AMALGAMATEDONLINE® TREASURY MANAGER
PREVIEW MODE – WHAT TO EXPECT

As you know, the transition of your New Resource Bank account(s) to the Amalgamated Bank system will occur over the weekend of November 10-12, 2018. At the same time, we will be transferring your business online services to AmalgamatedOnline® Treasury Manager (AOTM).

There will be a special Preview Mode period from October 29 to November 9, 2018, which will give users the opportunity to access the system, familiarize themselves with the navigation and system features, establish settings, verify information, and more.

To help ensure that your organization gets the most out of the Preview Mode period, we've created a checklist of recommended tasks for both administrators and users to use for testing purposes.

ADMINISTRATOR CHECKLIST

- ✓ Activate your RSA SecurID® Token and create Personal Identification Number (PIN) for Login
  - Tokens were mailed and login credentials were emailed previously
- ✓ Verify or update your contact information, including email address and phone number
- ✓ Validate user contact information and permissions
  - Verify all users are uploaded
  - Verify or update user contact information (email/phone)
  - Verify the account access for each user, and adjust services as necessary
  - Verify each user's limits for Wires or ACH
  - Verify if approver status is required for any users
- ✓ Confirm that all of your accounts are listed
- ✓ Validate that your Treasury Management Services (Wires, ACH, Internal Transfers, Stop Payment, Positive Pay) are available.
  - Note that Bill Pay and RDC will not be available during Preview Mode.

USER CHECKLIST

- ✓ Activate your RSA SecurID® Token and create Personal Identification Number (PIN) for Login
  - Tokens were mailed and login credentials were emailed previously
- ✓ Verify or update your contact information, including email address and phone number
- ✓ Validate that you have access to the accounts you need
- ✓ Confirm your user permissions are correct – including account access, limits for Wires/ACH, and approver status (if required).
- ✓ Verify the Wire or ACH payment templates are correct, including Payee information
- ✓ Validate that your Treasury Management Services (Wires, ACH, Internal Transfers, Stop Payment, Positive Pay) are available.
  - Note that Bill Pay and RDC will not be available during Preview Mode.

IMPORTANT REMINDERS:
Preview Mode is view-only, so please use your current system for all transactions until Friday, November 9. If you have problems accessing Preview Mode, it may be because we have not received your completed, signed Master Services Agreement and related paperwork. Contact us for details.

QUESTIONS?
We're here to help. If you have any questions, contact your account executive or call us directly at 866-542-8788.

SERVICE FEATURE AVAILABILITY

FEATURE	WILL IT APPEAR IN MENU	IS DATA AVAILABLE	CAN USER ATTEMPT TO CREATE/SUBMIT TRANSACTIONS	WHAT HAPPENS IF TRANSACTION ATTEMPTED	BEB RECOMMENDED ACTIVITIES	COMMUNICATION TO THE COMPANY
Dashboard	Yes	No	N/A	N/A	Set up Dashboard Panels	Account information will not be available until live date. BeB will display “No Data Available” for account balance. Loan account data is not available until Day 2.
Express/Book Transfer	Yes	No	Yes	Error msg: “Required setup for this service is incomplete”	None	Service is not available until live date. Scheduled transactions can be added on live date.
Loan Service	Yes	No	No	N/A	Review account numbers (BeB Administrator only)	No loan details or services available until Day 2.
Wire Service	Yes	Yes – template information only	Yes – create/submit transaction Yes – schedule transaction	Transactions are sent to bank queue but will not be processed	Review, add, update, delete templates (as necessary)	Do not send transactions.
ACH Service	Yes	Yes – template information only	Yes – create/submit transaction Yes – schedule transaction	Transactions are sent to the bank queue but will not be processed	Review, add, update, delete templates (as necessary)	Do not send transactions.
ACH File Upload	Yes	No	Yes	File is uploaded to BeB but will not be processed	None	Do not upload files to BeB until live date
Stop Payment	Yes	No	Yes	Transaction will not be processed	None	Do not send stop payment requests until live date.

AOTM PREVIEW MODE – WHAT TO EXPECT

FEATURE	WILL IT APPEAR IN MENU	IS DATA AVAILABLE	CAN USER ATTEMPT TO CREATE/SUBMIT TRANSACTIONS	WHAT HAPPENS IF TRANSACTION ATTEMPTED	BEB RECOMMENDED ACTIVITIES	COMMUNICATION TO THE COMPANY
Positive Pay	Yes	No	Yes – can add issue items but they should not.	Issue items will be stored in BeB	Create Import File Layout Definitions – however, it will be created with the fake ABA and will have to be changed on or after First Day Live manually by the customer. Review accounts entitled to Positive Pay	DO NOT add issue items in Preview Period. These will be loaded over conversion weekend by your conversion analyst. Customers can create Import File Layout Definitions and add outstanding issue items on or after Live Date.
Account Reporting	Yes	No	No	N/A	Verify accounts loaded to BeB (only BeB Administrator can view full account number through Administration tab)	Account transaction history will be available on live date. Balances for historical data will not be loaded.
eStatements Bill Pay Remote Deposit Capture/CCX Mobile Mobile RDC	No	No	No	N/A	None	Not available during Preview. **Do Not entitle these services during Preview Period**. The FIS Data Analyst will entitle these services over conversion weekend. Company will be able to enroll in eStatements beginning live date. Company will be able to use all these contracted services on First Day Live.

*The ABA number that is used during the Preview Period is a false/fake ABA. Please use this ABA number if you should add any new accounts. This is to ensure that nothing gets processed. ABA renumbering will occur during live conversion weekend.