



# Ensuring your **Start-Up Credit Union Launch** is a **SUCCESS**

## **BOOKING YOUR LIVE DATE**

The **first and most important** step is to get on the **CU\*Answers Conversions calendar**. This allows us to assign a resource and reserve a spot for your go-live day. This must be done at least 180 days before the date you'd like to launch – but sooner is even better yet!

## **MILESTONES**

The milestones identified on this document page are **critical** for us to meet your live date. If these tasks are not completed according to the timelines below, your date will be subject to change based on our current resource availability at that point in time.



## **180 DAYS**

- Physical credit union location secured
- IT provider secured and ISP decision completed
- Routing and Transit number secured
- Kickoff approval process with the Federal Reserve
  - This will require other information from the credit union, including but not limited to your board resolution
  - Determine the credit union authorization list to complete OAL Fed document
- Establish vendor relationships
- Corporate Account decision
- Forms vendor decision

## **120 DAYS**

- **Share Product decisions:** Products offered and parameter settings
- **Certificate Products decisions:** Products offered and parameter settings
- **Loan Product decisions:** Products offered and parameter settings
- Fee Schedule completed
- Website vendor selected and website in process

## **90 DAYS**

Establish relationships and vendor engagements

- **ACH Processing:** Complete all paperwork with Federal Reserve
- **Confirm routing and transit number is active with the Federal Reserve** (can go inactive for non-use)
- **Share Draft/Item Processing, if approved:** Complete all paperwork necessary
- **Credit bureaus (pulling and reporting):** Establish bureau contacts and complete necessary paperwork
- **Branch Capture – In office check scanning:** Establish vendor and complete necessary paperwork
- **Statement Vendor – Printed member statements:** Establish vendor and complete necessary paperwork
- **FIDM – Financial Institution Data Match:** Collection of funds for child support – establish vendor for applicable state and complete necessary paperwork

## **60 DAYS**

Core connectivity established with Network Services

- Configuration of hardware
- Shipping of hardware
- Installation and verification of hardware and software



We recognize you may have other third-party relationships you would like to launch when you go live, although they are not necessary to your live date. **If you would like these vendors, the relationships must be established at 90 days.**

- **Bill Pay vendor**
- **Loan Payment Solutions**
- **Mobile App w/Remote Deposit Capture**
- **Check Printer Vendor**
- **A2A**

## **Have Questions?**

**Scott Collins**  
scollins@cuanswers.com  
(800) 327-3478 x183

**Melissa Hammel**  
mhammel@cuanswers.com  
(800) 327-3478 x124