



# Your Business Checklist

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

Visit <https://www.firstmid.com/online-banking-for-businesses/online-banking/> to check out the Business Online Banking & Business Bill Pay video tutorials for detailed information.

## August 16 – September 10, 2021

- ☐ Watch for your new Debit Card and activation instructions the end of August
- ☐ Download your transaction history for QuickBooks or future reference
- ☐ Print/archive your Stifel Bank eStatements, check copies, etc.

### Bill Pay

- ☐ Print/archive your Bill Pay history
- ☐ Print/archive Bill Pay payees
- ☐ Notate any recurring bill payments, you will need the information to set them up on the new system

### Before Conversion Weekend

- ☐ **Plan Ahead** for any banking or cash needs between 5:00 p.m. Friday, September 10 and 7:00 a.m. Monday, September 13
- ☐ **Stop using your Stifel Bank ATM / debit card after 5:00 p.m. on Friday, September 10 and destroy it**

## Monday, September 13, 2021

### Debit Card

- ☐ **Activate and begin using your new First Mid debit card after 7:00 a.m.**
- ☐ Update your merchant/service providers with your new First Mid debit card number for automatic payments
- ☐ Download and register your new First Mid debit card with the CardValet® app and set up alerts - search for "Card Valet" in your app store
- ☐ Add your new First Mid debit card to Apple Pay, Samsung Pay or Google Pay once your card is activated



### Other

- ☐ Update your Direct Deposits, Automatic Payments, Transfers or Loan Payments with **First Mid's routing number 071102076**

## Tuesday, September 14, 2021

### Business Online Banking

- ☐ Sign into Business Online Banking at <https://www.firstmid.com>  
**Business Online Banking is for business customers using basic online banking only - balance inquiry, transaction history, eStatements, bill pay**
  - Login Information - these pieces of information will be communicated to you prior to Monday, September 13
    - Company ID
    - User ID
    - Temporary password
- ☐ Re-establish recurring or scheduled transfers (including loan payments)
- ☐ Set-up Online Banking Account Alerts
- ☐ Sign up for eStatements if you are not already enrolled! They are fast, free & secure!

### Bill Pay

- ☐ Begin using Bill Pay by re-enrolling within your First Mid Online Banking account  
**NOTE:** The Bill Pay enrollment form is located in the Resource Center within Business Online Banking
- ☐ Re-establish:
  - Bill Payees
  - Recurring Payments
  - eBills

### Mobile Banking

- ☐ Interested in Mobile Banking for your business? Download the **First Mid Business Mobile** app and either contact our First Mid Customer Support after Tuesday, September 14 for your activation key, or send us a secure message within Business Online Banking.



**If you have questions, we are here to help!**

Please call our Customer Support Center at 877-888-5629.

Monday – Friday 7:00 a.m. – 6:00 p.m. (CST) and Saturday 8:00 a.m. – 1 p.m. (CST)

[firstmid.com](https://www.firstmid.com)



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