

This checklist is provided as a convenience to you as an Administrator that will be using the **Corporate Edition** of the new Digital Banking platform. Your current setup(s) within the current Online Banking platform will be migrated to the new Digital Banking platform and this checklist provides you with steps you can take to make the conversion as smooth as possible for you and your organization's users.

### Pre-Conversion

- Review the [Corporate and Business Migration Reference](#) to understand how your data will appear in the new system
- Review the [Resource Library Guide for Corporate Edition](#) for a curated set of content to help you familiarize yourself with the new functionality
- Review the Recommended Reading for Corporate Admins for specific information to help you best support your users (later in this document)
- Remove unnecessary ACH and Wire Templates that should not be migrated
- Rename all Wire Templates over 20 characters to less than 20 Characters
  - Any wire templates over 20 characters will be cut off at 20 when migrated.
- Check all of your users and their contact details
  - Each user should have an SMS-enabled mobile phone number listed on their profile. This number will be used in the new platform to authenticate them on first-time login with a one-time-use code.
- Review all of your ACH/Wire payments users for “View Only” account access that will prevent them from drafting payments by adjusting your user's account entitlements to “Basic” now to avoid any issues. Please [review the instructions for how to do this](#). If you are unable to adjust the entitlements, options for post-conversion adjustments will be published soon.
- Prepare your users by ensuring they have the [Corporate User Checklist](#).
- Delete any old, disabled users that you do not want migrated before Tuesday, November 5<sup>th</sup>.

### Day Before

- We recommend that you download a copy of your transaction history for any accounts where you need more than six months of history or would like to preserve the transaction categories which will not be migrated.
- Take an inventory of your scheduled and recurring payments
  - All of your payments will need to be validated in the Day After phase and you will need an “offline” copy of your payments
- Ensure all of your users are aware of the conversion
  - Distribute the First-Time Login Guide to your users

### Conversion Day

- Check in with your users to make sure they can log in
- Review all of your [scheduled](#) and [recurring](#) payments for accuracy

### Week After

- Check on all of your User Roles and consider creating new User Roles for common functions and assigning your users to them.

## Recommended Help Articles for Corporate Admins

### General

- [Getting Started Series](#)
- [Home Screen Overview](#)
- [Corporate Information Reporting](#)

### Security and System Access

- [End User System Requirements](#)
- [Using Soft Tokens with Digital Banking](#)

### Managing Users

- [Managing User Roles](#)
- [Corporate User Management](#)

**Note:** this checklist applies to Corporate Edition. Also available: [Business Edition Administrator Checklist](#).

**If you need help, call the Concierge Desk at (888) 322-2120**