

WAVE 2: BUSINESS ONLINE BANKING CONVERSION CHECKLIST

PREP PERIOD – Now through June 10

****RECOMMENDED** prior to Preview**

The four items listed below **will not** transfer to the *New* Business Online Banking. Use the steps below to collect the information from the current platform so you can re-establish it in the new platform.

1. User Entitlements

The Corporate Administrator's full access will transfer including services, permissions and limits. Access, permissions and applicable limits for all other users will need to be re-established.

- ☐ Delete users that no longer need access: **User Admin > Select the “Delete” icon**
- ☐ Collect active users' service details: **User Admin > Select the “Details” icon > Select “Print This Page”**

2. Recurring Scheduled Transactions

The schedules for recurring transactions will need to be re-established. These include internal transfers, loan payments and ACH batch recurring payments.

- ☐ Collect schedules for recurring internal account transfers and loan payments:
Book Transfer > Book Input > “Current Recurring Instructions” are found at the bottom of the page > Select “CSV Export” or “PDF Export”
- ☐ Collect schedules for recurring ACH batches:
ACH Admin > Batches > Details > Print This Page

3. Account Nicknames

Custom nicknames for accounts will need to be updated.

- ☐ Collect current custom account names:
Balance Report > Cash Position > Select “Printer” icon

4. QuickBooks and Quicken History Any history not downloaded by June 3 will be lost.

- ☐ Review specific version instructions available on our website's Business Online Banking Upgrade HQ page.
- ☐ Download history now through June 3:
Balance Report > Transaction Download > Select Dates

PREVIEW PERIOD – May 28 through June 6

****ACTION REQUIRED****

To avoid any disruption to your business on June 11, we recommend that all users log in to complete the required update of user contact information during the Preview Period. When logging in on or after June 11, all users will be prompted for a one-time security code. If you do not complete the required update, you may not be able to receive the code to log in.

All Users *This Step Is Highly Recommended*

(Should be completed even if primary administrator has not re-established entitlements.)

- ☐ Log in and complete the required update

Account Alerts

- ☐ Enable mobile phone number to receive text alerts if desired:
Administration > Self Administration > Manage Contact Preferences > Check Box next to Mobile phone number to “Use with Alerts” > Save Changes
- ☐ Choose from several account and non-account alerts, or create a custom alert for information you wish to be notified about:
Administration > Communications > Manage Alerts

Primary Administrator or Users with Administrator Role

User Profiles

- ☐ Update all user profiles including contact information (if necessary), roles, service and account permissions and limits: **Administration > Manage Users > Select the User from the User ID list > Edit applicable categories > Save Changes at Service Level > Save Changes at bottom of page**

Account Nicknames

- ☐ Rename an Account Description to easily identify each account; for example *Operating Account*:
Administration > Manage Account Information > Select the account from the Description column > Enter the name you want to use > Save Changes

ACH and Wire Transfer Templates

- ☐ Verify that ACH batches, now called templates, and wire transfer templates are available:
Transfer and Payments > ACH Manage Templates or Wire Manage wire templates

Positive Pay

If you use Positive Pay, we will follow up with specific instructions.

Things you cannot do during Preview:

- View balances or account history
- Make or schedule transfers
- Add stop payments
- View Bill Pay
- View online statements
- Activate, approve or schedule ACH or wire transfers

****Access to current system ends at 5 p.m. on June 10.****

LAUNCH – June 11

Welcome to the new and improved Business Online Banking! Now it's time to re-establish your information and start using the new platform. Each page has a helpful "How Do I" section to guide you.

Recurring Scheduled Transactions

Re-establish the schedule for recurring transfers and loan payments.

- ☐ For Internal Account Transfers:
Transfers and Payments > Transfer Money Internal > Set up new schedule
- ☐ For Loan Payments:
Transfers and Payments > Manage Loans > Under "Actions" select Make Payment > Set up new schedule
- ☐ For Recurring ACH Batches, now called templates: **Transfers and Payments > Manage Templates (payments or collections) > Select Template > Continue > Schedule a Request with this template > Establish schedule > Submit**
- ☐ Verify that bill payment payees are available and that Auto-Pay Options for recurring payments are set to the schedule you anticipate: **Transfers and Payments > Pay Bills**

NEW Manage Statement Delivery Preferences

Opt-in to online statements and you will stop receiving a mailed paper statement.

- ☐ Manage preferences for each account: **Reports > Statements & Documents > View and maintain document preferences > Select preferences for each account displayed**

Reconnect Accounts for QuickBooks and Quicken

- ☐ Detailed information is on our website. Visit the Business Online Banking Upgrade HQ page.