



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 Small 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.

BILL PAY

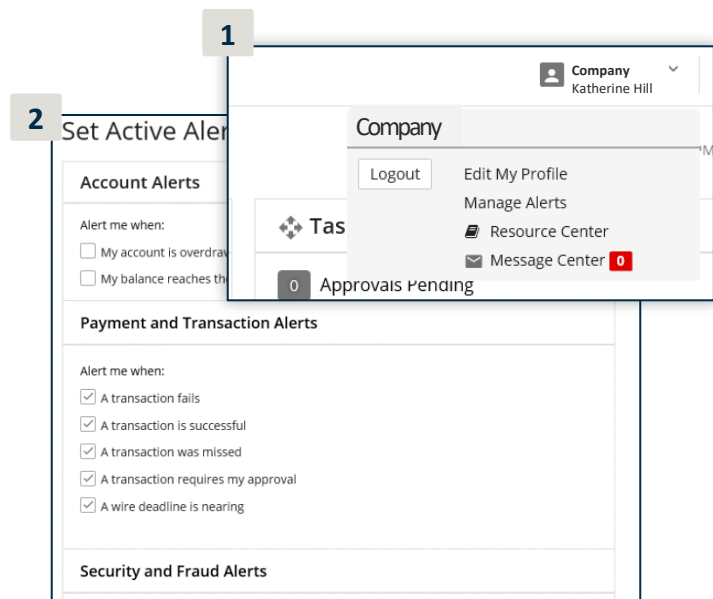
Action Step: Confirm Bill Bay history

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.

ALERTS

Action Step: Add Alert Notifications

The new Small Business Banking experience offers increased options for Alert notifications. To turn on additional alerts related to payment and transaction activity, login, open the dropdown menu in the upper right-hand corner by your name, and select **Manage Alerts**. To add an alert, check the box next to the corresponding notification.



RECURRING TRANSFERS

Action Step: Re-establish All Recurring Transfers

Recurring transfers previously established in Business Online will not carry to the new Small Business Banking digital experience. Please re-establish any recurring transfers once you log into your account on or after Monday, March 16.



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, March 13. After your initial login to the new Small Business Banking, you will need to update your login credentials in either QuickBooks or Quicken for Express Web Connect to function properly. For users who download Secure Browser, you will need to login to Small Business Banking with Internet Explorer or Chrome for Express Web Connect to work properly.

If you are a current user of Direct Connect with Quickbooks Desktop, please note that 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 are different instructions. Please make sure to select the appropriate guide for your business.

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.

RESOURCES

Additional Resources are Available Online

Visit Alerus.com/training to access the Small Business Banking User Guide or to watch our video demo highlighting the new experience. You can also access the User Guide when logged into Small Business Banking within the **Resources** tab.

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)