

PREPARATION – Through Friday, November 9, 2018

- If you have not already done so, please complete, sign and return the Master Services Agreement that was provided to you in mid-September. If we do not receive this document by October 26, 2018, you will not have access to online banking with Amalgamated Bank starting on November 13.
- Visit amalgamatedbank.com/business-banking-transition, where you can find user guides, checklists and other helpful transition information.
- If you are a QuickBooks® user, make sure all transactions are downloaded from the New Resource Bank system by November 9.
- For your reference, take screenshots of all bill payment payees and ACH/Wire templates prior to the automatic transfer of this information on Conversion Weekend (see below).

PREVIEW MODE – Monday, October 29 to Friday, November 9, 2018

Important note: this is view-only, so please use your current system for all transactions until Friday, November 9, 2018.

- Visit ab.ebanking-services.com.
- Be sure to have the following information handy:
 - Your current **User ID** and your **new Company ID** (emailed to you the week of October 22)
 - Plus one of the following:
 - Your new **Security Token** if you are an ACH/Wire or Remote Deposit Capture client (tokens for each user will be mailed to administrators the week of October 22 to distribute to users) or
 - Your new **Temporary Password** (emailed separately the week of October 22 to clients without those services)
- Validate and update user information to provide additional users with appropriate levels of access. (Our helpful admin and user checklists can be found at amalgamatedbank.com/business-banking-transition.)

Important note: 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.

CONVERSION WEEKEND – Friday, November 9 at 6:00 PM PT to Tuesday, November 13 at 9:00 AM PT

Important note: online services will be unavailable, so please plan accordingly.

- We will transfer the following information with no action required on your part:
 - Your last 18 months of statements will be available shortly after conversion
 - Your bill payment payee records
 - Any ACH or Wire templates
- We will *not* be able to transfer your Bill Pay history or future-dated and recurring payments.

WELCOME TO AMALGAMATED ONLINE BANKING – Tuesday, November 13 at 9:00 AM PT

- Log in to **AmalgamatedOnline® Treasury Manager (AOTM)** at amalgamatedbank.com. Choose *Online Treasury Manager* from the login drop-down menu in the upper right corner of the homepage. If you are a password user, you will be prompted to reset your password (unless you have already reset your password during the Preview Mode period).
- Review and confirm the successful transfer of your online information.
- To enroll in mobile banking, uninstall your current mobile banking app, then download and install **Amalgamated Treasury Manager** (with the orange icon) from the Apple® App Store® or Google Play™. Activate using the same credentials you established for online access at Amalgamated.
- Set up account alerts, such as notification of a loan payment due, pending ACH, deposit or debit posted, check cleared, and more.
- Reestablish any future-dated and recurring bill payments.
- Establish QuickBooks downloads from the new system.

Questions?

Call us at 866.542.8788 or visit amalgamatedbank.com/business-banking-transition.

Important note: If you're a personal banking customer, visit amalgamatedbank.com/personal-banking-transition for separate instructions.

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