

## Welcome to Internet Banking for Business

With the help of the Internet you can enjoy the convenience of banking from your home or office via our secure server. If you are a first-time user, this page will help you initialize your Internet Banking account.

You will need an Access ID and password to set up your Internet Banking for Business account. If you don't have an Access ID and password, please visit any Bank First National office. Please review this information then proceed to the Electronic Banking Agreement by clicking on the button at the bottom of this page.

### PROCEED TO ELECTRONIC BANKING AGREEMENT

#### About Internet Banking for Business

With Internet Banking for Business you can:

- Review account balances in real time.
- Review Transactions in real time.
- Transfer funds between Bank First National accounts or make loan payments.
- View and print your E-statement instead of receiving paper statements (optional).
- Export financial information into a financial program such as Quicken.
- View and print check copies.
- Create ACH Transfers to other Business Accounts at other financial institutions.
- Initiate real-time Stop Payments.
- Create Wire Transfers.
- Create your own users and security for each user.
- Control employee access, control employees' ability to transfer to and from accounts and limit the amount each employee can transfer.

It's easy!

#### Security

Your security is extremely important to us. Internet Banking for Business incorporates the use of firewalls, encryption, user authentication, and passwords to ensure that only the person(s) you designate has access to your accounts.

Your computer must have a browser operating at the level of 128-bit encryption in order to log in to Bank First National's Internet Banking for Business. Links to upgrade are provided within this document under Hardware/Software Requirements.

## Passwords

In order to initialize your Internet Banking for Business account you will need an Access ID and a password. If you do not have an Access ID and a password you can obtain one by visiting any of our convenient locations. For optimum security we require all users to change their password the first time they use Internet Banking for Business. Please contact Bank First National in Manitowoc at 920-684-6611 if you have questions during the log in process.

If you need help with your password(s):

If you fail to log on three (3) consecutive times the system will lock you out for sixteen (16) hours. Should you need to enter the system before the expiration of the lock out your System Administrator will need to contact Bank First National at 920-684-6611. Internet Banking for Business Customer Service is available from 8:30AM CST to 4:30PM CST Monday thru Friday, excluding bank holidays. If you are locked out three (3) consecutive times, your access to the system will be terminated. This again will require your System Administrator to contact the bank and have your access reset before you are subsequently able to use the system.

Internet Banking for Business is available to you for your convenience 24 hours a day, 7 days per week. However, due to system maintenance, some or all of Bank First National in Manitowoc's electronic banking systems may be down. We will attempt to provide prior notice of such interruptions on our web page titled Scheduled Maintenance and Downtime, however we cannot guarantee that such notice will always be possible. We have scheduled every Sunday morning between midnight and 4:00 a.m. CST as our scheduled maintenance window, although we will usually not need to use this window. You may also call the 24-hour electronic banking number at 800-676-7535. Dial 0 and ask to speak with Internet Banking for Business Support during regular business hours or leave a message during non-business hours. Internet Banking Support can be reached via e-mail at [internetsupport@bankfirstnational.com](mailto:internetsupport@bankfirstnational.com). Please do NOT disclose account numbers or passwords in the e-mail.

## Hardware/Software Requirements

Windows PC Users:

Internet Banking for Business works best with Microsoft Corporation's Internet Explorer. Click on the link below to upgrade to the most current version. You may also use Firefox or Netscape Navigator 4.0 or greater.\*

Macintosh Users:

Internet Banking for Business works best with Firefox or Netscape Navigator 4.72 or greater.\*

\* If you are currently using Netscape Navigator/Communicator 4.7, 56-bit encryption version, you will not be able to connect to Internet Banking. You will need to download the most current version of Netscape Navigator or the 128-bit encryption version of 4.7 now.

To view Internet Banking for Business at its best, set your screen resolution to 800 x 600 pixels or larger.

## PROCEED TO ELECTRONIC BANKING AGREEMENT

You may now proceed to the Electronic Banking Agreement by clicking on the button above. You will be asked to review the document and acknowledge acceptance of the terms and conditions presented therein. Thank you for using Bank First National Internet Banking!