

# CONVERSION CHECKLIST

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## FRIDAY, OCTOBER 4 (BEFORE 3:00PM)

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- MARK YOUR CALENDAR**  
Please note the conversion dates on your calendar. The bank will close at 3:00pm on Friday, October 4, and remain closed until opening for regular hours at 8:00am on Monday, October 7. *The ATM will remain available.*
- UPDATE YOUR CONTACT INFORMATION**  
Make sure your contact information (address, email, and phone number) is current in Online Banking today.
- RECEIVE YOUR NEW TBO BANK DEBIT CARD**  
Expect your new debit card to arrive in the mail around the third week of September, as well as a separate mailing with your new PIN. Put your new card and PIN in a safe place until you can activate it on Monday, October 7. *For security reasons, the envelopes will have no reference to the bank or card vendor, so please keep an eye out for them.*
- DOWNLOAD OR PRINT YOUR ONLINE STATEMENTS**  
Previous statements will NOT transfer to the new online banking system. Therefore, if you would like to have copies for future use, such as tax purposes, please download or print them from online banking before 3:00pm Friday, October 4.
- DOWNLOAD OR PRINT BILL PAY INFORMATION**  
Bill Pay information will NOT convert to the new system. To help with recreating them in the new system, you can print out a list of your payees, payment amounts, and due dates as well as any payment history you'd like to retain. *The last Bill Pay that will generate will be October 4. Anything scheduled past that date will need to be set up in the new system.*

## WEEKEND OF OCTOBER 4-6

The bank will close for the conversion at 3:00pm on Friday, October 4, and remain closed until opening for regular hours at 8:00am on Monday, October 7.

During this time, online and mobile banking will not be available. However, you can continue to use your existing Bank of Orrick debit card through Sunday, and the Bank of Orrick ATM will be operational over the weekend.

*Lower withdrawal and purchase limits will apply during the conversion weekend, so please plan ahead if you anticipate needing to make a significant purchase or access a large amount of cash.*

## MONDAY, OCTOBER 7 (AFTER 8:00AM)

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- ACTIVATE YOUR NEW TBO BANK DEBIT CARD**  
Activate your new debit card following the instructions provided in the mailing. If you have recurring payments tied to your Bank of Orrick debit card, you will need to update with your new TBO Bank debit card number.
- LOG IN TO THE NEW ONLINE BANKING**  
To access, go to the new TBO website (tbobank.com) and click the "Login" button at the top of the page. To log in for the first time, use your existing online banking username and temporary password (the last 6 digits of your SSN, or EIN for businesses). You will then be prompted to change your password.
- DOWNLOAD THE NEW TBO BANK MOBILE APP**  
The new TBO Bank Mobile Banking app will be available in the App Store and Google Play. See page 6 for more information on how to log in.
- SET UP ONLINE BILL PAY IN THE NEW SYSTEM**  
You can quickly set up your payments using the information you downloaded from the bill pay section from previous Online Banking.