

ACH Checklist

As we move into our new Online Banking platform, we hope to create a seamless transition for you. Please read the information below carefully to help this transition go smoothly.

History

- ✓ Save your history by exporting & saving to your desktop.
- ✓ This needs to be completed prior to Tuesday, September 22nd.

Templates

- ✓ Save your templates by exporting & saving to your desktop.
- ✓ This needs to be completed prior to Tuesday, September 22nd.
- ✓ ACH templates will not transfer over to the new platform

Limits

✓ Limits should be successfully transferred over to our new platform.

Last Day to Submit Batch

- ✓ The last date for ACH batch submission is Tuesday, September 22nd.
- ✓ Changes can be made on batches until Friday, September 18th. If AFTER Friday, September 18th, these changes will have to be made again on or after Wednesday, September 23rd.

No Access

✓ There will be NO access to ACH between Tuesday, September 22nd at 3pm until Wednesday, September 23rd at 9am for any reason.

First Day to Begin Batches

√ You can begin sending batches again on Wednesday, September 23rd

EFTP Payments

✓ The last day to make tax payments is Tuesday, September 22nd.

Tokens

✓ We will continue to use tokens as our secure verification option for your security.

Contact Information

- By Thursday, September 17th, please be sure your contact information has been updated. This will be crucial for you to successfully login to the new system on Wednesday, September 23rd.
- ✓ Security questions are going away. You don't need to worry about updating these.

Alerts

- All previous alerts sent daily, weekly or monthly via text or email will not transfer over. On Wednesday, September 23rd, once you sign into the new online banking platform you will be able to re-establish your alerts.
- ✓ In the new platform, there are many new types of alerts that you can setup, as well as, additional ways to receive the alerts. You will now be able to receive the alerts as SMS text messaging, email, voice, secure message or push notifications.

Access IDs/Login IDs

- ✓ Do not change your Access ID/Login ID. If you don't know what your Login ID is, please contact the Customer Support Center.
- ✓ Sub users and access levels will be transferred over to the new platform.

Positive Pay

✓ Last Day to upload files will be Tuesday, September 22nd

Online Banking will go down September 22nd @ 3pm New Online Banking Begins September 23rd @ 9am