

ACCOUNTS USER GUIDE

At First Internet Bank, our goal is to make your online business banking simple. We hope you will find these instruction materials useful as you begin taking advantage of our online business banking capabilities.



ACCOUNTS USER GUIDE

Under the Accounts tab, you can select any of your accounts to view.



Dashboard

Accounts ^

Transfer

Statements

Support

Tools v

Checking

[Basic Commercial Checking](#) - [REDACTED]



Savings

Free - [REDACTED]

After selecting an account, you can see all of your transaction history, account numbers, routing numbers and check Magnetic Ink Character Recognition(MICR). You are also able to transfer funds from this page, simply by selecting the "Transfer funds" button in the top right corner. You may search and filter transaction history, as well as download it.

Basic Commercial Checking

[Transfer funds](#)

| Scheduled transactions | | | |
|---|--------------|--------|------------------------|
| DESCRIPTION | FREQUENCY | AMOUNT | |
| Transfer to External Test Account Next transfer: 2/7/2023 | Weekly | -\$5 | Delete |
| Transfer to External Test Account Next transfer: 2/15/2023 | 1st and 15th | -\$3 | Delete |

Transaction history [Search & filter](#) | [Download](#)

[Recent](#) | [All](#)

| DESCRIPTION | AMOUNT | BALANCE |
|---|--------|---------|
| External Test Account February 1, 2023 | -\$3 | \$36.82 |

Account details

Account number [REDACTED]
Routing number [REDACTED]
Check MICR 301938257

Services

[Manage bill pay](#)

\$36.82
Available balance ⓘ

Basic Commercial Checking

[Transfer funds](#)

You may select any individual transaction to view more details in a pop-up box. You are also able to download from this section. You can choose specific date ranges in different download formats, including:

- **Excel**
- **Microsoft Money**
- **Personal Finance**
- **QuickBooks**
- **Quicken Loans**

External Test Account

X

-\$10

| | |
|-------------------|---------------------------------|
| Transaction date | 1/5/2023 |
| Posted date | 1/5/2023 |
| Resulting balance | \$49.82 |
| Account | Basic Commercial Checking |
| Transaction type | Withdrawal |
| Category | Uncategorized |
| Description | External Test Account *****9766 |

Tags +

Notes

Add a note...

[Download](#) | [Report an issue](#)



Rename your different accounts by hovering over the account name and selecting the pencil icon.

