

## WELCOME TO BYLINE'S BUSINESS ONLINE BANKING PREVIEW PERIOD GUIDE

August 26, 2019 through September 5, 2019

### WHAT'S HAPPENING?

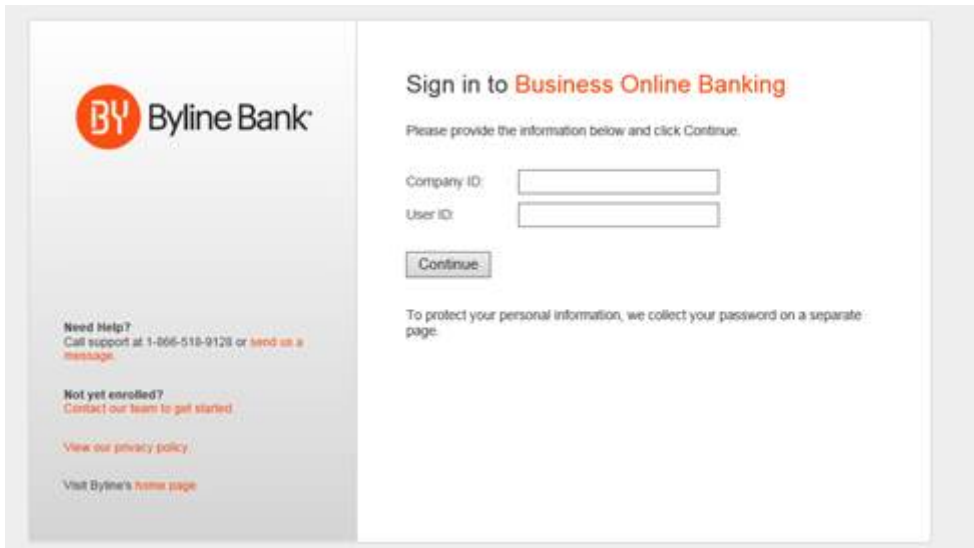
On August 26, 2019, we're opening our Byline Business Online Banking platform to you in preparation of our transition weekend to Byline accounts and services. During this Preview Period you can become familiar with its capabilities and to setup critical features in advance of the transition to carry over.

This is critical to ensure the transition of users, features, templates, and settings you have in your current online banking to avoid disruption to your Business Banking services.

**Please familiarize yourself with the online banking portal and its navigation as there are several actions you'll need to complete by September 5, 2019 before the live date on September 9, 2019.**

### TAKE ACTION:

Login visit: [bylinebank.ebanking-services.com](http://bylinebank.ebanking-services.com)



The screenshot shows the login interface for Byline Bank's Business Online Banking. On the left side, there is a vertical sidebar with the Byline Bank logo at the top. Below the logo, there are four links: "Need Help? Call support at 1-866-518-9129 or send us a message.", "Not yet enrolled? Contact our team to get started.", "View our privacy policy.", and "Visit Byline's home page." The main content area on the right is titled "Sign in to Business Online Banking". Below the title, it says "Please provide the information below and click Continue." There are two input fields: "Company ID:" and "User ID:". Below these fields is a "Continue" button. At the bottom of the main content area, it says "To protect your personal information, we collect your password on a separate page."

Use your Company ID, User ID, and Temporary Password assigned to the user:

- **New Company ID**
  - Pay attention, you'll receive your new Company ID from us in a letter and email to replace your old Company ID.
- **User ID**
  - Your User ID will remain the same.
- **Temporary Password**
  - Login with temporary password: Byline+last four digits of your company's Tax Identification Number (TIN). (example: For a business with TIN of 12-3456789 your temp password would be: Byline6789)
- **Change Your Password**

- You've logged in with your temporary password, now update your password for security protection.

### First login for All Users

Upon first login, you'll be presented with a pop-up screen to confirm:

- Name
- Phone Number (including phone type – work, mobile, etc.)
- Email Address

### PREVIEW PERIOD: USER ACCESS AND ENTITLEMENTS

**Validate** or correct the following upon your first login.

- All Deposit and Savings accounts you are entitled to are listed
- All Loan accounts you are entitled to are listed
- All accounts have the required service(s) (Transfers, Wires, ACH, Positive Pay, etc.) entitled to them.

Verify all services and account access, and report any discrepancies to your Company Administrator and [cashmanagement@bylinebank.com](mailto:cashmanagement@bylinebank.com).

### For Admin Users only

The company's Business Online Banking Admin (Administrator) User will need to perform the following administrative maintenance during the preview period:

- Review/create/update all online banking users and their services entitlements, account entitlements, and limits.
  - *Administration tab / Company Administration / Manage users.*
- Review/update user phone numbers.
  - *Administration tab / Company Administration/Manage Users-select User ID and navigate to Edit Contact Information.*
- Review Account Numbers and change Account Descriptions, if desired.
  - *Administration tab / Company Administration/ Manage account information.*
    - **NOTE:** only users with an administrative role can view the full account number in the "Manage account information" section. All non-Admin users do not have access to the full account number.
- Set Company User Approval Levels
  - *Administration tab / Company Administration/ Manage Approval Settings.*
- Familiarize themselves with the various user "roles" and capabilities of each:
  - **SETUP ROLE:** Allow this user to setup templates - entitles the user to template setup capabilities for only those services and accounts to which the user has been entitled.
  - **APPROVAL ROLE:** Allow this user to approve transactions - entitles the user to transmit capabilities for only those services to which the user has been entitled.
  - **ADMINISTRATION ROLE:** Grant this user administration privileges - allows the user to add, modify, copy and delete users, modify their roles, services and account access, rename accounts, and modify the number of approvers required for requests.

## PREVIEW PERIOD: SERVICES FEATURE ENTITLEMENTS

### WHAT YOU NEED TO DO:

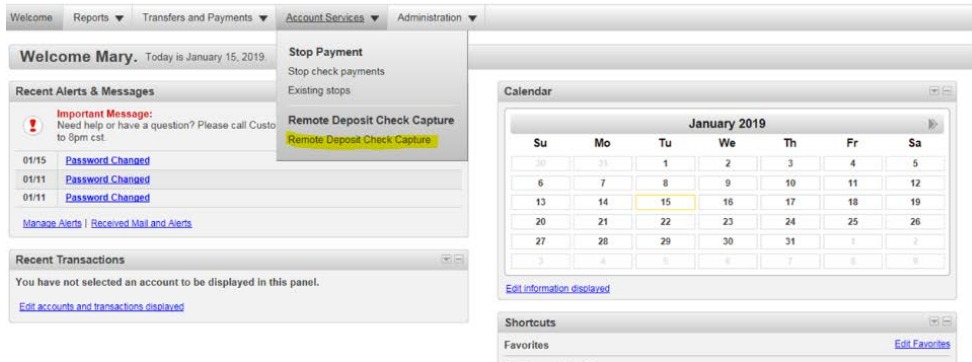
- Set up dashboard panels on welcome page/dashboard
- Set up any desired Alerts (*Administration tab / Communications/Manage Alerts*).
- Verify ACH and Wire templates (if applicable for the user).
- Setup a new ACH or Wire templates (used to replace Bill Pay External Transfers. If applicable for the user)
- Set PIN for Token Approvals (if applicable) Contact [cashmanagement@bylinebank.com](mailto:cashmanagement@bylinebank.com) for instructions and assistance.

### WHAT YOU CANNOT DO:

- No Account Balance viewing will be available.
- No Account Transaction History will be available.
- No internal transfers can be made or scheduled.
- No Stop Payments can be made.
- Loan and CD account data will not be available.
- Do not submit or schedule transactions during preview period (please use existing online banking platform).
- Do not add Positive Pay outstanding issues (if applicable).
- Bill Pay and Online Statement services are not available.
- No wire or ACH transfers can be made

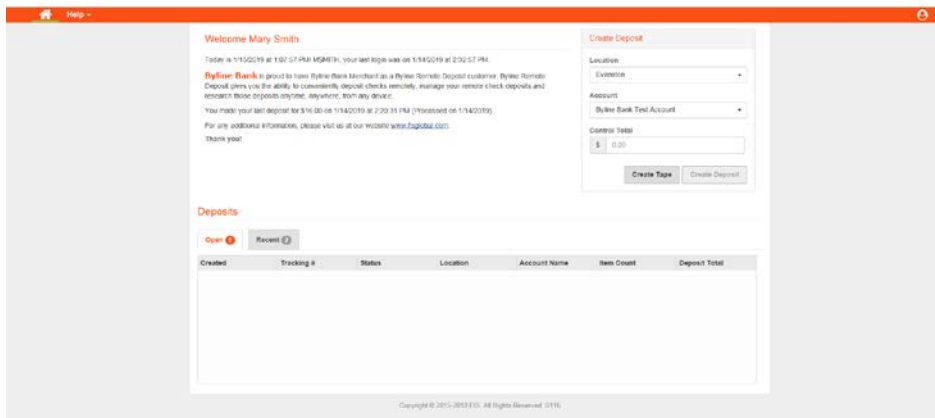
## BILL PAY, REMOTE DEPOSIT CAPTURE AND STATEMENTS

Bill Pay and Remote Deposit Capture banking features will be available on **September 9, 2019**.



The screenshot shows the online banking dashboard for a user named Mary. The navigation menu includes Welcome, Reports, Transfers and Payments, Account Services, and Administration. The Account Services dropdown is open, showing options like Stop Payment, Stop check payments, Existing stops, Remote Deposit Check Capture, and Remote Deposit Check Capture. The main content area features a calendar for January 2019, a Recent Alerts & Messages section with password change notifications, and a Recent Transactions section.

**Please note:** To receive online statements you must enable the delivery preference to Online AFTER September 9, 2019 (Reports/Statements & Documents/Delivery Preference).



The screenshot shows the 'Create Deposit' form in the online banking interface. The form includes fields for Location, Account (Byline Bank Test Account), and Amount (\$ 0.00). There are buttons for 'Create Tape' and 'Create Deposit'. Below the form is a 'Deposits' section with a table showing tracking information.

Created	Tracking #	Status	Location	Account Name	Item Count	Deposit Total

If you need assistance, please contact [cashmanagement@bylinebank.com](mailto:cashmanagement@bylinebank.com) or call customer support at (312) 660-5811. For more information please visit [bylinebank.com/welcome-cbopr](http://bylinebank.com/welcome-cbopr).