BOSS Upgrade Checklist
Fulton Bank of New Jersey and The Columbia Bank

Complete these activities prior to your upgrade on October 24, 2016

Print and retain a copy of ACH templates.

Print and retain a copy of wire transfer templates.

Print and retain a copy of positive pay import formats.

Print and retain a copy of ACH import formats.

Print and retain a list of CashLink users.

Print and retain a list of any future-dated account transfers, loan payments, loan draw requests, domestic and international wire transfers and ACH batches. Future-dated and recurring payments will need to be added in BOSS.

NOTE: Maintain a record of all changes to ACH databases, Wire Transfer templates, Positive Pay import format maps and user entitlements made after 12:00am EST on October 21, 2016.

Complete these activities after the upgrade on October 24, 2016

Login to BOSS (https://ffcbusinessolb.com/ui).

Enter your login credentials:

- o 1. **Company** – this is the same as your current CashLink *Organization ID*.
- o 2. **User ID –** This is the same as your current *CashLink User ID.*
- o 3. **Password**- This will be delivered in a letter approximately one week prior to your upgrade.

Change your password.

Security questions. BOSS will prompt you to answer these questions when you attempt to reset your password.

Setup your one-time passcode delivery points.

Review and ensure that an email address has been entered for each user.

Review the eLearning content (videos).

Additional information to prepare for your BOSS upgrade.

- On October 24, 2016, you will have access to 90 days of transaction history. The available history will "build" to 365 days.
- On October 24, 2016, you will have access to 6 months of check images. The available history will expand to 18 months.
- Beginning on October 24, 2016, all international wire transfers will be processed through the SWIFT network. Please contact your Cash Management sales officer with any questions related to fees.