

Your Business Checklist

This checklist will help ensure your business is prepared for a smooth transition to First Mid.



Before November 30, 2023

- Add communications@firstmid.com to your contacts to ensure our emails land in your inbox.
- Treasury Management Clients - watch for emails about training and other important information regarding your Treasury Management services.
- Print/archive your Bill Pay history, payees, and recurring payment information *for validation purposes only*.

Before December 1, 2023

- Update your contact information with Blackhawk Bank (email, phone & mailing address).
- Watch for your new First Mid debit card and activation instructions to arrive by the third week of November.
- Activate your new debit card & choose a PIN by calling 800-992-3808 - save your card and PIN until it's time to begin using it.
- Print/archive your Blackhawk Bank eStatements, check copies, etc.
- Download your transaction history for Quicken & QuickBooks®.
- Download information from your Blackhawk Bank business financial management tool, if needed.
First Mid does not support a financial management tool for business customers.
- Treasury Management Clients - print or archive ACH and wire templates.

Friday, December 1, 2023

- Begin using your new First Mid debit card **after 5:00 p.m. (CST)**.
- Destroy your old Blackhawk Bank debit card once you begin using your new First Mid card.

Monday, December 4, 2023

Online Banking

- Sign in to Business Online Banking - for business customers NOT utilizing Treasury Management Services**

Visit www.firstmid.com and click the blue Business button at the top of the home page .

You will need three pieces of login Information:

- Company ID - this will be communicated to you prior to Monday, December 4
- User ID - will remain the same (*If your User ID requires changes, a separate communication will be sent.*)
- Temporary password - this will be communicated to you prior to Monday, December 4

OR

- Sign in to Commercial Online Banking - for Treasury Management Clients utilizing our Treasury Management Services**

Sign in through the First Mid Secure Browser. You will receive separate communications about Secure Browser.

- Re-establish in Online Banking:
 - Recurring or scheduled transfers (including loan payments)
 - Bank to Bank transfers
- Set up Online Banking account alerts.
- Sign up for eStatements if you are not already enrolled. Loan eStatements will need to be re-established.



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Mobile Banking

- Download the **First Mid Business Mobile** app and contact First Mid Customer Support after Monday, December 4 for your company's activation information.

Bill Pay

- Begin using Bill Pay within First Mid Online Banking.
- Verify your Bill Pay payees and recurring payments are accurate.
- Re-establish eBills.

Other

- Update your direct deposits, automatic payments, transfers, or loan payments with First Mid's routing number.
It is critical that you DO NOT update this information before December 2, 2023. First Mid's routing number is 071102076.
- Update your merchant/service providers with your new First Mid debit card number for automatic payments.
This should be done after December 2, 2023, but before your next automatic payment is due.
- Download the CardValet app to set alerts and controls on your First Mid business debit card.



Have questions?
We're here to help!

Customer Support 877-888-5629
Monday – Friday 7:30 a.m. – 5:30 p.m. (CT)
Saturday 8:00 a.m. – 1:00 p.m. (CT)

OR

Treasury Management Support
833-680-5110
Monday – Friday 8:30 a.m. – 5:00 p.m. (CT)