Cash Management Refined

Readiness Guide
The New Regions iTreasury

Regions | iTreasury

TABLE OF CONTENTS

Cash Management Refined

The new Regions iTreasury. Simplified, convenient cash management for your business.

Regions iTreasury[SM] enhancements make it easier than ever to manage your company's cash flow with convenience and control. With a refreshed design and superior functionality, we are pleased to provide your commercial online banking experience with a professional upgrade.

See what's new now.

Visit regions.com/NewiTreasury to watch the new iTreasury Preview Video to see what's new. Access the link to the iTreasury Access your Regions OnePass home page to view eLearning Tutorials and access the interactive demo to learn the functionality of the new system (*Note: the interactive demo is located within at the bottom of the Other Services section of the OnePass page*). Then, carefully review the important information about upcoming changes for your company's Regions iTreasury service on the pages that follow.

OVERVIEW

General Expectations

- Use the 20-day “preview period” to log in to the new iTreasury, become familiar with the enhanced application, and complete the actions outlined in the Readiness Checklist.
- Once the new iTreasury is live, you will receive a prompt in the Regions OnePass® Message Center to complete a survey. Please take a few minutes to share your thoughts and impressions, because your feedback is important to us.

Important Events

Note: Dates for the following events also will be communicated through email and the OnePass Message Center.

Monday
Preview Period Day 1

- **20-Day Preview Period Begins**
- Complete actions outlined in the **Readiness Checklist**

Friday
Preview Period Day 20

- **Deadline to complete all required Readiness Checklist actions**

Monday
New iTreasury Go-Live

- **The New iTreasury is fully launched and available for all commercial online banking activities**

Note: iTreasury will be intermittently unavailable the weekend prior to the Preview Period and the weekend prior to the Monday when the new iTreasury system goes live.

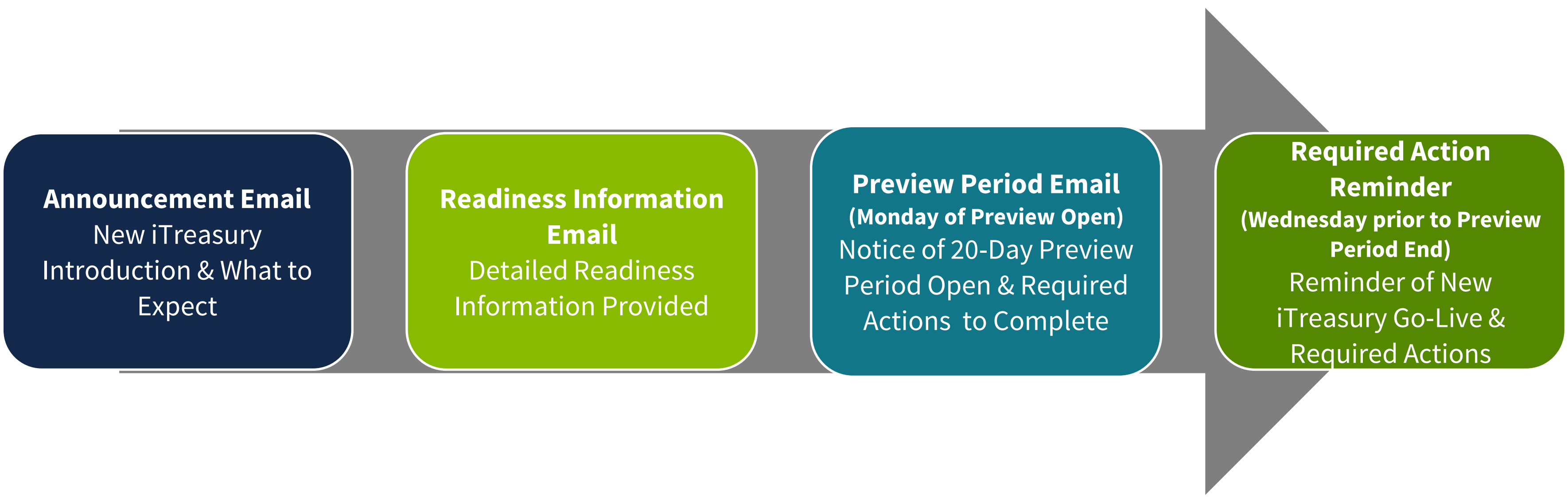
OVERVIEW

Communications to Expect

You will receive notice of updates and required actions through a series of emails (see below)

Be sure to add **alerts@regions.com** to your email address book to ensure receipt of communications

Also look for new iTreasury alerts and action prompts in the Regions OnePass Message Center



OVERVIEW

Preparing for the Preview Period: What to do Now

iTreasury ADMINISTRATORS

- Perform a system clean up to remove information no longer in use; for example, inactive users, old ACH databases, old Wire Transfer Templates and import maps no longer in use
- Brief your company's iTreasury users: Share this information. Let users know to expect email correspondence.
- Encourage your company's iTreasury users to view resources at regions.com/NewiTreasury

iTreasury USERS

- Visit regions.com/NewiTreasury and review resources
- Access the new iTreasury demo located on the Regions OnePass home page

Ensure you are using a browser compatible with the new iTreasury:

- *Internet Explorer® 11 and Edge*
- *Firefox® 45 and later*
- *Chrome® 57 and later*
- *Safari® for Mac 10.1 and later*

What's New with iTreasury: At a Glance Highlights

What's New with iTreasury: Click here for a detailed View of Features & Functions.

MOBILE BANKING	DASHBOARD	USER ADMINISTRATION	PAYMENTS	INFORMATION REPORTING
Apple® and Android™ devices for convenient, on the go access using your mobile device All tasks performed on a desktop can also be performed on a mobile device, including payment initiation, approvals and transfers Responsive design for easy viewing on desktop, tablet and mobile	Refreshed, simplified design and strreamlined navigation Easily tailor workspaces for quick access to the tools (widgets) you use most often Also add, remove, reorder report columns to reflect the data most important to you	Administrators can perform all user maintenance through the secure Regions OnePass portal (adding new users, assigning roles and permissions; even clone user profiles) New cloning feature allows administrators to quickly add new users by cloning existing user profiles Regions Out-of-Band Authentication (ROOBA) challenges allow selection of a primary or secondary number	Access and manage all payments in one place with the iTreasury Payments Center Save payment templates for easy access and fewer clicks to initiate recurring payments Contact Center allows simplified benificiary management Real-time FX rates	New reports and sleek reporting design allows for easy viewing and report customization Create custom reports to share with other users and save custom reports as the default view; easily export and save reports in PDF, CSV, BAI, SWIFT, Quicken® and QuickBooks® formats New online statements

OVERVIEW

Migration of User and Company Data

Information and data that <u>will</u> migrate:

- User – Entitlements, release limits, etc.
- ACH Databases/Batches* – Payroll, Tax, etc.
- Wire Transfer Templates* – Client and bank maintained
- Scheduled Account Transfers
- Import Maps** for ACH and Positive Pay
- Access to paid check items, deposit tickets and deposited items

Note: The current iTreasury application will be available for a period of time following the introduction of the new iTreasury platform.

Those **active templates and databases which have been added, used or modified in the **last 13 months will migrate** to the new platform*

*****Best Practice:** Copy and save any import maps residing in the current iTreasury. While import maps will migrate to the new iTreasury application, it is a best practice to have copies as a backup should they be needed.*

Information and data that <u>will not</u> migrate:

- Historical Information:
  - Reports
  - Previously released ACH or Wire Transfer batches
  - Positive Pay exception decisions
  - Audit logs
- Notification Alerts
- Balances and Transactions prior to July 10, 2017

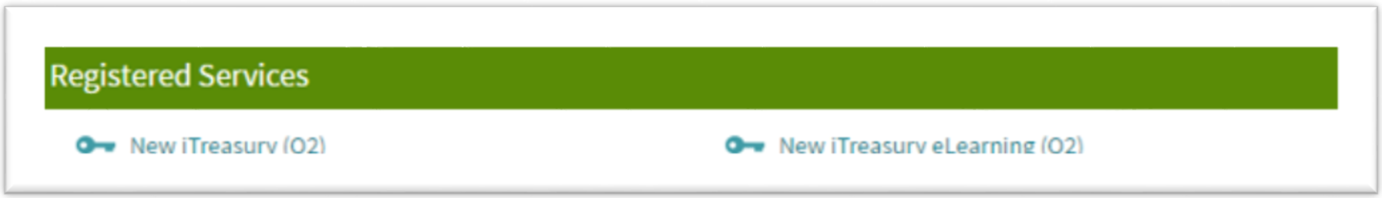
PREVIEW PERIOD

What to Expect During the Preview Period

The 20-day "preview period" is provided to help iTreasury administrators and users prepare for the transition to the new application.

- **Communications:** An email and OnePass message will alert you of the beginning and end of the preview period.

- **Access:** A link to the "New iTreasury" will be provided beside the current iTreasury link on the OnePass home page (Registered Services section) once the preview period begins. A link to eLearning modules to assist you with commonly performed functions will also be available (see below).



- **Data:** You will have access to company data in the new application to become familiar with new features and navigation. ***Also for navigation familiarization, see the interactive iTreasury demo. A link is available on the OnePass home page in the 'Other Regions Services' section.***

- **Payment Transactions Alert:** During the preview period, you will have the ability to create payments within the new application, but you will not be able to release any ACH, wire transactions, place stop payments, or decision suspect (exception) Positive Pay items.

Note: All payment transactions will need to be submitted within the current iTreasury platform – instead of the new iTreasury -- until the end of your 20-day preview period. After that time, you will use the new system for all activity – including payment transactions. Also, changes made to payment templates or scheduled transfers must be made in the current iTreasury to ensure that the data migrates to the new application. As a best practice, do not create future dated payments in the new iTreasury until the system is fully live.

PREVIEW PERIOD

Required Actions to Complete During the Preview Period**

Once the preview period begins, complete the actions outlined in the Readiness Checklist, including:

- ☐ Review and validate your company's migrated data
- ☐ Administrators should review all user entitlements and make any needed adjustments
- ☐ Test all features and functions used regularly
- ☐ Test import maps
- ☐ Review scheduled transfers
- ☐ Review ACH and Wire templates
- ☐ Ensure that you know how to perform essential tasks and daily activities in the new application

***Important: Complete all actions outlined in the Readiness Checklist during the preview period.*

Caution: If template changes are needed in the new iTreasury, you must make the changes in the current iTreasury application. The changes will then be retained in the new iTreasury when company data is migrated.

Use the preview period to customize the new application to meet your specific needs; for example: tailor your dashboard by dragging and dropping the features and functions you'll use most frequently, and establish new reports that you will need going forward.

For more information and instruction, see the Help Cards and User Guide located at regions.com/NewiTreasury > Latest Tools & Resources.

PREVIEW PERIOD: ACTION CALENDAR

For a best practice guide to ensuring that you complete the actions required during the preview period, click here to view a convenient Action Calendar. Or, access at regions.com/NewiTreasury > Latest Tools & Resources.

iTreasury Action Calendar - *Use as a planning tool*

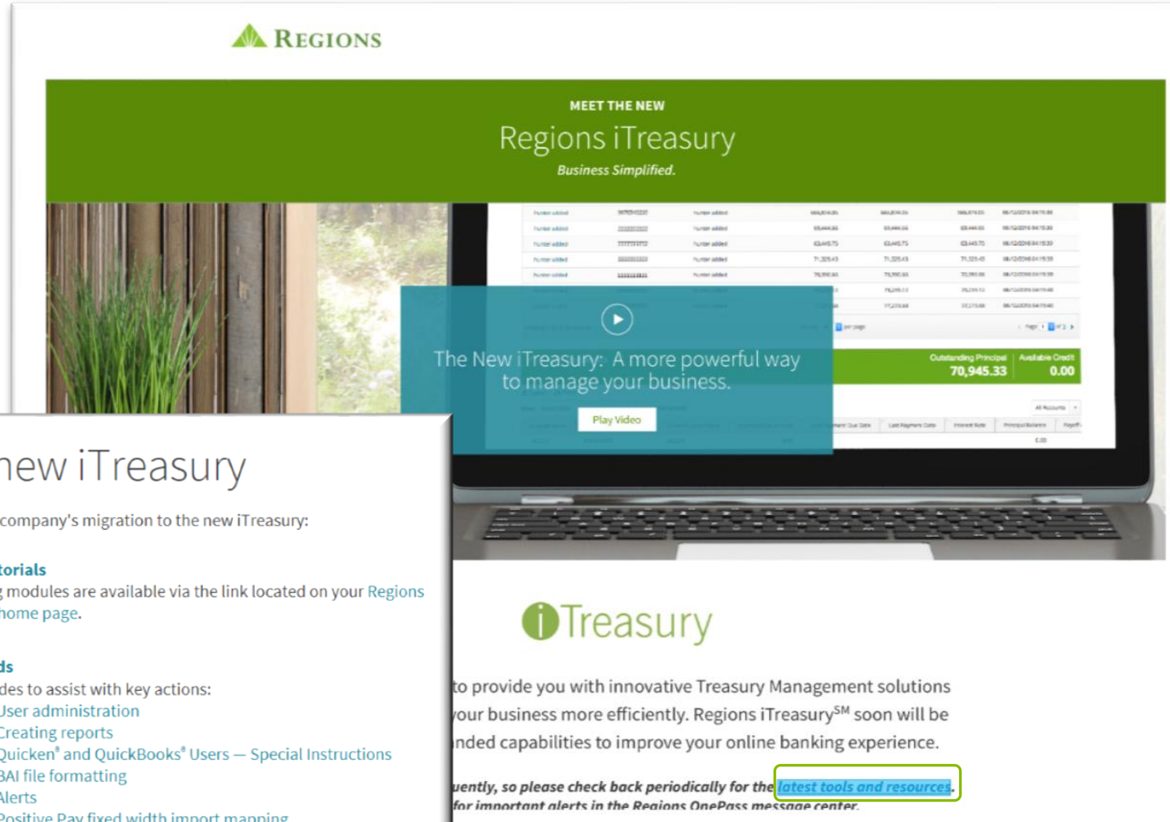
Monday	Tuesday	Wednesday	Thursday	Friday
SET		❑ Review readiness materials located at regions.com/ NewiTreasury	**In the current iTreasury application:** ❑ Delete any inactive users ❑ Perform a system clean up to remove information no longer in use (i.e. old ACH databases, old wire Transfer Templates and old import maps	
Preview Period Begins	❑ Attend Training - User Administration	❑ Attend Training - Information Reporting	❑ Attend Training - Positive Pay and Import Maps	❑ Attend Training - Payments
In the new iTreasury application: ❑ Log in to Regions OnePass ❑ Access and view the eLearning Videos ❑ Access the new iTreasury link ❑ Access resources link ❑ Review and schedule to complete the activities outlined on the Readiness Checklist	**In the new iTreasury application:** ❑ Validate user entitlements and trans-action limits ❑ Locate accounts ❑ Locate Payment types and templates	**In the new iTreasury application:** ❑ Quicken/QuickBooks download ❑ Review previous and/ or current day activity ❑ Ensure access to all reports ❑ Create a report	**In the new iTreasury application:** ❑ Establish alert notifications ❑ Create a payment, save it as a template ❑ Approve a payment ❑ Set up a beneficiary in the address book	**In the new iTreasury application:** ❑ Import data for a transfer ❑ Establish a template for wire or tax payments (if used) ❑ Generate Payroll
❑ Continue learning system navigation and snsure your company's readiness for the new iTreasury launch	❑ Ensure all Rediness Checklist tasks are complete	❑ Ensure all Rediness Checklist tasks are complete	❑ Ensure all Rediness Checklist tasks are complete	❑ Ensure all Rediness Checklist tasks are complete
❑ Ensure all Rediness Checklist tasks are complete	❑ Ensure all Rediness Checklist tasks are complete	❑ Ensure all Rediness Checklist tasks are complete	❑ Ensure all Rediness Checklist tasks are complete	**Preview Period Ends** In current iTreasury ensure: ❑ All ACH batches scheduled to process on Monday are in a 'Submitted' status by today (the Friday before launch) 'Release' for the system to show 'Submitted') ❑ All Wire Transfers are set to a 'Released' status by today (the Friday before launch)('Release for the system to show 'Processed')
New iTreasury Launch LET'S GO!	**Who to Contact for Help** **Contact your local Treasury management representative**	**Call Regions Client Services (7 am-6 pm** 1-800-787-3905, Option 2	**Email Regions Client Services** **clientservicesgroup@regions.com**	

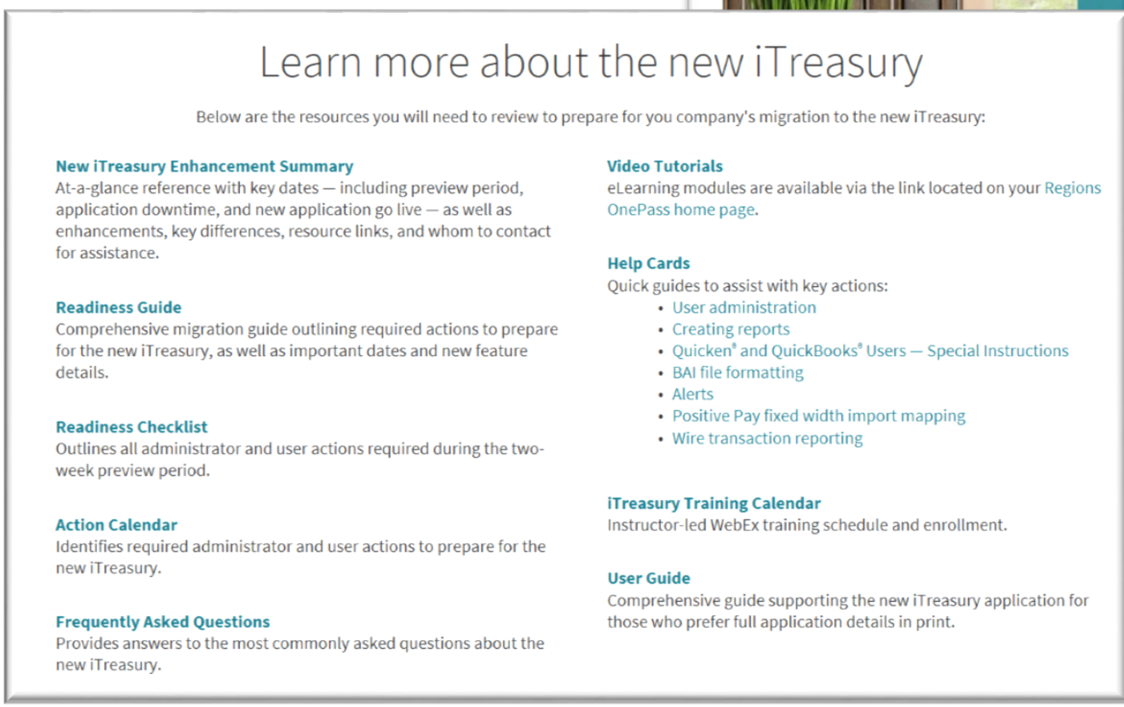
SAMPLE PLANNING CALENDAR

Available Resources

Where to Find More Information

- See regions.com/NewiTreasury > Latest Tools & Resources





Learn more about the new iTreasury

Below are the resources you will need to review to prepare for you company's migration to the new iTreasury:

New iTreasury Enhancement Summary
At-a-glance reference with key dates — including preview period, application downtime, and new application go live — as well as enhancements, key differences, resource links, and whom to contact for assistance.

Readiness Guide
Comprehensive migration guide outlining required actions to prepare for the new iTreasury, as well as important dates and new feature details.

Readiness Checklist
Outlines all administrator and user actions required during the two-week preview period.

Action Calendar
Identifies required administrator and user actions to prepare for the new iTreasury.

Frequently Asked Questions
Provides answers to the most commonly asked questions about the new iTreasury.

Video Tutorials
eLearning modules are available via the link located on your Regions OnePass home page.

Help Cards
Quick guides to assist with key actions:

- User administration
- Creating reports
- Quicken® and QuickBooks® Users — Special Instructions
- BAI file formatting
- Alerts
- Positive Pay fixed width import mapping
- Wire transaction reporting

iTreasury Training Calendar
Instructor-led WebEx training schedule and enrollment.

User Guide
Comprehensive guide supporting the new iTreasury application for those who prefer full application details in print.

Who to Contact for Help

Contact your local **Treasury Management Representative**

Call **Regions Client Services**
1-800-787-3905, Option 2 (7am--6pm CT)

Email **Regions Client Serivces**
clientservicesgroup@regions.com
Please include email subject: New iTreasury