

To Begin:

1. Navigate to the BankExec website (<http://abaBankExec.aba.com/>) using any supported internet browser. To ensure your system (device and browser) is compatible, [click here](#) to view the ABA's elearning system check one-pager.
2. CLICK on forgot your password. Enter your email address for your Username. The system will email you your password. You can then change the password once you login. Make note of your password – you will need it during each BankExec decision. Password: _____
3. Retrieve the BankExec Online Interface Tutorial. Once you login, you will see the BankExec home page. In the middle of the screen, you will see a menu bar. Select the Help drop-down menu. Select the first item, Using BankExec®.
4. Retrieve the BankExec Decision Manual. Select the Help drop-down menu. Select Participant Decision Manual. Read over and become familiar with the manual. Students who read the manual are at a significant advantage over those who do not. **Please print or save a copy of the manual and have it handy during the competition.**
5. Retrieve the BankExec Starting Position. The BankExec starting position can be found under the menu: Output Data / Bank Reports / Start Quarter / Printable PDF of Starting Position. This is your starting position for the simulation that you should become familiar with. **Please have a printed copy to make notes on during Sunday's session.**
6. Situation Analysis. Please familiarize yourself with the Bank's starting position.
7. Informational Forms. These forms will be useful when analyzing output from the Simulation. These forms are contained in this manual.

PRE-SESSION ASSIGNMENT

1. From the homepage of BankExec, click on Overview and read the basic strategy section (right side of the screen).
2. Read the Help files and review the online Decision Manual for a full explanation of BankExec.
3. Now take a run at making some decisions. This is a test run and there are no wrong decisions, for now.
 - a. Click on Decision Status and create a Decision Set
 - b. Click on Securities
 - Purchase a Treasury Bill
 - Purchase an Agency Bond
 - Sell Securities #129 & 106
 - c. Click on Loans
 - Raise Business Term Loans 50 basis points, change Credit Policy to a 3 and Business Development to High and increase maximum outstanding to 500.
 - Sell Loan #206
 - d. Click on Deposits
 - Raise Individual Savings rate 100 basis points, increase Business Development to the highest level.
 - Double your Salaries for Business Development and for Advertising and Promotion
 - e. Click on Treasury Decisions
 - Purchase \$5MM in Repos
 - Decrease Dividends per share by .10
4. On each decision page, read the Basic Strategy. Move your mouse over the top decision box in each category to see how to enter your data.
5. Click on Run/Submit. **Both the Run/Submit and the “What-If” button have been disabled for the Pre-Session. Run/Submit will be available for the competition. The Fellows will review “What Ifs” so await further instruction from them before utilizing this.**

At school, you will face tough competition from the other banks in your community. The above course materials will help prepare you for that competition and help you become familiar with the financial model and documents.