

Readiness Guide

The New Regions iTreasury



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Cash Management Refined

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

Regions iTreasurySM 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.

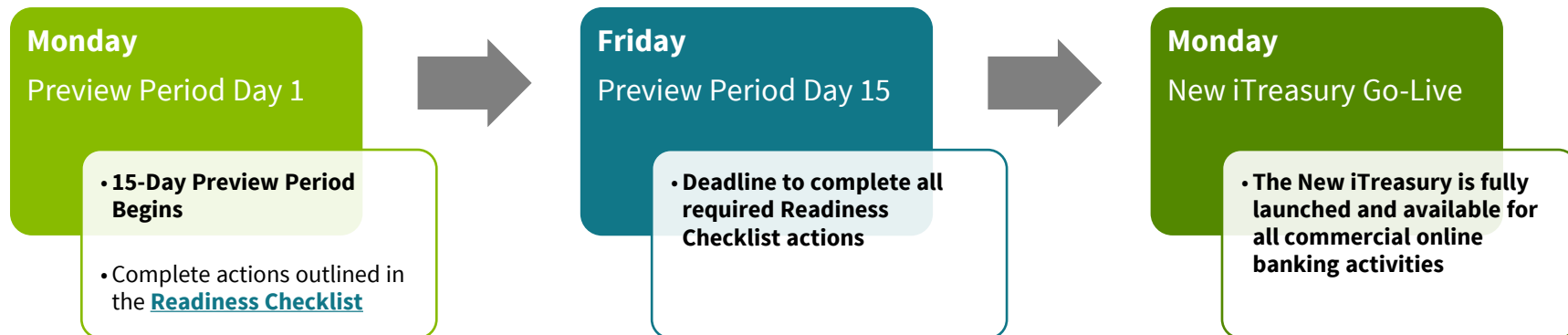
OVERVIEW

General Expectations

- Use the 15-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.

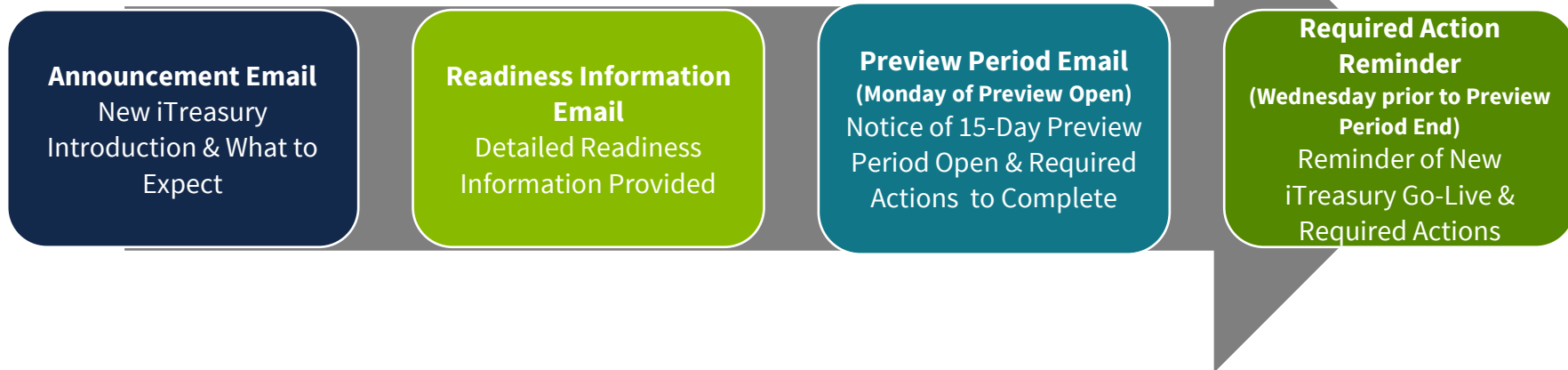


Note: iTreasury will be intermittently unavailable the weekend prior to the Preview Period and the weekend prior to the Monday when the new iTreasury system goes live.

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: View the New iTreasury Enhancement Summary (located on regions.com/NewiTreasury)

What's New with iTreasury: At a Glance Highlights

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

OVERVIEW

Migration of User and Company Data

Information and data that will 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 will not 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 15-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 15-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.

Required Actions to Complete During the Preview Period**

Once the preview period begins, complete the actions outlined in the Readiness Checklist (located on regions.com/NewiTresury), 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 located on regions.com/NewiTresury during the preview period.








Caution: If template changes are needed in the new iTresury, you must make the changes in the current iTresury application. The changes will then be retained in the new iTresury 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/NewiTresury > Latest Tools & Resources.

PREVIEW PERIOD: ACTION CALENDAR

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

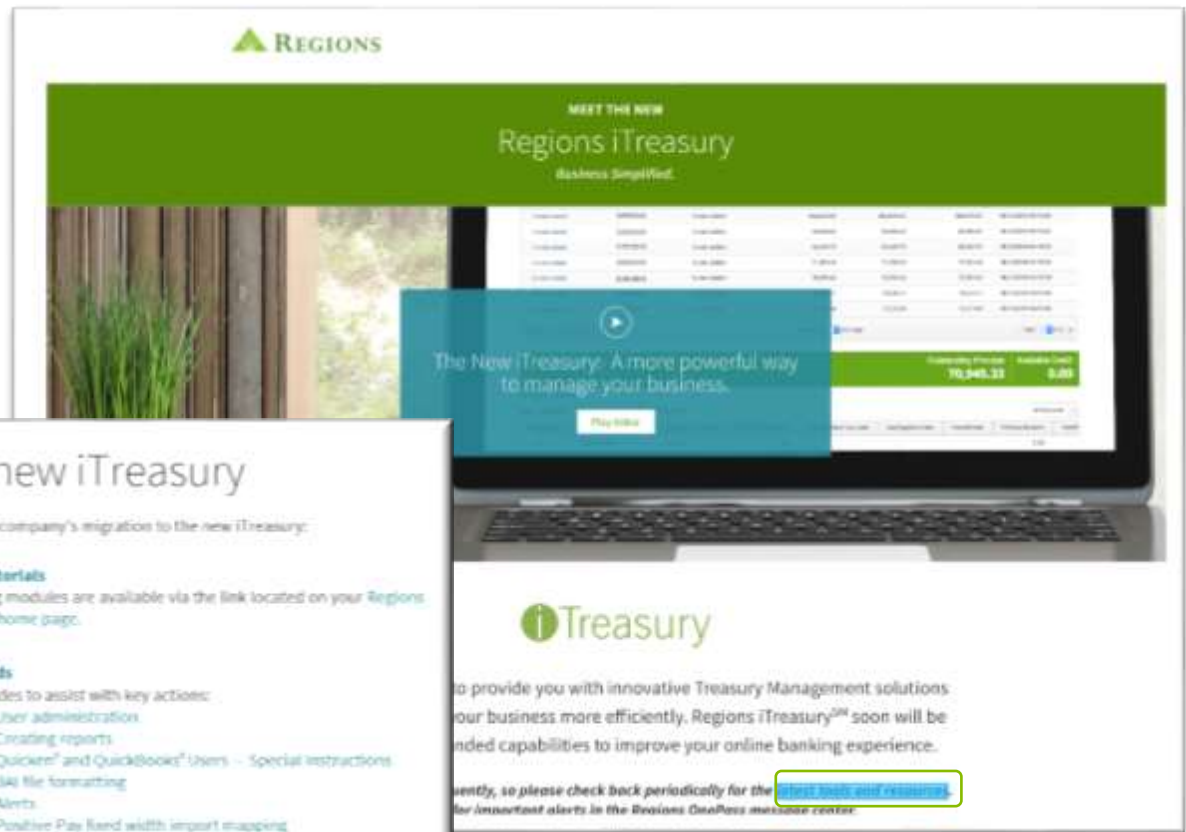
iTreasury Action Calendar - Use as a planning tool				
Monday	Tuesday	Wednesday	Thursday	Friday
		<input type="checkbox"/> Review readiness materials located at regions.com/NewiTreasury	In the current iTreasury application: <input type="checkbox"/> Delete any inactive users <input type="checkbox"/> Perform a system clean up to remove information no longer in use (i.e. old ACH databases, old wire Transfer Templates and old import maps)	
	<input type="checkbox"/> Attend Training - User Administration	<input type="checkbox"/> Attend Training - Information Reporting	<input type="checkbox"/> Attend Training - Positive Pay and Import Maps	<input type="checkbox"/> Attend Training - Payments
Preview Period Begins <input type="checkbox"/> Log in to Regions OnePass <input type="checkbox"/> Access and view the eLearning Videos <input type="checkbox"/> Access the new iTreasury link <input type="checkbox"/> Access resources link <input type="checkbox"/> Review and schedule to complete the activities outlined on the Readiness Checklist	In the new iTreasury application: <input type="checkbox"/> Validate user entitlements and transaction limits <input type="checkbox"/> Locate accounts <input type="checkbox"/> Locate Payment types and templates	In the new iTreasury application: <input type="checkbox"/> Quicken/QuickBooks download <input type="checkbox"/> Review previous and/ or current day activity <input type="checkbox"/> Ensure access to all reports <input type="checkbox"/> Create a report	In the new iTreasury application: <input type="checkbox"/> Establish alert notifications <input type="checkbox"/> Create a payment, save it as a template <input type="checkbox"/> Approve a payment <input type="checkbox"/> Set up a beneficiary in the address book	In the new iTreasury application: <input type="checkbox"/> Import data for a transfer <input type="checkbox"/> Establish a template for wire or tax payments (if used) <input type="checkbox"/> Generate Payroll
<input type="checkbox"/> Continue learning system navigation and ensure your company's readiness for the new iTreasury launch	<input type="checkbox"/> Ensure all Rediness Checklist tasks are complete	<input type="checkbox"/> Ensure all Rediness Checklist tasks are complete	<input type="checkbox"/> Ensure all Rediness Checklist tasks are complete	<input type="checkbox"/> Ensure all Rediness Checklist tasks are complete
<input type="checkbox"/> Ensure all Rediness Checklist tasks are complete	<input type="checkbox"/> Ensure all Rediness Checklist tasks are complete	<input type="checkbox"/> Ensure all Rediness Checklist tasks are complete	<input type="checkbox"/> Ensure all Rediness Checklist tasks are complete	Preview Period Ends In current iTreasury ensure: <input type="checkbox"/> 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') <input type="checkbox"/> 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 	Who to Contact for Help  Contact your local Treasury management representative  Call Regions Client Services (7 am-6 pm 1-800-774-4135 (Dedicated iTreasury line)  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 your 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 feed with 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.

THE NEW ITREASURY

Who to Contact for Help



Contact your local **Treasury Management Representative**



Call **Regions Client Services**
1-800-774-4135 (7am--6pm CT)



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