TOOLS
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.

TOOLS USER GUIDE

A Tools tab allows you access to handy features. The tab displays your **trends, approval requests, statements** and allows you to **deposit checks**.
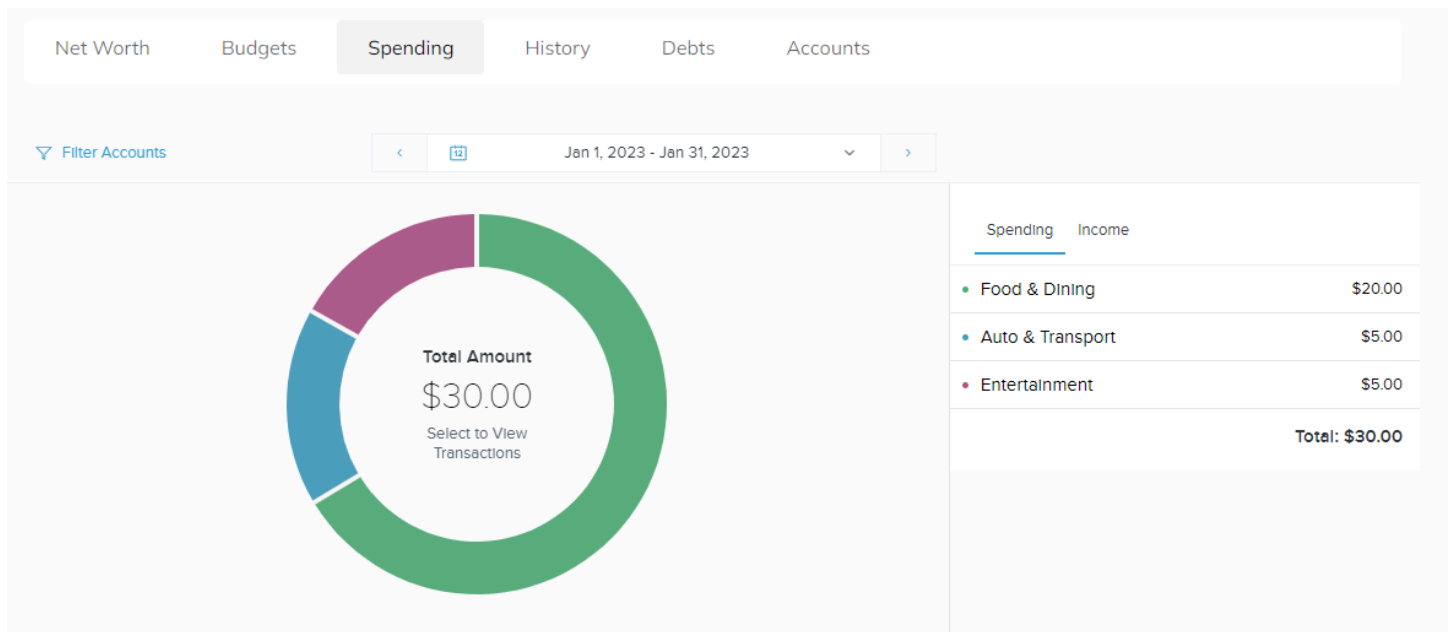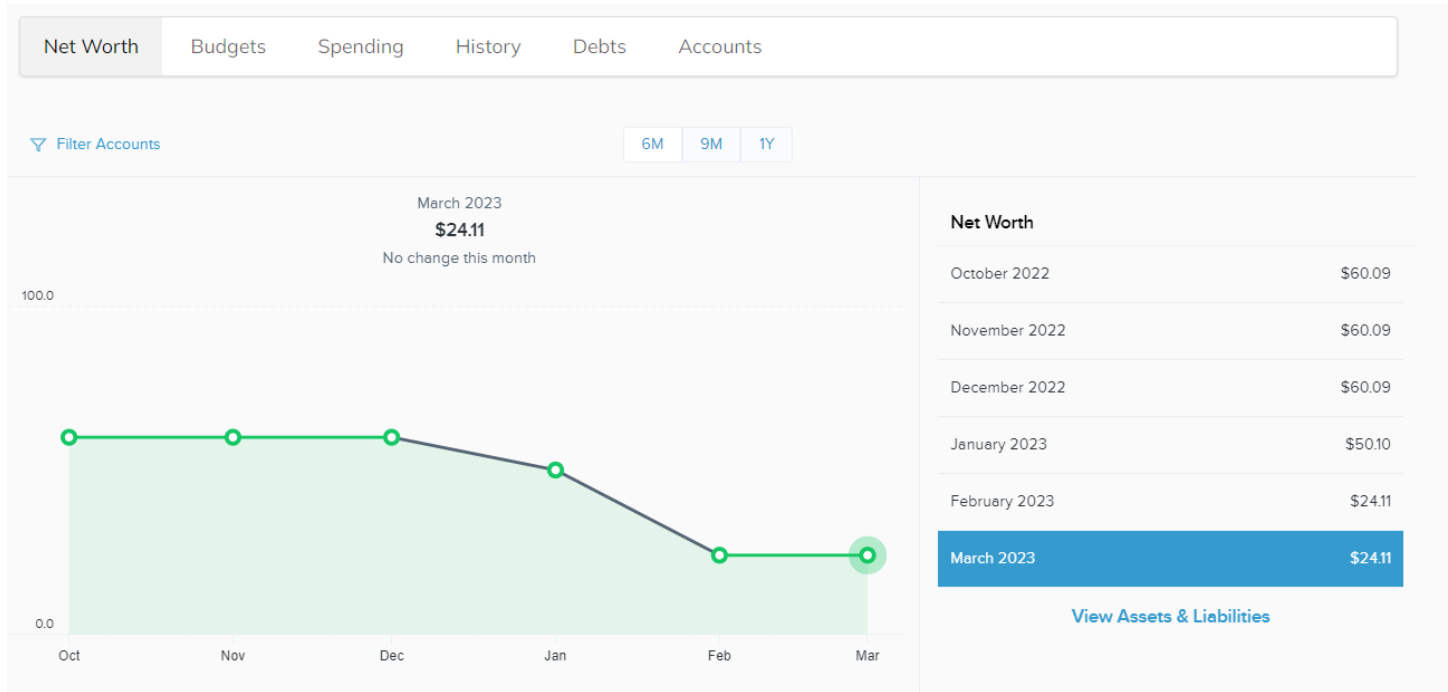

The Trends section displays Net Worth, Budgets, Spending, History, Debts and Accounts. The information displayed here is aggregated from linked accounts.

APPROVING TRANSACTIONS:

The Dual Approvals screen shows any pending transactions waiting to be approved. Transactions that are pending approval must be approved before they will be processed. These transactions must be approved by either:

1. The primary admin for the business
2. Sub-users set up with the admin role or
3. Sub-users with the "Approve transactions with dual approvals" permission.
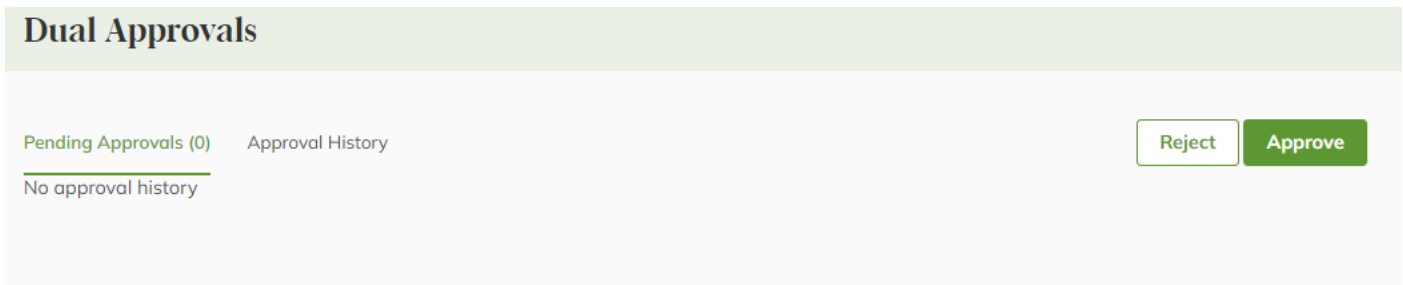
VIEWING STATEMENTS:

When selecting Statements, a new tab will open and an account type and account number can be selected from which to view statements. After making a selection, a data range can be selected to download a PDF version of statements. After enrolling in paperless statements, Statements can be viewed from this section.
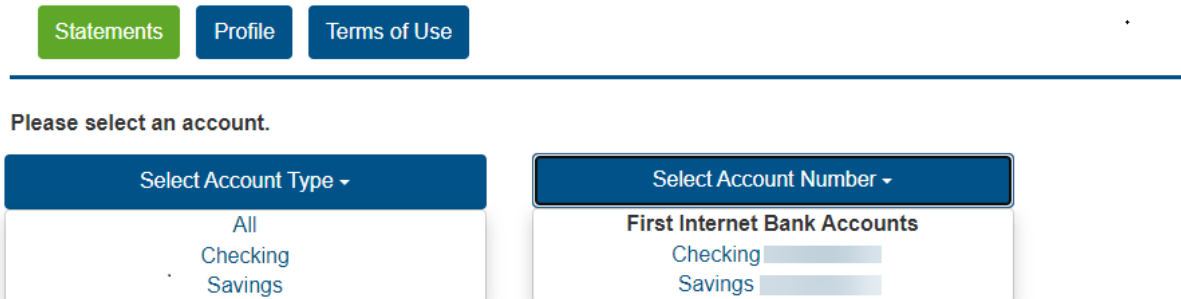
ENROLLING IN PAPERLESS STATEMENTS:

To enroll in paperless statements, you'll select the Profile tab. Click the "+" icon to expand accounts; you'll then be able to select electronic or paper statements.

Preferences

Checking –	—
Delivery Type:	
● Electronic ○ Paper	
Email:	
anyemail@outlook.com	

Savings –	—
Delivery Type:	
○ Electronic ● Paper	

Submit All

DEPOSIT CHECKS:

An approved check scanner may be used to deposit checks. Select an account to deposit into, scan the check and confirm the deposit.

1FIRST INTERNET BANK   Dashboard   Accounts ⌄   Transfer   Statements   Support   Tools ⌃

Trends

Approval requests

Statements

Deposit Checks

Welcome

Depositing checks is simple - Use your high speed check scanner to deposit a batch of checks.

How it works

1	2	3
Select an account	Scan Checks	Confirm deposit

Start A New Deposit

Your session will expire after 15 minutes of inactivity. Don't worry, we will let you know if it is about to expire and give you an opportunity to extend your session.