



FREE CHECKING

ACCOUNT CHECKLIST

QUESTIONS?



Contact your bank officer.



Call our Contact Center at 800.843.1552.



Send us a secure message using the chat feature in Digital Banking.

Visit [BANKeasy.com/welcome](https://www.bankeasy.com/welcome) for Digital Banking tutorials and a digital account checklist.



BANKeasy

[WWW.BANKEASY.COM](https://www.bankeasy.com)

YOUR FREE CHECKING CHECKLIST

YOUR ACCOUNT DETAILS

Account Open Date: _____

Account Number: _____

Routing Number: _____

Digital Banking Username: _____

YOUR BANK OFFICER INFORMATION

Name: _____

Phone: _____

Email: _____

MAKE AN INITIAL DEPOSIT

If you didn't do so at the time of account opening, be sure to make your initial account deposit within 30 days of opening to avoid your new account being closed.

ACCESS YOUR DIGITAL BANKING ACCOUNT

(online or mobile) with the username provided by your bank officer. Find more information about Digital Banking features and FAQ at BANKeasy.com/digitalbanking.

- Log in at BANKeasy.com; or
- Download the app to access on your smartphone or tablet. Search for "BANKeasy" in the App Store® or Google Play™.

ENROLL IN ELECTRONIC STATEMENTS

1. Log in to Digital Banking.
2. Select the account you want to enroll.
3. Select **Statements & Notices**.
4. Accept the terms.
5. Enter the email address where you want to receive notifications.
6. Select the account.
7. Finish by selecting **Enroll**.

SET UP OR SWITCH DIRECT DEPOSIT

- Log in to Digital Banking > select **Set Up Direct Deposit** on the dashboard > follow the on-screen steps to complete the process!
OR scan this QR code:



- **Need a form?** That's an option, too. It's pre-filled and ready when you are. Find it in Digital Banking under "Set Up Direct Deposit."

After set up, remove the Direct Deposit card from your Digital Banking dashboard by selecting the "..." in the top right corner of the card, then **Organize dashboard**, then the "X" next to the card name, and then **Done** in the top corner.

SET UP OR SWITCH AUTOMATIC PAYMENTS

Use the routing number and account number provided at account opening.

ORDER CHECKS one of five ways.

- Visit BANKeasy.com/checks.
- Access the Harland Clarke website through Digital Banking.
- Call us at 800.843.1552.
- Visit your nearest First Bank & Trust location.
- Send us a secure message in Digital Banking.

ACTIVATE YOUR DEBIT CARD using one of these options as soon as you receive it in the mail.

- Log in to Digital Banking > select the account associated with your debit card > choose **Card management** > select the card > click **Activate new card**; or
- Call the phone number provided on the activation label; or
- Call 800.843.1552 during banking hours; or
- Make a withdrawal or balance inquiry with the PIN at any ATM; or
- Make a purchase at any merchant using the PIN (not signature).

NOTES: