RBC Express Training Program

> **Click on a course date to register for a class.**

> **On the registration form, CAREFULLY select the day of the session you wish to attend, as your browser might automatically select a date that is much further ahead than you would like.**

This schedule is subject to change without notice.

	Webinar Title	Webinar Topic	Webinar Date
Setup & Security	**RBC Express Administration** *Duration: 75 minutes*	Administration is the first step for Service Administrators in order to ensure that setup and controls are in place prior to using the services. Learn how to add your RBC Express users and control their access to services and accounts by establishing permissions and approval rules for your payment services.	Tuesday 12:00 pm ET Wednesday 3:00 pm ET

	Webinar Title	Webinar Topic	Webinar Date
Information & Control	**RBC Express Core Services** *Duration: 60 minutes*	Review these day-to-day cash management services: *Balancing Reporting* — View daily account activity *RBC Statements* — View and download monthly statements *Account Images* — View and download cashed cheques *Stop Payments* — Stop cheques, pre-authorized payments *Account Transfers* — Transfer funds between your accounts *Bill Payments* — Pay Canadian utility bills, credit cards, etc.	Wednesday 1:30 pm ET
	Cheque-Pro *Duration: 45 minutes*	Add users, assign them their roles and customize Cheque-Pro to meet your business requirements, and learn how to scan and deposit cheques electronically into your RBC business account.	Thursday 3:30 pm ET

	Webinar Title	Webinar Topic	Webinar Date
Payment Services	**RBC Express Wire Payments** *Duration: 60 minutes*	Send wire payments, either domestically or internationally, from your CAD or USD accounts.	Thursday 2:00 pm ET
	The ACH service is used for making direct payments (debiting your customers) or direct deposits (crediting your vendors or employees). *Select the webinar according to the process you will be following.*		
	ACH Record Manager *Duration: 75 minutes*	Create and manage your customer database within RBC Express, which will be used to generate payment files.	Tuesday 3:30 pm ET Thursday 12:00 pm ET
	ACH File Transfer *Duration: 45 minutes*	Upload for direct processing payment files created using accounting software producing files in ACH, RBC Standard or CPA005 format.	Tuesday 2:00 pm ET