

Business Online

Preview Period Information

Login credentials will be emailed on July 8 so you can log in to your preview period:

- New 7-digit numeric Company ID
- Your current user ID*
- Temporary password information
- A link to log in to the new Business Online
- At login, a passcode will be sent via voice or text to your phone number on record

During the preview, please review:

- **Login Access** – Have all users at your company log in and verify access.
- **Limits** – Administrators can review and adjust wire and ACH limits and modify approvers.
- **Templates** – All wire and ACH templates are converted, and payees are available. Make any needed changes before July 22, 2024.
- **Admin Access** – Review user setups. Repeat all administrative changes that you made in your current system after June 14 at 5 p.m. PT in your new system (those changes can't be converted).
- **Statements and Images** – Download and save online account statements and check images from your current online banking platform. They will be converted to the new system, but it will take some time to complete this data conversion.
- **Payment History** – Download and save online payment history for ACH, wires and account transfers from your current online banking. Payment history will not be converted to the new system.
- **Positive Pay Issued Check File** – Map your current issued check file to avoid any positive pay interruptions starting July 22. Do not upload any issued checks in the new system until July 22.
- **File Transmissions** – Be prepared to move them to the new system starting July 22.
- **Remote Deposit Capture (RDC) Reporting** – If you are an RDC client, download and save any reports for RDC from your current online banking. RDC history will not be converted to the new system. If you currently have a remote deposit scanner, you will need to install new scanner driver software. Do not install the new scanner driver software before Monday, July 22. Training email invitations will be sent to active RDC scanner users to help you update your software.

Previews will not be available for your account balances, account transaction history, eStatements, mobile banking, remote deposit capture, FX wires, bill pay, lockbox and integrated payables.

*If your current user ID is under four characters, add the character "1" at the end to make the user ID four characters. For example, a user ID of "Jo" becomes "Jo11." If your user ID on the old system contained special characters, please omit them when logging in to new Business Online.