

SETTINGS USER GUIDE

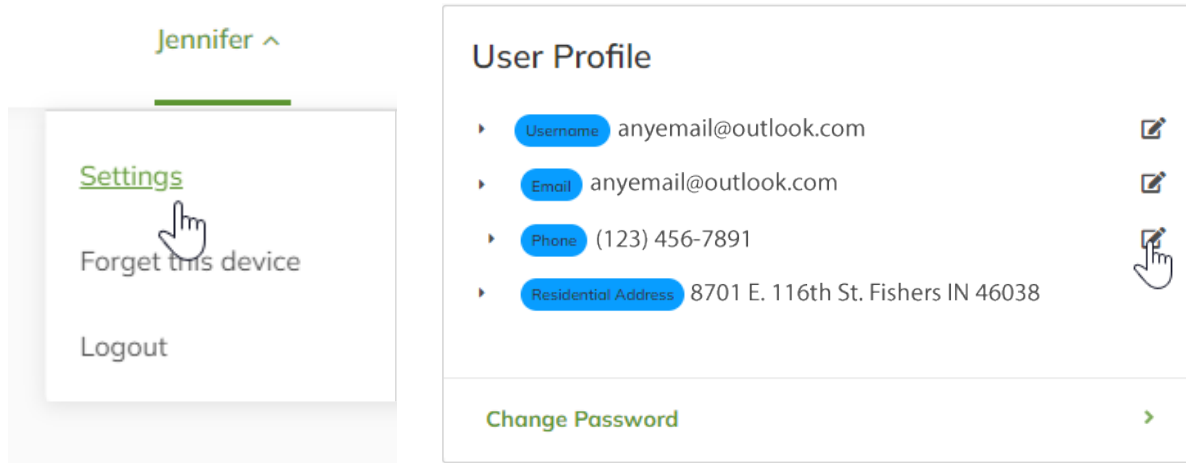
At First Internet Bank, our goal is to make your online business banking simple. We hope you will find these instruction materials useful as you begin taking advantage of our online business banking capabilities.



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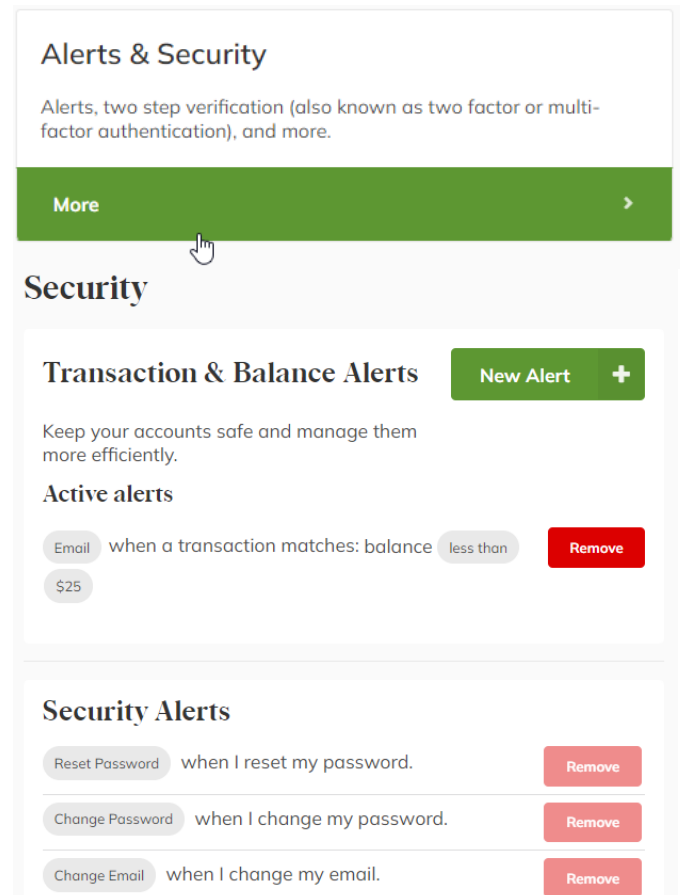
Important user account information is maintained under the Settings name drop down. The following can be updated:

- **Username**
- **Email**
- **Phone number**
- **Residential address**
- **Password**

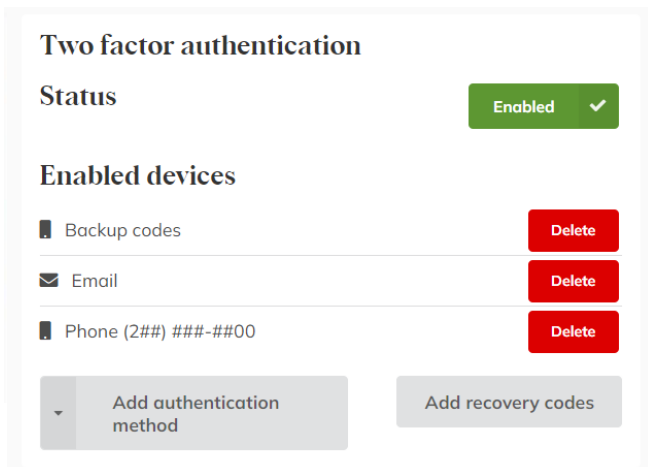


ALERTS & SECURITY:

You can select "More" under Alerts & Security to add or edit security alerts. Different custom alerts and changes to two-factor authentication settings can be created.

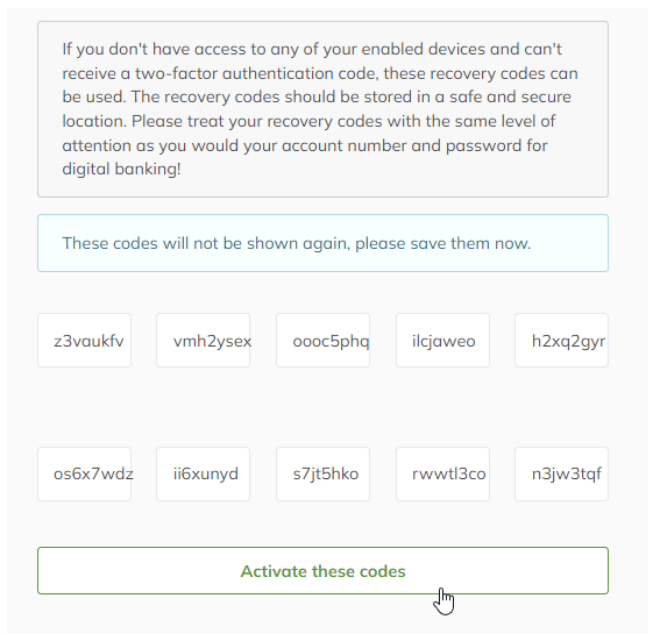


Navigate to the bottom of the page to make changes to your two-factor authentication settings. You may delete options to choose from two-factor devices and add an app, text or landline as additional devices.



The screenshot shows the 'Two factor authentication' settings page. At the top, the status is 'Enabled' with a green checkmark. Below this, under 'Enabled devices', there are three entries: 'Backup codes', 'Email', and 'Phone (2##) ###-##00'. Each entry has a red 'Delete' button to its right. At the bottom, there are two buttons: 'Add authentication method' and 'Add recovery codes'.

You can also select to add recovery codes. When adding recovery codes, the portal will automatically generate multiple codes for you to keep in a secured location; a code can be used as your two-factor authentication.



The screenshot shows the recovery codes generation screen. It starts with a warning message: 'If you don't have access to any of your enabled devices and can't receive a two-factor authentication code, these recovery codes can be used. The recovery codes should be stored in a safe and secure location. Please treat your recovery codes with the same level of attention as you would your account number and password for digital banking!'. Below this is a light blue box with the text: 'These codes will not be shown again, please save them now.'. There are two rows of five recovery codes each: 'z3vaukfv', 'vmh2ysex', 'ooc5pha', 'ilcjaweo', 'h2xq2gyr' in the first row, and 'os6x7wdz', 'ii6xunyd', 's7jt5hko', 'rwwtl3co', 'n3jw3taf' in the second row. At the bottom, there is a green button labeled 'Activate these codes' with a mouse cursor pointing to it.