

BUSINESS EXPRESS FRAUD INFORMATION FOR COMMERCIAL BANKING CLIENTS

Managing Your Business' Online Banking Safely - What precautions can you take?

Business Express from First Midwest offers a new level of banking conveniences to businesses of all sizes. From small, home-based businesses to municipalities and large corporations, you'll get a clearer picture of your financial position whenever you want, improving your cash management productivity and control. Plus, with the ability to easily download your account information to your accounting software, account reconciliation and financial reports will be a snap. Even with all that convenience and security put in place by the bank, it is important to understand the risks of using these tools and how to use them safely. Here are a few best practices . . .

- ◆ Review these transactions frequently as possible (daily is recommended), and notify FMB if there is concern about any suspicious activity.
 - Alerts
 - Wire transfers
 - ACH transactions
 - Funds transfer history
 - Bill payment history
 - Displayed data as well as the time they last logged into the system on the Welcome page
- ◆ Consider implementing these important best practices . . .
 - Separate access to ACH or wire templates versus access to transmit an ACH or wire transaction.
 - Multiple approvals on user add/change/delete activity.
 - Multiple approvals for sending large wire transfers.
 - Dedicated computer for using online banking transactions. This computer should not be used for Internet browsing or email.
 - Enable these optional alerts: new ACH template setup and sub-user role changes.
 - Use those alerts for ACH transactions and wire transfers.
- ◆ Your company administrator should . . .
 - Delete User IDs as part of the exit procedures when an employee leaves your company.
 - Assign dual system administrators for online cash management services.
 - Use multiple approvals for monetary transactions and require separate entry and approval users.
 - Establish transaction dollar limits for employees who initiate or approve online payments.
- ◆ Information about the Business Express System
 - It does not use pop-up windows to obtain login information or display error messages. They are displayed directly on the login screen.
 - It will never display messages or errors indicating that you cannot use your current browser.
 - It will never display a maintenance page after entering login credentials. Legitimate service availability messages pages are displayed when first reaching the URL and before entering login credentials. First Midwest will occasionally present offers and notices after completing the login process.

Visit [FirstMidwest.com/Safe](https://www.firstmidwest.com/Safe) for the most current resources on a wide array of information security topics for your business.