Client Action Checklist

e-Treasury Business Banking to e-Treasury New User Interface (UI)

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 e-Treasury Business Banking to e-Treasury New UI. Please assign your Company Administrator as the primary owner of this checklist. For questions at any stage, contact your Webster Bank Representative or visit our Migration Resource Center at websterbank.com/etreasury-migration.

Awareness & Planning

Actions to take immediately

	Action Item	Owner	Timing
☐	**Review Training Videos and Reference Guide** *Visit websterbank.com/etreasury-migration to view instructional Training Videos and Reference Guide.*	All Users	**Immediately**
☐	**Notify internal stakeholders** *Brief your finance, accounting, and AP/AR teams about the upcoming migration. Ensure that all team members who use e-Treasury Business Banking are aware of the changes.*	Company Admin	**Immediately**

Preparation in e-Treasury Business Banking

Actions to complete prior to migration

Platform: e-Treasury Business Banking

	Action Item	Owner	Timing
☐	**Note your Quicken / QuickBooks connection settings** *Document your current account linking configuration in Quicken or QuickBooks. You will need to re-establish the data connection to e-Treasury after migration.*	All Users	**Before September 21**

e-Treasury New UI Now Available

Actions to complete after migration

Platform: e-Treasury New UI

	Action Item	Owner	Timing
☐	**Login with your existing Company ID, User ID and Multi-factor authentication** *Log into the e-Treasury New UI with your existing e-Treasury Business Banking credentials*	All Users	**Week of September 21**
☐	**Complete Administrator training in e-Treasury New UI** *Review the on-demand Administrator module that will be available on our Migration Resource Center in the Resource section.*	Company Admin	**Week of September 21**
☐	**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/etreasury-migration.*	All Users	**Week of September 21**
☐	**Complete general user training** *Ensure all users review the on-demand videos and quick reference guides available on our Migration Resource Center at websterbank.com/etreasury-migration.*	All Users	**September 22 – October 6**
☐	**Report any issues to your Treasury Management Support team** *If you encounter discrepancies in account data, missing payees, or access issues, contact your Treasury Management Support team immediately.*	All Clients	**Ongoing**

Important Reminders

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