



WORKSHOP: WEEK 1

Accessing and Mass Enabling Autobooks



autobooks



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Financial Institution Growth,
Autobooks

Schedule

WEEK 1: ACCESSING AND MASS ENABLING AUTOBOOKS

Tuesday Workshop Session:

- Expectations and getting ready for launch
- Exploring Autobooks and building your team

Thursday Deep Dive & Demo:

- Guided first payment experience, Overview of the Hub

WEEK 2: YOUR PROGRAM HEALTH CHECK AND GROWTH FLYWHEEL

Tuesday Workshop Session:

- Autobooks Health Check – Your Program Expectations
- Preparing the team and GTM best practices

Thursday Deep Dive & Demo:

- Operationalizing the Hub & Best practices for program growth

LAUNCH
WORKSHOP

Agenda

- Your Launch Expectations
- Building Your Launch Team
- Supporting Your Launch
- Autobooks Product Details: Setting Up a Test User
- Positioning the New Autobooks Packages
- Intro to the Hub
- Next Steps

LAUNCH
WORKSHOP

Expectations

What we are here to accomplish

Mass enable Autobooks in my digital banking platform for all my small businesses.

How we'll get it done

Visit our [Partner Page](#), locate your digital banking provider, and access your enablement guide.

YOUR TIMELINE TO LAUNCH AUTOBOOKS IN 6 WEEKS

WEEKS 1 – 2

- Complete operational & profit share forms
- Complete testing
- Access the Hub
- Inform your team

WEEKS 2 – 4

- Prepare your team
- Launch Autobooks (or have date set)

WEEKS 5 – 6

- Promote, launch, and market Autobooks to your small businesses
- Monitor activity in the Hub

Survey for the Group

**What is your planned
enablement date?**

Your Launch Team

Building Your Team

Autobooks Champion

Your Autobooks Champion is an **expert on the product and go-to person** at your institution.

Core Launch Team

Your core launch team consists of your **small business team members who will provide support** for Autobooks at your institution.

Identify Your Autobooks Champion

Steps I can take to become an Autobooks Champion

- **Become a Product Expert.** Test Autobooks to experience enrollment and accept test payment(s).
- Know where to find **Autobooks Resources** and how to share with the team.
- **Provide internal support** for your team and be the bridge between your team and Autobooks support.

Tell us who your Champion is!

We'll make sure they receive invites to our monthly product update and hub training webinars.

Identify Your Core Launch Team

Core Team Roles

- Testing
 - Enablement
 - Internal support for Autobooks
 - Internal documentation
- ✓ Include team in completion of Ops Form
 - ✓ Invite core team members to attend launch sprint and join the Hub

First Steps/Tasks for the Launch Team

Autobooks Champion

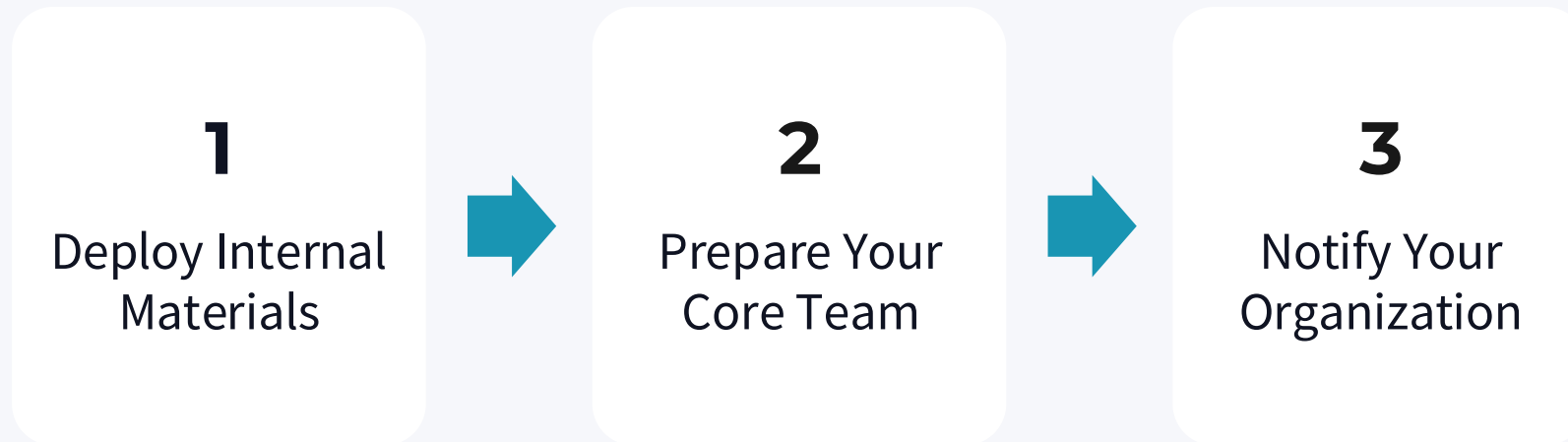
- Attend or review Launch Sprint content
- Test Autobooks
- Access the Hub
- Complete or delegate operational and profit share forms

Core Launch Team

- Attend or review Launch Sprint content (*deep dive/demo)
- Access the Hub

Preparing your Team for Launch

THREE STEPS TO PREPARE YOUR TEAM



Step 1: Deploy Internal Reference Materials

Reference materials are the first stop for your team if they have a question.

- Post materials where team members can easily find and reference them quickly

Include these items:

- Autobooks one-pager
- Autobooks FAQ
- Link to Autobooks basics e-learning module

*Additional resources are available upon request at no cost

Step 2: Prepare Your Core Team

- Distribute and complete the Autobooks Basics e-learning with your core team
- Review SMB and non-profit support procedures
- Register your core team for ongoing product updates

Step 3: Notify Your Organization

Autobooks Template

- Add a link or specific location to your internal reference material location
- Insert a reference to your Core Team in the placeholder and provide instructions on how the team can engage with them

OR

Write Your Own

Be sure to include:

- What the product launch is and who it's for
- Enablement date
- Link to core resources
- How to get help answering questions (how to engage core team)

Ongoing Resources



Monthly Autobooks Hub Webinar Training



Monthly Autobooks Product Update Webinar



[Autobooks Training Resource Site](#)

Supporting Your Team and Your SMBs

How Autobooks Support Works

For Your Team

- Autobooks FI Success supports your team
- Reach out to Support by submitting a ticket in the Hub or emailing fisuccess@autobooks.co
- Support, Q&A, and program growth

For Your Small Businesses

- Autobooks SMB Success supports your SMBs
- Team based in Detroit, MI
support@autobooks.co
- SMB Success engages SMBs at enrollment
- SMB [Support Center](#)

YOUR SUPPORT PROCESS

A customer-facing team member receives an Autobooks question or has one of their own



Team member consults internal resources



If internal resources are unable to answer the question, escalate it to the Core Team



If Core Team is unable to answer question, they create ticket via the Autobooks Hub

Submitting a Ticket

- Log into Autobooks Hub
- Click the **Get help** tab on lefthand side
- Submit a ticket with your issue or question. If it's for a specific SMB, include the SMB ID.

The screenshot shows the 'Create a new ticket' interface in the Autobooks Hub. On the left is a navigation sidebar with the following items: Home, Progress center, Reports (with a dropdown arrow), Data (with a dropdown arrow), Refer a business, Marketing tools, and Resources (with an external link icon). The 'Get help' button is highlighted in blue. The main content area is titled 'Create a new ticket:' and contains a form with the following fields: 'Subject: *' (text input), 'Description: *' (text area), and 'Category: *' (dropdown menu). The dropdown menu is currently set to 'Autobooks Program Related Requests'. A green 'Save' button is located at the bottom right of the form.

Autobooks Product & Demo Preview

Autobooks Product Demo Preview

Onboarding: A look through the SMB lens at enrollment and support from the Autobooks team

Product overview: How Autobooks helps SMBs get paid

Accept a payment

Enter your customer's payment details or have them scan your QR code to accept credit card and ACH payment.

[Enter payment details](#) [Display QR code](#)

Share your Payment Link

Copy your unique Payment Link and send it to customers to a

<https://autobooks.co/pay/homeservice>

[Copy link](#)

[+ New invoice](#) [+ New recurring invoice](#)

Search criteria [Export](#)

Name	Status	Invoice #	Due date	Total	Balance due
Calvin Warren	Due	934248	02/22	\$242.00	\$242.00
Gladys Alexander	Due	934265	02/15	\$73.00	\$73.00
Diane McCoy	Partial Payment	934363	02/04 ↻	\$257.00	\$170.00
Randall Miles	Active	934250	01/28 ↻	\$185.00	\$185.00
Johnny Pena	Due	934398	01/28	\$67.00	\$67.00
Ronald Webb	Paid	934327	01/24	\$218.00	\$0.00
Serenity Fisher	Past Due	934276	01/23 ↻	\$115.00	\$115.00
Nathan Wilson	Active	934268	01/23 ↻	\$92.00	\$0.00
Bessie Hawkins	Canceled	934373	01/17	\$214.00	\$214.00
Marvin Russell	Partial Payment	934274	01/17 ↻	\$235.00	\$30.00

Rows per page: 25 1-25 of 458 < >

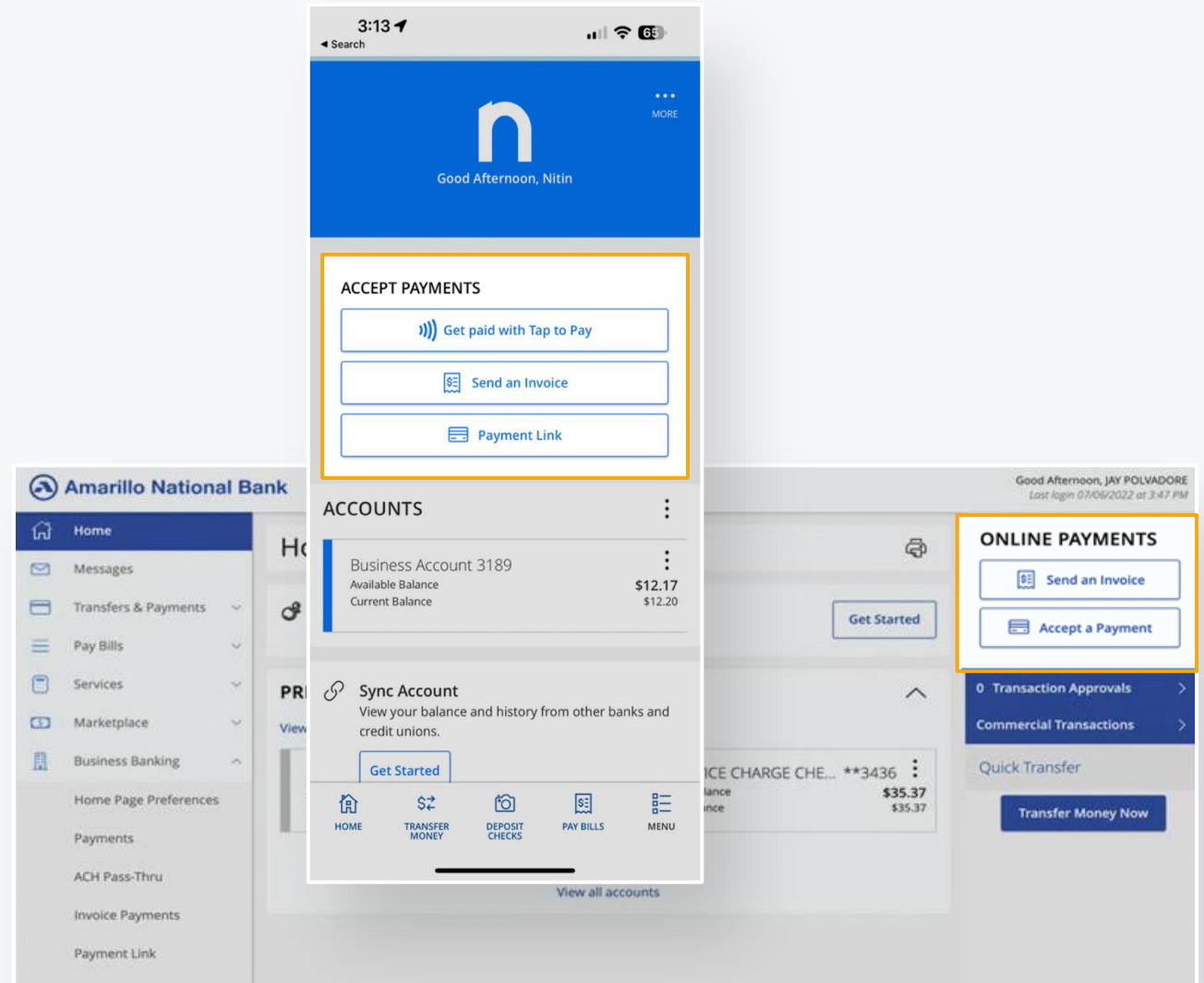
Enrolling in Autobooks: The SMB Journey

Enroll in 3 easy steps

Log into Digital Banking

Click the Autobooks module/tab

Agree to terms of use and submit payment application



Autobooks Underwrites & Supports the SMB



Autobooks handles all underwriting for payment processing and also owns all transactional risk.

This includes card chargeback and ACH return administration.

A vast majority of businesses can be underwritten, but **there are some in prohibited industries that we cannot underwrite** such as: Alcohol, tobacco, firearms, CBD, cannabis, most pharmaceuticals, and certain types of lending such as payday lending.

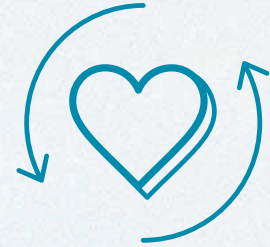
By helping small businesses get paid (through existing digital banking channels) a financial institution can:



**DIVERSIFY
REVENUE
STREAMS**



**EXPAND
RELATIONSHIP
DEPTH**



**INCREASE
PRIMACY**

Positioning Autobooks

Product tiers and feature comparison

THE SOLUTION

Autobooks **connects** receivables, payables, accounting and lending inside digital banking.

A single, connected solution that gives the business owner a true cash position – and gives the bank visibility into the financial health of every business it serves.

RECEIVABLES

Revenue earned and owed to the business (asset)

Track customers, estimates, invoices, payments, subscriptions, aging receivables.

PAYABLES

Money the business owes to others (liability)

Vendors, suppliers & employee expense and spend management tools; incl. Bill Pay

ACCOUNTING

Organize, track and record business financial transactions

Accurate and up-to-date snapshot of company's financial position, ensuring readiness for credit, audits & taxes

LENDING

Small dollar loans to support growth, & working capital

Merchant Cash Advance, Term Loans & Line of Credit repaid through a businesses' cash flow



CASH FLOW INTELLIGENCE

A real-time dashboard that helps businesses *predict, optimize & automate* cash-flow.

Autobooks Packaging for Financial Institutions

Basic

Invoicing and payment acceptance built into digital banking.

Free — No monthly fee applies.
5% Revenue Share

Base Functionality:

- ✓ Invoicing
- ✓ Check Out Pages
- ✓ Payment Link
- ✓ Payment Acceptance

ACH

Discover, Mastercard, Visa, Amex

Plus

Advanced payment functionality and working capital

Monthly license fee applies.
10% Revenue Share

Everything in Autobooks Basic, and:

- + **Payment Acceptance**
Instant Payouts (Coming Spring 2026)
- + **Tap to Pay on iPhone** (standalone app)
- + **Autobooks Capital**
Data driven merchant cash advance

Pro

The complete small business solution

Monthly license fee applies.
15% Revenue Share

Everything in Autobooks Basic, Plus, and:

- + **Autobooks Accounting**
Transaction Categorization
Cash Flow Management
Financial Reporting
Budgeting
QuickBooks Integration
- + **Small Business Dashboard Tiles for Digital Banking**
- + **Business Bill Pay** (optional add-on)

Feature and pricing packages above are for the financial institution and do not reflect feature bundles offered to the end user.

[Click here](#) for end user payment processing and accounting subscription fee schedule

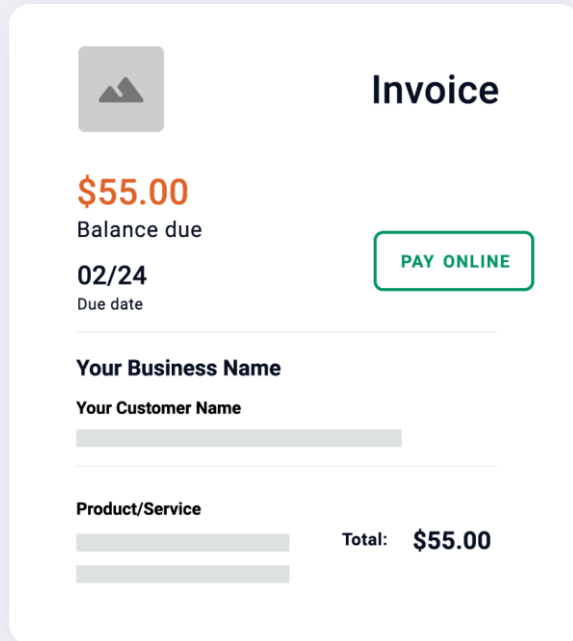
Customer Features

Enable businesses to get paid, pay bills, automate accounting task and manage their cash flow – all from digital banking

“Getting Paid” digital tools have become table stakes:

ONLINE INVOICING

Create and send professional invoices in the same place you do your banking.

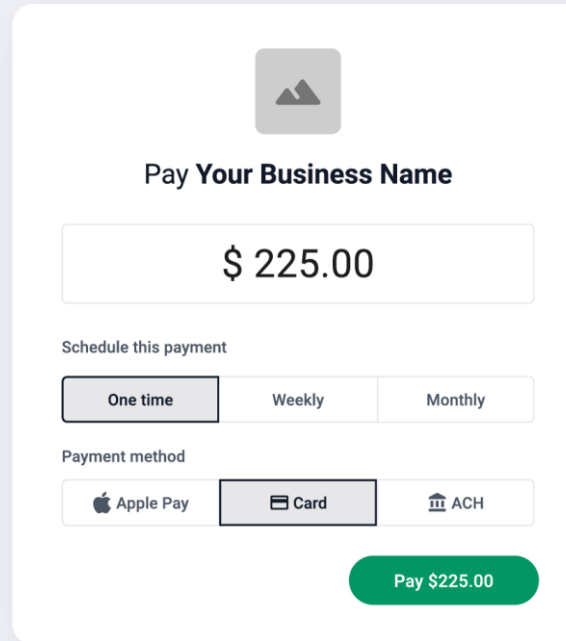


The screenshot shows a digital invoice with a grey header area containing a logo icon and the word "Invoice". Below the header, the amount "\$55.00" is displayed in orange, followed by "Balance due". The due date "02/24" is shown with "Due date" underneath. A green "PAY ONLINE" button is positioned to the right. The form includes fields for "Your Business Name", "Your Customer Name", and "Product/Service". A "Total: \$55.00" is shown at the bottom right of the form.

- Basic
- Plus
- Pro

PAYMENT LINK

Accept card payments or donations, anytime. Online, in-app, or over the phone.

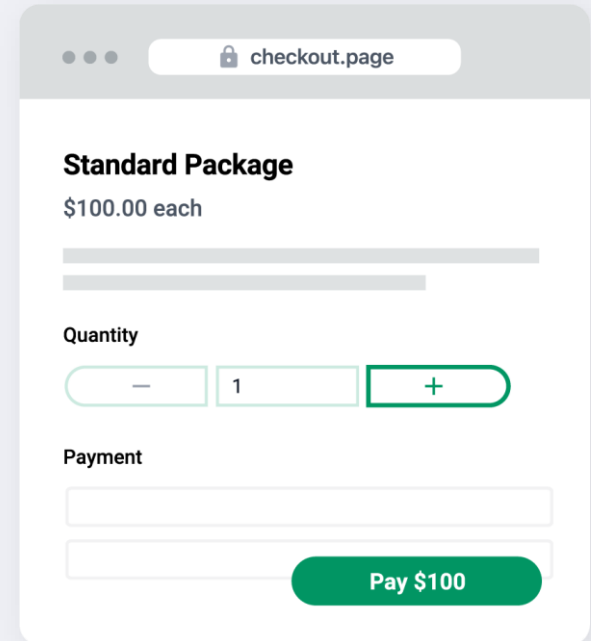


The screenshot shows a payment link interface with a grey header area containing a logo icon and the text "Pay Your Business Name". The amount "\$ 225.00" is displayed in a large white box. Below this, there are options to "Schedule this payment" as "One time", "Weekly", or "Monthly". Under "Payment method", there are buttons for "Apple Pay", "Card", and "ACH". A green "Pay \$225.00" button is at the bottom.

- Basic
- Plus
- Pro

CHECKOUT PAGES

Create a Checkout Page in minutes to sell a product or service, assess a membership fee, or collect a donation.



The screenshot shows a checkout page with a browser address bar displaying "checkout.page". The product is "Standard Package" at "\$100.00 each". There is a quantity selector with a minus button, the number "1", and a plus button. Below the quantity selector is a "Payment" section with two input fields and a green "Pay \$100" button.

- Basic
- Plus
- Pro

If your FI believes it's crucial to invest in Cash Flow tools that SMBs are demanding today:

AUTOBOOKS CAPITAL

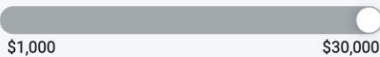
A flexible way for eligible businesses to fill short-term cash flow gaps.

You're approved for a **\$30,000** Advance Line!



Choose your advance amount

\$30,000



Basic

Plus

Pro

REAL-TIME PAYMENT SETTLEMENT

When you get paid or pay a bill, let the system update your business reports automatically.

Calvin Warren

Gladys Smith

Invoice #	Status	Balance
	Due	\$170
	Paid	\$0

Diane Mccoy

John Pena

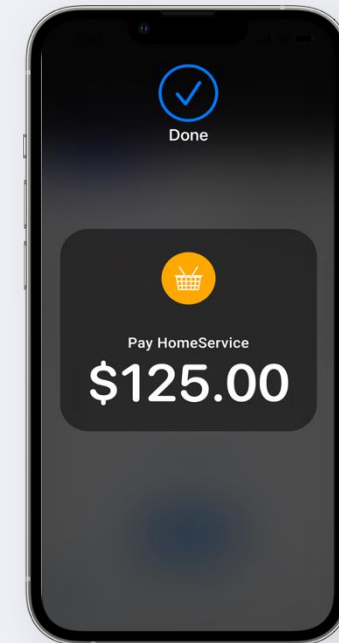
Basic

Plus

Pro

TAP TO PAY ON IPHONE

Accept contactless payments with only an iPhone.



Basic

Plus

Pro

The future of SMB Banking = “AB’s CF Bundle” → AR + AP + Accounting w/ C.F. solutions

INTEGRATED ACCOUNTING MODULE

Every transaction inside your checking account is automatically synced with the Autobooks platform.

Description	Matched, Categorized	Notes	Amount
Cost associated with processing ACH payments and related tr...	Matched (2) Income / Sales Retained Ear...	Walbridge family deposit	\$482.50 ***
Fees for ACH services and payments apply.	Income / Sales		\$215.75 ***
ACH transfer costs and fees apply.	Matched (2) Income / Sales Retained Earnings	Refund for faulty part	-\$150.00 ***
Charge for processing ACH transactions and bill payments effectively.	Income / Sales Retained Earnings	Loan transfer - January	\$799.99 ***
ACH transactions incur a transaction fee.	Contractors		-\$45.20 ***

- Basic
- Plus
- Pro**

FINANCIAL REPORTING

When you get paid or pay a bill, let the system update your business reports automatically.

Customer Balances >


Vendor Balances >

Profit and Loss >

Balance Sheet >

Fee Detail >

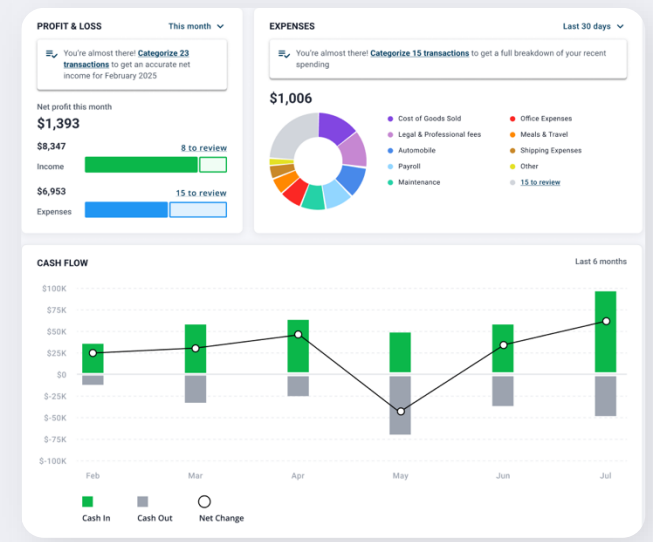
Journal



- Basic
- Plus
- Pro**

CASH FLOW VISUALIZATION

Understand Business Performance at-a-glance



- Basic
- Plus
- Pro**

POLL:

When evaluating the impact of your Autobooks program, what is the most important metric to your institution?

Enrollment & Testing Preview

Enroll Test User

Access your configuration guide to enable a test user at your institution

- Access our [Partner Page](#)
- Select your digital banking provider
- Locate your configuration guide in the “Configure & Test” section

Let us know when you enroll so we can get you payment enabled

Submit ticket through the Hub or contact fisuccess@autobooks.co

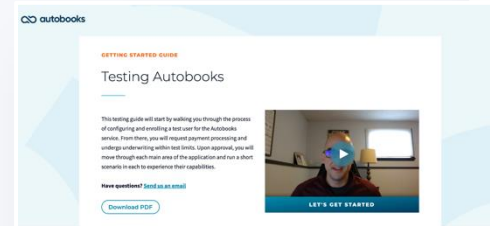
Test the User Experience

Check out the [Getting Started Testing Guide](#) →

Explore Invoicing, Payment Link — including QR Code, URL, and Checkout Pages — and Tap to Pay (if applicable).

Check out the Reporting & Accounting upgrade

Submit ticket through the Hub or contact fisuccess@autobooks.co to request a fee waiver.



What you'll need to get started

1. A user enabled for the Autobooks service.
 2. One or more valid checking accounts tied to the test user.
 3. A production tax ID and a real identity tied to the test user.
- Note: Test accounts are not good as sole proprietor under the SSN of the enrollee. If needed, you can use a production EIN with the SSN tied to a SSA is required to underwrite the account at test limits.
- Note: For underwriting to succeed, the identity of the enrollee must tie to the tax ID provided.

[Enrollment](#) [Invoicing](#) [Payment Link](#) [Tap to Pay](#) [Accounting & Reporting](#)

ENROLL YOUR TEST USER

1. Once your test user is enabled for the Autobooks service, follow the steps in our [getting started guide](#) to enroll. Once you complete enrollment, make sure you request payment processing. Messages will appear during enrollment and at the bottom of the application at all times until you complete your application.

⚠️ TIP
Use your bank email during enrollment to ensure our underwriting team knows this is a test account.



2. Once you have completed enrollment and filled out your application for payment processing, enroll, and we will reactivate your application to ensure it moves through the process quickly.
3. While you wait to become payment processing enabled, log into the [Autobooks Hub](#) and navigate to the [Data Tab](#) and select [Small Business](#) Data there, find your test application. You can view below your test user's enrollment and activation journey in the Hub while you perform testing. This will help you better grasp the activities of your Small Business and how they change when you come across different statuses and updates within the Autobooks Hub.

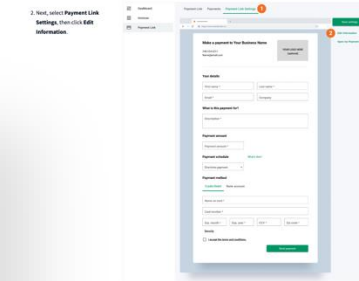
Autobooks	Small Business
Enrollment	Enrollment
Payment Link	Payment Link
Tap to Pay	Tap to Pay
Accounting & Reporting	Accounting & Reporting

4. Optional - If your institution has Tap to Pay enabled, enroll in the Tap to Pay feature.
- Note: In order to enroll in this feature you must use an iPhone SE or later, running iOS 15.0 or later. You must also have the latest version of your financial institution's mobile app installed to see the Tap to Pay feature.
- Review [this page](#) to walk through the Tap to Pay enrollment process.
- If you have any difficulties with enrollment, please [contact us](#) and we will assist you in troubleshooting.



1. Log into digital banking, and select [Send to Invoice](#).
2. Navigate to [Invoice Settings](#) to customize your invoices.

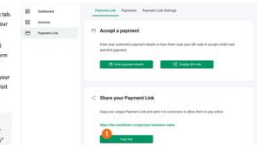
- Set your invoice logo, header colors, and footer message.



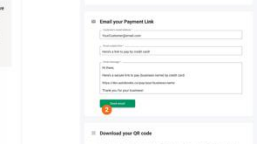
- Confirm your email address.
- Verify the payment for Link.
- Upload a payment link logo.



4. Return to the [Payment Link](#) tab. Copy the link and test it in your web browser.



5. Download your QR code and access your Payment Link form via your mobile device.
6. Send your Payment Link to your email. Open the email and visit your Payment Link form.

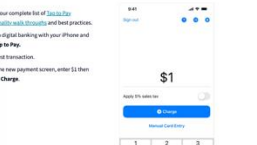


7. Make a test \$1 payment using your Payment Link form.
8. To testing your payment link to a friend or colleague and have them open it on their mobile device.



EXPERIENCE TAP TO PAY FIRSTHAND

1. Review our complete list of [Supported Institutions](#) and test practices.
2. Log into digital banking with your iPhone and click [Tap to Pay](#).
3. Run a test transaction.



A look at the Autobooks Hub

The Autobooks Hub

Your back office and admin portal for your Autobooks install

[Learn more](#)

The screenshot shows a registration page for an Autobooks Hub training webinar. At the top left is the Autobooks logo, and at the top right is a "Contact Us" button. The main heading is "Serve Your Clients Better, Interpret Key Data, and Grow your Autobooks Program". Below this is a sub-heading: "Are you ready to take your Autobooks program to the next level? Join our upcoming webinar designed to walk you through the ins and outs of the Autobooks Hub." The page lists three topics to be covered: "Serve Your Clients Better", "Interpret Key Data", and "Grow Your Autobooks Program", each with a brief description. A registration form on the right side includes fields for First name, Last name, Email, Job Title, and Company name, with a yellow "Submit" button. At the bottom, there is a dark blue footer containing the Autobooks logo, a "Subscribe to our resources" section with an email input field and a "Submit" button, social media links for Twitter and LinkedIn, and a copyright notice: "2024 © Autobooks, Inc."

Get access to the Hub

Request Admin access to the Hub by completing the [Operational Form](#).

Invite core launch team members into the Hub. [Learn how](#)

The screenshot shows the 'Operational Configuration Form' for financial institution onboarding. The header includes the Autobooks logo and a 'Contact Us' button. The form is titled 'Operational Configuration Form' and includes a sub-header 'FINANCIAL INSTITUTION ONBOARDING'. A message states: 'We're excited to be partnering with your organization. Please complete the form below to help us best serve your account moving forward.' The form is divided into several sections:

- To get started, please provide us with your contact information**
 - First name*
 - Last name*
 - Email*
 - Company name
- 1. What date do you plan to go live with Autobooks for your customers?**

If Autobooks is already live for your customers enter the date that you launched the solution.

- Launch Date*
- 2. Who has the final approval on the decision to go live with Autobooks?**

If Autobooks is already live for your customers, who gave final approval to launch?

- Approval Contact Name*
- Approval Contact Email*
- 3. Who should be the Primary administrator at your financial institution for the Autobooks Hub?**

Please note, the primary administrator will be able to add additional users once they have been enabled. Also, emails that are tied to distribution lists will not be provided access to the Autobooks Hub.

- Autobooks Hub Admin Name*
- Autobooks Hub Admin Email*
- 4. Who will own the Autobooks product/program at your institution?**- Program Owner Name
- Program Owner Email

Next Steps

Homework

Complete testing user onboarding

- Enroll a test user
- Submit a ticket for payment enablement

Submit operational and profit share forms

Autobooks champion and core launch team should **log into the Hub**

LAUNCH
WORKSHOP

Starting Your Launch

Meet with Josh

**Review your launch strategy and get
answers to your questions**



Next Steps

Attend Deep Dive & Demo on Thursday

Ride along enrollment and product tour

Invite core launch team to **attend remaining Growth Sprint** sessions

Visit Autobooks Partner site, locate “Configure & Test” section to access your Configuration Guide:
Set up test user and prepare for mass enablement

Thank You!

Let's connect:

jmoreno@autobooks.co