



DIGITAL BANKING UPGRADE

BUSINESS PRE-LAUNCH GUIDE

UPGRADE DATE: OCTOBER 28th

Bank7 is upgrading your Digital Banking experience to make managing your business finances more streamlined with easier navigation and enhanced tools. As part of the transition, there are a few steps **we need you to complete before October 23rd** to ensure you have the information and templates you need in the new system.

Most of your account details will be available and ready to use within the new system, including transaction history, Bill Pay payee information, scheduled payments, recurring and scheduled internal transfers, ACH templates, as well as your settings for eStatements, Remote Deposit Capture, Positive Pay and Wire Transfers.

ACTION NEEDED:

WIRE USERS:

1. Wire history will not transfer to the new system. Please download and save a copy of your history before **October 23, 2026**.
2. Wire users will also need to create templates of frequently used recipients before **October 23, 2026**. Templates are **required** for recipients to migrate.

ACH USERS:

1. ACH history will not transfer to the new system. Please download and save a copy of your history before **October 23, 2026**.
2. If you have not done so already, please **create templates for each unique ACH file before October 23, 2026**. The "Copy" feature is not supported within the new system.

The remainder of this guide provides instructions on saving Wire and ACH history and creating Wire and ACH templates.

System downtime, click-through demos, and additional details will be provided on our website as we get closer to the launch date.



DOWNLOAD AND SAVE WIRE HISTORY

Wire history will **not** transfer to the new system. Please complete the following steps to download your wire history **before October 23rd**.

Select *Payments & Transfers*, then click on *Wire*

[HOME](#)[ACCOUNTS](#)[PAYMENTS & TRANSFERS](#)[CHECKS & DEPOSITS](#)[ADMINISTRATION](#)

Payments & transfers

[Internal](#)[ACH](#)[Wire](#)[Bill pay](#)

Submit with no date range

Wire

Select Wire Transfer Criteria

☒ Inquire Wire Transfer

☐ Change Wire Transfer

☐ New Wire Transfer

☐ New Wire Transfer Using Existing Transfer

☐ Delete Wire Transfer

☐ Review Wire Transfer

☐ Import Wire Transfer

☐ Import Wire Using Template

☐ Wire Transfer Template

☐ Review Wire Transfer Template

☐ Foreign Exchange Contract

☐ Multiple Wire Transfer Using Template

Transfer Type:

Transfer Description:

Date Range:

Amount Range:

Client Name:

Reference Number:

Wire Number:

From Account Number:

View Masked Data:

Outgoing

Submit

Once previous 6 months of wire history displays, click *File/Arrow* to generate a downloadable file

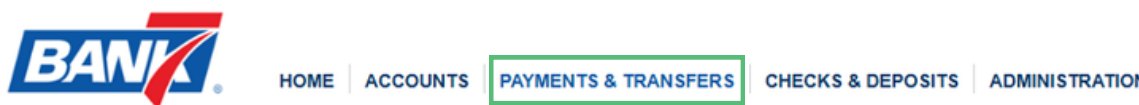
Outgoing Wires - Maggie Smith						
Exceptions for Outgoing Wires						
Transfer Description	Effective Date	Beneficiary	Amount	Status	Details	

Save the download to your computer for future reference

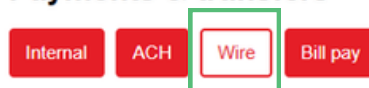
CREATE WIRE TEMPLATES

Wire templates will transfer to the new system. Please create a template for each wire recipient **before October 23rd** so that your recipients transfer.

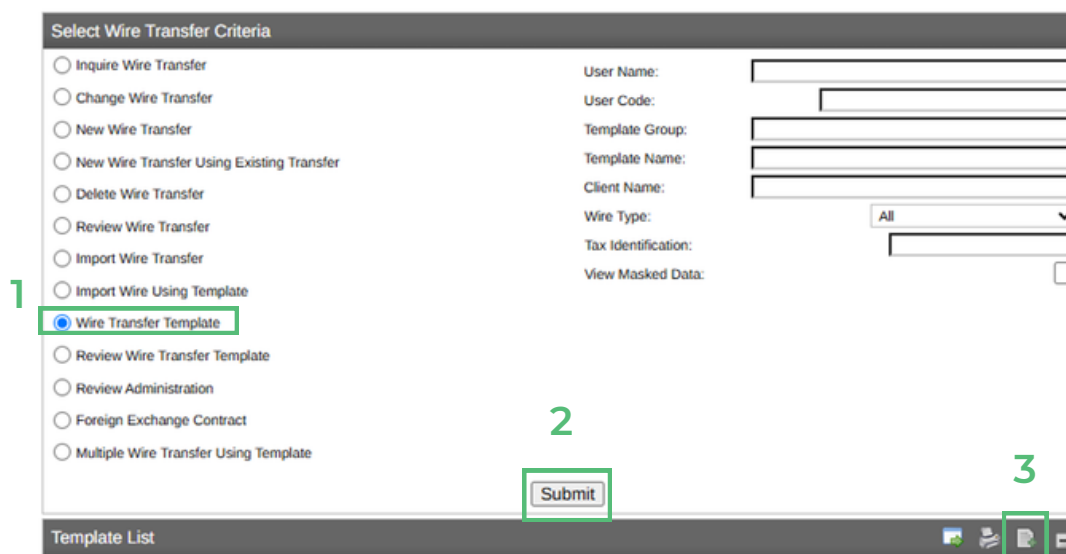
Select *Payments & Transfers*, then click on *Wire*



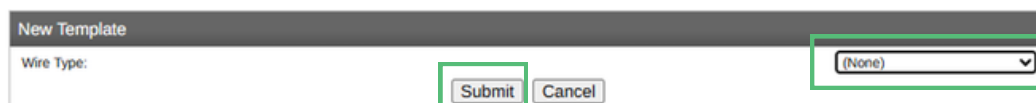
Payments & transfers



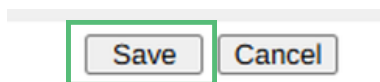
Select *Wire Transfer Template*, click *Submit*, then select the *file icon* with the green plus sign



Select *Wire Type* and *Submit*



Build your template and click *Save*



After creating templates for each recipient, you're all set,
your templates will transfer over



DOWNLOAD AND SAVE ACH HISTORY

ACH history will **not** transfer to the new system. Please complete the following steps to download your ACH history **before October 23rd**.

Select *Payments & Transfers*, then select *ACH*

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Payments & transfers

[Internal](#)[ACH](#)[Wire](#)[Bill pay](#)

Select *Report*

[Activity](#)[Templates](#)[File import templates](#)[Incoming](#)[Date ▾](#)[Description ▾](#)[Status ▾](#)[Withdrawal ▾](#)[Deposit ▾](#)[Type ▾](#)[Report](#)

Choose *file types and format (PDF or CSV)*, then select *Download Report*

Activity report

Summary

7 ACH files 7 batches

[Select](#)

Type *

☒ File information☒ Batch information☒ Transactions

Format

PDF (.pdf) ▾

[Download report](#)[Cancel](#)

Save the download to your computer for future reference



CREATE ACH TEMPLATES

ACH templates will transfer to the new system. Please create a template for each unique ACH file **before October 23rd** in order for them to transfer.

Select *Payments & Transfers*, then select *ACH*



HOME | ACCOUNTS | **PAYMENTS & TRANSFERS** | CHECKS & DEPOSITS | ADMINISTRATION

Payments & transfers



For each unique ACH file, select *Copy* or *Edit*
Scroll to the bottom of the page and select *Save for later*

Activity	Templates	File import templates	Incoming				
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report	
▼ Jul 12, 2021	test	Saved	1.00	1.00	Payment	Copy	Edit

* Indicates required field

Complete ACH **Save for later** Cancel

Select *Save as template*, then on the following page, *click Save*

test

Reference number 0e24d7ebd4
Effective date Aug 12, 2026
Total withdrawal \$1.00
Number of withdrawals 1
Total deposit \$1.00
Number of deposits 1
Return to ACH activity

* Indicates required field

Save Cancel

Save as template

After creating templates for each unique ACH file, you're all set, your templates will transfer over