

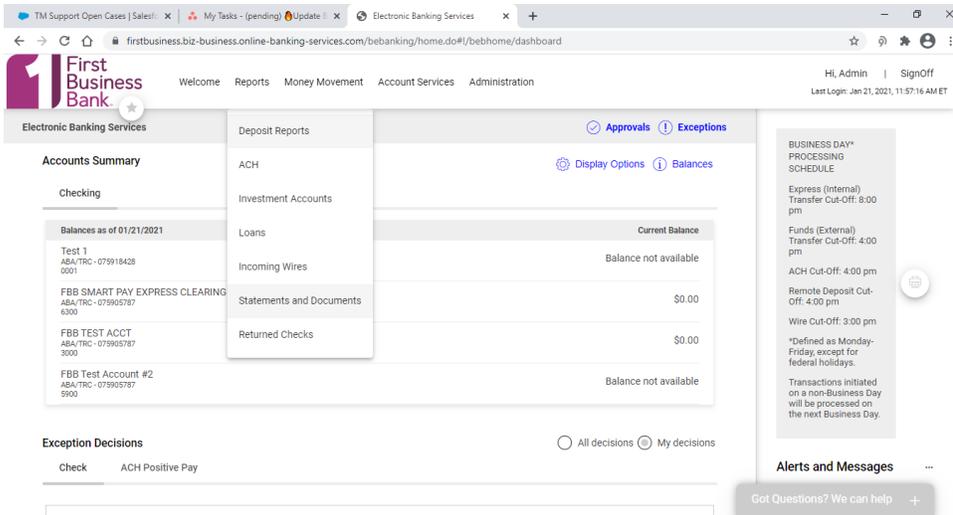
E-STATEMENTS SIGN UP

ONLINE BUSINESS BANKING



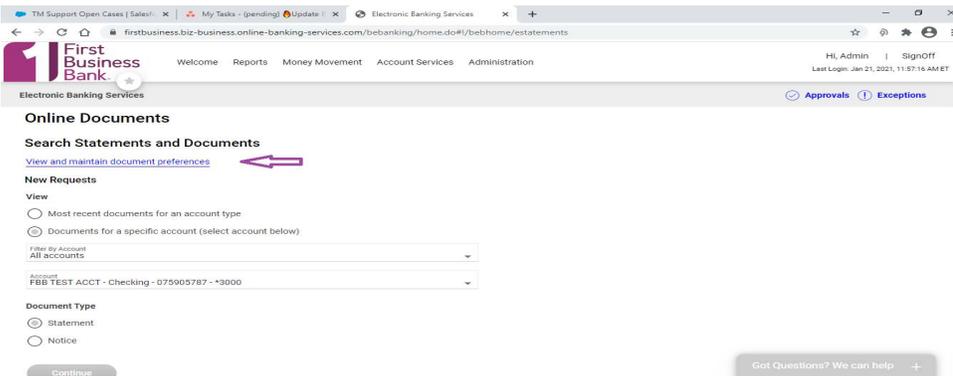
1. REPORTS

From the welcome screen hover over “Reports” and choose “Statements and Documents.”



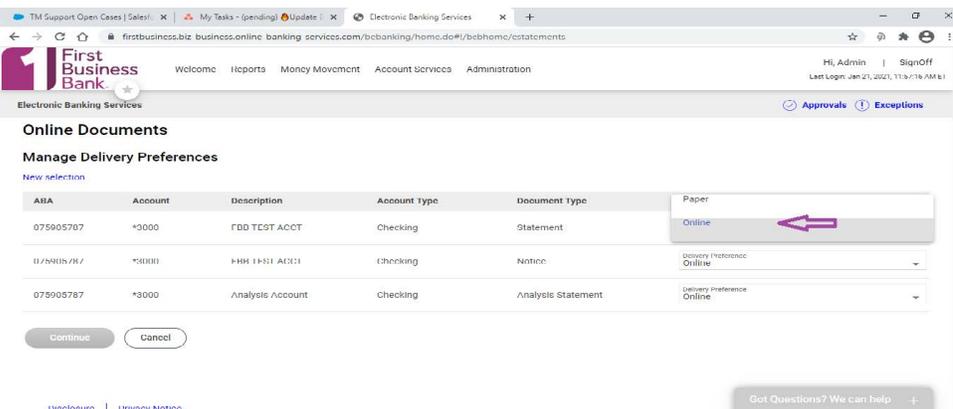
2. PREFERENCES

Click on the hyperlink View and Maintain document preferences.



3. DELIVERY PREFERENCES

Click on the “Delivery Preference” drop down to change desired account to “Online.” Click “Continue.”



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4. SERVICE AGREEMENT

The first time you switch to e-statements you will be required to agree to the service agreement. Click "I Agree" to continue.

You may only access eNotices by logging into your account online.

The Administrator for BIB online access must enroll any users that have the authority to access account statements. Any authorized person designated by the Master Internet Banking and Treasury Management Services Agreement or set up as a user by the Administrator shall have authority to eNotices on your account, even though that person's authority to view account statements and documents may not be designated in the Account Agreement or Company Resolution as signed at account opening.

Delivery Considerations
To enroll in eNotices, you must have access to a personal computer with e-mail software and appropriate browser software (such as the most current version of Microsoft Internet Explorer), access to the Internet, e-mail access, and a valid e-mail address. To print an eStatement or other eNotice, you must have access to a printer. After logging in, you will be able to view, print, store, or download your eNotices.

E-mail Address Changes
If you change your e-mail address after you have enrolled in eNotices, it is your responsibility to update your e-mail address by clicking on the "Administration (Self administration)" tab and clicking on "Personal Preferences tab" to make the change.

Duration and Withdrawal of Consent
Your consent will be effective indefinitely, unless you withdraw consent or we revoke consent and notify you of the revocation. You may withdraw your consent to receive eNotices at any time by logging in to your internet banking account and changing the document preference back to paper documents. You may also notify us in writing at the address below and indicate that you would no longer like to receive eNotices. You understand that you will continue to receive eNotices until we have processed withdrawal or revocation of your consent. This process will usually be completed within seven (7) business days, but under certain circumstances may require additional time. You may contact us as indicated below to request a paper copy of any document while we process withdrawal or revocation of your consent.

Right to Receive Paper Documents
As part of the eNotices enrollment process, you may elect to receive a duplicate paper copy of your periodic statement in addition to an electronic copy. You may also request a duplicate paper copy of any other document you receive electronically through eNotices by calling us at 1-608-232-5938. A fee may apply for any duplicate paper copies you request. We reserve the right to send you paper copies of any documents or notices that you have consented to receive electronically or that are not available electronically and to discontinue eNotices to you at any time.

Your Consent
By clicking on the "I Agree" button, you (i) consent to electronic delivery of eNotices, (ii) represent that you have read, understand, agree to, meet, and will continue to meet, all the terms and conditions above, (iii) agree that you are providing the legal equivalent of your handwritten signature, and (iv) agree to print and/or save a copy of this consent for your records.

First Business Bank Contact Information:
First Business Bank
401 Charmany Drive
Madison, WI 53719
608-238-8008

5. VERIFY DELIVERY

The last step is to verify that you have selected the correct Delivery Preference. Click "Save preferences."

The screenshot shows a web browser window with the URL firstbusiness.biz-business.online-banking-services.com/bibanking/home.do#/bebhome/estatement. The page title is "Electronic Banking Services". The navigation menu includes "Welcome", "Reports", "Money Movement", "Account Services", and "Administration". The user is logged in as "Hi, Admin" and the last login was on "Jun 21, 2021, 11:57:16 AM ET".

The main content area is titled "Online Documents" and "Verify Preferences". A warning message states: "You are updating the delivery preferences for these account documents. Documents with 'Paper' delivery will no longer be available for online viewing." Below this, a table lists account documents with their delivery preferences.

ABA	Account	Description	Account Type	Document Type	Delivery Preference
075905787	*3000	FBB TEST /ACCT	Checking	Statement	Online

At the bottom of the table, there are two buttons: "Save Preferences" and "Cancel". A red arrow points to the "Save Preferences" button.

At the bottom of the page, there are links for "Disclosure" and "Privacy Notice", and a button that says "Got Questions? We can help +".