

Quick Start Guide

Business Mobile Banking



App Features

- View accounts including checking, savings, CDs and investments.
- View account activity.
- Initiate internal and external account transfers.
- Deposit checks and view check images.
- Approve pending transactions such as ACH and Wire Transfers.
- Act on Positive Pay and ACH Positive Pay exceptions.
- Initiate and approve Bill Payments, create new payees, and schedule future bill payments.

Getting Started

- Business Online Banking admins are automatically entitled to use Mobile Banking & Mobile Remote Deposit Capture (RDC). As an admin, you simply need to download the app to get started.
- Admins need to entitle any company users they would like to be able to use the Mobile Banking app (see instructions below).

Downloading The App

Download the First Business Bank Mobile Banking app in your app store or easily find our app from our [Mobile Banking app web page](#).

Your First Mobile App Deposit

Your first deposit must be \$25,000 or less. After your initial Mobile Banking deposit, you can work with your Treasury Management Relationship Manager to set a limit that meets your ongoing business needs.

Steps For Business Online Banking Admins To Entitle Company Users

- Log in to Business Online Banking with a computer.
- Select: Administration > Select appropriate User ID > Mobile Banking.
 - Also select the “Mobile RDC” box if you would like the user to have remote check deposit capabilities in the mobile app.

Tips For Mobile Deposits

If you receive an “Endorsement Missing” message:

- Sign the back of the check below the endorsement stamp and attempt to rerun the check.
- Draw a box around the stamped endorsement and attempt to rerun the check.

Want To Learn More?

Contact your First Business Bank representative or Treasury Management Support at TMSupport@firstbusiness.bank or by phone in Wisconsin at 608-232-5938 or in Kansas at 913-717-6464.

