



Business Online Banking Upgrade Pre-Launch Checklist

Who	Action(s) Needed
Admin	<p>Ensure that the email address you have on file within the Business Online Banking system is accurate.</p> <p>Login to view your primary email address on file by navigating to: Administration Tab>My Profile>Change Email Address</p> <p>If this email address is not valid please update it as soon as possible to ensure you receive important information relating to the Business Banking upgrade. If you have any questions, please contact us at 401-233-4700.</p>
Admin	<p>Print existing sub-user profiles from the current business online banking so you will have the information readily available to create the users in the new platform on February 25th.</p>
Sub-User	<p>Ensure that you know who the Company Administrator is for your organization and that the company administrator will be available on February 25th.</p>
Sub-User	<p>Sub-user profile information cannot be converted into the new system. To make it easier for your company administrator, ensure they have your current information on file.</p> <p>Login to view your primary email address on file by navigating to: Administration Tab>My Profile>Change Email Address</p>
Admin, Sub-User	<p>QuickBooks Users: Connect and update your account information by February 24th.</p> <p>As of February 25th, you will have to disconnect your accounts and reconnect your accounts using the upgraded platform. Future communications will include information on how to access our step by step reference guides.</p>

ACH, Wire Users

There will be a maintenance freeze period beginning February 7th lasting through February 24th. Any templates added or edited during that period will not transition over into the new Business Banking platform. To ensure you have the most current version(s) of your templates, please print them before February 24th. This will allow you to compare them to the converted data for accuracy on February 25th.

In addition, print any transaction details that may need to be referenced between the dates of February 7th through February 24th including batch detail and history. Processed ACH & Wire activity will not carry over.

Wire Users

IMPORTANT NOTE: Wire users with templates containing SWIFT codes must print their templates, as they will not convert to the new Business Banking platform. These templates can be re-created beginning February 25th.

ACH, Wire Users

Ensure the serial number on the back of your token is legible as you will need to register your current hard token within the new Business Banking platform on February 25th. Token serial number begins with AVT. If it is not legible, please contact us at 401-233-4700.