

2019 CORE CONVERSION TO-DO LIST


Be Prepared... (Your Conversion To-Do List)

Acting prior to February 28th will minimize any inconvenience or interruption to your Inspire Federal Credit Union services.


- Be aware of our downtime** – know when branches, our Member Service Contact Center, and online services will be unavailable.
- Carry a secondary form of payment**; for example, your Visa® Rewards credit card.
- Complete in-branch or Member Experience Center transactions prior to close of business Thursday, February 28th; we'll be closed on Friday, March 1st and reopening Monday, March 4th.**
- Get cash/spending money for the weekend. ATMs and debit cards will be accessible during conversion weekend.
- Withdraw or transfer funds from Lines of Credit (i.e. Home Equity or Personal) you may need during the conversion.
- Take note of when your loan payment is due.** If it's due during conversion weekend, plan to make your payment so it reaches us early in the week of February 28th.

Online and Mobile Banking Users

- Complete Online and Mobile Banking transactions prior to Thursday, February 28th; Online and Mobile Banking will be unavailable until Monday, March 4th.**
- Submit Mobile Deposits prior to the start of business Thursday, February 28th**

 **ACTION NEEDED!** If you have scheduled/recurring transfers set up within Online Banking (within the **Transfers & Payments** tab), they **will not occur** after February 28th as they **will not** convert to our new system. Beginning Monday, March 4th, you will need to register and log in to our new system and re-establish your scheduled transfers.

- Take screen shots or write down your scheduled/recurring transfers for easy reference and set up after the conversion.

 **ACTION NEEDED!** Recurring or one-time loan payments you have scheduled in Online Banking (within the **Transfers & Payments** tab), **will not occur** after February 28th; you'll need to make other arrangements ahead of time. Beginning Monday, March 4th you will need to register and log in to our new system and reschedule future loan payments.

- Take screen shots or write down your recurring payment information for easy reference and set up after the conversion.
- BillPay, accessible through Online and Mobile Banking, will also be unavailable. Payments scheduled prior to the conversion will occur as planned; however, you will not have access during the conversion to set up new payments or billers. Full access will be restored through Online and Mobile Banking beginning **Monday, March 4th.**
- Any e-Alerts you have set-up in Online Banking will not transfer to our new system and will need to be reestablished in our new online banking system.
 - Take screen shots or write down this information for easy reference and set up after the conversion.

Questions?

Call us at 215.788.5270 or visit inspirefcu.org/coreconversion