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.

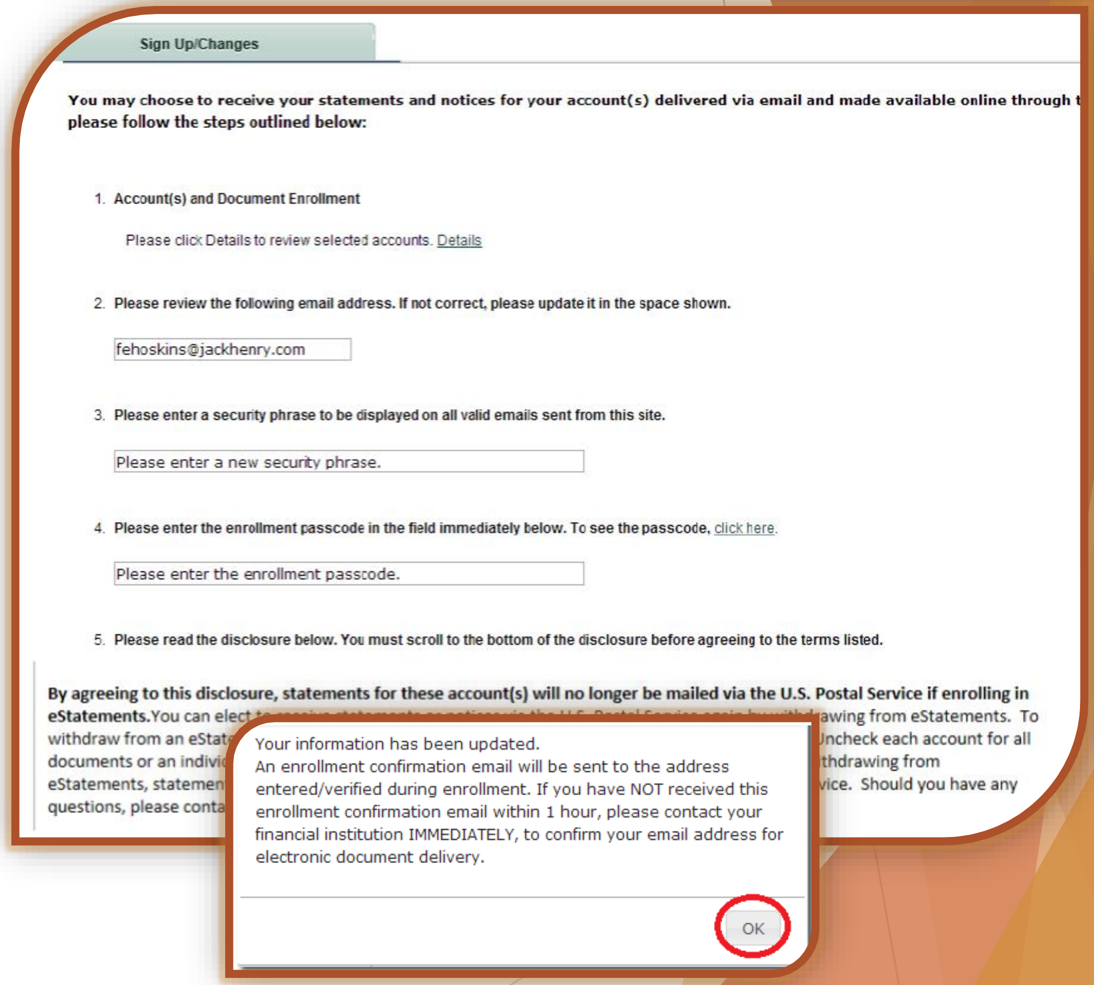
Confirm the email address on file is correct, or make any changes. You will be emailed a notification when your statement is ready.

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.”

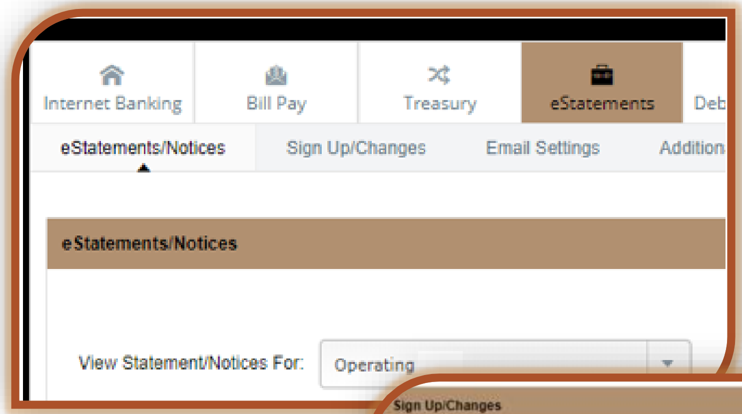
The Enrollment Confirmation pop-up will appear. Click “OK.”



BUSINESS ONLINE BANKING USER GUIDE

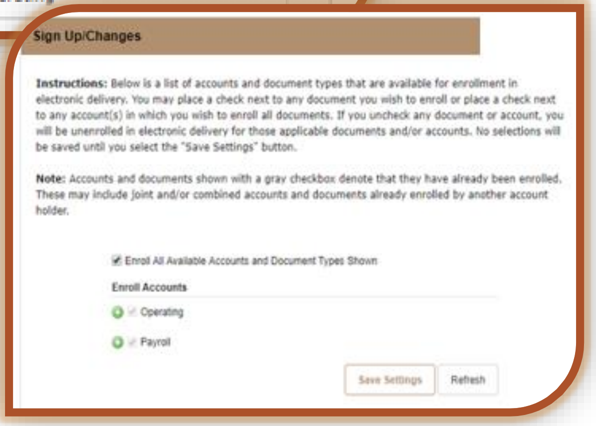
Business eStatements

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



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.

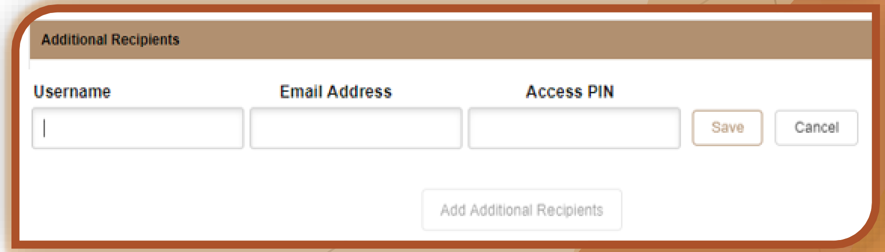


Documents and Settings

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.

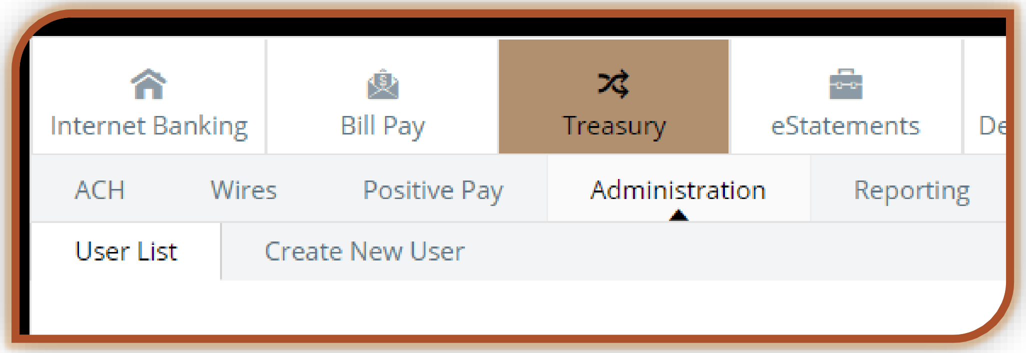


BUSINESS ONLINE BANKING USER GUIDE

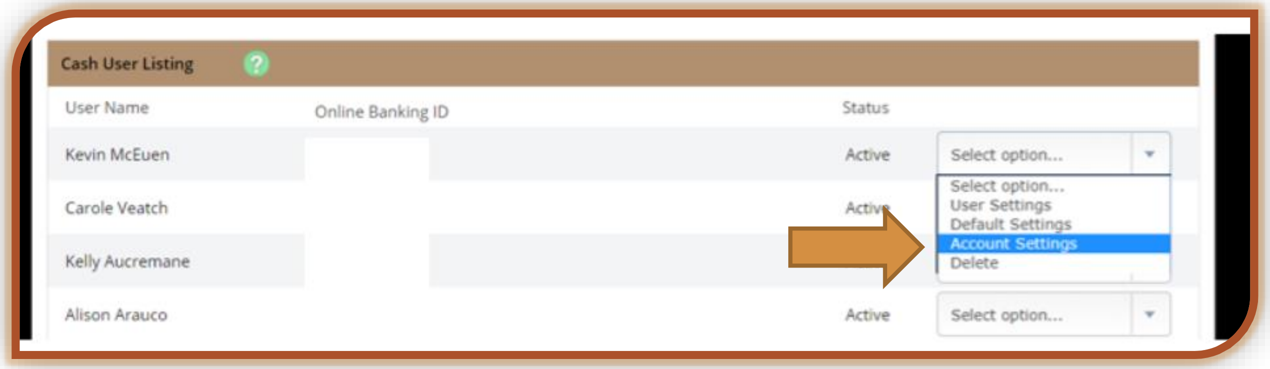
Business eStatements…continued

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.



BUSINESS ONLINE BANKING USER GUIDE

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.