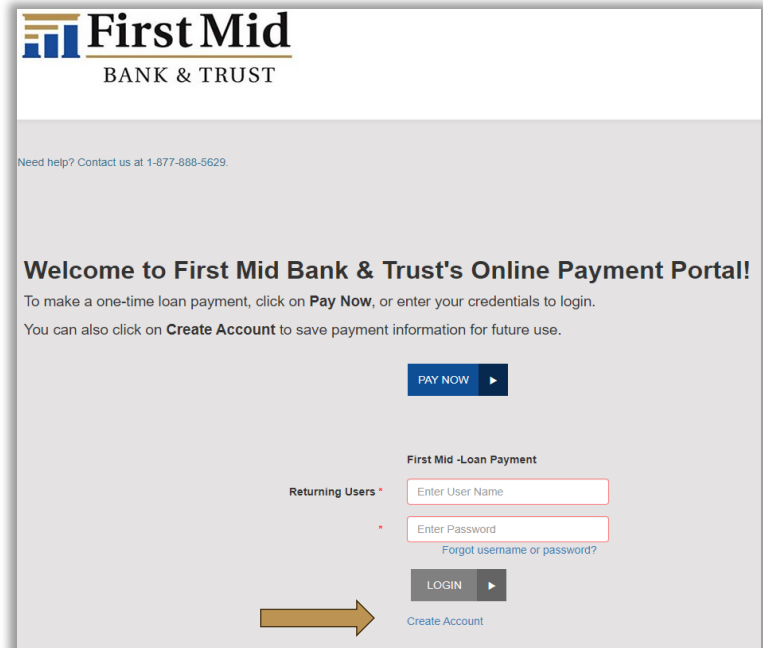## Creating an Account:

Creating an account allows you to save your payment options, send one-time payments, and view your transaction history.

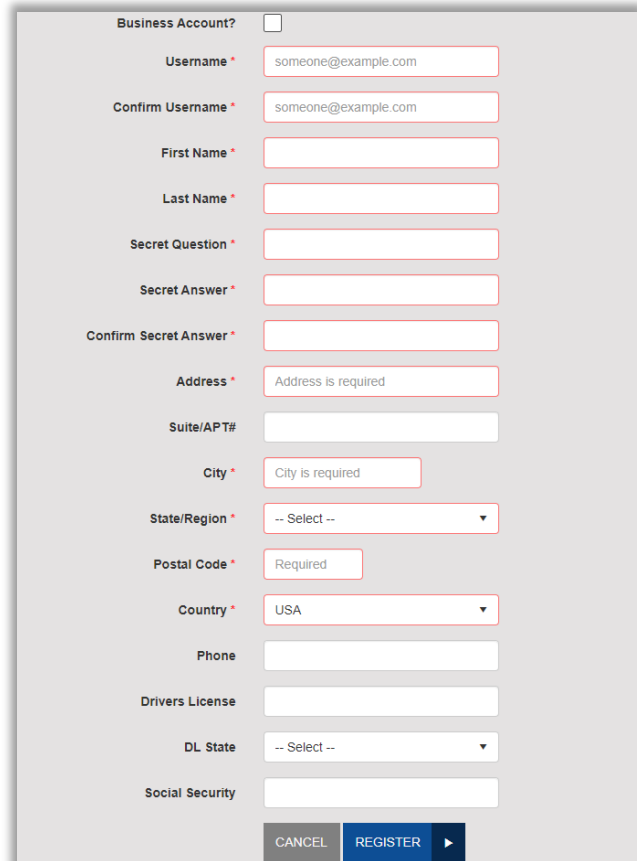### Step 1

- On the Welcome screen, click **Create Account** right below the Login button.

Step 2

- Enter all required information, including your security question and answer.

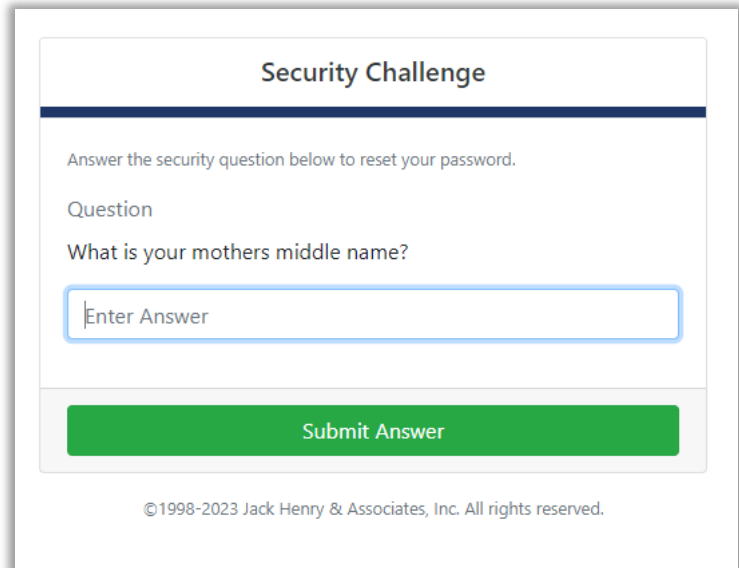   Click **Register** at the bottom of the screen.

Step 3

- You will receive on-screen confirmation and an email confirmation. The email will contain a password link.
- **To complete the registration, click the link in the email to create your password**.

First Mid
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Need help? Contact us at 1-877-888-5629.

Welcome to First Mid Bank & Trust's Online Payment Portal!
To make a one-time loan payment, click on **Pay Now**, or enter your credentials to login.
You can also click on **Create Account** to save payment information for future use.

PAY NOW ▶

First Mid -Loan Payment

Returning Users *	Enter User Name
*	Enter Password

Forgot username or password?

LOGIN ▶

Create Account

Business Account?	☐
Username *	someone@example.com
Confirm Username *	someone@example.com
First Name *	
Last Name *	
Secret Question *	
Secret Answer *	
Confirm Secret Answer *	
Address *	Address is required
Suite/APT#	
City *	City is required
State/Region *	-- Select -- ▼
Postal Code *	Required
Country *	USA ▼
Phone	
Drivers License	
DL State	-- Select -- ▼
Social Security	

CANCEL   REGISTER ▶

Step 4

- Before setting your password, verify your identity by entering the answer to your security question and click **Submit Answer**.

Security Challenge

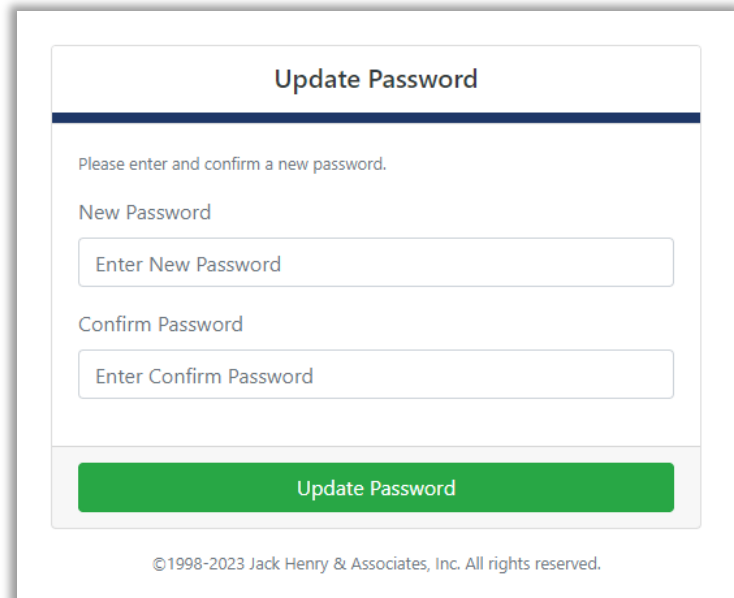Answer the security question below to reset your password.

Question

What is your mothers middle name?

Enter Answer

Submit Answer

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Step 5

- Enter and confirm your new password and click **Update Password**.

Update Password

Please enter and confirm a new password.

New Password

Enter New Password
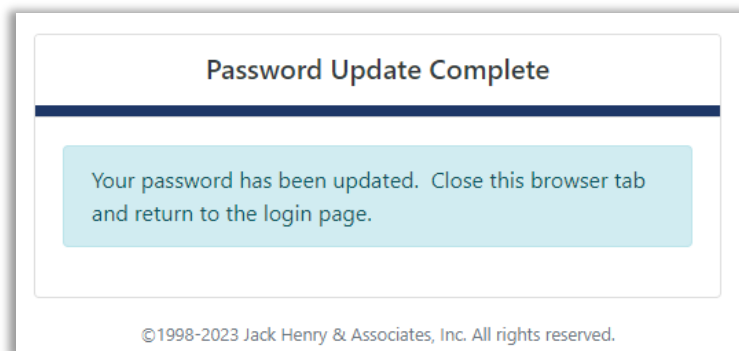
Confirm Password

Enter Confirm Password

Update Password

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- Once your password has been updated, close this screen and return to the login page.
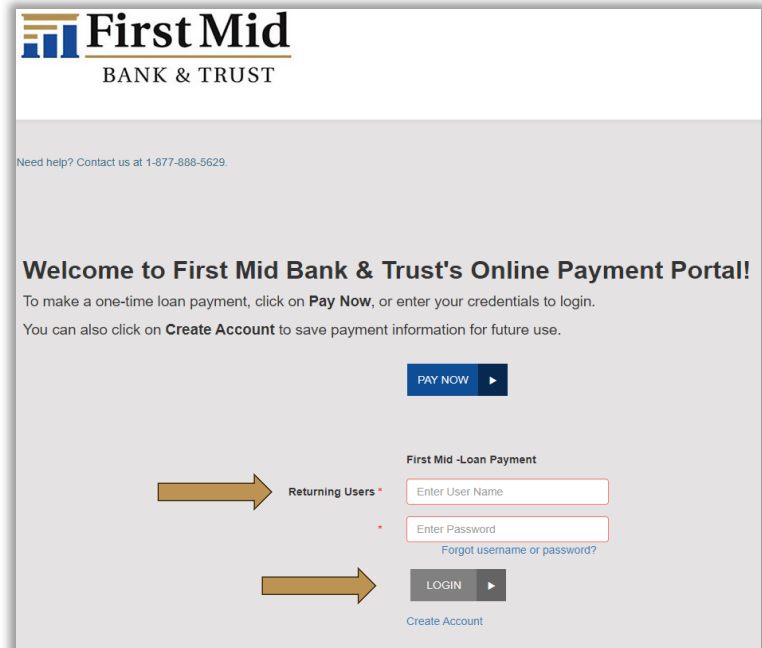
Password Update Complete

Your password has been updated. Close this browser tab and return to the login page.

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Step 6

- Enter your **User Name** and your new **Password**, then click **Login.**

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Need help? Contact us at 1-877-888-5629.

Welcome to First Mid Bank & Trust's Online Payment Portal!

To make a one-time loan payment, click on **Pay Now**, or enter your credentials to login.
You can also click on **Create Account** to save payment information for future use.

PAY NOW ▶

First Mid -Loan Payment

Returning Users *   Enter User Name
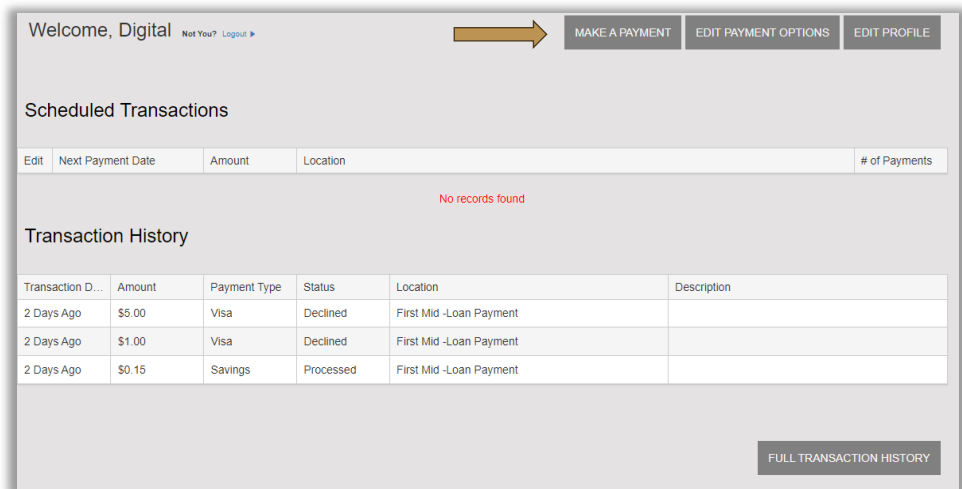
*   Enter Password

Forgot username or password?

LOGIN ▶

Create Account

Making Payments:

Once you are logged in, you can **Make a Payment**, **Edit Payment Options**, and **Edit Profile**.

Welcome, Digital   Not You? Logout ▶   MAKE A PAYMENT   EDIT PAYMENT OPTIONS   EDIT PROFILE

Scheduled Transactions

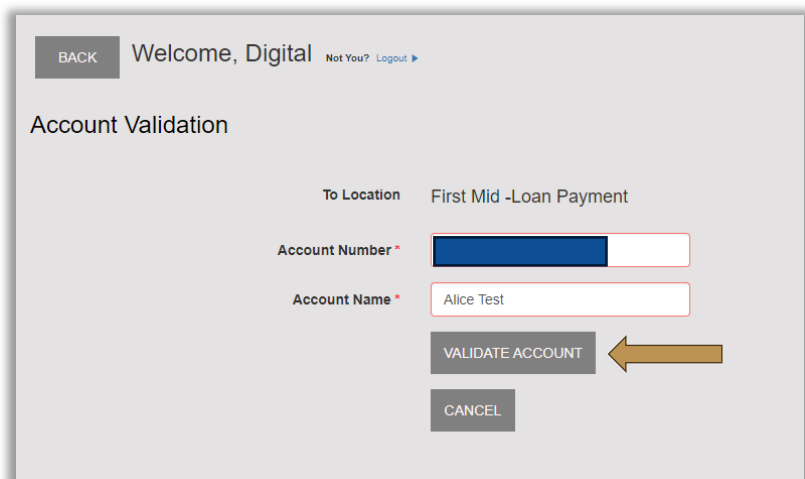| Edit	Next Payment Date	Amount	Location		# of Payments
			No records found		

Transaction History

Transaction D...	Amount	Payment Type	Status	Location	Description
2 Days Ago	$5.00	Visa	Declined	First Mid -Loan Payment	
2 Days Ago	$1.00	Visa	Declined	First Mid -Loan Payment	
2 Days Ago	$0.15	Savings	Processed	First Mid -Loan Payment	

FULL TRANSACTION HISTORY

To make a payment, click **Make A Payment** at the top of the screen.

BACK   Welcome, Digital   Not You? Logout ▶

Account Validation

To Location   First Mid -Loan Payment

Account Number *

Account Name *   Alice Test

VALIDATE ACCOUNT

CANCEL

Step 1

- On the next screen, enter your **Loan Account Number** and **Account Name**, then click **Validate Account**.

Step 2

- Enter your **Payment Amount**, the **Pay From Account**, and **Payment Date**. Choose **Continue**.

PLEASE NOTE:

You can select **Add Payment Option** on this screen if your payment account information has not been saved.

Account Validation

To Location	First Mid -Loan Payment
Account Number *	
Account Name *	Alice Test
	VALIDATE ACCOUNT

Account Search Result

Account Number	
Account Name	Alice Test

Pay This Amount *	Required
	Required
Pay From Account *	-- Select -- ▾ ADD PAYMENT OPTION
Account Name	Alice Test
Payment Date	11/9/2023 📅

CANCEL CONTINUE ▶

Step 3

- Review the payment information you entered to ensure it is correct.

- At the bottom of the screen, you will find an **Authorization Agreement.** After reading the agreement, click **Agree and Submit**.

- Once submitted, you will receive a confirmation message which will include the transaction **Reference Number**.

- Click **Save Receipt** or **Print Receipt** to keep a copy for your records.

Amount	$1.00
To Location	First Mid -Loan Payment
Account Number	
Account Name	Alice Test
Account Name	Alice Test
Account Type	Checking
Routing Number	000000000
Account Number	XXXXXXXX0000
Name	Test
Billing Address	123 St Mattoon, IL 61938
Email Address	noreply@firstmid.com

Authorization Agreement

I, **Test**, authorize **FM - Merchant Financing** to electronically debit my **Checking** account XXXXXXXX0000 with the Routing Transit Number 000000000 for the amount above.

I agree to have sufficient funds in my account for the transaction above and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **FM - Merchant Financing** to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at 877-888-5629.

CANCEL AGREE AND SUBMIT ▶

First Mid
BANK & TRUST

Step 4

- Navigate back to your Express Pay home screen to view your **Transaction History** or **Edit Payment Options**.

- To add and save a new "Pay From Account", click **Edit Payment Options**.

Welcome, Digital Not You? Logout ▸

MAKE A PAYMENT   EDIT PAYMENT OPTIONS   EDIT PROFILE

Scheduled Transactions

Edit	Next Payment Date	Amount	Location	# of Payments
			No records found	

Transaction History

Transaction D...	Amount	Payment Type	Status	Location	Description
2 Days Ago	$5.00	Visa	Declined	First Mid -Loan Payment	
2 Days Ago	$1.00	Visa	Declined	First Mid -Loan Payment	
2 Days Ago	$0.15	Savings	Processed	First Mid -Loan Payment	

Step 5

- Select **Add Payment Option**.

Payment Options

+ Add Payment Option

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- Enter your **Bank Account** or **Card** information you would like to save as a new "Pay From Account."

- After entering all required information, click **Add Payment** to save the new Payment Option.

+ Add Payment Option

☐ Same as profile

Payment Type *	Bank	Address *		
Account Type *	Checking			
Name On Account *		City *		
Routing Number *		State/Region *	-- Select --	
Account Number *		Zip *		
Account Nick Name		Country *	USA	

RESET   ADD PAYMENT ▶