

# BUSINESS ONLINE LOGIN AND SETUP CHECKLIST

For Banc of California business clients converting to new Business Online. Follow these steps to set up your service efficiently and ensure a smooth transition.

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## STEP 1. LOGIN

### Find Your Credentials:

- Locate your company ID and login instructions in the [email sent to you on July 8, 2024](#).

### Log In:

- Visit [www.bancofcal.com](http://www.bancofcal.com) to log in to Business Online.
- Admins can [reset user passwords](#) if needed.

### First-Time Login:

- Refer to the [First-Time Login and Token Setup Instructions](#) for detailed instructions.
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## STEP 2. ACCESS REVIEW

### Review Account Settings:

- Check **account, service** and **payment access**.
  - Adjust **payment limits** as required.
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## STEP 3. ACH AND WIRES

### Template Accuracy:

- Review your templates for accuracy.

### Reschedule Transactions:

- Reschedule future-dated or recurring wire, ACH or account transfers as they were not converted.
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## STEP 4. BILL PAY

### Previously Scheduled Payments:

- **Previously scheduled payments** due **through July 25, 2024**, will continue to be made.
- **Do not set them up again**. If you are unsure, call us at 855-351-BANC (2262).

### Know What Was Converted:

- **Payees, future-dated payments** and **recurring payments** were converted.
  - **History** was not converted.
  - All **eBills** need to be set up again.
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## STEP 5. POSITIVE PAY

### Know What Was Converted:

- **Outstanding Issued Checks** on **July 19, 2024**, were converted.
  - **ACH Positive Pay Filters** were converted.
  - Re-map your **Check Issue File**.
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## STEP 6. REMOTE DEPOSIT CAPTURE

### Know What Was Converted:

- All RDC scanner users need to **update** the **Scanner Hardware Driver** on their PC before deposits can be made. All active users received an email invitation to a **training session**. If you need training, call our RDC specialized training team at 855-265-9785. See the [Self-Installation Guide](#) for details.
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## **STEP 7. ONLINE STATEMENTS**

### **Enrollment Status:**

- Your **online statement enrollment status** has been converted. You can also enroll for additional statements online. Note that there is a fee for paper statements.
  - Previous statements will take some time to be available on the new system.
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## **STEP 8. ALERTS AND NOTIFICATIONS**

### **Set Up Notifications:**

- **Email** and **text notifications** were not transferred. Set these up again.
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## **STEP 9. PAYMENT FILE UPLOADS AND DATA FILE DOWNLOADS**

### **Update Business Online:**

- Make necessary changes in Business Online to ensure file exchanges are processed correctly.
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## **STEP 10. FINANCIAL MANAGEMENT SOFTWARE**

### **Make Connection Adjustments:**

- Adjust connections to QuickBooks, QuickBooks Online, etc. Refer to [Merger Resources](#) for guides.
  - Update connections with other providers such as PayPal and Xero.
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## **STEP 11. MOBILE APP**

### **Download the New App:**

- After logging in online, download the new **Banc of California Business app**.
- Delete the old app and old secure browser.



We hope this guide helps you transition smoothly to our new Business Online platform. If you have any questions or need assistance, please don't hesitate to contact our Client Care Center at **855-351-BANC (2262)**.