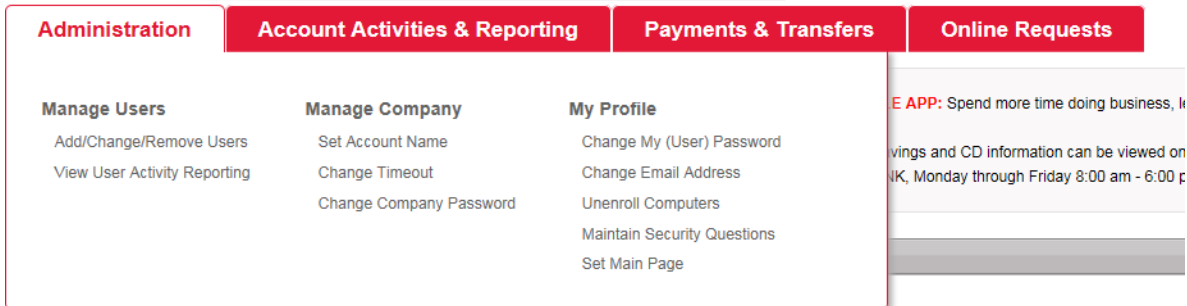


FirstConnect | Business®

Quick Guide to Navigating FirstConnect Business

Administration Tab

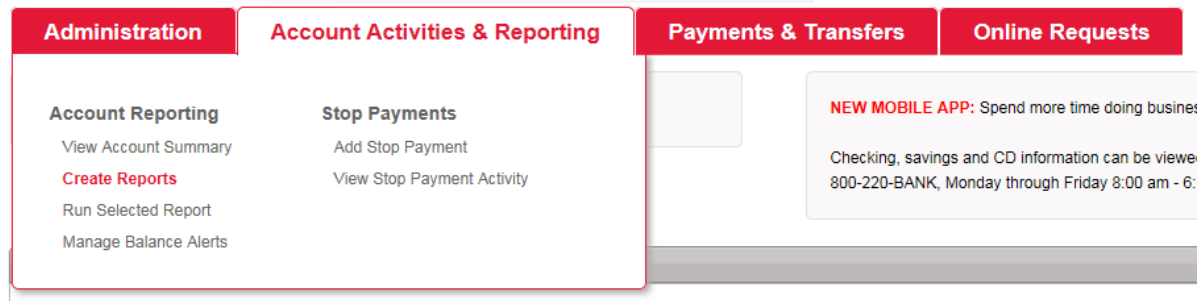
- Manage Users, change Company Password (requires Administrative Rights).
- Update Landing (main) Page, view and update End User profiles, update account names.



Administration	Account Activities & Reporting	Payments & Transfers	Online Requests
Manage Users Add/Change/Remove Users View User Activity Reporting	Manage Company Set Account Name Change Timeout Change Company Password	My Profile Change My (User) Password Change Email Address Unenroll Computers Maintain Security Questions Set Main Page	NEW MOBILE APP: Spend more time doing business, like... Checking, savings and CD information can be viewed on... 800-220-BANK, Monday through Friday 8:00 am - 6:00 p...

Account Activities & Reporting Tab

- View balances and history.
- Create frequently used reports.
- Add and view Stop Payments.



Administration	Account Activities & Reporting	Payments & Transfers	Online Requests
	Account Reporting View Account Summary Create Reports Run Selected Report Manage Balance Alerts		NEW MOBILE APP: Spend more time doing business... Checking, savings and CD information can be viewe... 800-220-BANK, Monday through Friday 8:00 am - 6:

Payments & Transfers Tab

- Create and manage transfers between Firsttrust accounts.
- Create and maintain ACH batches and participants (files and receivers).
- Initiate and approve ACH batches (files).
- Create and maintain wire transfer templates.
- Initiate and approve wire - freeform or from templates.
- Request ACH and wire activity reports (10 day history).
- Access Bill Pay Service and Lockbox Module.
- Add, view, and approve Federal Tax Payments.

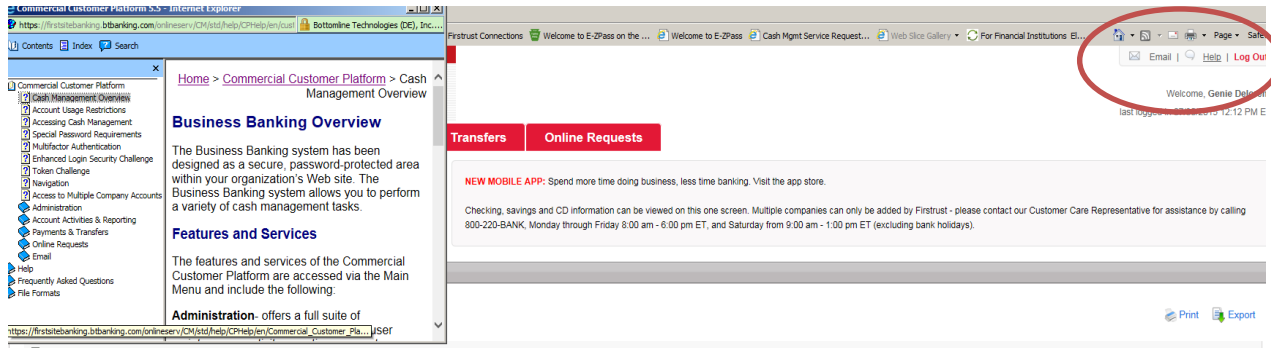
Administration	Account Activities & Reporting	Payments & Transfers	Online Requests
Account Transfer Add Transfer Add Recurring Transfer Update Transfers	ACH Maintain Batch Template Maintain Participant Assign Participant to Batch	Wire Transfer Maintain Template Maintain Template Group Approve Template	Additional Services Lockbox Bill Pay
Federal Tax Payments Add Tax Payment Approve/View Payment Activity View Payment Activity	ACH Processing Update Batch Import ACH Data Initiate Batch Approve/View ACH Activity View ACH Activity Send ACH File	Wire Processing Initiate Template Initiate Template Group Initiate Freeform Approve/View Wire Activity View Wire Activity View Incoming Wire Report Request Wire Investigation	

Online Requests Tab

- Access Online Statements and Positive Pay Module.
- Secure Support - email for confidential inquiries and information.

Administration	Account Activities & Reporting	Payments & Transfers	Online Requests
Company: <input type="text" value="FIRSTTRUST TEST ACCOUNT"/>		NEW Check 800-	Additional Services Online Statements Secure Support Positive Pay

Access Online Help Screens



Log Out Of FirstConnect

- Logoff FirstConnect securely.

