

Important Information: Compass e-Access® Training Sessions

As a current Guaranty customer converting to Compass e-Access, you should have received an introductory package of information in December regarding the transition of your treasury management services. If you have not received your package, please call our Treasury Management Hotline at 1-877-495-4094.

For us at BBVA Compass, it is important to ensure that the transition from Guaranty is a smooth process. To accomplish an uninterrupted use of your online banking and treasury management services, we would like to encourage you to attend one of our **Compass e-Access Training Sessions**. The training will cover the responsibilities of a Corporate Administrator and Compass e-Access online services such as information reporting, ACH Origination including payroll and tax payments, online wire transfers, online positive pay and more. For your convenience, we will be offering multiple training sessions detailed below:

In-Person Sessions

City:	Dallas, Texas	Houston, Texas	Austin, Texas	Ontario, California
Date:	January 19 th	January 20 th and 21 st	January 22 nd	January 26 th
Location:	Hilton Park Cities 5954 Luther Lane Dallas, TX 75225	Hilton Post Oaks 2001 Post Oak Blvd. Houston, TX 77056	AT&T Conference Center 1900 University Ave Austin, TX 78705	Sheraton Ontario Airport 429 North Vineyard Ave Ontario, CA 91764
Sessions:	8:00 a.m. – 12:00 noon CT	January 20 th 1:00 p.m. – 5:00 p.m. CT	8:00 a.m. – 12:00 noon CT	10:00 a.m. – 3:00 p.m. PT
	1:00 p.m. – 5:00 p.m. CT	January 21 st 8:00 a.m. – 12:00 noon CT	1:00 p.m. – 5:00 p.m. CT	

To schedule one of the above training sessions, please e-mail us at TMSProduct@bbvacompass.com with the name of your company, your email address, the training session selected, the name of your company's Corporate Administrator (System Manager) attending and additional system users attending. You will only need to choose **one** of the above training sessions, but each attendee may attend the session that fits their schedule. Each session has limited space, so please e-mail us **as soon as possible** to make your reservation.

We will provide printed user materials and, if you have any remaining questions about the transition paperwork (i.e. setup forms and agreements) included in this package, in-person assistance will be provided. If you have not submitted your paperwork by the date of your selected training session, please bring it with you and we will provide the necessary assistance to complete this critical step in converting to Compass e-Access.

For companies who are not conveniently located near one of our in-person training sites, we will offer the following sessions via webinar:

Webinar Sessions

Date:	January 28 th	January 29 th	February 4 th	February 5 th
Time:	1:00 p.m. – 5:00 p.m. CT	8:00 a.m. – 12:00 noon CT	1:00 p.m. – 5:00 p.m. CT	8:00 a.m. – 12:00 noon CT

To schedule one of the above webinar training sessions, please go to the link below and register for the date and time that works best for you! You will only need to choose **one** of the training sessions.
<https://bbvacompass.webex.com/bbvacompass/onstage/g.php?p=13&t=m>

If you have additional questions regarding the training sessions, please call our Treasury Management Conversion Hotline at 1-877-495-4094.

To access the user materials that will be reviewed in this training please visit us at <http://www.bbvacompass.com/business/tm/extranet/index.cfm> User ID: treasury, Password: management