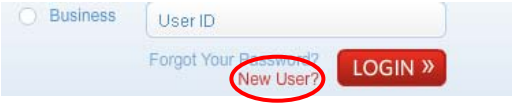
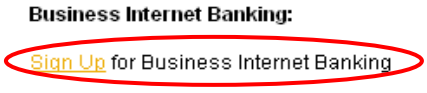
Business Internet Banking Enrollment Instructions

1. **Go to the TFB website at** www.Teche.com
   Click "New Users" link – top right corner



2. **Click "Sign Up" Link under Business Internet Banking**
   (You will be taken to the Internet Banking disclosure page at www.Teche.com to complete the enrollment process)

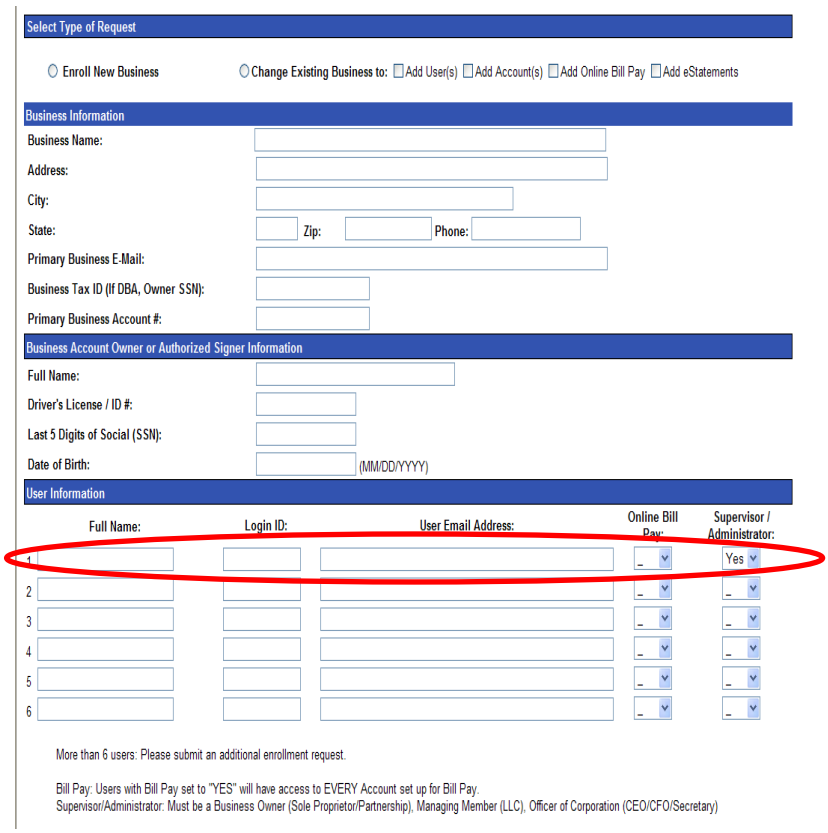


3. Accept the Disclosure
(You will be taken to the Business Internet Banking Online Enrollment Request)

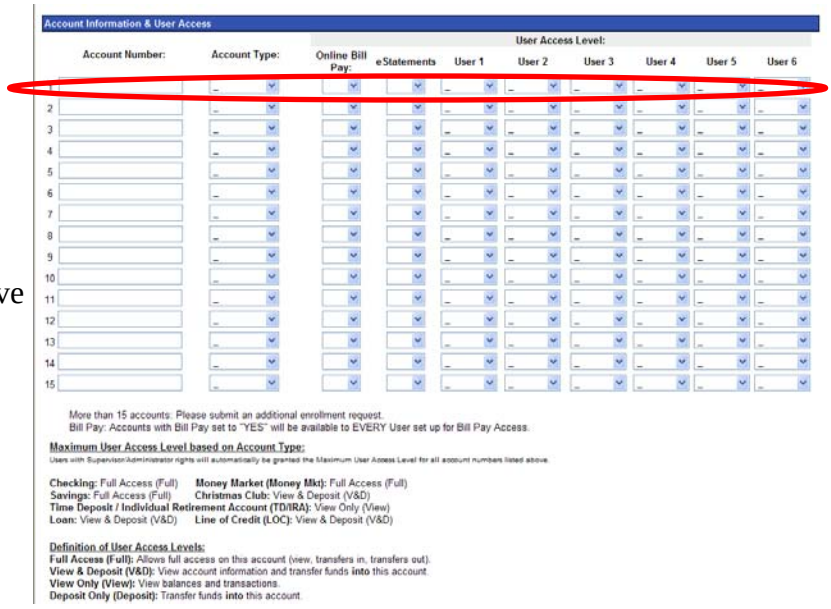
4. Complete the Enrollment request

- Select the option to "Enroll New" or "Change Existing"
- Input the Business Information
- Input your Account Owner or Authorized Signer Information
- Input the User(s) Information.
  - Indicate whether the user will need access to Online Bill Pay and if the user will be a Supervisor / Administrator*.

*Must be a Business Owner (Sole Proprietor/Partnership), Managing Member (LLC), Officer of Corporation (CEO/CFO/Secretary/etc.)

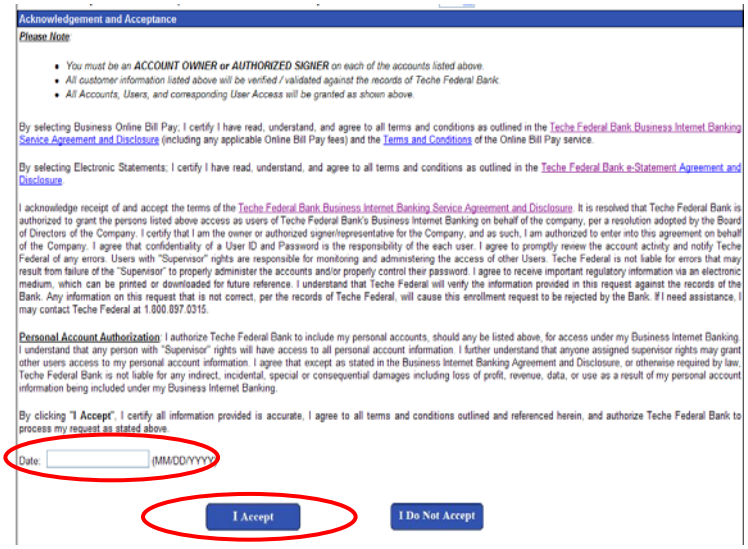


- Input the Account Information & user Access
  - Input the Account Number
  - Select the Account Type from the menu
  - Indicate whether the account will be used for Online Bill Pay
  - Indicate whether the account will have eStatements
  - Select the user access level for each account number listed
- Access levels are defined at the bottom of the Account Information section.
- Maximum Access Level allowed based on account type is also listed.



- Click the link to view a sample PDF and input the code prvided.

- Read the Acknowledgement and Acceptance section



- Input the date you submit the Online Enrollment.

- Click **I Accept** to submit.

Congratulations! Your request for Business Internet Banking access has been submitted. You will receive an email with login instructions once your request has been processed by Teche Federal Bank.

When you need to make changes to your Business Internet Banking, simply submit a new Business Internet Banking Online Enrollment Request.