



INTRUST Business Online Banking Pre-Conversion Checklist

For companies entitled for ACH Origination, Wire, and/or Positive Pay

As part of our technology conversion taking place June 11-13, we are introducing a new version of INTRUST Business Online and Mobile Banking. As a business online banking user, we recommend you **take the following actions prior to June 11** to prepare for the conversion.

Review and update your contact information

We will share important information about the technology conversion, especially via email.

1. From the main menu, select *Administration > Manage contact preferences*
2. Review and update contact information as needed

Administrators: Review and update or delete users

All business online banking users, regardless of status, will receive an email with login instructions on June 14. If you have current company users whom you do not want to have access, delete their online banking profile.

1. From the main menu, select *Administration > Manage users*
2. Click the name of a user to view, edit or delete their system access
3. Repeat for each user

Administrators: Download a User Setup Report

If you have multiple users, the User Setup Report will help you properly review and verify each user's entitlements and limits in the new platform on June 14.

1. From the main menu, select *Administration > User setup report*
2. Select your desired output format
3. Click *Generate report*

Download historical statements with check images

Historical statements with check images will be unavailable starting June 11 through August. If you believe you may need copies of historical statements during this time, please download them.

1. From the main menu, select *Reports > Statements and documents*
2. Select the account for which you would like to view statements and click *Continue*
3. Check the boxes next to the statement dates you would like to download
4. Click *Download selected documents*
5. Repeat for each account for which you need copies of statements

Record any scheduled one-time or recurring transfers

Both one-time and recurring transfers scheduled to occur beyond June 11 will not be migrated to the new platform. Record these transfers to help you reestablish them on or after June 14.

1. From the main menu, select *Transfers and Payments > Next scheduled requests*
2. Click *Print this page* in the upper-right of the screen

NOTE:

The following additional tasks only apply if your company is entitled for any of the services listed below.

For companies entitled for ACH origination:

 Record any recurring ACH payments

Recurring ACH payments will not be migrated to the new platform. Record your recurring payments to help you reestablish them in the new platform on or after June 14.

1. From the main menu, select *Transfers and Payments > Next scheduled requests* under *Scheduled requests*
2. Click *Print this page* in the upper-right of the screen

 Remove any unused ACH templates

ACH templates will automatically migrate to the new platform. We recommend deleting any unused templates.

1. From the main menu, select *Transfers and Payments > Make ACH Payment/Manage Templates*
2. Review the list of templates; to view details for a template, click on the template name
3. If you no longer need the template, click *Delete Template*
4. Repeat to delete additional templates
5. From the main menu, select *Transfers and Payments > Collect Money via ACH/Manage Templates*
6. Review the list of templates; to view details for a template, click on the template name.
7. If you no longer need the template, click *Delete Template*
8. Repeat to delete additional templates

 Download any ACH Returns and/or Notices of Change (NOC) on June 11

ACH Returns and NOCs will not automatically migrate to the new platform. On Friday, June 11, between 5:00 pm and 6:00 pm CT., download these items for reference.

Download ACH Returns

1. From the main menu, select *Reports > ACH – Returned ACH Transactions*
2. The page will default to display today's date. Click *New Search* to expand the date range.
3. If any returns are listed, take a screenshot, or download as a CSV, PDF, or NACHA file.

Download Notices of Change

1. From the main menu, select *Reports > ACH – Notices of Change*
2. The page will default to display the last seven days of NOCs. Click *New Search* to expand the date range.
3. If any returns are listed, take a screenshot, or download as CSV, PDF, or NACHA file.

For companies entitled for wire payments:

 Record any scheduled and/or recurring wires

Recurring wire payments will not be migrated to the new platform. Record your recurring payments to help you reestablish them in the new platform on or after June 14.



1. From the main menu, select *Transfers and Payments > Next scheduled requests* under *Scheduled requests*
2. Click *Print this page* in the upper-right of the screen

Remove any unused wire templates

Wire templates will automatically migrate to the new platform. We recommend deleting any unused templates.

1. From the main menu, select *Transfers and Payments > Manage Wire Templates*
2. Review the list of templates; to view details for a template, click on the template name
3. If you no longer need the template, click *Delete Template*
4. Repeat to delete additional templates

For companies entitled for Check Positive Pay:

Record any Positive Pay file import definitions you have created (not including MICASH and Format A)

Any file import definitions you have created will not automatically migrate to the new platform. Record these definitions to help you reestablish them.

1. From the main menu, select *Account Services > Positive Pay import issues*
2. Click the name of the file definition
3. Take and save a screenshot of the file import definition details
4. Repeat for additional file import definitions

Review any Positive Pay outstanding or voided items

All outstanding items will be automatically migrated to the new platform, so we recommend you review and remove old, outdated items. If you need assistance removing a large number of items, please contact INTRUST Treasury Services at treasuryservices@intrustbank.com.

1. From the main menu, select *Account Services > Positive pay outstanding issues*
2. Set *Issue date range* to *All*
3. Click *Generate report*
4. Review the report and delete any items that are no longer valid

For companies entitled for ACH Positive Pay:

Review any ACH Positive Pay payment rules

Existing payment rules will automatically migrate to the new platform. We recommend reviewing your current rules.

1. From the main menu, select *Account Services > ACH Positive Pay – Manage Payment Rules*
2. Review the list of rules and delete any that are no longer used