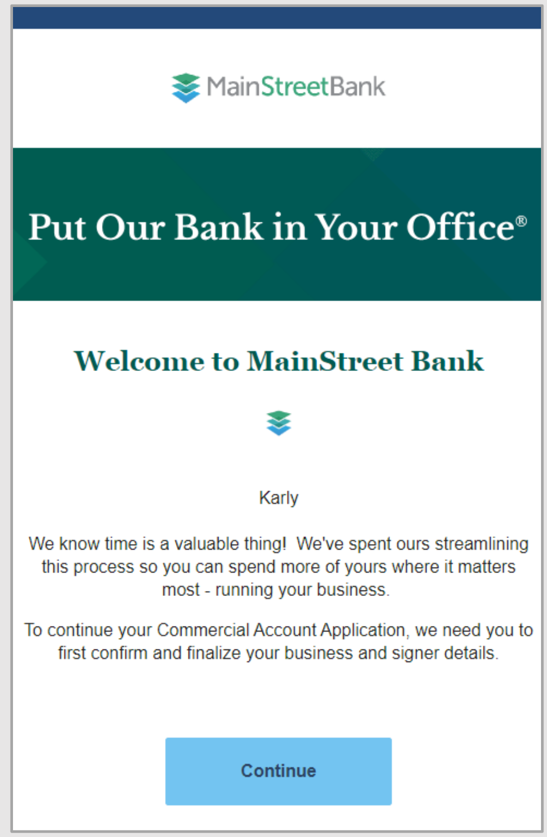
MainStreetBank

# How to complete your business application

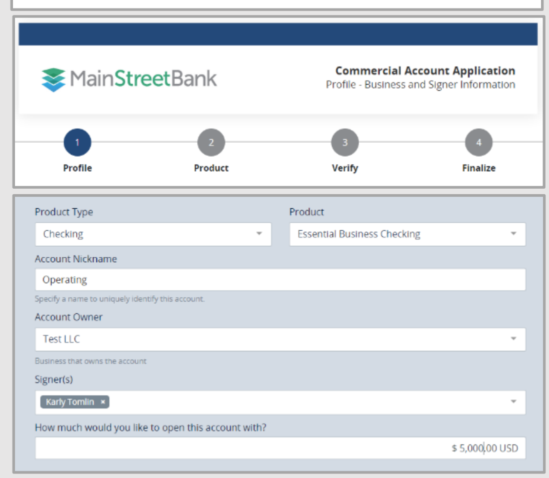
## 01 Receive Email

- Once your Business Banker or Relationship Manager initiates a new business account application, you will receive an email from requests@mstreetbank.com
  - **Click Continue**
    - You can also copy and paste the link below the button into your browser.
  - **Verify OTP**
    - Click the button to have a One-Time-Passcode sent to your cell phone.
    - Enter that code into the OTP field and click **Continue**.
  - **Review Your New Account Journey Map**
    - Review the steps needed to finalize your application and ensure you have your information and documentation ready.




## 02 Verify Your Information

- As the Primary Contact, you are responsible for verifying your Business' information and ensuring all related parties are added.
  - A related party is anyone who will sign on the account, have a debit card, have digital banking access, owns 25% or more of the business, **or** has significant responsibility or authority to control, manage, or direct the business.
  - Each additional signer will receive their own unique link to verify and complete their personal information.




## 03 Choose Accounts

- You can add, edit, delete any products, services, or security procedures.
  - Select the account type, apply a nickname, and choose which signers should should have authority to sign.
  - You may mix and match accounts, owners, and signers as necessary.

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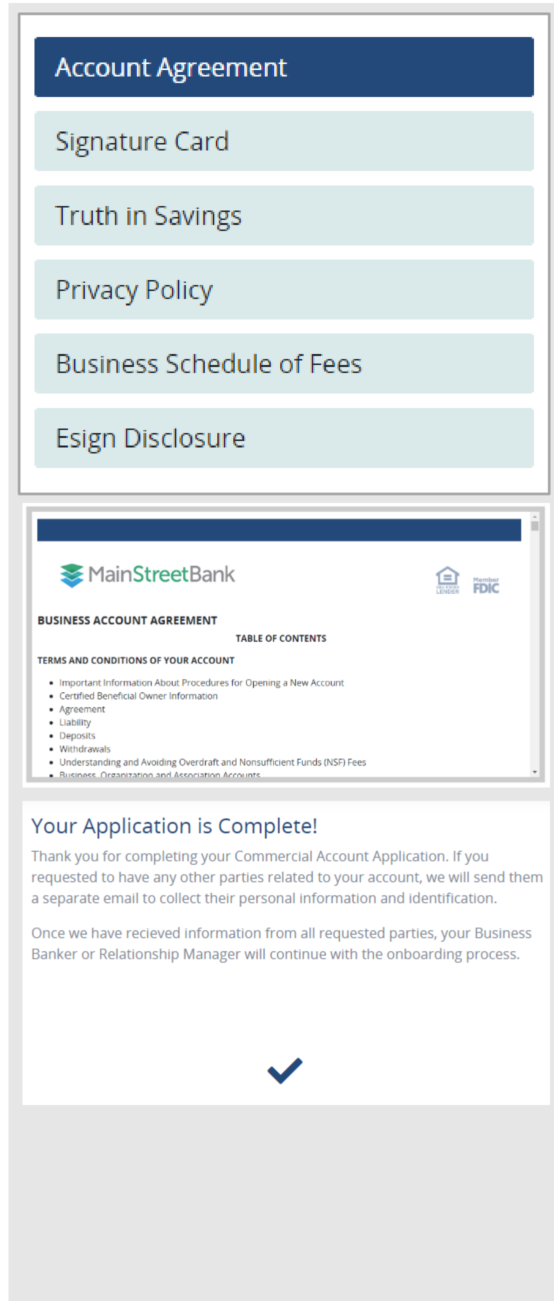
## 04 Finalize and Sign

- Owner and Signer Documents
  - **Primary Identification**
    - Select your ID type from the dropdown list and enter in the required details.
    - Upload a legible copy unless you have already provided this to your Business Banker or Relationship Manager.
  - **Business Identification**
    - Based on your business type and information, you may need to upload copies of corporate documentation unless you have already provided this to your Business Banker or Relationship Manager.
    - While it is not required, if you choose to provide us with 1 to 3 months of current bank statements, we will be able to perform a detailed analysis of your activity to help ensure we set appropriate limits for your selected services.
- Beneficial Ownership Certification
  - **Owners**
    - Select each Owner that owns 25% or more of the business, and their ownership percentage.
  - **Control Owner**
    - Select one person that has significant responsibility or authority to control, manage, or direct the business.
- Resolution of Powers
  - In most cases, no changes will be made to this section.
  - However, if you require any restrictions of power as outlined in your Operating Agreement or governing documents, you may adjust here.
- Disclosures
  - Read and accept your account disclosures.
  - You can click the disclosure on the left menu and scroll through the document in the right viewing pane.
  - Click the toggle to confirm the disclosures, sign, and click Submit.




### Your Application is Complete!