CYBERBAHN TO ECORE MIGRATION

Moving to ecore: Tips & Resources

Client care contact information:

Phone: 1-888-577-9177

Email: clientcare@dyedurham.com

How to log into ecore

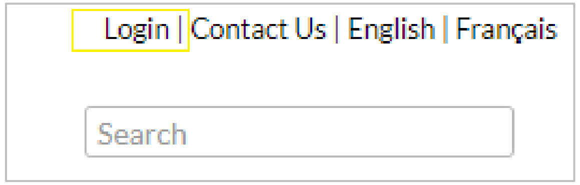
Logging into ecore – first time registration

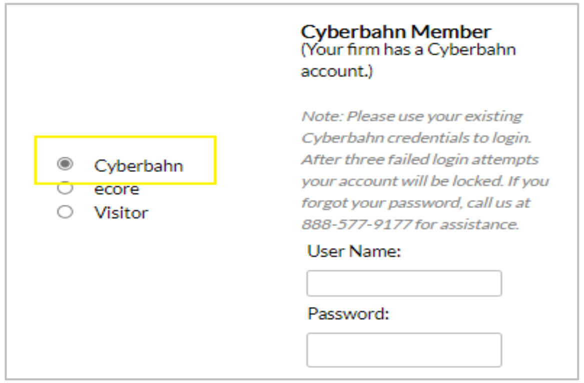
Step 1: Go to oncorp.com and select the top-right login button.

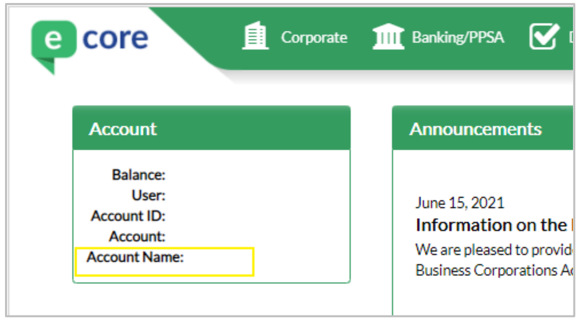
Step 2: You will be required to log in using your Cyberbahn credentials for your first login. Ensure you toggle to "Cyberbahn" before attempting to login, otherwise, you will receive an error message.

Step 3: Enter your Cyberbahn login information and hit the "Enter" key or "Next" to proceed. Once logged in, take note of your Account Name (left of home page)

Step 4: Review the "Cyberbahn Customers, welcome to ecore!" message in the Announcements section.







Issues logging in?

Reach out to us directly by phone at 1-888-577-9177 or by email at passwordreset@dyedurham.com.

Logging into ecore – post registration

Once you have retrieved your Account Name using the "Cyberbahn' login option, follow these login instructions for all future logins:

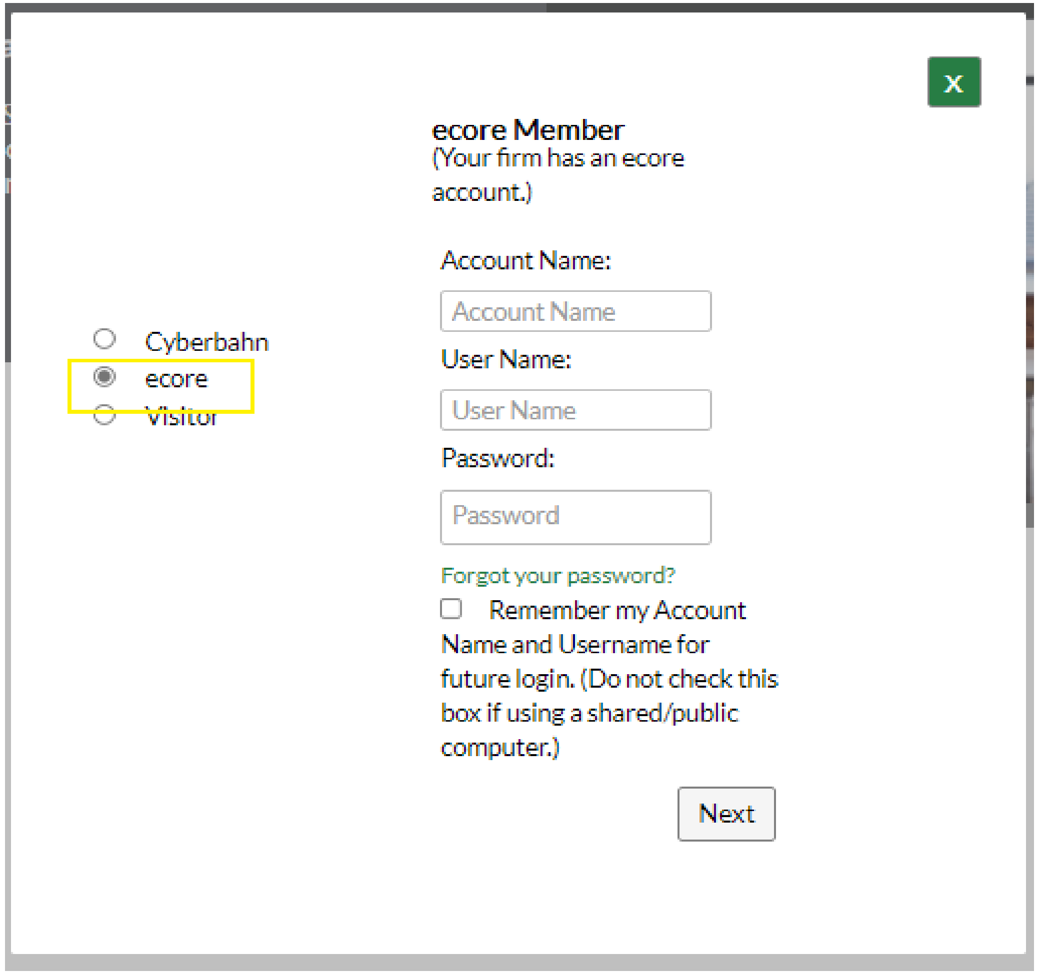
Step 1: Go to oncorp.com and select the top-right login button.

Step 2: Select "ecore" as the login option.

Step 3: Use your new ecore Account Name, along with your Cyberbahn username and password. Hit the "Enter" key or "Next" to proceed.

Issues logging in?

Reach out to us directly by phone at 1-888-577-9177 or by email at passwordreset@dyedurham.com.



Link your ecore account with Fast Company

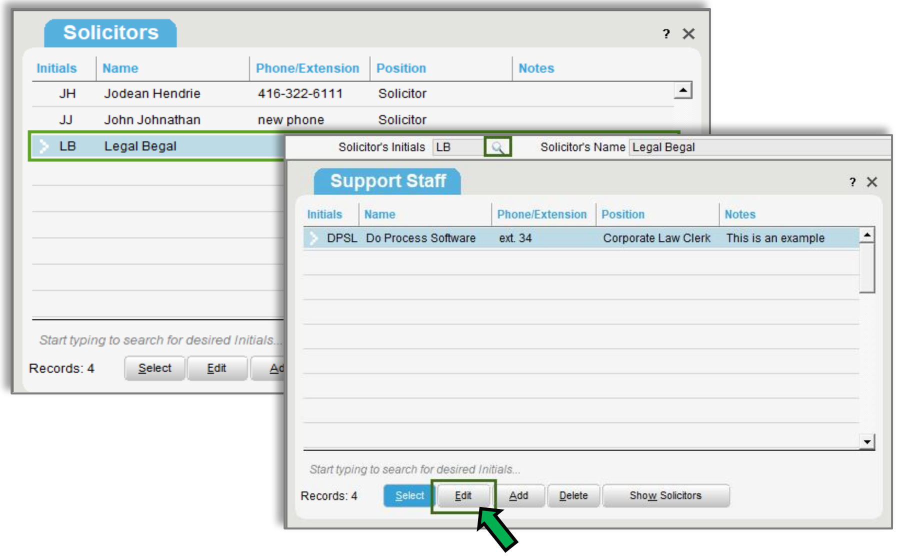
Have a Fast Company account? ecore is integrated with Fast Company for improved workflow. To start using the many benefits of this integration, log into Fast Company and follow these instructions to connect your ecore account:

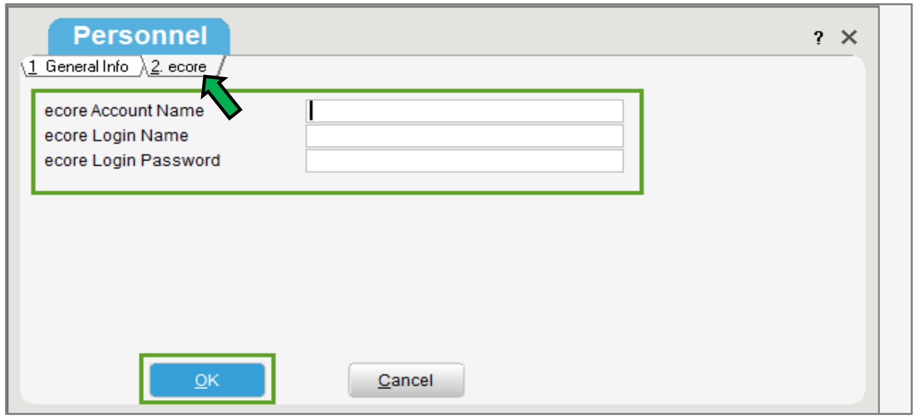
Step 1: Click the magnify glass next to the solicitor or law clerk field on “Tab A”.

Step 2: Highlight the Solicitor with ecore credentials from the “Solicitors” window or highlight the Law Clerk with ecore credentials from the “Support Staff” window and click “Edit”.

Step 3: Enter the solicitor’s or Law Clerk’s ecore Account Name, Username and Password on the second “ecore” tab in the “Personnel” screen and Click “OK”.

You are now able to file all of your Incorporations and Form 1’s from within the *Forms & Registers* tab of Fast Company when selecting electronic registration and clicking on the ecore *Electronic Filing* button, as shown below.





Funding your ecore account, invoicing and transaction history

ecore is a deposit account

ecore is a deposit account that allows you to pre-load the funds you require for your expected volume of transactions. We encourage you to tailor your deposit amount based on your previous monthly invoices.

To assist with your transition to ecore, we have added a **temporary** overdraft to your account so you can continue to transact without interruption. If you have not yet funded your ecore account, please do so as soon as possible to avoid any disruptions in service.

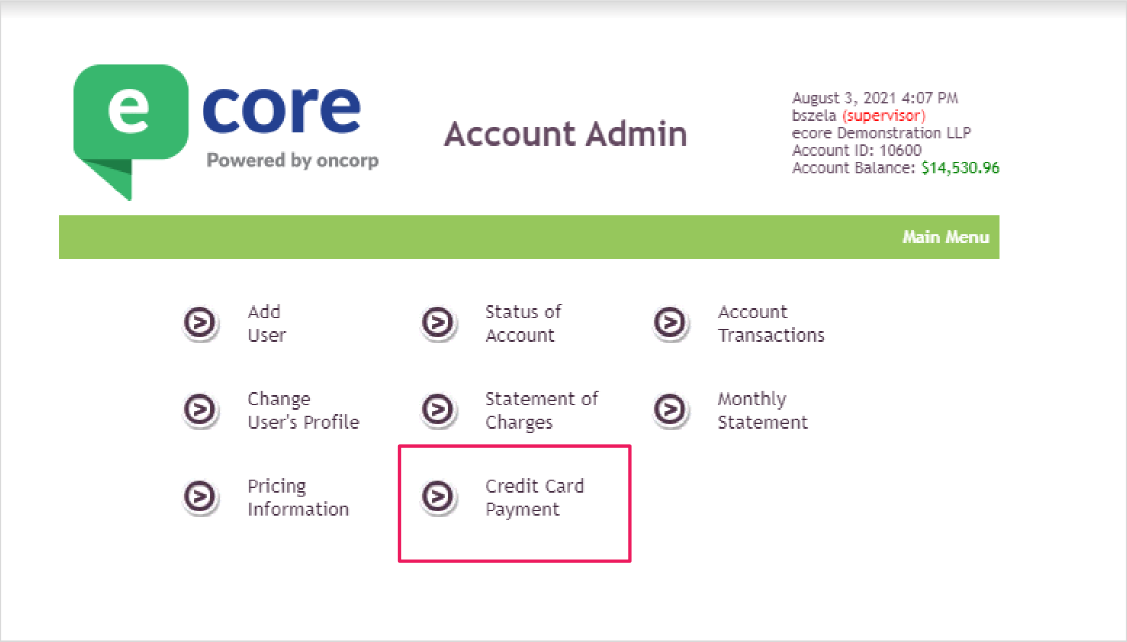
You can pay via credit card, online banking, EFTs or by Cheque. **Please do not pay Cyberbahn, and ensure you are following payment instructions outlined in the next slides.**

Option 1: credit card payments

The fastest and easiest method to fund your ecore account is via credit card payments. Once logged into ecore, navigate to the “person" icon on the top-right menu bar and then select “Account Admin” and then "Credit Card Payment" to proceed.

Due to the high level of government disbursements associated with the services, as well as the administrative effort required to expedite the processing of these payments, a 3% administrative charge will be applied.

Note: if credit card payment option does not appear for you, contact us at 1-888-577-9177 or clientcare@dyedurham.com to enable the setting.

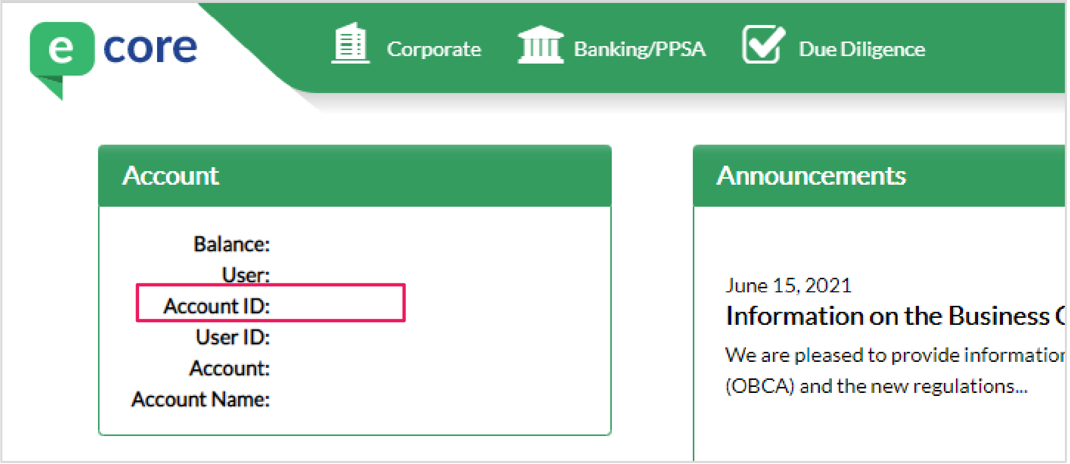


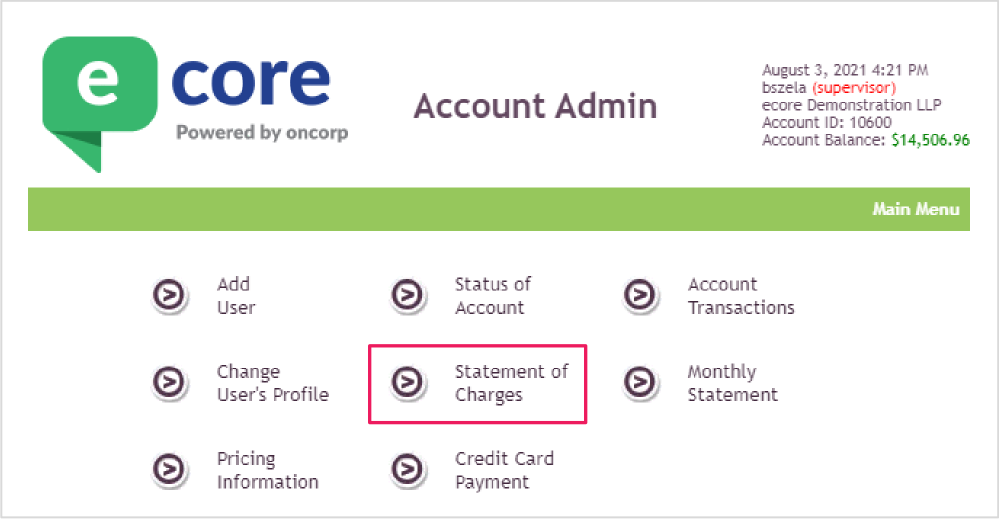
Option 2: online banking

For the initial setup: (1) Add *Oncorp Direct Inc.* as a payee on your online banking account and, (2) input your account ID found on the left side of your ecore homepage.

Following the initial setup, all payments can be made by selecting the payee and the deposit amount. Please allow 3–5 business days for processing.

A record of your payment will show up in your ecore account (Account Admin -> Statement of Charges) once complete.

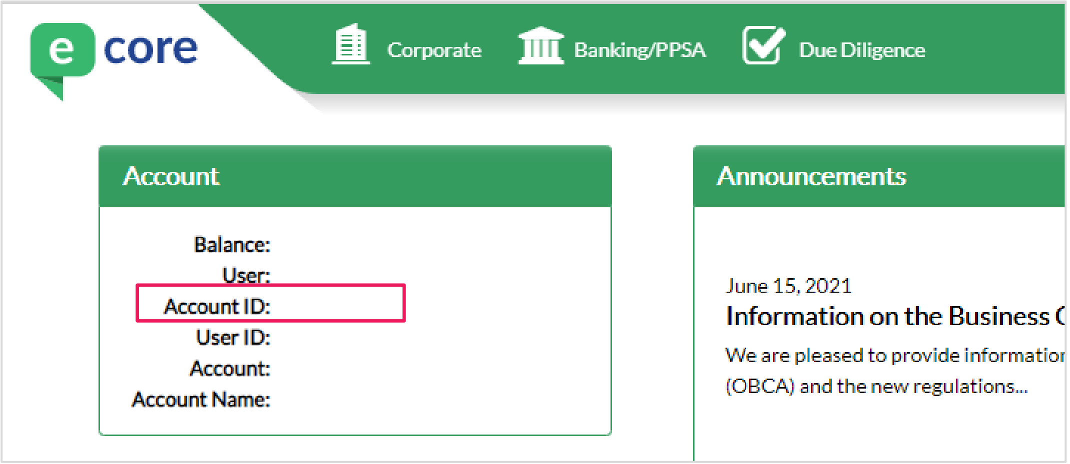




Option 3: electronic funds transfer (EFT)

To send a direct deposit via EFT, please email us at ebp@dyedurham.com and our team will help you get set up. Please ensure you reach out to us even if you currently make payments via EFT for Dye & Durham's other services.

Be prepared to have your ecore **Account ID** ready, which can be found upon login on the left panel.



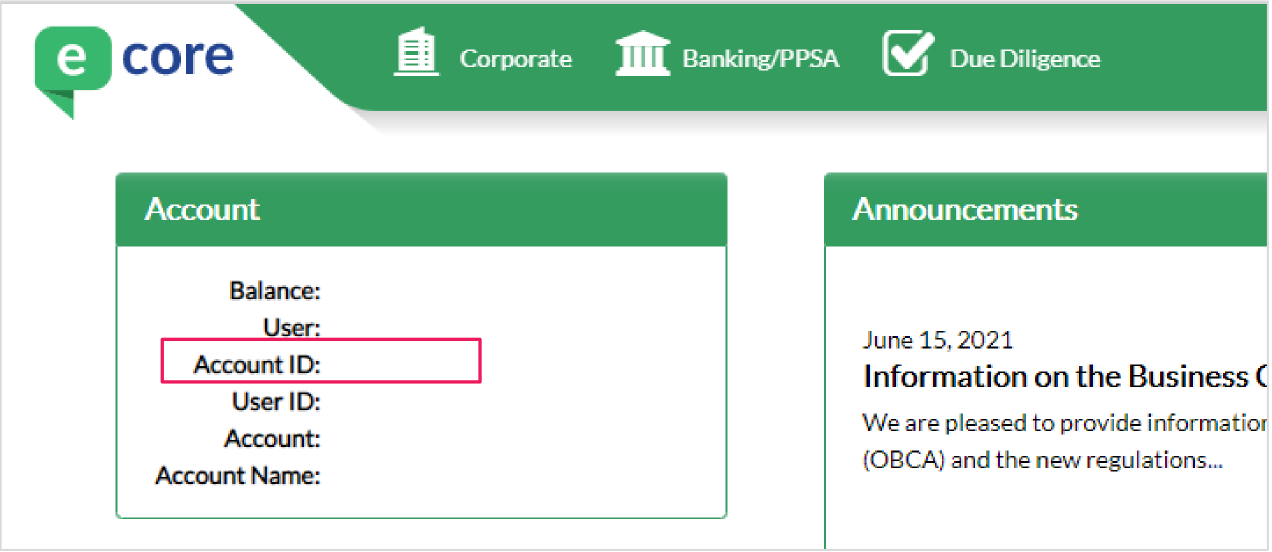
Option 4: cheque

We recommend paying via online payment methods where possible for faster account funding, but if online payment is not an option, please send a cheque to the following address with your Account ID. You can find your Account ID on the left-panel of the ecore landing page. Please allow up to 3-4 weeks for processing.

Mail to address:

199 Bay Street, Suite: 4610
Toronto, Ontario
Canada M5L 1E9

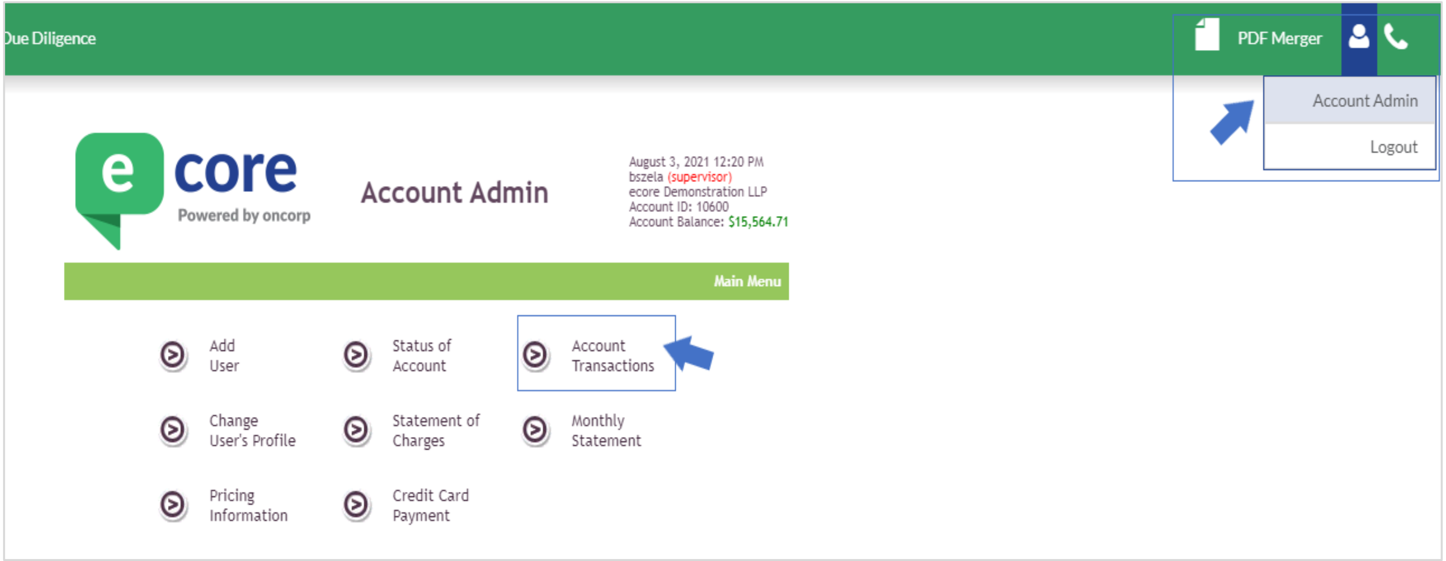
ATT: Accounts Receivable Department

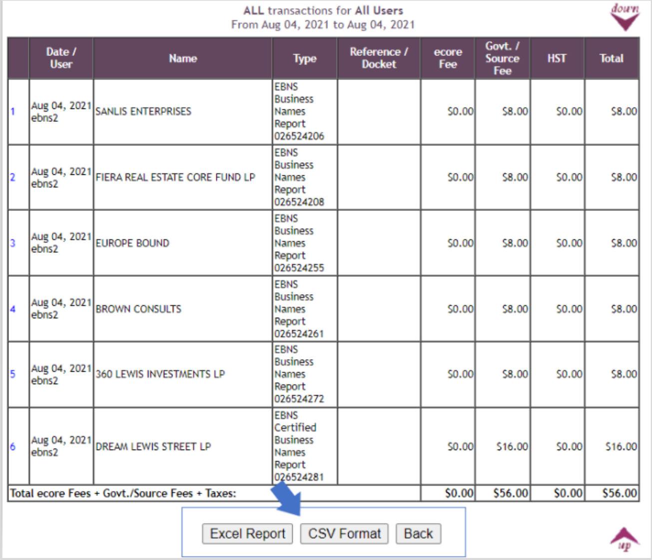


How to view transaction history in real-time

With a deposit account in place, customers can **easily allocate transactions to their client accounts in real-time**, significantly reducing risk of missed disbursements.

To view transaction data in real-time, navigate to the person icon on the top right corner, select “Account Admin” and then “Account Transactions”. From there, you can pull all data or filter based on date, transaction type, user, reference ID, and more. You have the option to export the data. **We will also send you weekly invoices for reference.**





ALL transactions for All Users
From Aug 04, 2021 to Aug 04, 2021

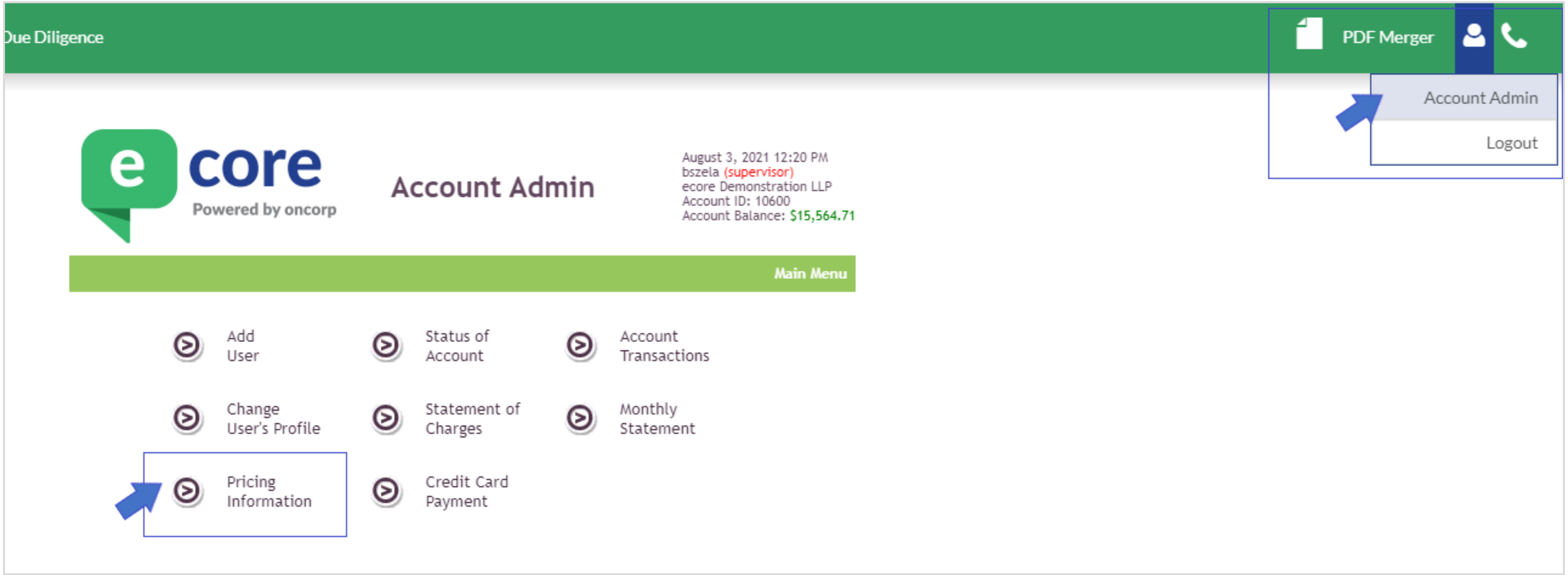
	Date / User	Name	Type	Reference / Docket	ecore Fee	Govt. / Source Fee	HST	Total
1	Aug 04, 2021 ebns2	SANLIS ENTERPRISES	EBNS Business Names Report 026524206		$0.00	$8.00	$0.00	$8.00
2	Aug 04, 2021 ebns2	FIERA REAL ESTATE CORE FUND LP	EBNS Business Names Report 026524208		$0.00	$8.00	$0.00	$8.00
3	Aug 04, 2021 ebns2	EUROPE BOUND	EBNS Business Names Report 026524255		$0.00	$8.00	$0.00	$8.00
4	Aug 04, 2021 ebns2	BROWN CONSULTS	EBNS Business Names Report 026524261		$0.00	$8.00	$0.00	$8.00
5	Aug 04, 2021 ebns2	360 LEWIS INVESTMENTS LP	EBNS Business Names Report 026524272		$0.00	$8.00	$0.00	$8.00
6	Aug 04, 2021 ebns2	DREAM LEWIS STREET LP	EBNS Certified Business Names Report 026524281		$0.00	$16.00	$0.00	$16.00
Total ecore Fees + Govt./Source Fees + Taxes:					$0.00	$56.00	$0.00	$56.00

Excel Report | CSV Format | Back

Where to find pricing information

For most of our services, prices are shown prior to submitting your transaction. If you do not see a price breakdown and would like to inquire about pricing prior to submission, you can save your transaction as a draft and view pricing information for all ecore services in the Account Admin.

To view pricing, navigate to the person icon on the top right corner, select “Account Admin” and then “Pricing Information” for a full cost breakdown of each service.



What is migrating over from Cyberbahn

What is migrated over to ecore?

The following items have been transitioned over to your ecore account from Cyberbahn:

1. Login information
2. User profiles and account information
3. Saved templates
4. PPSA easy-fill database

For six weeks post-migration, you will have access to Cyberbahn through ecore to view previous transactions and any drafts. Look out for the “**Cyberbahn**” menu option. You can also use the “Cyberbahn” option to continue ordering corporate supplies whenever necessary.

How to update information and add or remove users

Update information or add or remove users

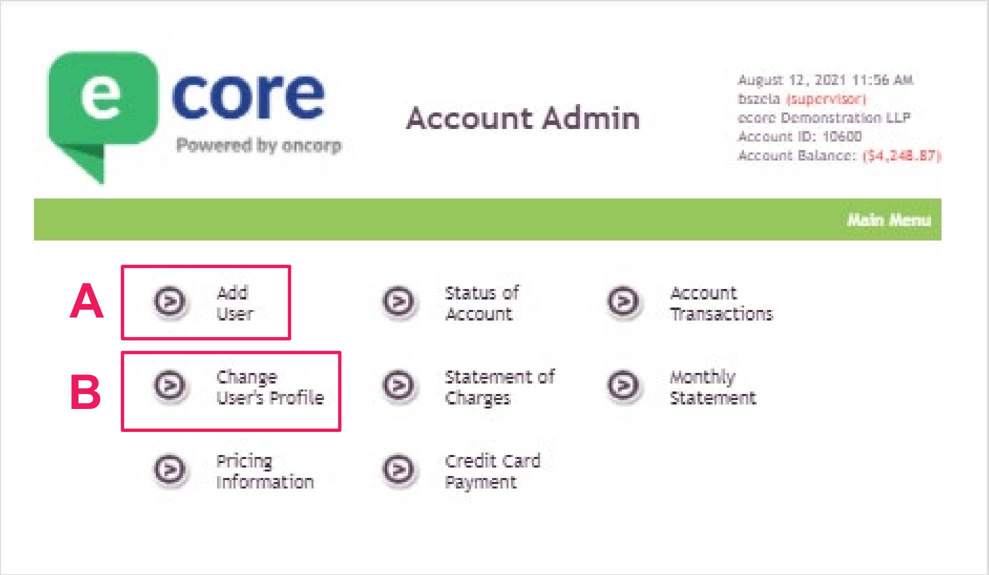
Adding and removing users or updating user information can be done in the Account Admin:

Step 1: Navigate to the top-right “Person” icon and select “Account Admin”

Step 2: Select “Add User” or “Change User’s Profile”

A: To add a user, proceed with the “add user” option and fill out the user details and preferences.

B: To change an existing user’s information or preferences, proceed with “Change User’s Profile and select the user you wish to make changes to.



ecore training resources

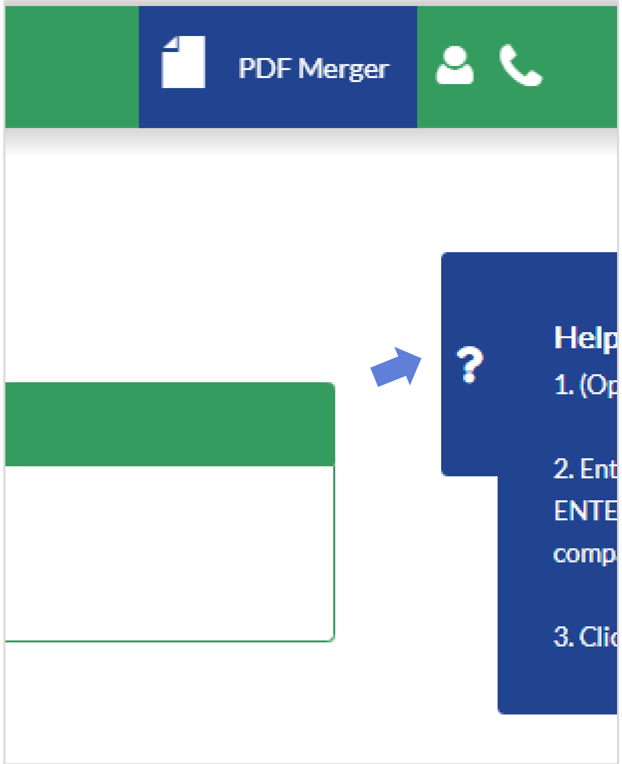
Training resources

We have several training resources to help you transition over to ecore. Choose the selection that works best for you.

1. **Read how the migration works and FAQs:** https://ecore.dyedurham.com/moving-to-ecore/
2. **Register for live training:** https://dyedurham.com/ecore-migration-resources
3. **Pre-recorded trainings:** https://vimeo.com/user/53845928/folder/5057741
4. **Short how-to video:** https://vimeo.com/user/53845928/folder/4138380
5. **ecore User Guide (PDF format):** https://bit.ly/3lWmpjg

Helpful tips within ecore

While you are transacting within ecore, look out for helpful guides. Access all available helpful tips while you are completing transactions within the application.



Additional information

Electronic due diligence – section overview

- One stop shop for all searches
- Multiple searches across all jurisdictions and US states
- Full corporate history and amalgamation breakdown
- Access to previous due diligence searches
- Ability to customize searches - Search litigation details, environmental searches
- Customizable eSummary Tools

PPSA filing

PPSA FILING FEATURES, key elements:

- **Consistent look and feel**, each province is tailored according to provincial PPSA requirements
- Repository stores completed PPSA registrations; allowing easy **one-click; Renew, Amend and Discharge**
- **“Easy fill” database and Templates** allow for less data entry, less errors
- Copy an existing (or drafted) PPSA registration into another province with two mouse clicks . . .
- More coming!

PPSA searches – section overview

PPSA SEARCH FEATURES, key elements:

- Simple user interface, **consistent look and feel**, regardless of which province you are searching
- Search **multiple names in multiple provinces** all at once
- **Save as draft feature**; showcasing turnaround and total fees prior to ordering
- Copy and paste possible (**no errors on serial number entry**), multiple VIN template/tool available
- Processing **turnaround is in REAL TIME**, results are retained indefinitely

Corporate filing services – section overview

- Real-time filing
- Unlimited templates and precedents
- Ability to populate the articles with your own set of precedents
- Corporate fillings available in Alberta, Federal, and Ontario
- Confirmation available upon completion of filing
- Streamlined form completion process
- Ability to complete and save your work for filing at a later time
- Ability to print a draft copy of your prepared articles prior to submission
- Availability of draft copy and completed articles in PDF format
- Error-checking and validation features

Complete your software solutions

Entity Management Software

Fast Company and CorpLink are integrated with ecore to offer a complete entity management solution.

- ✓ Government Forms Library
- ✓ Precedent Documents Library
- ✓ Electronic Minute Books
- ✓ Customization solutions to meet your business needs

ESILaw

ESILaw gives you both practice management and fully integrated accounting in one solution. Our extensive accounting feature set will give you all the tools and functionality you need to manage your books.

- ✓ Client & firm expenses
- ✓ Billing and payments
- ✓ Banking and deposits
- ✓ Receivables and payables
- ✓ Productivity reporting
- ✓ Financial reporting
- ✓ Bank reconciliation

Unity

Unity: the secure, modern, cloud-based practice management and conveyancing platform used to complete estate transactions in Canada.

- ✓ Securely hosted on the web
- ✓ Centralized databases have everything you need in one place
- ✓ Bank-grade security and data privacy protections
- ✓ Efficient and timesaving, reduced data entry errors for increased productivity

Email sales@dyedurham.com to inquire about any of Dye & Durham software solutions.

Contact Us

If you have any additional questions or would like more information, **please contact us by scanning the QR code.**

Email: clientcare@dyedurham.com
Phone: 1-888-577-9177