

Client Action Checklist

Business Online Banking to e-Treasury

Digital Banking Platform Migration

How to Use This Checklist

This document outlines every action your organization should take to prepare for and successfully complete the migration from Business Online Banking to e-Treasury. Please assign your Company Administrator as the primary owner of this checklist. For questions at any stage, contact your Relationship Manager or visit our Migration Resource Center at websterbank.com/business-migration.

Awareness & Planning

Actions to take immediately

Platform: Business Online Banking

Action Item	Owner	Timing
<input type="checkbox"/> Verify your email address on file with the bank is current <i>e-Treasury uses Multi-Factor Authentication (MFA). A one-time passcode will be sent to your email address on file each time you log in. If your email is outdated or inaccessible, you will not be able to login. Contact your Treasury Management Support team to update it before the migration.</i>	All Users	Immediately
<input type="checkbox"/> Register for a migration informational webinar <i>Visit the Webinar Schedule on websterbank.com/business-migration to register for a live informational session. Sessions are available for both Company Administrators and general users.</i>	All Users	Immediately
<input type="checkbox"/> Review your current users in Business Online Banking <i>Log into Business Online Banking and document all active users, their roles, and their account entitlements. This will serve as your reference baseline for validating access in e-Treasury.</i>	Company Admin	Immediately
<input type="checkbox"/> Review and document current payment templates <i>Export or screenshot all ACH templates, wire beneficiaries, bill payment payees, and any recurring payment setups currently stored in Business Online Banking to refer to them later for validation.</i>	Company Admin	Immediately
<input type="checkbox"/> Review and document recurring & future dated payments	Company Admin / Users	Before 7/10

	Action Item	Owner	Timing
	<i>Review any recurring or future-dated payments as these will not migrate and you will need to re-establish in e-Treasury.</i>		
<input type="checkbox"/>	Notify internal stakeholders <i>Brief your finance, accounting, and AP/AR teams about the upcoming migration. Ensure all team members who use Business Online Banking are aware of the changes.</i>	Company Admin	Immediately
<input type="checkbox"/>	Download historical statements and reports <i>Export any account statements, transaction reports, and tax documents available in Business Online Banking that you wish to retain. Access to Business Online Banking will no longer be available.</i>	Company Admin / Users	Immediately

Preparation in Business Online Banking

Actions to complete

Platform: Business Online Banking

	Action Item	Owner	Timing
<input type="checkbox"/>	Complete all pending transactions in Business Online Banking <i>Process any outstanding ACH batches, wires, bill payments, or transfers that need to clear before 7/10. Do not leave critical payments in a draft or pending state.</i>	All Users	Before 7/10
<input type="checkbox"/>	Export a final copy of all ACH templates and wire beneficiaries <i>Perform a final export and documentation of all payment templates as a backup in case any records require manual re-entry in e-Treasury.</i>	Company Admin	Before 7/10
<input type="checkbox"/>	Confirm alert and notification preferences <i>Document your current balance, transaction, and security alert settings in Business Online Banking as they will need to be reconfigured in e-Treasury post-migration.</i>	All Users	Before 7/10
<input type="checkbox"/>	Note your Quicken / QuickBooks connection settings <i>Document your current account linking configuration in Quicken or QuickBooks. You will need to re-establish the data connection to e-Treasury after migration.</i>	All Users	Before 7/10

e-Treasury Now Available

Actions to complete after migration with your new Company ID and temporary password

Platform: e-Treasury

	Action Item	Owner	Timing
<input type="checkbox"/>	Login with your new Company ID and temporary password from the bank	All Users	Week of 7/6

	Action Item	Owner	Timing
	<p>You will receive the new e-Treasury Company ID and a temporary password via email. Your User ID from Business Online Banking remains the same — only the Company ID and password are new.</p>		
<input type="checkbox"/>	<p>Download the e-Treasury Mobile App Download the e Treasury Mobile app “Webster e-Treasury Mobile” from the App Store or Google Play. You can delete the old mobile app from your device. <i>Note: you will need to log in via e-Treasury web before you can access the mobile app.</i> Refer to the instructions within e-Treasury’s resource center for more information.</p>	All Users	7/13
<input type="checkbox"/>	<p>Complete Administrator training in e-Treasury Attend the Company Administrator training webinar or complete the on-demand Administrator module that will be available on our Migration Resource Center in the Resource section of this site.</p>	Company Admin	Week of 7/6
<input type="checkbox"/>	<p>Enter New Multi-Factor Authentication One-Time Passcode Upon login, e-Treasury will send a one-time passcode to the email address on file with the bank. Enter the code to complete authentication. Ensure you can access your email before attempting login — this step occurs at every login session for enhanced security</p>	All Users	7/13
<input type="checkbox"/>	<p>Validate user entitlements in e-Treasury Have each user log in and confirm they can see the correct accounts and perform the actions they are authorized for. Resolve any discrepancies with your Treasury Management Support team.</p>	Company Admin / All Users	7/13
<input type="checkbox"/>	<p>Verify transaction history in e-Treasury Login and confirm that all accounts are visible and transaction history is accurate.</p>	Company Admin / All Users	7/13
<input type="checkbox"/>	<p>Verify migrated payment templates Review all ACH templates, wire beneficiaries, and transfer setups in e-Treasury. Compare against your export reference list from Business Online Banking and resolve any discrepancies.</p>	Company Admin	7/13-7/16
<input type="checkbox"/>	<p>Review Bill Pay setup (payees and scheduled payments) Review all Bill Pay payees and scheduled payments in e-Treasury</p>	Company Admin / All Users	7/13-7/16
<input type="checkbox"/>	<p>Re-enter any missing payment templates Use your exported documentation to manually rebuild any ACH, wire, or bill pay templates that did not migrate or require updates.</p>	Company Admin	7/13-7/16
<input type="checkbox"/>	<p>Re-enter any future-dated internal, ACH, and wire transfers All internal, ACH and wire transfers, including recurring payments, scheduled for after 7/10 will need to be re-entered into e-Treasury.</p>	All Users	7/13
<input type="checkbox"/>	<p>Re-establish Quicken / QuickBooks account link Reconnect your Quicken or QuickBooks account data feed to e-Treasury. Refer to the step-by-step guide available on our Migration Resource Center at websterbank.com/business-migration.</p>	All Users	Week of 7/13
<input type="checkbox"/>	<p>Complete general user training Ensure all users complete the e-Treasury general user training module. On-demand videos and quick reference guides will be available on our Migration Resource Center at websterbank.com/business-migration.</p>	All Users	7/13 – 7/27
<input type="checkbox"/>	<p>Report any issues to your Treasury Management Support team</p>	All Clients	Ongoing

Action Item	Owner	Timing
<p><i>If you encounter discrepancies in account data, missing templates, or access issues, contact your Treasury Management Support team immediately.</i></p>		

Important Reminders

- Your Company Administrator is the key point of contact for all migration activities within your organization.
- All Business Online Banking access will be permanently terminated after your migration go-live date — ensure all necessary data is exported in advance.
- Do not hesitate to contact your Relationship Manager or Treasury Management Support team with any concerns.
- Visit websterbank.com/business-migration for the latest information.