

BUSINESS OFFICE DEPOSIT (BOD)

WELCOME LETTER



The following information will assist you in setting up Business Office Deposit (BOD) on your workstation ensuring a successful implementation of the product. In order to guarantee setup is completed accurately, it is very important to follow the checklist below, in its entirety.

- For Step 1, please refer to the checklist below on page #2. Verify all information has been received and enter specifics where requested. This checklist will be a reference document for future use.
- For Steps 2-5, detailed instructions are provided within the self-paced videos and quick reference guides located on the Treasury Resource Center. To access the Resource Center, please visit the following URL: <https://www.bokfinancial.com/landing-pages/treasury-resource-center/business-office-deposit> For best performance, visit the resource center via a laptop, desktop or workstation.

Please review the following steps below to ensure a successful implementation. I will be contacting you soon to arrange a time for training. During this meeting, I will walk you through the entire set up process from installing the scanner to making your first deposit.

Step	Instructions
1. Review Checklist	Review and verify all items on the checklist below (page #2) have been received.
2. Access URL and Login	Review the BOD Overview quick reference guide on the resource center.
3. Install the Scanner	Review the BOD Scanner Installation self-paced video on the resource center.
4. Start Making the Deposit	Review the BOD Deposit Process self-paced video on the resource center.
5. System Requirements	Review the RCC Web Client System Requirements document on the Resource Center. This document also includes the Internet Explorer Security Settings best practices.





Customer Checklist

Outlined below is a checklist of items that should be completed and have been received to date.

Actions	
Scanner(s) Received	
User ID Received via Email	Record information below under 'Key Information'.
Password Received via Email	Record information below under 'Key Information'.
System Access Information Received	Provided below in 'Key Information' section.
BOD Simply Deposit Welcome Email	Includes: <ul style="list-style-type: none"> • BOD Simply Deposit Welcome Email • BOD Simply Deposit Quick Install Guide (Scanner)
Training Date & Time Scheduled with Cash Management Consultant	Contact a Cash Management Consultant or Banking Representative to schedule.

Key Information

The following information will be needed by customer at installation of BOD software.

Client User Name: _____ (Provided to User via email)

Initial User Password: _____ (Provided to User via email)

New User Password*: _____ (Changed during first login attempt)
**Min. 8 characters with at least 1 special character and 2 numeric values.*

BOD Simply Deposit Client URL: <https://www.itms-online.com/Default.aspx>