

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:

1. Account(s) and Document Enrollment
Please click Details to review selected accounts. [Details](#)
2. Please review the following email address. If not correct, please update it in the space shown.
3. Please enter a security phrase to be displayed on all valid emails sent from this site.
4. Please enter the enrollment passcode in the field immediately below. To see the passcode, [click here](#).
5. 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 have statements mailed via the U.S. Postal Service or delivered electronically via eStatements. To withdraw from an eStatement, please contact your financial institution. Uncheck each account for all eStatements, statements, and notices. If you have any questions, please contact your financial institution.

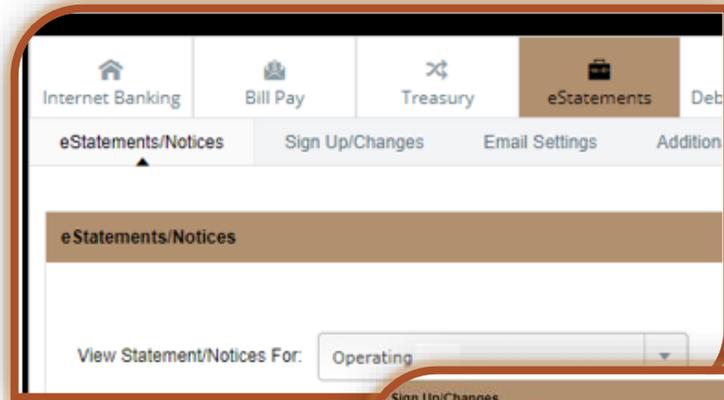
Your information has been updated.
An enrollment confirmation email will be sent to the address entered/verified during enrollment. If you have NOT received this enrollment confirmation email within 1 hour, please contact your financial institution IMMEDIATELY, to confirm your email address for electronic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

OK

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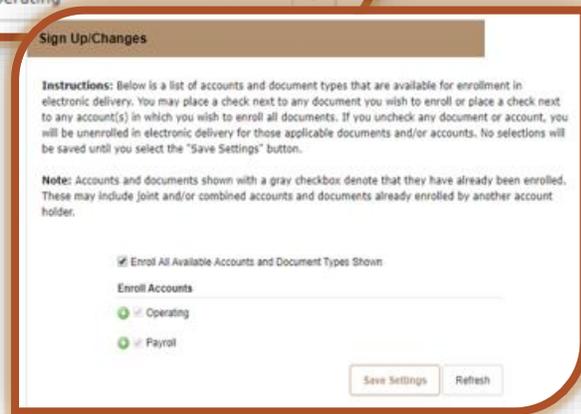
Business eStatements

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



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.

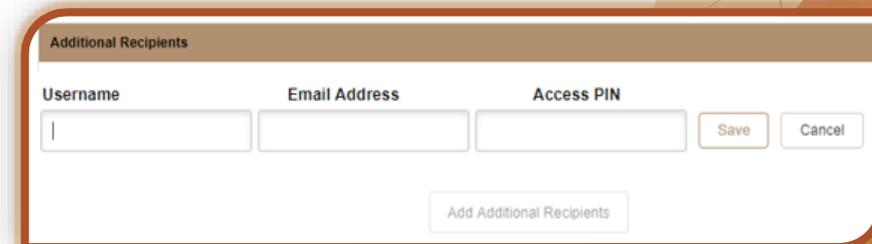


Documents and Settings

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.

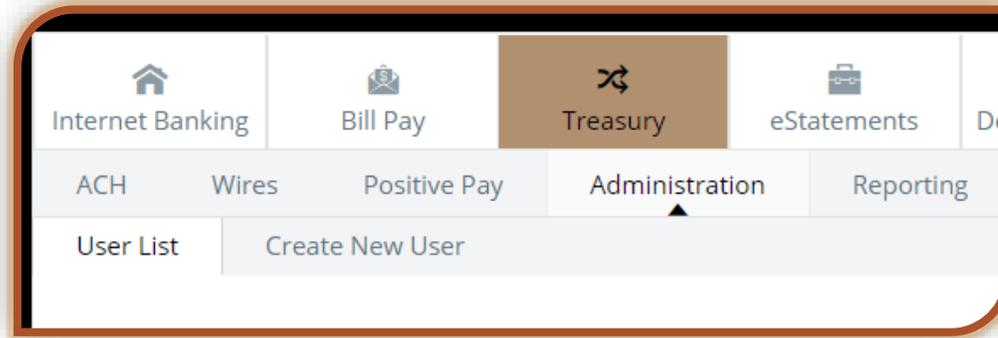


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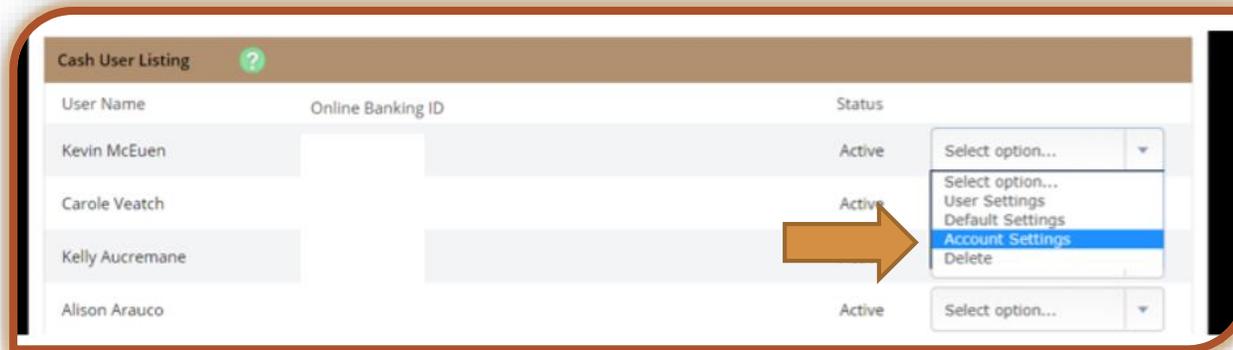
Business eStatements...continued

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	

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.