



## Treasury Management Client Conversion Readiness Checklist

Between July 12<sup>th</sup> and 14<sup>th</sup>, we will migrate your online banking access from CapStar Flex Online to one of Old National Bank's online platforms. You will receive information from Old National regarding your destination platform: either Small Business Digital Banking or ONPointe Treasury. This guide is intended for clients who will use ONPointe Treasury.

### Complete These Steps before June 1<sup>st</sup>

<input type="checkbox"/>	Log into CFO and confirm all user email and mobile phone information is up-to-date.
<input type="checkbox"/>	Visit our conversion resource site, <a href="http://www.oldnational.com/capstar-tm">www.oldnational.com/capstar-tm</a> and review the content provided. TIP: Bookmark this site for quick access during this transition period.

### Complete These Steps between June 17<sup>th</sup> and July 12<sup>th</sup>

<input type="checkbox"/>	CapStar Flex Online administrator users should distribute Software Activation Key letters sent via US mail to your users. These Keys are needed to identify which computer(s) will be used to access ONPointe Treasury and by which user(s).
<input type="checkbox"/>	Read the ONPointe Treasury Getting Started Guide (available at <a href="http://www.oldnational.com/capstar-tm">www.oldnational.com/capstar-tm</a> )
<input type="checkbox"/>	After confirming compatibility, install the ONPointe Secure Browser software on each computer you'll use to access ONPointe Treasury. If you are unsure about compatibility with the ONPointe Secure Browser, refer to the ONPointe Treasury Getting Started Guide and contact Treasury Management Client Services at 800-844-1720 for assistance.
<input type="checkbox"/>	Using your Software Activation Key letter, register your user ID for the ONPointe Secure Browser software (step-by-step instructions are available in the ONPointe Treasury Getting Started Guide). You won't have access to log into ONPointe Treasury until Monday, July 15 <sup>th</sup> but completing this step early will ensure uninterrupted access to your online banking services.
<input type="checkbox"/>	Register for live webinar training. The training schedule will be published to <a href="http://www.oldnational.com/capstar-tm">www.oldnational.com/capstar-tm</a> .
<input type="checkbox"/>	Download your payment history files from CapStar Flex Online. They will not be available for download after July 12 <sup>th</sup> .
<input type="checkbox"/>	If you have any recurring internal transfers, ACH batch payments or wire transfers in CFO, those will not be migrated for you automatically, so be sure to note any that you may have in place so you can re-establish them on or after July 15 <sup>th</sup> in ONPointe Treasury.

### Complete These Steps on Monday, July 15<sup>th</sup>

<input type="checkbox"/>	Start using ONPointe Treasury for your day-to-day needs. CapStar Flex Online will be available for view-only access for 60 days.
<input type="checkbox"/>	For mobile access, download the ONPointe Mobile app to your iOS or Android device. Refer to the ONPointe Treasury Getting Started Guide for registration steps.
<input type="checkbox"/>	<b>Check Positive Pay Subscribers:</b> On July 15 <sup>th</sup> only, if you subscribe to Check Positive Pay, if you have exceptions on that day, you will make your decisions using CapStar Flex Online. Starting July 16 <sup>th</sup> , you'll exclusively use ONPointe Treasury.
<input type="checkbox"/>	<b>QuickBooks Desktop Users:</b> If you connected CFO to QuickBooks Desktop, you will need to re-establish your connection. Refer to the QuickBooks Direct Connect for ONPointe Treasury Quick Reference Guide for step-by-step instructions (available at <a href="http://www.oldnational.com/capstar-tm">www.oldnational.com/capstar-tm</a> ). NOTE: If you use Bill Pay via QuickBooks Direct Connect, that feature is not available in ONPointe Treasury. You will need to use the online bill payment service available when you log into ONPointe Treasury.
<input type="checkbox"/>	<b>ACH &amp; Wire Transfer Originators:</b> Users who are entitled to create and/or approve payments will need to create a Transaction PIN upon logging into ONPointe Treasury. Refer to the ONPointe Treasury Getting Started Guide for step-by-step instructions.
<input type="checkbox"/>	<b>ACH Originators:</b> Administrator users should refer to the ACH Notices Migration Guide (available at <a href="http://www.oldnational.com/capstar-tm">www.oldnational.com/capstar-tm</a> ) to entitle users to our various ACH notice options. After entitling users, those

	users who manage inbound notices of change and return should complete the setup steps included in the ACH Notices Migration Guide.
<input type="checkbox"/>	<b>Recurring Transactions:</b> If you had any recurring internal transfers, ACH batch payments or wire transfers in CapStar Flex Online, those will need to be re-established in ONPointe Treasury. Refer to the Recurring Transaction Migration Guide (available at <a href="http://www.oldnational.com/capstar-tm">www.oldnational.com/capstar-tm</a> ).