



Business Online Banking Enrollment Guide

Use this guide to complete your Business Online Banking enrollment and gain access to your accounts online.

Before you begin enrollment, ensure that you have the following information ready:

- ☐ Business tax identification number (EIN/TIN)
- ☐ Account number(s)
- ☐ Authorized signer information
- ☐ A direct phone number for security verification

Important: This enrollment request should be completed by an authorized signer on the account. Additional users can be added later.

Step 1: Get Started

- Go to our Business Online Banking Enrollment website by visiting www.amerisbank.com/businessaccess
- Select the “Enroll” button.

Tip: The enrollment website is best suited for browsers on a device with a large screen for easy data entry. Enrollment is not supported on the mobile app.

Step 2: Create Login Credentials

- **Follow the instructions to create a username and password.**
You'll use these to access your business online banking account along with a unique company ID that will be provided to you on the “Enrollment – Confirmation” page.
- **Enter the email address and phone number that was provided to us when you opened your business account.** We use these values to help verify your identity.

Tip: Once you have successfully enrolled and are able to log in to Business Online Banking, you may choose to update your email address and/or phone number, if desired.

Step 3: Fill Out Company Information

- **Fill out each line of the form with the information you provided when you opened your account.**
Optional fields are not required.

Tip: Once you have completed the Company Information section, verify that the information entered is correct. Some fields, such as state, default to the first available option, which may not be the state where the business is registered.

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Step 4: Enter Account Information

- The **ABA/TRC (Transit Routing Number)** dropdown is defaulted to the correct value. Do not change it.
- Enter your business account number in the **Account Number** field.
- In the **Description Field**, enter the name of the account that you would like to display in Business Online Banking. There is a 40 character maximum field length.

Tip: This account nickname can be updated once you have successfully enrolled and are able to log in to Business Online Banking.

- From the **Account Type** dropdown, select Checking or Savings.
- To add additional accounts, select add another account and follow the steps above.

Tip: Include information for all accounts you would like visible in Business Online Banking. Accounts omitted during enrollment may require additional requests later.

Tip: Verify the accuracy of account information entered.

Step 5: Select Additional Banking Services

- We offer everything you need to manage your accounts online and through the mobile app to make your business more efficient. Check any boxes you're interested in, and we'll contact you with more information.

Step 6: Review Your Information One Final Time

- Once you have reviewed and verified the accuracy of your information, select **"Continue"**.

Step 7: Enrollment - Service Agreement

- Please review and read all applicable service agreements. When you select the **"Agree button"**, you are confirming that you are accepting the terms and conditions with the agreements.

Step 8: Enrollment - Confirmation

- Following your acceptance of the applicable agreements, an Enrollment Confirmation screen will display as confirmation that your enrollment information has been saved successfully. We recommend that you print a copy for your records. Your unique **Company ID** will be visible on this page and is required for logging in to Business Online Banking.

Step 9: Welcome

- Once the Ameris Team has processed and reviewed your information, you should receive the welcome email within 24 hours of submitting your enrollment. If you have not received the Welcome email within 48 hours, please contact our Customer Service team for assistance.

To reach a member of our Customer Service team, call 866-616-6020.