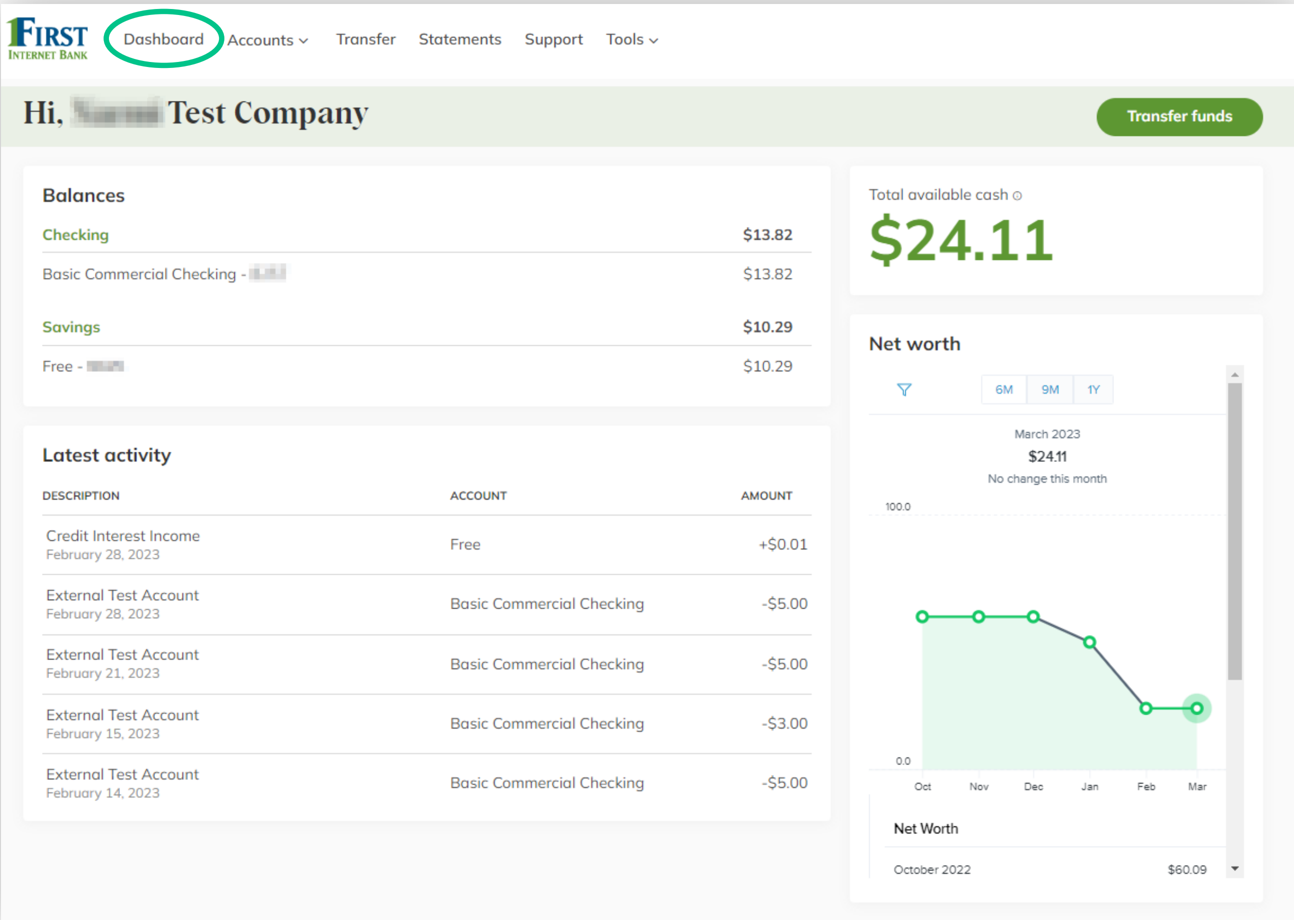
FIRST INTERNET BANK

IMAGINE MORE®

BUSINESS BANKING
DASHBOARD & TRANSACTIONS

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.

DASHBOARD

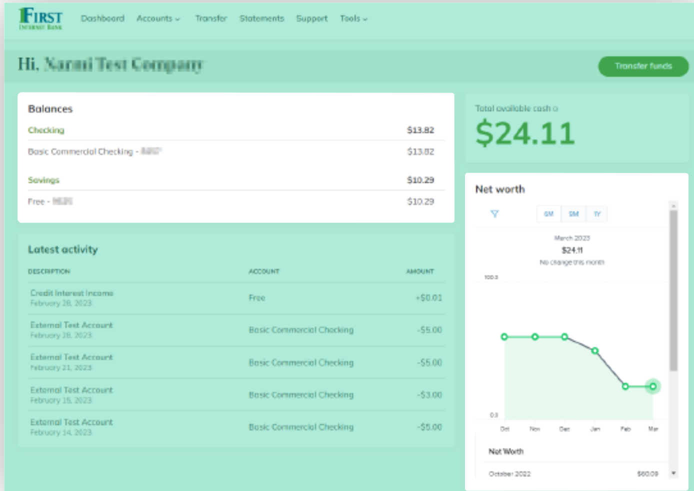


This section provides an overview of the Dashboard in Online Banking.

Functionality can be accessed by clicking “Dashboard” in the upper left of any screen.

Shown is the default view once you are logged in.

BALANCES



Balances list all of your accounts and their available funds.

Favorites will allow you to reorder how you view accounts. By hovering over the 3 dots showing to the right of your account balance, you can “favorite” an account to bring it to the top.

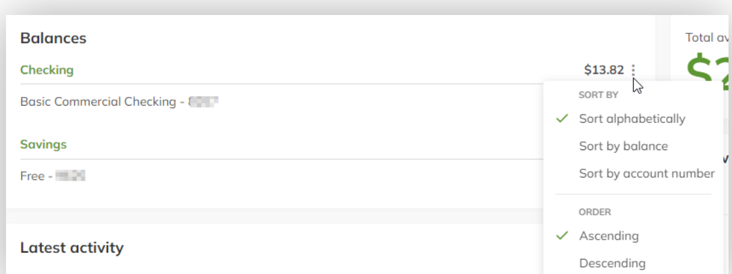
Hide will allow you to move an account to a collapsible drop down if it does not need to shown on your dashboard. Once an account is hidden, it can always be unhidden.

Hidden deposit accounts can also be customized to “include” or “not include” from showing in available cash.

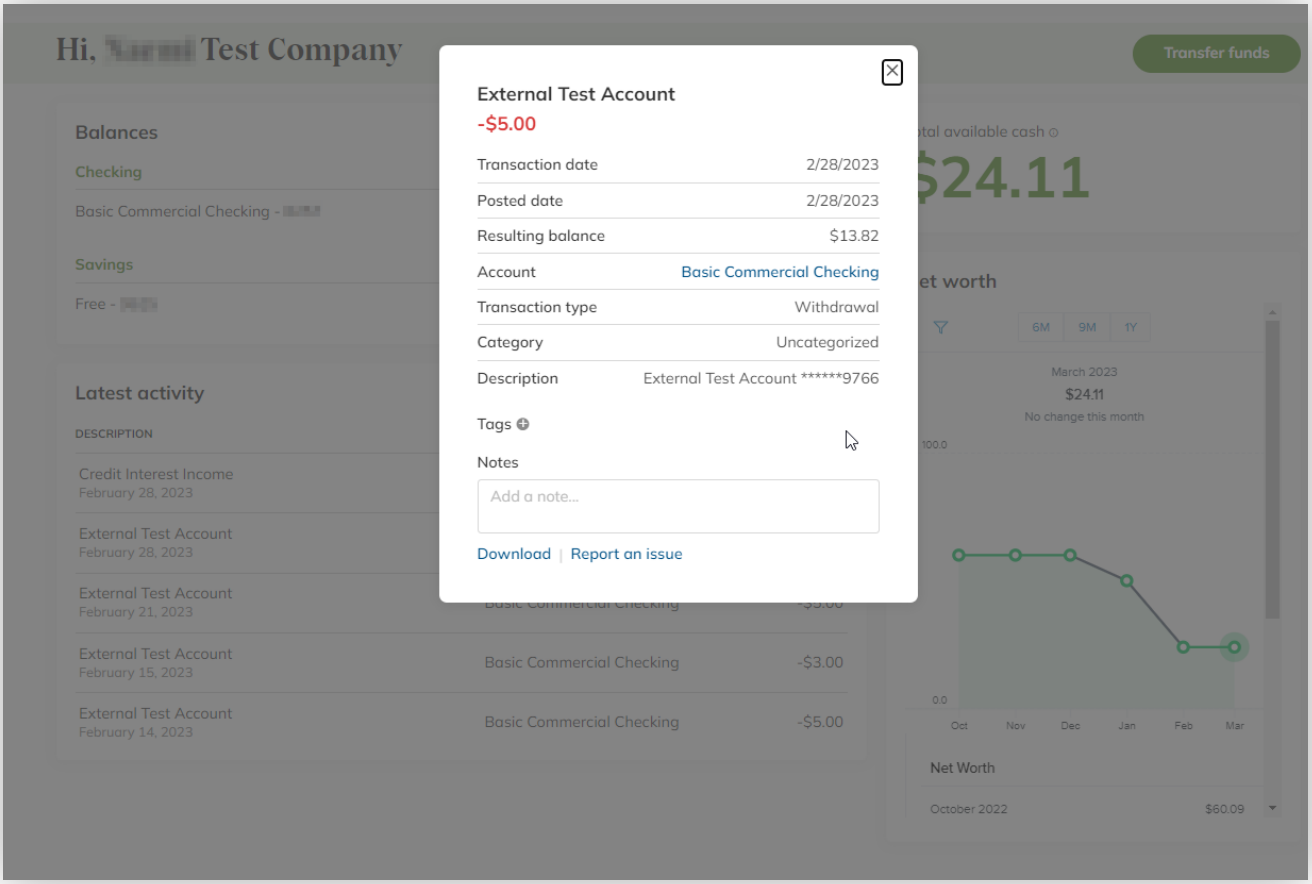
Net Worth can be viewed over the:

- Past year.
- Past six months.
- Past 30 days.

Balance categories allows you to sort further by alphabetical order, balance and account number. You can also set the order to be Ascending or Descending.



LATEST ACTIVITY

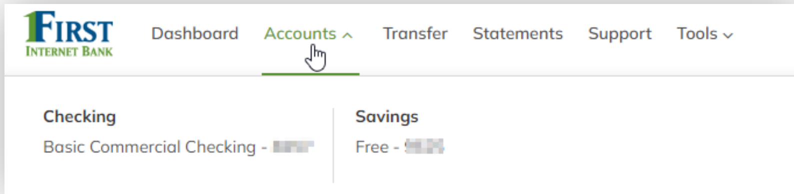


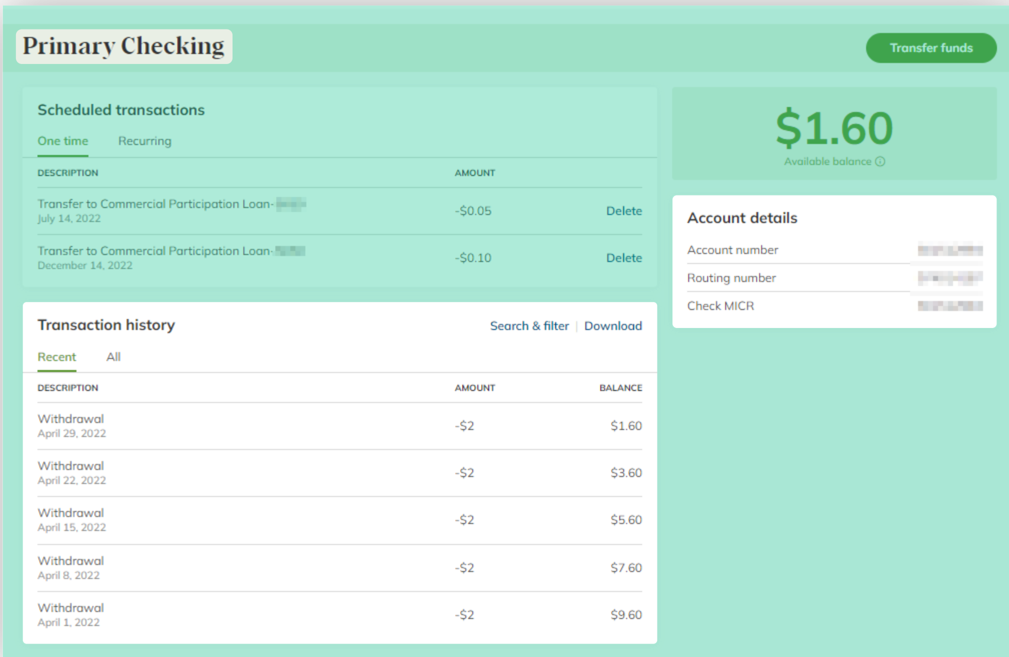
Latest activity will display the last few transactions against any of your accounts sorted by date. If you click on any transaction, you will see a pop-up window that will allow you to:

- Contact Support by clicking "Report an issue" will open a new message to the support team that includes transaction details.
- Download will provide a .pdf file of transaction details.
- Tags/Notes will allow a user to add a tag to categorize transactions or add a note on a transaction to provide additional information.

Transfer Funds allows you to transfer money between accounts.

ACCOUNTS





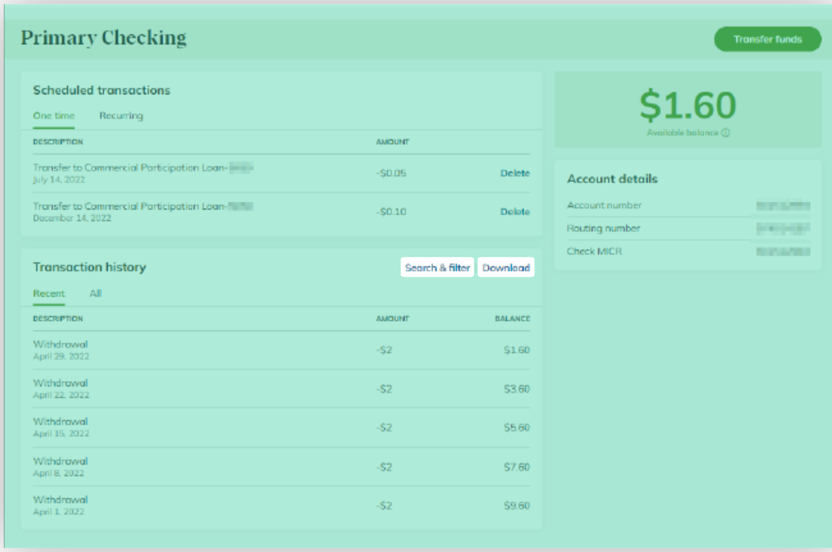
The Accounts tab in Online Banking is covered in this section. To gain functionality, click "Accounts" in the navigation bar.

A drop down will allow a user to select the account they would like to access.

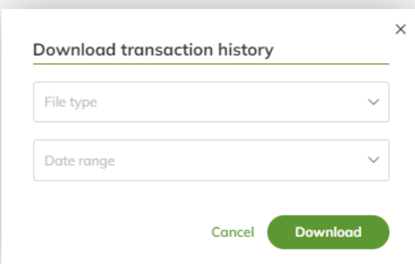
After selecting a specific active account, you can view all transactions for that account. See page 6, Transaction Details, for more information.

The most recent transactions are listed here. Details include transaction date, amount and type of transaction.

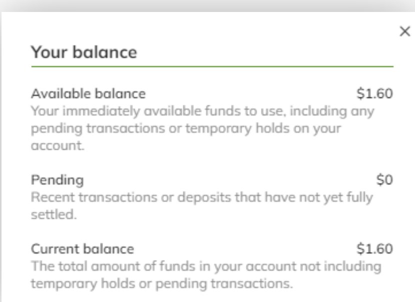
TRANSACTION DETAILS



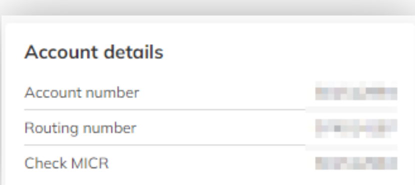
Select "Search & Filter" to find specific transactions; for more details, see page 7.



Download can be selected to export transaction history for the current or previous month and the current or previous year. Files can be downloaded in CSV, OFXv1, QIF, QBO or QFX formats.

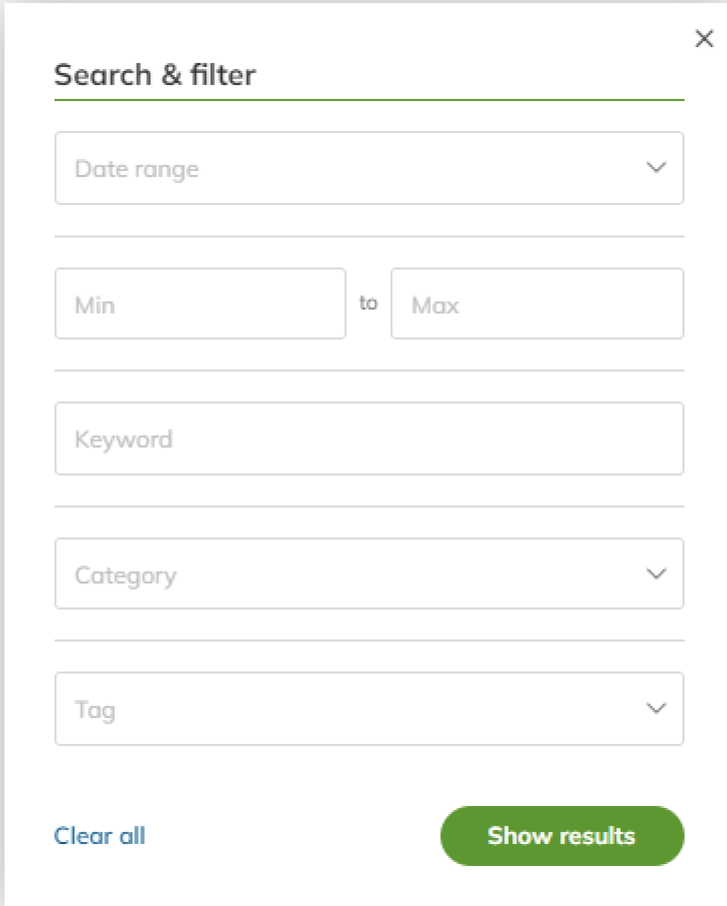


Your Available and Current balance breakdown can be viewed by clicking the icon next to Available balance.



Select Account details to view Account number, Routing number and Check Magnetic Ink Character Recognition (MICR).

SEARCH AND FILTER



You can select the Date range that you would like to search for.

Type in a Minimum to Maximum amount to limit any search results.

You can also narrow down results by Categories and Tags that you placed on a transaction. These will populate from information you create.