

BUSINESS 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 vendor and transaction information (as a precaution, these should transfer to the new system)

BEFORE SEPTEMBER 8

- ☐ Create third-party data file backups and perform final transaction downloads (if needed)

BEFORE SEPTEMBER 10

As a precaution:

- ☐ Prepare to have limited account access September 10-13
- ☐ Log any current and recurring direct deposits and transfers
- ☐ Backup ACH templates (if needed)
- ☐ 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 tax ID 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 vendor and transaction information transferred correctly and schedule future payments in the new online bill pay system
- ☐ Reconnect third-party bank connections