



Commercial Readiness Checklist



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

Visit <https://www.firstmid.com/treasury-management/treasury-services-support/> to watch the Commercial Online Banking video tutorial for detailed information about our Commercial Online platform.

Before November 30, 2023

Bill Pay - Access to Bill Pay through Blackhawk Bank ends at 4:00 p.m. (CT) on Thursday, November 30

- Print/archive your Bill Pay history
- Print/archive your Bill Pay payees (for validation purposes only)
- Notate any recurring bill payments, you will need to validate them on the First Mid system.

Before December 1, 2023

- Update your contact information with Blackhawk Bank (email, phone & mailing address).
- Add **communications@firstmid.com** and **treasuryservices@firstmid.com** to your contacts to ensure our emails don't get caught in your spam filter.
- Watch for emails about training opportunities and other important information regarding your Treasury Management services.
- Watch for your new First Mid debit card and activation instructions the last week of November.
- Download your transaction history for QuickBooks® or future reference.
- Print/archive your Blackhawk Bank eStatements, check copies, ACH/wire templates, etc. for post conversion validation.

Friday, December 1, 2023

- Activate your new debit card and choose a PIN by calling 800-992-3808.
- Begin using your new First Mid debit card **after 5:00 p.m. (CT)**.
- Destroy your old Blackhawk Bank debit card once you begin using your new First Mid card.

Monday, December 4, 2023

Commercial Online Banking for clients utilizing our Treasury Management Services

- Sign in to Commercial Online Banking** through the First Mid Secure Browser.
A separate communication and training will be provided about Secure Browser.
- Re-establish all recurring or scheduled transfers, including loan payments, ACH payments, Wire Transfers, etc.
- Set up Online Banking account alerts (ie. low balance, ACH debits posted, deposit posted, etc.).
- Sign up for eStatements if you are not already enrolled. *Loan eStatements will need to be re-established.*

ACH Origination

- Verify your payees and templates are accurate.
- Verify your ACH Originator and account access is accurate.
- Re-establish all recurring ACH payments.

Online Wire Initiation

- Verify your payees and templates are accurate.
- Update any shared Incoming Wire instructions.
- International Wires: Update templates and payees to include the Beneficiary Bank SWIFT code if it is not already included.
- Re-establish all recurring Online Wires.

Fraud Protection Services

- Sign in to Positive Pay at: <https://www.FraudPreventionHQ.com/client-login/firstmid>
We recommend adding this link to your browser bookmarks.
You will receive a separate email communication with the following login information for Fraud Protection:
 - User ID - this will be communicated to you, via email, prior to Monday, December 4
 - Password - this will be communicated to you, via email, prior to Monday December 4
- Set up exception alerts (email or SMS text available by account or transaction).
- Begin establishing Approved/Blocked list for ACH transactions.
- Begin uploading Check Issue files to the FI standard templates or build customized templates for Check Issue uploads.



Have questions?
We're here to help!

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





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Remote Deposit Capture

- Sign in to Remote Deposit at: <https://SmartPay.ProfitStars.com/business>

We recommend adding this link to your browser bookmarks.

You will receive a separate email communication with the following login information for Remote Deposit:

- Company ID - this will be communicated to you, via email, prior to Monday, December 4
- User ID - this will be communicated to you, via email, prior to Monday, December 4
- Password - this will be communicated to you, via email, prior to Monday December 4

- Initialize scanner between the platform and your desktop computer.
- Begin scanning checks.

Bill Pay

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

Mobile Banking

- If you are interested in Mobile Banking for your business, download the **First Mid Business Mobile** app and activation information will be communicated to you via email, prior to Monday, December 4.



Other

- Update your direct deposits, automatic payments, transfers, or loan payments with First Mid's routing number. **First Mid's routing number is 071102076.**
It is critical that you DO NOT update this information before December 2, 2023.
- 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.**
- Re-establish account connections with any third-party services, such as PayPal, Venmo, QuickBooks®, etc.
- Download the CardValet app and add your First Mid business debit card information. Using CardValet, you can set up alerts and controls on your First Mid debit card.



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