



NEW MOBILE APP

Action Step: Download the new Alerus Business Banking mobile app



Search *Alerus* in the app store or google play to download our new mobile app. The app name is **Alerus Business Banking**. The new Alerus Business Banking app requires a **Software Activation Key** to login. To obtain your Software Activation Key, log into Business Banking online, go to **My Settings**, then to **My Profile**; the **Software Activation Key** is listed at the bottom. Once you have entered the Software Activation Key in the mobile app, you will be prompted to create a unique PIN identifier; a secure token will be generated and sent to your email as a final step in confirm your enrollment.

The Software Activation Key is found under **My Profile** as shown below.

The screenshot shows the 'My Settings' tab selected in the navigation bar. A dropdown menu is open under 'My Settings', with 'My Profile' selected. Below the navigation, there is a 'Quick View' section for a 'CHECKING' account. The account details table is as follows:

Account Number	Current Balance	Av
*2796 operating acct	\$45.20	

Below the account details, the 'Software Activation Key' is displayed as 'J9QWN9M9'. To the right of the key, it shows 'Remaining Uses: 3' and 'Expires: Mar 6, 2020 1:57 PM CST'. There are 'Reset' and 'Copy' buttons next to the key.

BILL PAY

Action Step: Confirm Bill Bay history

If your business currently utilizes bill pay, please review your payees and payment history to ensure everything has transitioned accurately. Note, there is an update regarding payment date – in the new system, Payment Date signifies the date the payment will arrive. Additionally, if you previously set up electronic payments to pay individuals, these payments will need to be re-established and the payments will be sent via check at this time.

TEXT MESSAGES FOR ACCOUNT VERIFICATION

Action Step: Add your cell phone number to receive text message verification codes

Out of band login and transaction codes will automatically be sent to your email address unless you add and enroll your cell phone number. To get started, go to the **My Settings** tab and select **My Profile**.

The screenshot shows the 'My Settings' tab selected in the navigation bar. A dropdown menu is open under 'My Settings', with 'My Profile' selected. The account details table is the same as in the previous screenshot.



Within My Profile, check Enable SMS Messages, accept the Terms and Conditions, and enter your cell phone number as shown below. Follow the text message prompts to finish enrolling your cell phone.

Enable SMS Messages

Terms and Conditions By clicking here, I agree to the [Terms and Conditions](#).

Alerus Business Banking
To opt-out at any time, send **STOP** to 99453. To receive more information, send **HELP** to 99453.

Message and Data Rates May Apply. Number of Messages Varies Per User. Account holder authorizes charges to appear on wireless bill or be deducted from prepaid balance.

Tier One Carriers: AT&T, Verizon, T-Mobile®, Sprint, Metro PCS®, U.S. Cellular®

To Contact Support: Client Service Center

Message Enabled Cell Phone Number

ACH AND WIRE TRANSFER TEMPLATES

Action Step: Review ACH and Wire Transfer Templates

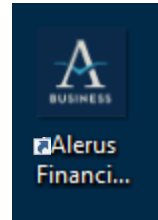
Your ACH and Wire transfer template information will transfer as part of the system conversion, however we would suggest that you review the date contained in those templates prior to using them.

SECURE BROWSER

Action Step: Download and Install Secure Browser

Secure Browser represents the highest level of security offered by Alerus and provides a streamlined PIN based login experience. It is optional, but we highly encourage you to consider it based on enhanced security and expedited login. Please note that in order to install the program, you must have admin access for your computer.

From within online business banking: go to **My Settings**, then to **My Profile**. Scroll down to **Software Activation Key** — make note of this as it will be required to install. From the menu on the right hand side of the screen click on **Alerus Business Secure Browser** and follow the activation prompts.



The Software Activation Key is found under **My Profile** as shown below.

Dashboard	Account Information	Payments & Transfers	Control & Recon	Administration	My Settings
Quick View					My Profile
CHECKING					My History
Data reported as					Secure Messaging
Account Number	Current Balance	AV	Subscriptions		
*2796 operating acct	\$45.20		File Vault		
					Alerus Business Secure Browser
Language: English (United States)					
Software Activation Key					J9QW9M9
Remaining Uses: 3 Expires: Mar 6, 2020 1:57 PM CST					<input type="button" value="Reset"/> <input type="button" value="Copy"/>



ALERTS – KNOWN AS SUBSCRIPTIONS

Action Step: Add or Modify Subscription (Alert) Notifications

The new Business Banking experience offers increased options for Subscriptions, or Alert notifications. To turn on additional subscriptions, login, go to the **My Settings** tab and select **Subscriptions**. Subscriptions can be added by checking the box under each desired report or notification.

The screenshot shows the 'My Settings' menu with the following options: My Profile, My History, Secure Messaging, Subscriptions, File Vault, and Alerus Business Secure Browser. The 'Subscriptions' option is highlighted.

Subscriptions

▶ Account Transfer Items End of Day Notification	✓
▶ Account Transfer Status Change Digest	
▶ Account Transfer Status Change Notification	✓
▶ ACH Payment Items End of Day Notification	✓
▼ ACH Payment Status Change Digest	
Delivery Settings + / - Data Type ✉ 📄 Format Preference <input type="checkbox"/> ACH Payment Status Change Digest <input checked="" type="radio"/> <input type="checkbox"/> HTML	
▶ ACH Payment Status Change Notification	✓
▶ Change / Delete Impact Notification	
▶ File Load Failed Validation	
▶ File Load Successful Validation	
▶ File Vault Notice	
▶ Payee Created Report	
▶ Payee Modified Report	
▶ Payments Approver Notification	✓
▶ Secure Messaging Reply Received	✓
▶ Stop Request Status Change Notification	
▶ User Entitled to New Payment Type	
▶ User Lockout Report	✓
▶ User Password Change Report	✓
▶ User Password Reset/Change Report for Administrators	
▶ User Payment Settings Report	



RECURRING TRANSFERS OR ACH BATCHES

Action Step: Re-establish All Recurring Transfers and Recurring ACH Batches

Recurring transfers and/or recurring ACH batches previously established in Business Online will require that you edit and re-establish the frequency for those transfers once you log into your account on or after Monday, February 10.

QUICKBOOKS OR QUICKEN

Action Step: Re-establish your connection to QuickBooks or Quicken with ~~Small~~ Business Banking

If you utilize QuickBooks or Quicken please complete one last download of transaction activity no later than Friday February 7. After your initial login to the new Business Banking, you will need to update your login credentials with either QuickBooks or Quicken for Express Web Connect to function properly. For users who download secure browser you will need to login to Business Banking with Internet Explorer or Chrome for Express Web Connect to update transaction data.

If you are a current user of Direct Connect with Quickbooks Desktop please note this functionality will be available at a future date and web connect will need to be utilized in the interim. Visit Alerus.com/express for step-by-step instructions to complete this process. Note, depending on how your connection is set up or your operating system, there is different instructions. Please make sure to select the appropriate guide for your business.

RESOURCES

Additional Resources are Available Online

Visit Alerus.com/business to access the Business Banking User Guide, watch our video demo highlighting the new experience, or walk through a step-by-step video tutorial. Additional resource guides for Positive Pay, ACH Payments, Secure Browser, Wire Transfers, and the full Business Banking User Guide can be found in the **Resources** tab when you log into Business Banking on or after February 10.

WE'RE HERE TO HELP

If you need help or have any questions before, during, or after this transition, please contact our Client Service Center at 800.279.3200. We would welcome hearing from you.

Client Service Center

800.279.3200 | alerus.com

Mon. – Fri., 7 a.m. – 10 p.m. (CT)

Sat. and Sun., 8 a.m. – 7 p.m. (CT)