

Migration Checklist – Preparing for AccessJFG 11/17

Review These Items in Business Gateway Now

- ❑ **Processing Deadline:** All payment files must be uploaded & approved in Business Gateway by 4pm on 11/16
- ❑ **ACH/Wire Templates:** Updates made after 10/30 may not carry over - please document those changes to update in AccessJFG after migration
- ❑ **Wire Templates:** Save/note beneficiary Address Information - they **will** migrate to AccessJFG, but some recipient address information may need adjusting
- ❑ **Note** the frequency of any recurring ACH templates or internal account book transfers – the templates will migrate, but the recurrence schedule will need to be updated in AccessJFG post migration
- ❑ **Customized Reports:** Customized reports will not carry over - note the report criteria in Business Gateway in order to recreate them in AccessJFG
- ❑ **Alerts:** Take note of your current transaction alerts - some may not transition
- ❑ **User Information (Admin Only):** Ensure all user data is up to date by 10/30 - any changes after 10/30 may not transfer to the new system

Now-November 16th

- ❑ **Visit** [Client Resources](#) for all material to prepare
- ❑ **Take action** on the [AccessJFG Learning Journey](#)
 - **ACH Users:** Review the ACH user guides in conjunction with your current processes. If you feel there is a gap between your current ACH process and the training materials, please reach out to your Treasury Management Consultant.
- ❑ **Note your new AccessJFG User Credentials:**
 - New Login Credentials:
 - Combine current Company ID (exclude 288) with your current User ID
 - Example: Current Customer ID: **288JFG**; User ID: **jdoe**
 - New User ID: **JFGjdoe** (*User ID is not case-sensitive*)
- ❑ **Ensure** your browsers are compatible with AccessJFG
 - Must access through Chrome, Firefox or Microsoft Edge; does **not** work in IE
 - See [AccessJFG FAQs](#) for specifics about supported versions of these browsers
- ❑ **QuickBooks/Quicken Users:** Review and act on the QuickBooks/Quicken communication found in the Client Resources page.

Day 1 - Go Live - Tuesday, November 17th

- ❑ Verify Wire Template address fields migrated successfully
- ❑ Update/Add Alerts (*See Alerts Guide in Learning Journey*)
- ❑ Download the AccessJFG Mobile App from the App Store or the Google Play Store
- ❑ Review User Roles Section in AccessJFG to ensure user access and limits are correct
- ❑ Update recurring ACH and book transfer templates with recurrence schedule
- ❑ Stay tuned for more information about logging into AccessJFG
- ❑ Recreate customized reports if you had favorite reports in Business Gateway