

PERSONAL ACCOUNTS CHECKLIST



NOW - SEPTEMBER 10

- ☐ Read through the System Upgrade Guide and go to www.waukeshabank.com/system-upgrade to check for updates

BEFORE SEPTEMBER 3

In the current online bill pay system:

- ☐ Schedule payments through September 10 (you will NOT have access September 3-13)
- ☐ Record payee and transaction information (as a precaution, these should transfer to the new system)

BEFORE SEPTEMBER 10

As a precaution:

- ☐ Prepare to have limited account access September 10-13
- ☐ Log any current and recurring direct deposits and transfers
- ☐ Save / print account statements from online banking (if needed)

ON SEPTEMBER 14

- ☐ Sign in to the new online banking system from our website and update your password (your temporary password is the last four digits of your social security number)
- ☐ Download and sign in to the new "Waukesha State Bank" mobile app

Once your online banking account is reactivated:

- ☐ Verify and re-establish online and mobile banking alerts
- ☐ Re-enroll in Debit Card Management controls
- ☐ Review all users on your accounts and confirm access profiles
- ☐ Confirm payees and transaction information transferred correctly and schedule future payments in the new online bill pay system

USER GUIDES & DEMOS

User guides and demos of the new systems will be available on our system upgrade page at www.waukeshabank.com/system-upgrade.

