BankPlus®

BUSINESS ONLINE BANKING
PRE AND POST LAUNCH CHECKLIST

PRE-LAUNCH	
WHO	**ACTION NEEDED**
Admin	Ensure that the email address and phone number you have on file within the current Business Online Banking system are current (no extensions on phone numbers are supported).
Sub-User	Ensure that you know who the Company Administrator is for your organization.
Admin | Sub-User	Ensure that the email address and phone number that your Company Administrator has on file for you is current (no extensions on phone numbers are supported).
Admin | Sub-User	Delete any shortcuts to Business Online Banking.
Admin | Sub-User	Print and download your current Business Online Banking on-demand Bill Pay history; 90 days of history will transfer to the new system. E-Bills will not transfer.
Admin | Sub-User	Submit any bills prior to the 9:00 PM CST cutoff time on October 21st.
Admin | Sub-User	Make a note on your calendar regarding system downtime to begin October 22nd between the hours of 9PM and 1AM.
Admin | Sub-User	Begin to familiarize yourself with the new Business Online Banking System by reviewing demos and users guides located at BankPlus.net/ConversionResourceCenter/
Positive Pay Users	Export current outstanding items file.
ACH/Wire Users	Print any transaction details that may need to be referenced between the dates of October 11th and October 22nd including both batch detail and history.
ACH/Wire Users	Keep record of any changes/additions to ACH templates from within the current Business Online Banking system between the dates of October 11th and October 22nd, as these will not transition to the new system and will need to be added once live.
ACH/Wire Users	Ensure the serial number on the back of your token is legible as you will need to re-add your token after go-live. If it is not, please reach out to BankPlus Customer Service via secure email located within the current online banking system.

<table>
<tr><th colspan="2">LAUNCH DAY | POST LAUNCH</th></tr>
<tr><th>WHO</th><th>ACTION NEEDED</th></tr>
<tr><td>Admin</td><td>Log in to the new Business Online Banking with the credentials that were emailed to you on the morning of 10.23.19 from eBankPlusService@BankPlus.net.</td></tr>
<tr><td>Admin</td><td>Add all sub-users and entitlements to the online banking system.</td></tr>
<tr><td>Sub-User</td><td>Once added by the Company Administrator, log in to the new Business Online Banking system using the credentials that were emailed to you from eBankPlusService@BankPlus.net.</td></tr>
<tr><td>Sub-User</td><td>Ensure that your Company Adminitrator has granted you the proper entitlements to your profile.</td></tr>
<tr><td>Admin | Sub-User</td><td>Once successfully logged in, update your Username and Password.</td></tr>
<tr><td>Admin | Sub-User</td><td>Set up Business Online Banking by adding email alerts, establishing account nick-names, updating Multi-factor authentication receipt method, etc.</td></tr>
<tr><td>Admin | Sub-User</td><td>Re-establish any eBills that you had set up.</td></tr>
<tr><td>Admin | Sub-User</td><td>To avoid duplicate transactions in your Quicken/QuickBooks register, deactivate the existing business banking account setup and reactivate the new Business Online Banking (titled “Internet Banking QN/QB”).</td></tr>
<tr><td>Admin | Sub-User</td><td>Uninstall the old Business Online Banking mobile app and install the new app from your respective app store.</td></tr>
<tr><td>Admin | Sub-User</td><td>Add back any scheduled recurring transfers.</td></tr>
<tr><td>Positive Pay Users</td><td>Create your Check Positive Pay file import definition as required.</td></tr>
<tr><td>Positive Pay Users</td><td>Import your current outstanding items file previously exported from the old system.</td></tr>
<tr><td>ACH/Wire Users</td><td>Activate your Go ID token by selecting My Settings | Security Options | Use a VIP Access token to confirm your identity then input the serial number which is located on the back of your token.</td></tr>
<tr><td>ACH/Wire Users</td><td>Re-add any ACH/Wire templates that may have been added after the October 10th cutoff date.</td></tr>
<tr><td>ACH/Wire Users</td><td>Verify your Wire and ACH templates converted correctly. Validate/Update that the correct ACH Origination IDs as well as the funding account and recipient accounts are correct. Please Note: Wire templates with invalid recipient ABA routing numbers will not convert to the new system.</td></tr>
<tr><td>ACH/Wire Users</td><td>Schedule ACH payments and Wire transfers as needed.</td></tr>
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