

Business eBanking User Set-Up Preview Checklist

This checklist can assist you with the tasks required during the Preview Period.

From **Monday, July 29 at 8:30am ET – Thursday, August 8, 2019 at 6:00pm ET**, a Preview & User Set-Up period of our new and improved Business eBanking Solution will be available for customers. The Business eBanking Preview & User Set-Up Period is the time prior to the live conversion date where Company Administrators have the ability to access the system and familiarize themselves with the navigation and system features, set up personal settings, test login credentials, set up user(s) and create entitlements, and verify ACH and Wires templates. Users cannot “transact” during this time as the system will not be live.

TASKS TO COMPLETE DURING PREVIEW & USER SET-UP PERIOD (Jul. 29 – Aug. 8)

Note: Access to the Preview & User Set-up Period ends at 3:00pm ET on Aug. 8. All users and entitlements should be set up by that time.

DUE BY	WHO	ACTION REQUIRED	COMPLETED
Aug. 8	Administrator	If you make any changes within Online Banking/Cash Management during the Preview & User Set-Up Period (such as updating ACH templates and user entitlements or new users) you should make the same change(s) in 'PREVIEW-Business eBanking.'	<input type="checkbox"/>
Aug. 8	Administrator	Log in to 'PREVIEW-Business eBanking' at <i>congressionalbank.com</i> in the gold banner using the NEW Company ID we will email to you before Jul. 29 along with your existing User ID and starter password. Use your same User ID (minus special characters; example Steve#123 would be Steve123). For your starter password, use “ <i>Beb1</i> ” + the first 4 characters of your current User ID. The first B in <i>Beb1</i> must be capitalized and the first 4 characters of your current User ID must be in all CAPS (Example: If your user ID is: “ John555 ” your temporary password will be: Beb1JOHN). You will be prompted to change your password at first login.	<input type="checkbox"/>
Aug. 8	Administrator	Set up your Business eBanking by personalizing your password and customizing your dashboard. You can also set up your email alerts (text alert set up will be available at go-live) and reestablish account nicknames if needed.	<input type="checkbox"/>
Aug. 8	Administrator	Begin to familiarize yourself with Business eBanking by navigating the system.	<input type="checkbox"/>
Aug. 8	Administrator	Verify your Wire and ACH templates converted correctly. Templates with any of the following errors or omissions would not have converted to the new system and will need to be re-established. Wires <ol style="list-style-type: none"> 1. Debit Account NOT Identified with Wire Service 2. Invalid Beneficiary Routing and Transit Number 3. Beneficiary Account Must Be Alphanumeric 4. Wire Beneficiary Address missing 5. Funding DDA Missing in Template ACH <ol style="list-style-type: none"> 1. ACH ID Missing in Template 2. No Valid Detail Record found 3. Funding DDA Missing in Template 4. Template Type NOT PPD or CCD 	<input type="checkbox"/>

Continued



Business eBanking User Set-Up Preview Checklist

TASKS TO COMPLETE DURING PREVIEW & USER SET-UP PERIOD (Jul. 29 – Aug. 8)

Note: Access to the Preview & User Set-up Period ends at 3:00pm ET on Aug. 8. All users and entitlements should be set up by that time.

DUE ON	WHO	ACTION REQUIRED	COMPLETED
Aug. 8	Administrator	Create users and their entitlements so they can access the system. <i>Exceptions: Remote Deposit (CCX), Bill Pay, eStatements, Positive Pay, and Mobile Banking which need to be entitled when system is live on August 12.</i>	<input type="checkbox"/>
Aug. 8	Administrator <i>(Converting from American Bank Cash Mgmt Only)</i>	Distribute new tokens to users who will use Hard Tokens at login. New tokens will be mailed with activation instructions before the Preview Period.	<input type="checkbox"/>
Aug. 8	Administrator	Print Bill Pay, eStatements and account transaction history from the old system. This information will transfer, but we recommend printing as an extra precaution.	<input type="checkbox"/>
Aug. 8	Administrator	Quicken®/Quickbooks® users: perform a final download of your transactions through August 9. Additional instructions will be provided to convert accounts to the new Business eBanking system on August 12.	<input type="checkbox"/>
Aug. 8	All Users	Ensure your Admin has set you up and granted entitlements to your profile.	<input type="checkbox"/>
Aug. 8	All Users	Log in to 'PREVIEW-Business eBanking' using the new Company ID, User ID, and temporary password once the Company Administrator has completed your set-up.	<input type="checkbox"/>
Aug. 8	All Users	Set up your Business eBanking by personalizing your password and customizing your dashboard. You can also set up your email alerts (text alert set up will be available on Aug. 12).	<input type="checkbox"/>
Aug. 8	All Users	Begin to familiarize yourself with Business eBanking by navigating the system.	<input type="checkbox"/>
Aug. 8	All Users	Visit "How Do I" links at the bottom left of every screen. This link will take you to pertinent information related to the section of Business eBanking.	<input type="checkbox"/>
Aug. 8	Users <i>(Converting from American Bank Cash Mgmt Only)</i>	Set up the PIN for either the Hard or Soft Token that will be used at login to Business eBanking. Token Set-Up Instructions	<input type="checkbox"/>
Aug. 8	Check Scanner Users <i>(Converting from American Bank Cash Mgmt Only)</i>	Install new WebScan Software. WebScan Installation Instructions	<input type="checkbox"/>



Business eBanking User Set-Up Preview Checklist

TASKS TO COMPLETE AFTER CONVERSION: August 12, 2019

Below is a list of tasks that Admins and/or Users will need to complete after the conversion date.

DUE ON	WHO	ACTION REQUIRED	COMPLETED
Aug. 12	Administrator	Accept the eStatement terms and conditions for the new system by clicking on the View eStatements link under the Report tab. A new browser tab will open and the authorization information is displayed. If you click the Accept button, your eStatement history will be available. You must perform this task even if you have previously signed up for eStatements.	<input type="checkbox"/>
Aug. 12	Administrator	Entitle Users for Remote Deposit Capture (CCX), Positive Pay, eStatements, Bill Pay, Mobile Banking.	<input type="checkbox"/>
Aug. 12	Administrator	Follow important instructions that will be available at https://www.congressionalbank.com/onlinesystemsupgrade/quicken-quickbooks-guides/ to connect Quicken and Quickbooks to Business eBanking.	<input type="checkbox"/>
Aug. 12	Administrator	Create Positive Pay file import definitions. This is required before you can upload a Positive Pay check file. Ensure the Congressional Bank routing number 055003418 is used.	<input type="checkbox"/>
Aug. 12	Administrator	Review Positive Pay import files. If they contain 'masked' account numbers, determine how you will replace those masked digits so that the full account number is visible for upload.	<input type="checkbox"/>
Aug. 12	All Users	Log in to Business eBanking using your new credentials. If you logged in during the Preview Period, use your new, personalized password. You can also set up text and email alerts.	<input type="checkbox"/>
Aug. 12	All Users	Schedule ACH payments, Wire Transfers, and Transfers as needed. These are not converting from the old system so will need to be re-established.	<input type="checkbox"/>
Aug. 12	All Users	Review scheduled Bill Payments to ensure all have converted. Recreate any necessary payments.	<input type="checkbox"/>
Aug. 12	All Users	Download the Congressional Bank Business Mobile App from the Apple App store or Google Play Store.	<input type="checkbox"/>

Your mobile carrier's web access charges may apply.

Mobile check deposit is subject to eligibility and further review. Deposits are subject to verification and not available for immediate withdrawal. Deposit limits and other restrictions apply.

All terms applicable to Online Banking apply to Mobile Banking.

Quicken and Quickbooks are registered trademarks of Intuit Inc.

www.CongressionalBank.com/OnlineSystemsUpgrade
customerservice@congressionalbank.com

