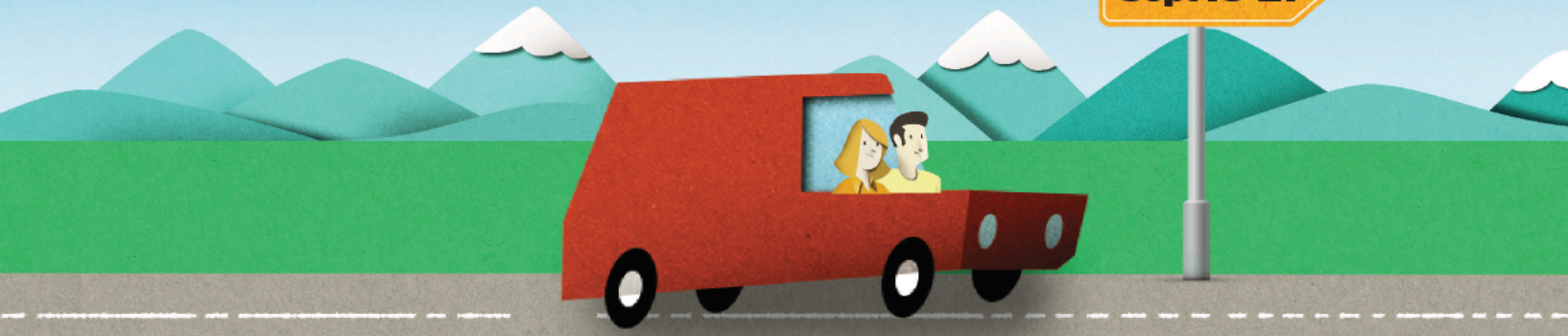


Banking Conversion Checklist

**BANKING
CONVERSION**



Sept 18-21



Before Conversion Checklist

Prior to September 18

- Cash on Hand:** Take out cash and/or ensure you have your debit and credit cards on hand for purchases.
- Bill Payments:** Ensure all bills due between September 18 and 21 have been paid by September 17.
- ATM Bill Payments:** As of September 18, our ATM network will no longer accept bill payments.

Online & Mobile Banking

- Temporary Login Password:** Check your secure Messages in online or mobile banking and note the temporary password (same as Personal Access Code or PAC) required for login after the upgrade.



Please note down the password before September 18, as you'll need it to login after September 21. Remember, Interior Savings will only send instructions for a temporary password securely within online and mobile banking.

- Online Bill Payments:** Reschedule online bill payments for before September 17 or after September 21.
- For **Interac® e-Transfers:**
 - e-Transfers:** Send important transfers before September 17. This functionality won't be available between September 18-21.
 - Recipient List:** Screenshot or note recipient email addresses, mobile phone numbers and security questions. Your list will need to be recreated post-upgrade.
 - Requests for Money:** Send important e-Transfer requests well before September 17. Pending requests post-upgrade will no longer work.
- Transaction History:** If you use external accounting software, download any online banking transaction history you need for it.
- Account Renaming:** Rename or nickname accounts so you can easily identify them after the upgrade (e.g. vacation fund). Go to "My Accounts" and click "Rename an Account".

After Conversion Checklist

September 21 or Later

First Login – Online & Mobile Banking

When logging in for the first time, you'll need to use the temporary password you received via secure Message in online and mobile banking to sign in and reset your password.



Both online and mobile banking users will need to use a desktop or laptop the first time they log in after the conversion.

First Login – TeleTouch Telephone Banking

The first time you log in, you'll be prompted to use an account number and temporary access code. To receive these, please call our Member Service Centre at 1.855.220.2580 or come in-branch after the upgrade.

Features and Settings to Reset After Conversion

Features and settings will need to be reviewed and reset in online and mobile banking after the upgrade:

Interac® e-Transfers

- Reset Interac® e-Transfer profile
- Interac® e-Transfer Autodeposit Settings
- Interac® e-Transfer Recipient List

Alerts

Some alert settings may need to be reset after the upgrade. Please check your setting preferences for notifications to help you tracking banking activity and protect your accounts.

Mobile App

- QuickView
- Fingerprint & Facial Recognition

For more detailed information and instructions on how to prepare, please visit my.interiorsavings.com/banking-changes