



Business Online Banking Application

REQUESTED SERVICES (Check the Appropriate Boxes Below)

- BASIC SERVICES PACKAGE – No Charge
Balances, Account History, Transfers
ADVANCE SERVICE PACKAGE – Relationship Pricing
Basic Service Package plus the ability to Originate ACH Transactions

Bill Payment Service is available for both packages. Select "Bill Payment" in the Account Section of this application. You will receive Bill Payment – Self Enrollment instructions on your mailed User ID Notice.

CLIENT SETUP

Form fields for Client Setup including: New User / Existing User Modification, Client Number, Business Name, Street Address, City, State, Zip, Tax ID #, SSN, Business Phone, Business Fax, Other Contact #.

Form fields for Administrator/Supervisor details including: Name, Date of Birth, eMail Address, Primary Phone #, Secondary Phone #.

Table for 1st Administrator Authorized Access Time with columns: Day, Start Time, End Time and checkboxes for 24 Hour, Mon-Sun, Mon-Fri.

Table for 2nd Administrator / Supervisor's Authorized Access Time with columns: Day, Start Time, End Time and checkboxes for 24 Hour, Mon-Sun, Mon-Fri.

2ND ADMINISTRATOR / SUPERVISOR OPTIONS (1st Administrators are setup with all admin. options)

Form for administrative options including: Add Employee, Change Employee, Delete Employee, Add Transfer Template, Change Transfer Template, Delete Transfer Template.

ACCOUNT SETUP

List the account numbers to be setup and assign each account a Nickname. The title of the account may be used as the Nickname.

Table with columns: Account Number, Nickname, Account Number, Nickname for listing accounts to be setup.

Review the Resolution on file for each account and verify that the individuals being given online transaction authority in the account setup section on the 2nd page of this application are shown on the Resolution as having transaction authority.

ACCOUNT SETUP

List the account numbers and select the account options the Supervisor(s) is allowed to perform.

	Account Number					
<input type="checkbox"/> Adm <input type="checkbox"/> 2 nd <input type="checkbox"/> Adm <input type="checkbox"/> Sup	Transactions <input type="checkbox"/> View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adm <input type="checkbox"/> 2 nd <input type="checkbox"/> Adm <input type="checkbox"/> Sup	Export Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adm <input type="checkbox"/> 2 nd <input type="checkbox"/> Adm <input type="checkbox"/> Sup	Stop Pay - Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adm <input type="checkbox"/> 2 nd <input type="checkbox"/> Adm <input type="checkbox"/> Sup	Stop Pay - Add	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adm <input type="checkbox"/> 2 nd <input type="checkbox"/> Adm <input type="checkbox"/> Sup	Loan Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adm <input type="checkbox"/> 2 nd <input type="checkbox"/> Adm <input type="checkbox"/> Sup	ACH Trans. Data (CTX)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adm <input type="checkbox"/> 2 nd <input type="checkbox"/> Adm <input type="checkbox"/> Sup	Merchant Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Adm <input type="checkbox"/> 2 nd <input type="checkbox"/> Adm <input type="checkbox"/> Sup	ACH Service	Complete separate ACH Service Application				
<input type="checkbox"/> Adm <input type="checkbox"/> 2 nd <input type="checkbox"/> Adm <input type="checkbox"/> Sup	Bill Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bill Payment Limits	Review Limit: \$		Daily Limit: \$		
<input type="checkbox"/> Adm <input type="checkbox"/> 2 nd <input type="checkbox"/> Adm <input type="checkbox"/> Sup	Fund Transfers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fund Transfer Limits	Review Limit: \$		Daily Limit: \$		

FUND TRANSFER TEMPLATE SETUP

List the initial fund transfer templates you would like the bank to setup. (leave blank if none are wanted)

*Transfer ID	On Demand	Recurring	From Account #	To Account #	Default Amount (if any)
	<input type="checkbox"/>	<input type="checkbox"/>			\$
	<input type="checkbox"/>	<input type="checkbox"/>			\$

*Transfer ID = The name you want assigned to the fund transfer.

Line of Credit Loan Transfer Setup – The Loan officer who approved the Line of Credit loan must approve the transfer setup.

I approve the establishment of Internal Transfers from the Line of Credit Loan(s) listed below:

Loan Officer's Signature:

Date:

Transfer ID	From LOC Loan #	To Checking #	Minimum Transfer Amt	Maximum Transfer Amt

AUTHORIZATION

The undersigned, a duly authorized officer or other authorized representative of the Company, by signing this form where provided below: (1) acknowledges that he/she has received, read and understands these F&M Business Online Banking Terms and Conditions in connection with which he/she has delivered this form to F&M Bank (the Bank) (2) agrees that the Terms and Conditions, as amended from time to time, will govern all transactions involving F&M Business Online Banking service provided pursuant to the Terms and Conditions; (3) agrees that the Bank can email, postal mail or by posting on the Bank's website; (4) authorizes the Bank to honor all transactions initiated pursuant to the Terms and Conditions; (5) authorizes the Bank to obtain or perform a credit investigation concerning any of the undersigned, and to disclose credit information about any account specified in this form to third parties in order to complete the activation of the service, as well as any transactions made through the service; and (6) acknowledges that the Terms and Conditions are not effective until the Bank has verified the information on this application and have provided the Company Login ID(s) and Initial Password(s).

IN WITNESS WHEREOF, a duly authorized officer or other representative of the Company has signed this authorization.

Signature / Title:

Date:

Print Name and Title:

ENROLLMENT RECEIPT (Bank Use Only)

Received By

Date:

Branch:

ENROLLMENT SETUP (Bank Use Only)

Setup By / Date

Administrator password / access ID

Alternate Administrator password / access ID

Security email sent date/time

Security letter sent date / time

By:



F&M Bank Online Banking for Business Agreement

This Online Banking for Business Agreement (the “Agreement”) is entered into this day by and between F&M Bank (the “Bank”) and (the “Customer”), as follows:

Recitals

The Bank offers and provides Internet banking services (the “Service(s)”) through Online Banking for Business, to its business/commercial account holders and desires to make this Service available to Customer.

Customer desires to initiate transactions with respect to Customer’s deposit accounts and other financial transactions with the Bank by use of the Services.

Now, therefore, in consideration of the mutual promises and covenants herein, including the Recitals above, the parties agree as follows:

Available Online Banking for Business Services in General

F&M Bank’s Online Banking for Business offers commercial banking services via the Internet.

The Bank makes available to Customer the Services described herein including: account inquiry, account balances, account list, initiating funds transfers, fund transfer list, incomplete funds transfers, recap of funds transfers issued, recap of all funds transferred, transaction list, transaction menu, transaction search, exporting transaction information, optional online bill payment services and Merchant Research.

Customer may use the Online Banking for Business service to initiate current date transactions on authorized account(s) between the hours of 12:00 a.m. to 7:00 p.m. Monday through Friday, excluding federal holidays or any other day on which the Bank is closed (“Bank Holidays”). Account inquiries, transaction lists and other inquiry features of the Services shall be available to Customer 24 hours a day, seven days a week.

Automated Clearing House (ACH) transactions are not available through the Services provided in this Agreement. ACH transactions are available through other services provided by the Bank via a virtual private network fully encrypted for Customer’s protection. Customer must execute and deliver to the Bank a separate Automated Clearing House Agreement in order to initiate ACH transactions.

Account Inquiry and Lists

Available Service. Customer may access the Service to obtain a listing of accounts and to make account inquiries regarding transactions and account balances.

Account Information Disclosure. Customer acknowledges that information obtained on Customer’s account and made available by use of the Service may not reflect other account transactions originated by Customer; however not yet received and/or processed by Bank. Customer acknowledges and agrees that the Bank has the sole discretion as to the order in which to process transactions against Customer’s account.

Funds Management Services

Available Service. The Funds Management Feature allows Customer to initiate funds transfers, obtain a listing of funds transfer transactions, and obtain a summary of all complete and incomplete funds transfers occurring during the business day.

Transactional Services

Available Service. Customer may access the Service to obtain a detailed list of transaction activity pertaining to the account, a listing of all transactions associated with Customer’s account, research a particular transaction and issue stop payment requests.

Stop Payment Request. Stop payment requests must be received by the Bank before the item, on which the stop payment request is made, has been paid by the Bank.

Access to the Services

Software Required. An Internet connection using an F&M *certified operating system and internet browser is required. Customer acknowledges that any required software and Internet Explorer are subject to modifications and changes from time to time. Customer acknowledges that other web browsers may work but are not recommended by the software provider. Customer acknowledges and agrees that the software provided is not produced or manufactured by the Bank and therefore, the Bank shall not be responsible for any errors or failures in the software.

*Certified Operating Systems and Browsers: Windows 7, 8 and 8.1 and Internet Explorer 9, 10 and 11

Password and User ID. Each authorized user may access the Service only by use of a Bank issued (1) User ID and (2) Initial Password. Upon first entry into the Service, each authorized user will be required to (1) setup a Secret Password, (2) setup three Authentication Questions and (3) will be given the option to register their personal computer. After each 30 days, the authorized user(s) will be required to change their secret password. Each authorized user is responsible for securely maintaining their Secret Password, User ID, and answer to the Authentication Questions. Bank shall not be responsible for access gained to the Service through the use of the Customer Password and Customer User ID.

Employee Authorization. Customer shall authorize those person(s) Customer desires to be a user of the Services on Customer's behalf.

User Levels of Authority. The intent of the Bank is to allow Customer to authorize those person(s) Customer deems appropriate to be authorized users and to establish levels of authorization for each user. Customer shall be solely responsible for the levels of authorization given to each user.

Release of Information. As a condition of using the Service, Customer acknowledges that account related information will be made available to the person(s) who accesses the Service as authorized by Customer. Customer hereby waives all rights associated directly or indirectly with the rights to financial privacy and with the dissemination of financial information with respect to such persons except as may be caused by the gross negligence or willful misconduct on the part of the Bank.

Notice of Unauthorized Use. If Customer becomes aware of the unauthorized use of the Service, or suspects that an unauthorized user of the Service may occur, Customer **shall immediately notify** the Bank of the unauthorized use or the suspected unauthorized use **by phone**, followed by written communication within 2 business days thereafter. Upon oral receipt of notice of unauthorized use or suspected unauthorized use, the Bank shall change the Customer's Password and notify Customer of new Password. In the event the Bank obtains actual knowledge of unauthorized use of the Service, the Bank shall notify Customer within a reasonable time of obtaining actual knowledge. However, in no event shall the Bank have a duty or obligation to investigate Customer's use of the Services for unauthorized use.

Future Enhancements. Customer acknowledges and agrees that, as enhancements to the Service and software shall become a part of this Agreement by addendums hereto.

Indemnification

Customer acknowledges that Customer shall be fully responsible and liable for any transactions initiated under this Agreement. Customer acknowledges that Customer is in the best position to monitor use of the Service, avoid errors in transmitting transactions through the use of the Service, protect the confidentiality and secrecy of the Passwords, and govern the authority given to each authorized user. Therefore, Customer agrees that the Bank shall have no duty or obligation to verify information submitted by Customer in using the Service and shall not be responsible or liable for any unauthorized use of the Service, or errors in transactions initiated by Customer, Except as may be caused by the gross negligence or willful misconduct on the part of the Bank

The Bank shall have no liability for performing its obligations herein if such failure to perform is a result of circumstances beyond the Bank's control.

In no event shall the Bank be held liable for any consequential, exemplary, punitive or special damages of Customer for any unauthorized use or error in transmitting a transaction initiated by Customer in using the Service.

