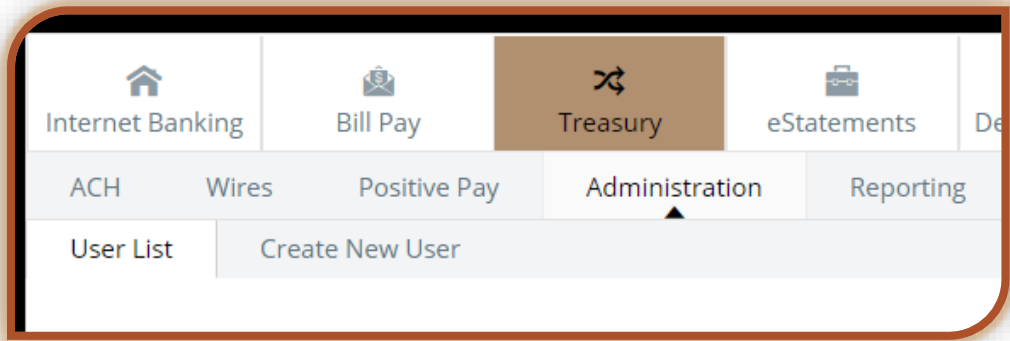
The screenshot shows the 'Additional Recipients' form. It has three input fields: 'Username', 'Email Address', and 'Access PIN'. To the right of these fields are 'Save' and 'Cancel' buttons. Below the input fields, there is an 'Add Additional Recipients' button.

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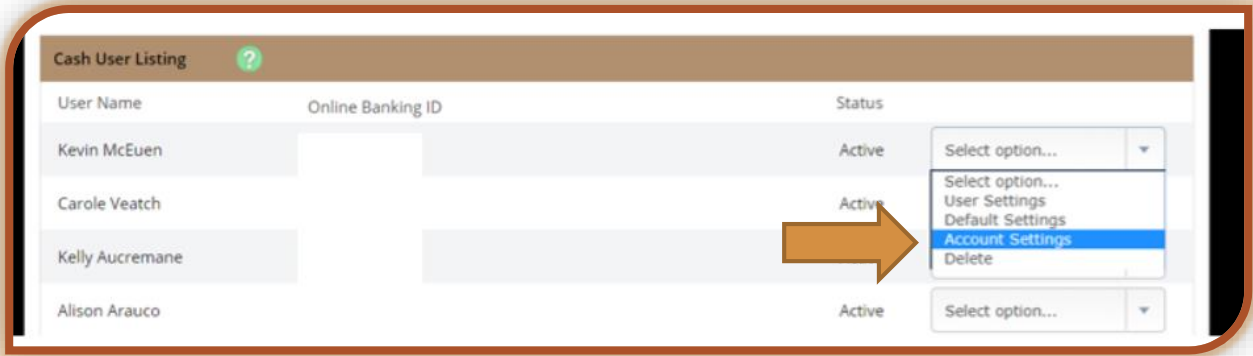
## Business eStatements...continued

### eStatement Access to Existing Users

The Full Administrator can designate access to existing online banking users by clicking on the Treasury Tab / Administration submenu.



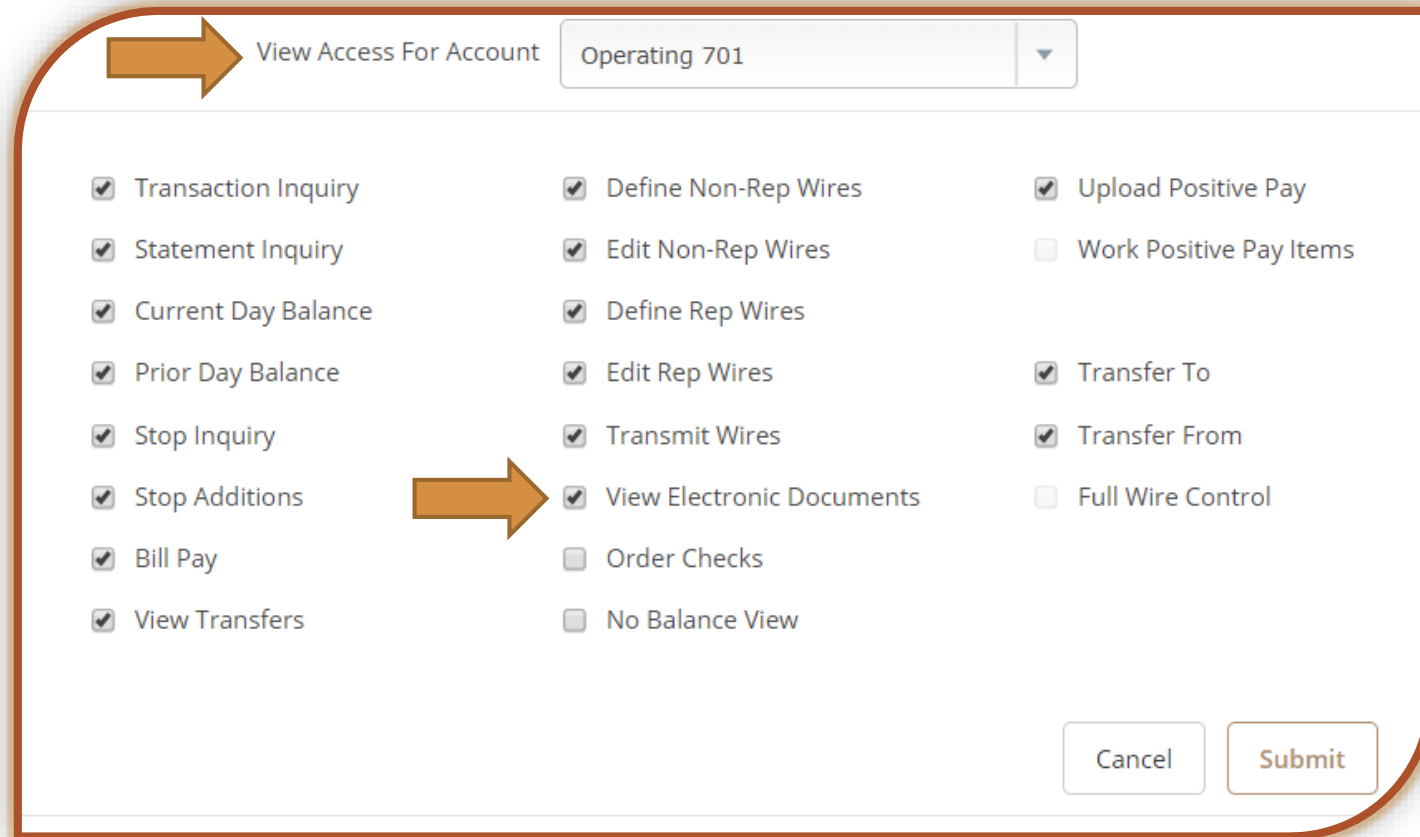
Use the Select Option dropdown for a user and Click on Account Settings.



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## Business eStatements...continued

Check the View Electronic Documents option for each account to enable a user to access eStatements and Notices. If this step is not completed no users will be able to access statements and or notices.



View Access For Account Operating 701

<input checked="" type="checkbox"/> Transaction Inquiry	<input checked="" type="checkbox"/> Define Non-Rep Wires	<input checked="" type="checkbox"/> Upload Positive Pay
<input checked="" type="checkbox"/> Statement Inquiry	<input checked="" type="checkbox"/> Edit Non-Rep Wires	<input type="checkbox"/> Work Positive Pay Items
<input checked="" type="checkbox"/> Current Day Balance	<input checked="" type="checkbox"/> Define Rep Wires	
<input checked="" type="checkbox"/> Prior Day Balance	<input checked="" type="checkbox"/> Edit Rep Wires	<input checked="" type="checkbox"/> Transfer To
<input checked="" type="checkbox"/> Stop Inquiry	<input checked="" type="checkbox"/> Transmit Wires	<input checked="" type="checkbox"/> Transfer From
<input checked="" type="checkbox"/> Stop Additions	<input checked="" type="checkbox"/> View Electronic Documents	<input type="checkbox"/> Full Wire Control
<input checked="" type="checkbox"/> Bill Pay	<input type="checkbox"/> Order Checks	
<input checked="" type="checkbox"/> View Transfers	<input type="checkbox"/> No Balance View	

Cancel Submit

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or [treasurymanagement@nbofi.com](mailto:treasurymanagement@nbofi.com).

