



Lockbox and Controlled Disbursement  
New Online Banking Portal  
User Guide

March 28, 2021



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## Summary

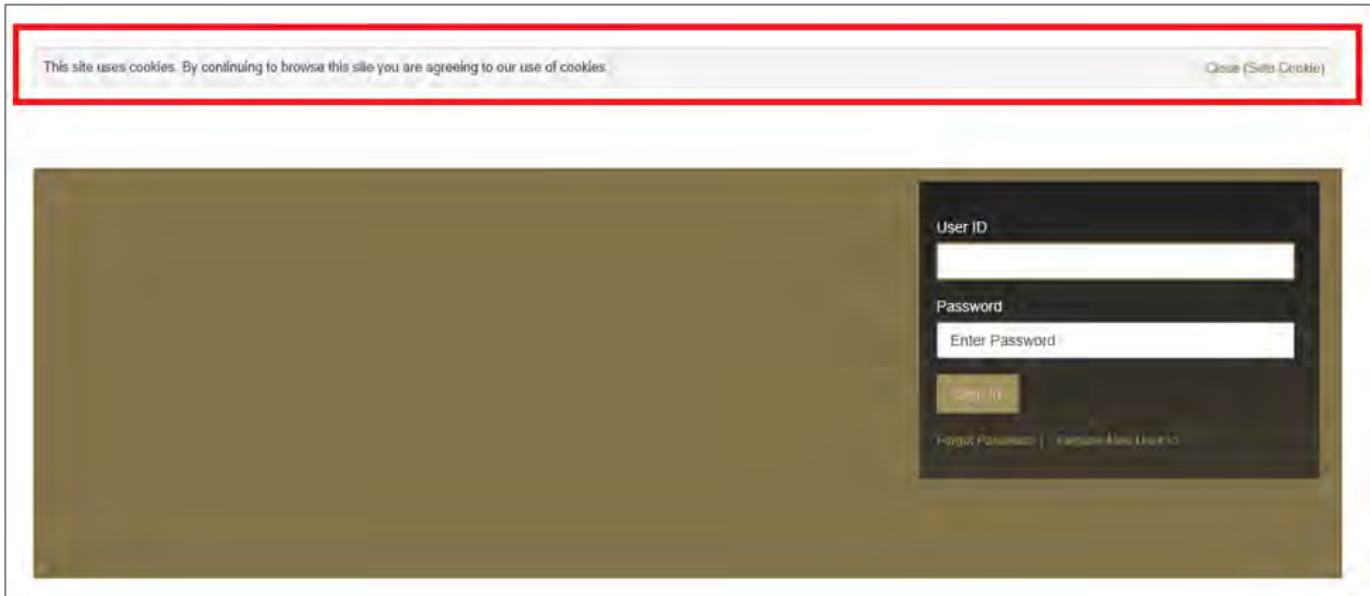
On March 28, 2021, a new online banking portal will be available. This user guide is provided as a tool to help customers acclimate to the new screens. This guide will display before and after screen shots of the changes and instructions on how to navigate through the new screens.

### Login Page

The new login page will display a cookie banner at the top. Click “Close” to set the cookie (this will remove the cookie banner). Otherwise, it will appear on each visit to the page.

Enter your “User ID” and “Password” and click the “Sign In” button.

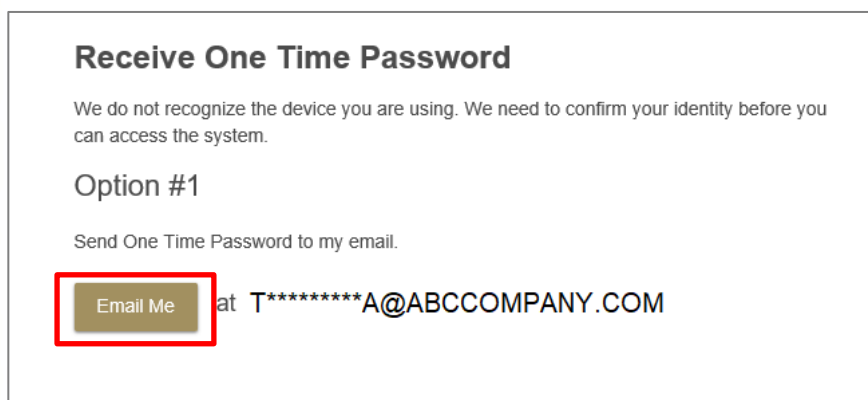
#### New:

A screenshot of a web login page. At the top, there is a light gray cookie banner with the text "This site uses cookies. By continuing to browse this site you are agreeing to our use of cookies." and a "Close (Set Cookie)" link on the right. Below the banner is a large, dark gray login form. The form has two input fields: "User ID" and "Password". The "Password" field has a placeholder text "Enter Password". Below the "Password" field is a "Sign In" button. At the bottom of the form, there are links for "Forgot Password" and "Remember Me (Save Login)".

### RSA Adaptive Authentication via Email

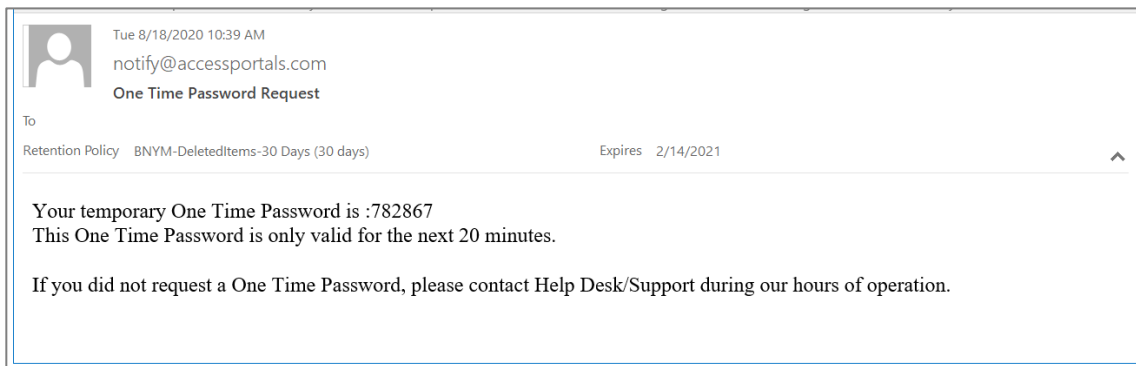
The first time you login to the new portal, you will be required to complete the one-time out-of-band authentication step, just as you did in the old platform when you first logged on.

Click “**Email Me**” to receive a one-time password:

A screenshot of a screen titled "Receive One Time Password". The text on the screen says: "We do not recognize the device you are using. We need to confirm your identity before you can access the system." Below this, it says "Option #1" and "Send One Time Password to my email." At the bottom, there is a red-bordered box containing an "Email Me" button. To the right of the button, the text "at T\*\*\*\*\*A@ABCCOMPANY.COM" is visible.



An email will be sent from [notify@accessportals.com](mailto:notify@accessportals.com) containing your one-time password:



Enter the one-time password on the screen. If you will not be using the current device to access the site in the future, select “No” below “Should we remember this device?”. Otherwise, leave “Yes” selected and click “**Submit**”.

### Enter One Time Password

A One Time Password has been sent to  
**T\*\*\*\*\*A@ABCCOMPANY.COM**  
This password will expire in 20 minutes.

Enter One Time Password \*

•••••

👁

Should we remember this device?

☒ Yes, I plan on using this device to access my account in the future.

☐ No, I do not plan on often using this device to access my account. (Note: A different One Time Password will be required every time)

Submit

Return To Previous Page

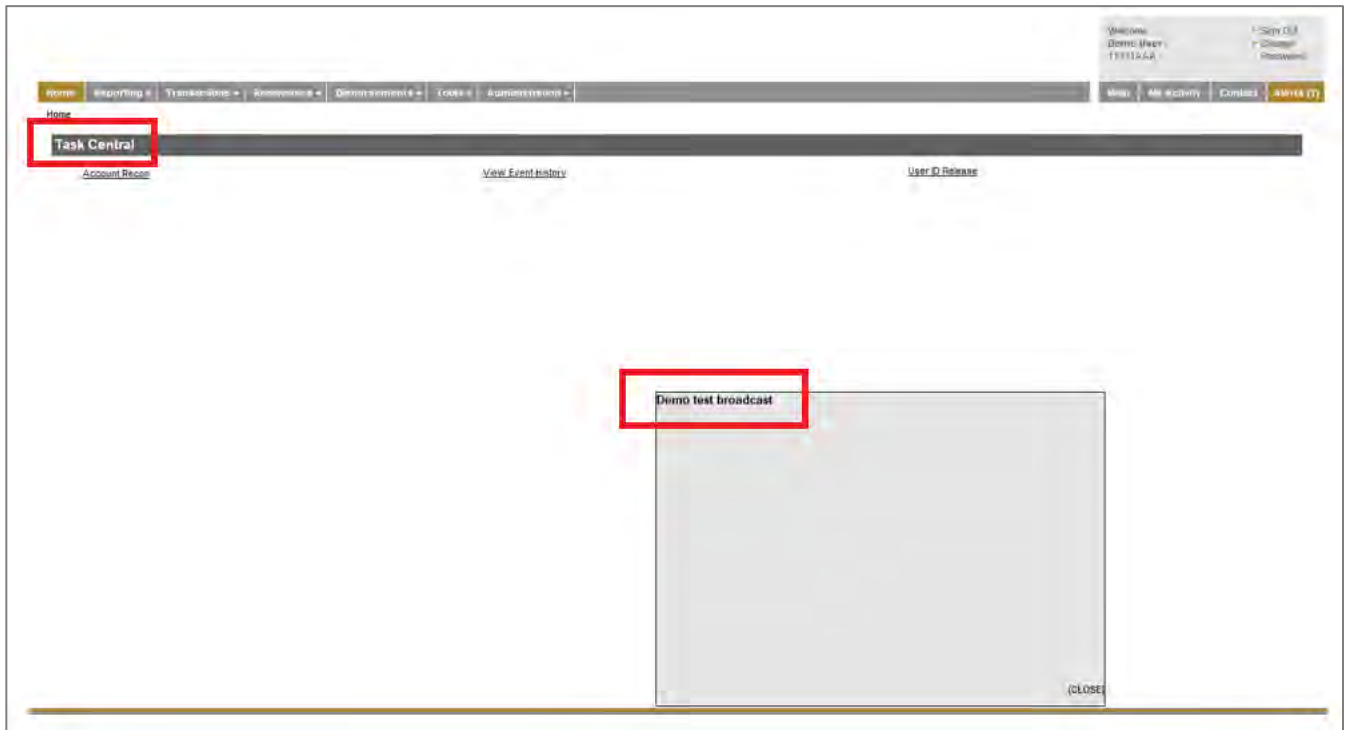


## Landing Page

The new landing page will display two panels: a Broadcast Message panel below the main navigation menu and a Task Central panel below that. Note: If there are no broadcast messages to display, the Broadcast Message panel will not appear.

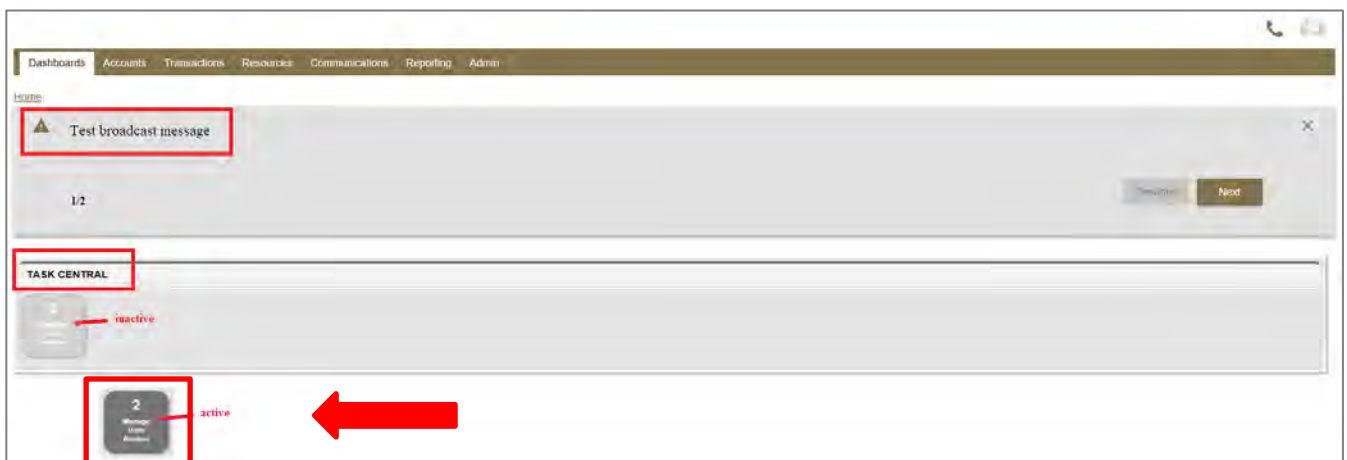
*Note: If there are multiple broadcasts to view, a “Previous” and “Next” button will appear on the right side of the panel which you can use to navigate through the messages.*

Old Platform:



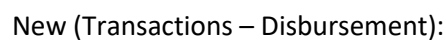
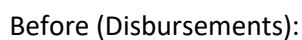
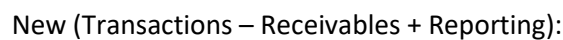
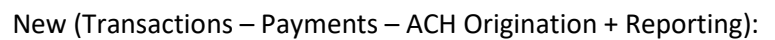
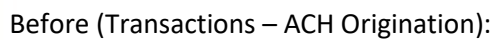
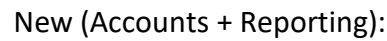
The Task Central panel has the same functionality as the old platform, but instead of plain text hyperlinks, the services appear as buttons instead. As in the old system, it is a summary of any pending activity that the user is able to take action on (based on their service entitlements). A “0” denotes that there are no items that need reviewed/released for that service and the box will appear as inactive/light gray. If there are items requiring action, a number greater than “0” would appear and the box would display as active/dark gray (as shown in the image above). Simply click the box to go directly to the service review/release screen to take action.

New Platform:



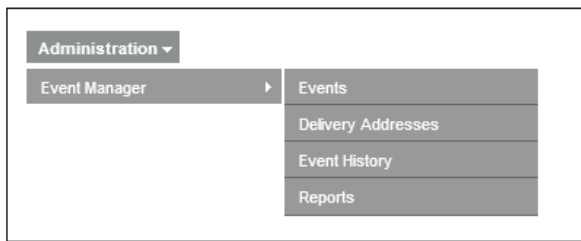


Before (main):

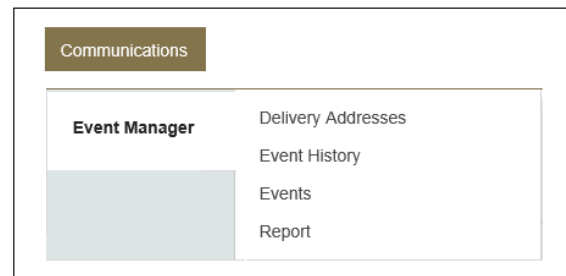




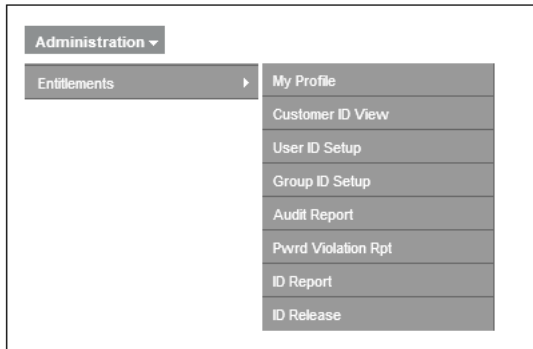
Before (Administration – Event Manager):



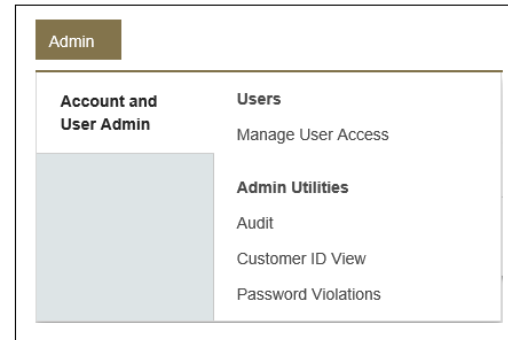
New (Communications – Event Manager):



Before (Administration – Entitlements):



New (Admin – Account and User Admin):

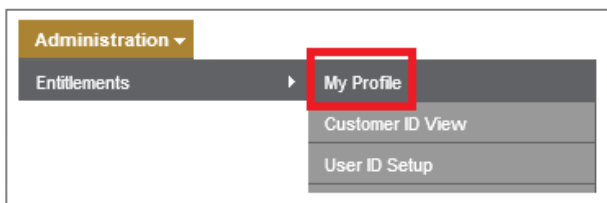


## User Profile Menu

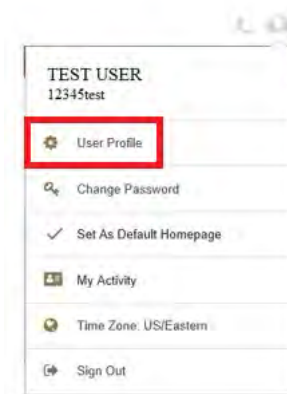
### User Profile

The option was previously called “My Profile” and was found under the “Administration > Entitlements” menu as shown in the ‘Before’ image below.

Before:



New:



This service allows users to modify their user profile information and security question answers (as before), but also includes new “Regional” settings (to the system which time zone you use and how you want the date and time to be displayed, where applicable).



## Profile Settings:

**User Profile**

Profile  
Regional  
Security Questions

**Profile Settings**

**First Name**  
TEST

**Last Name**  
USER

**User ID**  
@MASTEST

**User Group**

**Email**  
TEST@TEST.COM

**Country Code**  
United States (1)

**Work Phone Number**  
888-555-1212

Save Reset

## Regional Settings:

**User Profile**

Profile  
Regional  
Security Questions

**Country Settings**

**Country of Residence**  
Select country

**Time Settings**

**Time Zone**  
(GMT-5:00) Eastern Time (US & Canada)

**Clock**  
☒ 24 hour clock

**Time Format**  
hh:mm:ss

**Language Settings**

**Display Language**

**Date Settings**

**Date Format**  
MM/dd/yyyy

**Date Separator**  
/

**Number Settings**

**Negative Number Format**  
(1.1)

**Display Leading Zeros**  
0.7

**Decimals/Grouping Format**  
1,000.00 Standard

Save Reset

## Security Questions:

**User Profile**

Profile  
Regional  
Security Questions

**Security Questions**


The questions are used to validate your identity when using the Forgotten Password Service or getting additional assistance.

**Security Answers:**

- must be 5 - 100 characters in length
- cannot match your first or last name or user ID
- cannot match any other answer
- cannot have 3 consecutive repeating characters (except for zip code)


**Question 1**

What was the first school you attended?

\*\*\*\*\*  Click this icon to temporarily view your current response.


**Question 2**

What city/town were you born in?

\*\*\*\* 


**Question 3**

What was the name of your childhood pet?

\*\*\* 


**Question 4**

What was the name of your childhood best friend?

\*\*\*\*\* 

**Question 5**

What was the make of the first car you owned?

\*\*\* 

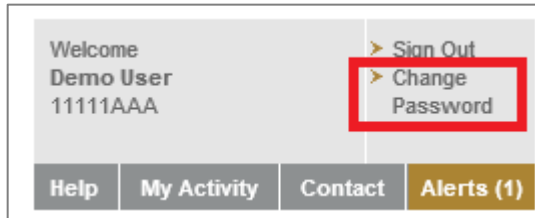
Save Reset



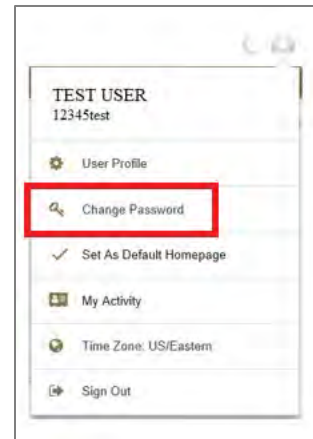
## Change Password

This option allows users to change their password. It was previously located in the top right corner of the screen, as shown in the image below.

Before:



New:



To change your password, enter your “Old Password”, “New Password”, “Confirm Password”, and click “Submit”.

**Note:** Be mindful of the password requirements displayed. You will receive a confirmation of the password change.

### Change password

Enter your old and new passwords.

**Password Requirements:**

- At least 8 characters long
- At least one Uppercase alphabetic (A-Z) character
- At least one Lowercase alphabetic (a-z) character
- At least one numeric (0 - 9) character
- At least one non-alphanumeric character (~!@#\$%^&\*()-\_+=[]{}|:;.,<>/?)

**Old Password\***

**New Password\***

**Confirm Password\***

Submit

### Password Change Confirmation

✓ Password has been changed successfully

Close

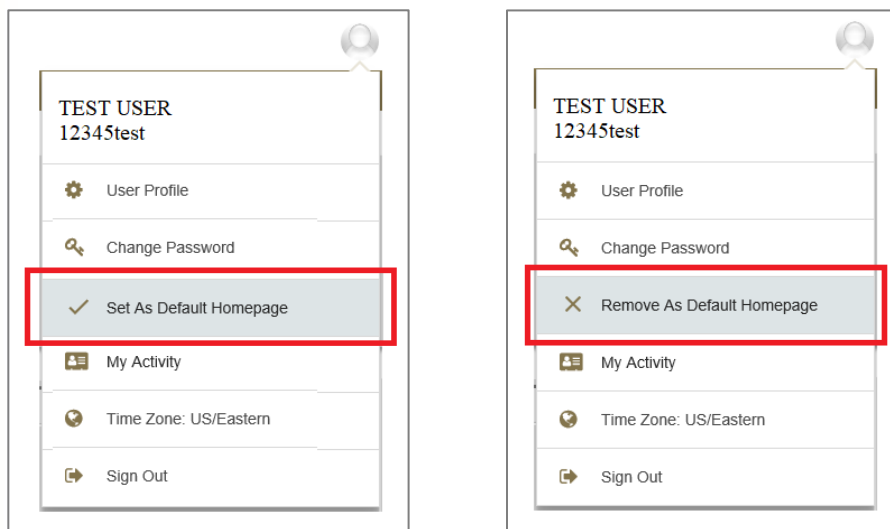


## Set / Remove as Default Homepage

A new feature in the User Profile menu is the ability to change your default homepage. All users will see a Broadcast Message / Task Central page as their homepage by default. However, if you prefer to land on a different page when you login (for instance a specific reporting service), you can change your homepage designation.

Navigate to the service screen you want as your new homepage, then select 'User Profile', select 'Set as Default Homepage'. From that point forward, when you login to the system, you will land on this service page instead of the Broadcast / Task Central page. To undo that action and revert back to the original default homepage, go back to the service screen, select the User Profile menu, and select "Remove as Default Homepage".

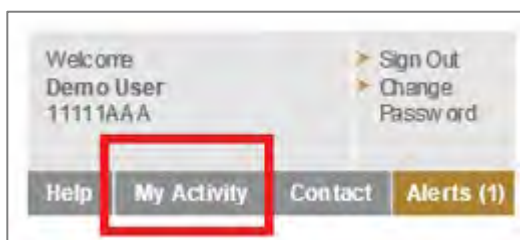
**Note:** You can quickly access the current homepage at any time by clicking on the logo in the top left corner of the page from anywhere in the application.



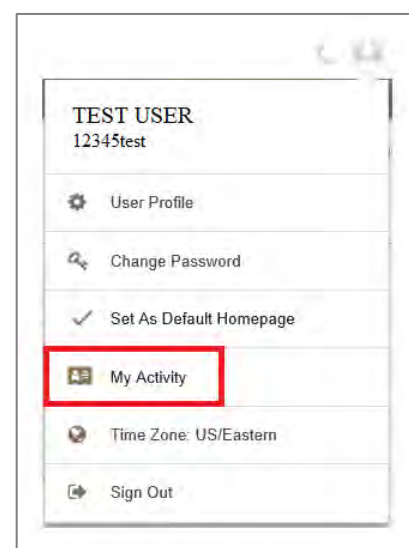
## My Activity

The "User Profile Menu" is also where users will now access the "My Activity" report (previously located in the top-right corner of the page, as shown in the Before image below).

Before:



New:

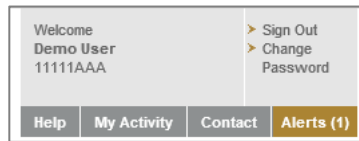




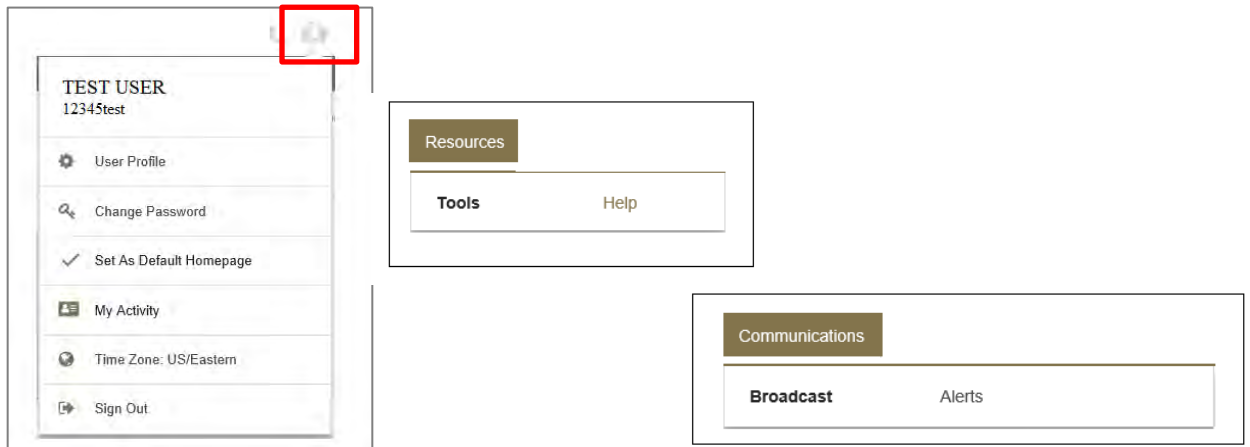
## Alerts

The Alerts can now be found in the new User Profile Menu. In the top-right corner of the landing page, click on the user icon to see the “User Profile Menu”.

Before:



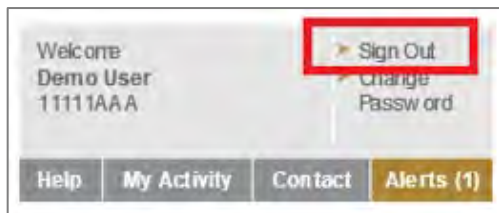
New: Click on User Profile > Resources > Communications



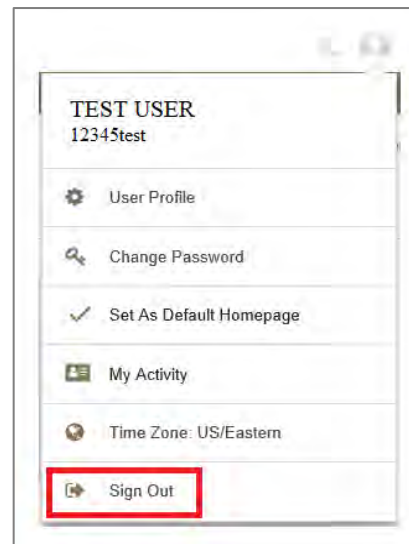
## Sign Out

Lastly, the “User Profile” menu is where users will now go to “Sign Out” of the system.

Before:



New:



A confirmation message will appear:



You can return to the login page by selecting “Go to Login”.

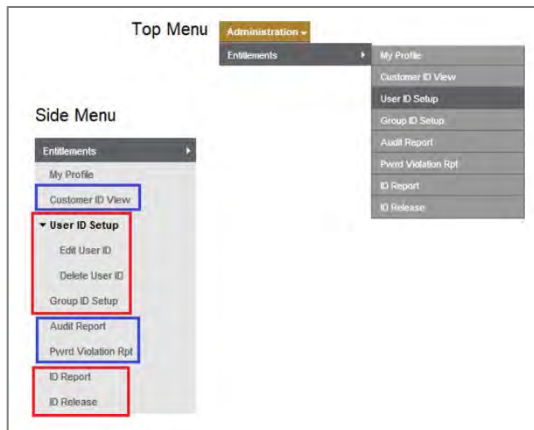


## Updated Service Screens – User Administration

### Admin Menu

The “Administration” tab is now a simpler main navigation menu called “Admin”. It has two sub-categories, Users and Admin Utilities.

Before:



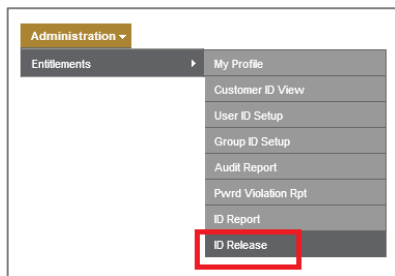
New:



### Manage User Access - Activity Tab

The Activity Tab replaces the “ID Release” tab.

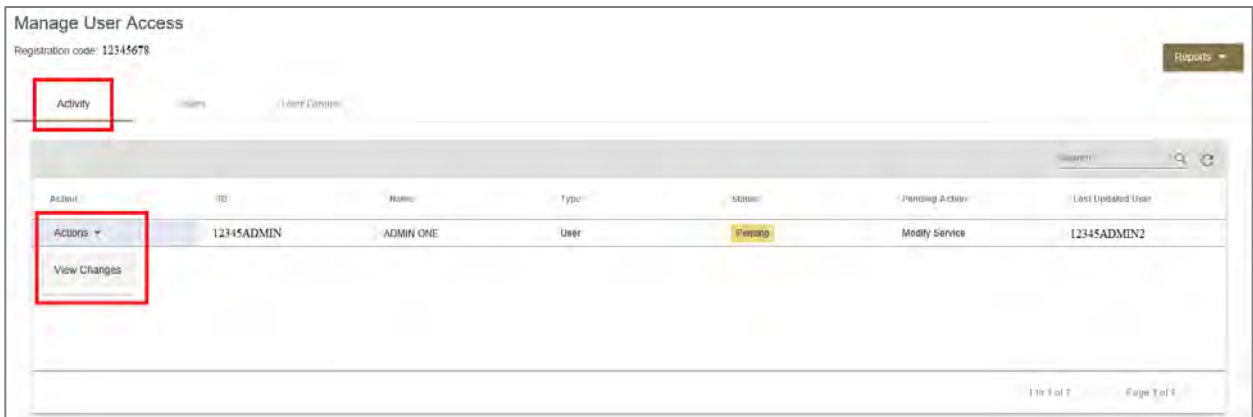
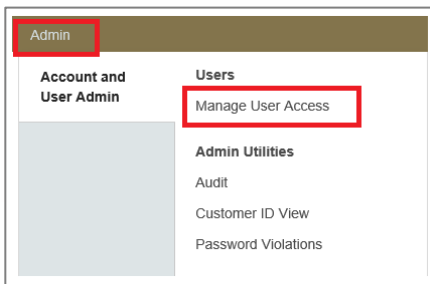
Before:



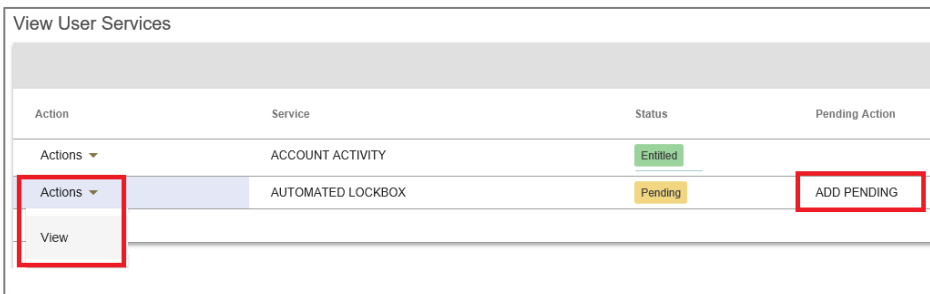
Release ID List						
Registration Code: 123456789						
Enter User/ Group ID: <input type="text"/> OR Select a user/ group from the list below						
1 list of 10						
ID	Name	ID Type	Status	Action	Result	Last Updated User
11111ABC	John Doe	User	PENDING	Release	Recl	ABC@11111
11111CBA	John Doe	User	PENDING	Release	Recl	ABC@11111
11111DC	John Doe	User	PENDING	Release	Recl	ABC@11111
11111CDE	John Doe	User	PENDING	Release	Recl	ABC@11111
11111EDC	John Doe	User	PENDING	Release	Recl	ABC@11111
11111JUI	John Doe	User	PENDING	Release	Recl	ABC@11111
11111KLM	John Doe	User	PENDING	Release	Recl	ABC@11111
11111MNO	John Doe	User	PENDING	Release	Recl	ABC@11111
11111211	John Doe	Group	UPDATE PENDING AUTHORIZ	Release	Recl	ABC@11111
11111571	John Doe	Group	UPDATE PENDING AUTHORIZ	Release	Recl	ABC@11111



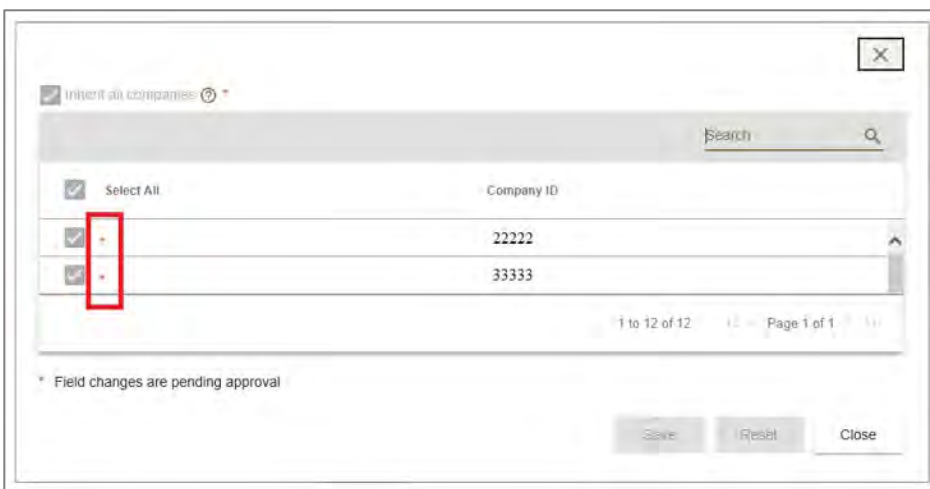
New:



Clicking “Actions > View Changes” will produce the below screen with a list of all services entitled to this user (previously, the Admin would just select the User ID to view the services). You can quickly determine which services were modified by the previous Security Admin by looking at the “Pending Action” column for any services listed as “Pending”.



Select “Actions > View” to the left of that service row to view the details of the service entitlements setup for that user. Any field that has been modified will be denoted with a red asterisk (\*). Click “Close” or the X in the top-right corner of the pop-up window to return to the service listing.





If the Admin accessing the Activity tab has the ability to authorize changes, the dropdown will also include the options to “Reject” and “Release”.

Before:

Release ID List					
Registration Code: 123456789					
Enter User/ Group ID: <input type="text"/> OR Select a user/ group from the list below					
List of IDs					
ID	Name	ID Type	Status	Action	
11111ABC	John Doe	User	PENDING	<a href="#">Release</a>	<a href="#">Reject</a>
11111CBA	John Doe	User	PENDING	<a href="#">Release</a>	<a href="#">Reject</a>
11111DEC	John Doe	User	PENDING	<a href="#">Release</a>	<a href="#">Reject</a>
11111CDE	John Doe	User	PENDING	<a href="#">Release</a>	<a href="#">Reject</a>

New:

Manage User Access

Registration code: 12345678

Reports

Activity Users User Groups

Action	ID	Name	Type	Status	Pending Action	Last Updated User
<div> <div>Actions</div> <div>View Changes</div> <div>Reject</div> <div>Release</div> </div>	12345ADMIN	ADMIN ONE	User	Pending	Modify Service	12345ADMIN2

If the user selects “Reject,” the following will display. Click “OK” to reject the pending changes or click “Cancel” to return to the previous screen without rejecting the user.

New:

Reject

Are you sure you want to release changes?

Ok Cancel

Changes were successfully rejected.

If the user selects “Release,” the following will display. Click “OK” to release the pending changes or click “Cancel” to return to the previous screen without releasing the user.

New:

Release

Are you sure you want to release changes?

Ok Cancel

Changes were successfully released.



## Manage User Access – User Tab (formerly “User ID Setup > Edit User ID”)

The “User ID Setup > Edit User ID” tabs are now called “User Tabs”.

Before:

Registration Code: 123456789

Enter User ID / Name:  OR Select a user from the list below

User ID	Name	Group	Status	Last Updated User
11111ABC	John Doe		PENDING	11111CSA
11111CBA	John Doe		PENDING	11111ABC
11111DEC	John Doe		PENDING	11111ABC
11111CDE	John Doe		PENDING	11111ABC
11111EFG	John Doe		PENDING	11111ABC
11111HJI	John Doe		PENDING	11111ABC
11111KLM	John Doe		PENDING	11111ABC
11111MNO	John Doe		PENDING	11111ABC

New:

Registration code: ABC123D4

Activity Users User Groups

Action	User ID	User Name	Group	Status	Pending Action	Last Updated User
Actions	12345USER1	USER ONE	ALL SERVICE NOV	Active		12345USER1
Change Password	12345USER2	USER TWO	ALL SERVICE NOV	Active		12345USER2
Copy To	12345USER3	USER THREE		Active		12345USER3
Delete	12345USER4	USER FOUR	ALL SERVICE NOV	Active		12345USER4
Lock/Unlock	12345USER5	USER FIVE		Active		12345USER5

Clicking on a column title will sort the column in ascending order. Clicking the title again will reverse the sort to descending order. Arrows will appear to show the appropriate order (up arrow = ascending A to Z, down arrow = descending Z to A).

User Name ↑

AAA  
BBB  
CCC  
DDD

User Name ↓

ZZZ  
YYY  
XXX  
WWW

Columns can be manually resized. To do this, move your mouse between two column titles and, when the crosshair icon appears, click and hold the left mouse button and drag in the direction desired.



Action	User ID	User Name
--------	---------	-----------

Columns can also be customized in additional ways by moving your mouse over the column title and selecting the 3-bar menu icon that appears:

Action	User ID	User Name ↑
--------	---------	-------------

This will produce a pop-up menu with three tabs which allow for the following customization options: pin and auto-size columns, filter/search, and include/exclude columns.

Group	Status
Pin Column	Active
Autosize This Column	Pending
Autosize All Columns	Active
Reset Columns	Pending

Group
Contains

Group
Filter...
<input checked="" type="checkbox"/> Action
<input checked="" type="checkbox"/> User ID
<input type="checkbox"/> Global ID
<input checked="" type="checkbox"/> User Name
<input checked="" type="checkbox"/> Group
<input checked="" type="checkbox"/> Status

The “Action” drop-down menu contains the following options:

Manage User Access							
Registration code: 12345678							
Activity: Users User Groups							
Action	User ID	Global ID	User Name	Group	Status	Pending Action	Last Updated User
Actions	12345USER1	12345USER	USER ONE	12345GROUP TWO	Active		12345USER
Change Password	12345USER2		USER TWO		Pending	Modify Service	12345USER
Copy To	12345USER3		USER THREE	12345GROUP ONE	Active		12345USER
Delete	12345USER4		USER FOUR		Pending	Modify Service & Password	12345USER
Lock/Unlock	12345USER5		USER FIVE	12345GROUP THREE	Active		12345USER
Modify Profile							
Modify Services							

Note: Once you select an action, you can easily get back to the previous screen at any time by clicking a link on the “breadcrumbs” at the top-left side of the page under the Manage User Access title, as shown below.

Manage User Access			
Users > 12345TESTUSER			
User Name	User Id	Phone	Email
USER FIVE	12345USER5	4122341234	USER.FIVE@TEST.COM
Security Status	Profile Status		
Active	Active		



## Change Password

Select “Change Password” to initiate a password change for the user.

Before:

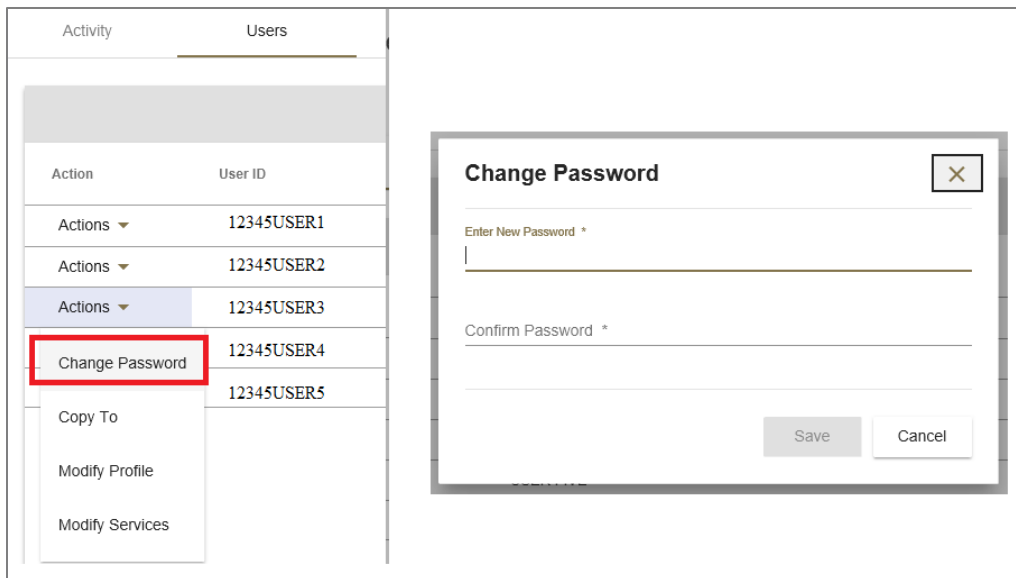


User Detail

User ID: 11111ABC Name: JOHN DEO  
Phone: 123-456-7891 E-mail: demo@demo.com

EDIT PROFILE FREEZE **CHANGE PASSWORD** DELETE COPY TO 11111FGH ▼

New:



Activity Users

Action	User ID
Actions ▼	12345USER1
Actions ▼	12345USER2
Actions ▼	12345USER3
<b>Change Password</b>	12345USER4
Copy To	12345USER5
Modify Profile	
Modify Services	

### Change Password

Enter New Password \*

Confirm Password \*

Save Cancel

## Copy To

In order to copy a user’s existing entitlements to a newly-registered user that has no entitlements assigned, select “Copy To” and choose the new user to copy the entitlements to.

Before:



User Detail

User ID: 11111ABC Name: JOHN DEO  
Phone: 123-456-7891 E-mail: demo@demo.com

EDIT PROFILE FREEZE CHANGE PASSWORD DELETE **COPY TO** 11111FGH ▼

New:



Actions ▼

- Change Password
- Copy To**
- Delete
- Lock/Unlock
- Modify Profile
- Modify Services

### Copy user

Copy user 26761USER3 to:

Users \*

Copy Cancel



## Delete

Use the “Delete” button to completely remove a User ID from the Company.

Before:

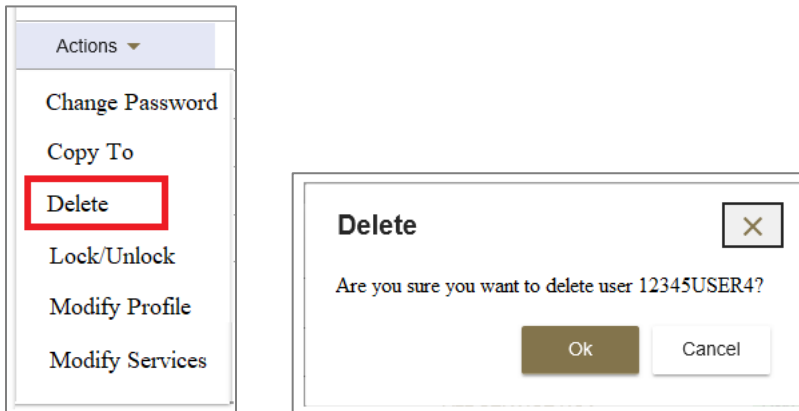


User Detail

User ID: 11111ABC Name: JOHN DEO  
Phone: 123-456-7891 E-mail: demo@demo.com

EDIT PROFILE FREEZE CHANGE PASSWORD **DELETE** COPY TO 11111FGH ▼

New:



Actions ▼

- Change Password
- Copy To
- Delete**
- Lock/Unlock
- Modify Profile
- Modify Services

**Delete**

Are you sure you want to delete user 12345USER4?

Ok Cancel

## Lock/Unlock

Lock and unlock User IDs with the “Lock/Unlock” button (previously “Freeze”/“Unfreeze”). Note: This is the only feature under User Administration that is single control and requires only one administrator to complete. All other actions require two Security Administrators to complete, one to enter and one to release.

Before:

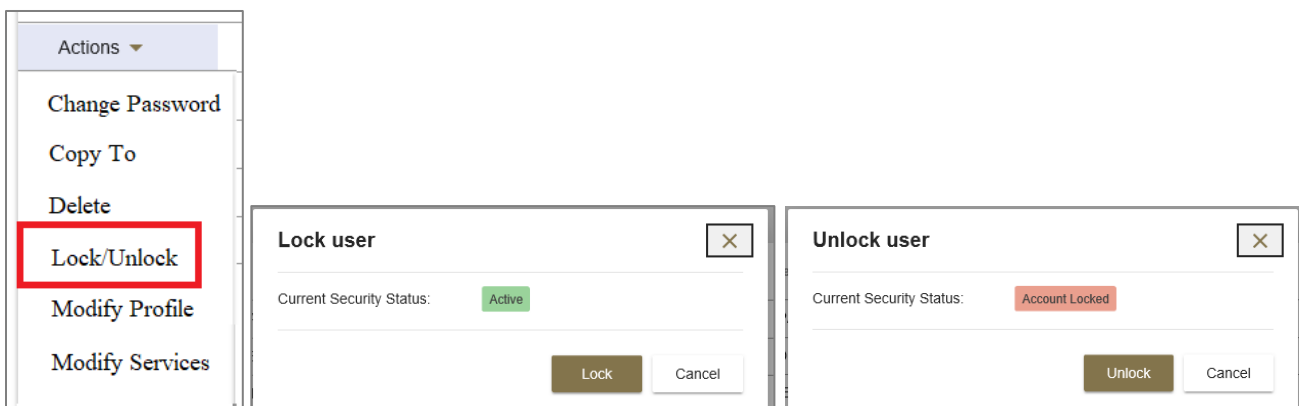


User Detail

User ID: 11111ABC Name: JOHN DEO  
Phone: 123-456-7891 E-mail: demo@demo.com

EDIT PROFILE **FREEZE** CHANGE PASSWORD DELETE COPY TO 11111FGH ▼

New:



Actions ▼

- Change Password
- Copy To
- Delete
- Lock/Unlock**
- Modify Profile
- Modify Services

**Lock user**

Current Security Status: Active

Lock Cancel

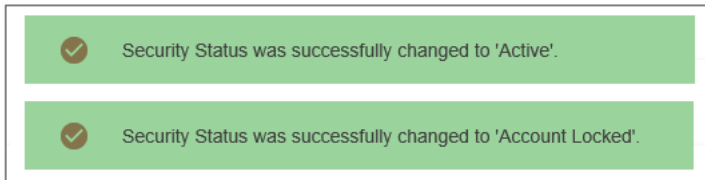
**Unlock user**

Current Security Status: Account Locked

Unlock Cancel



Once the “Lock” or “Unlock” buttons are selected, the user will receive a confirmation message. Select “Lock/Unlock” again to reverse the action.



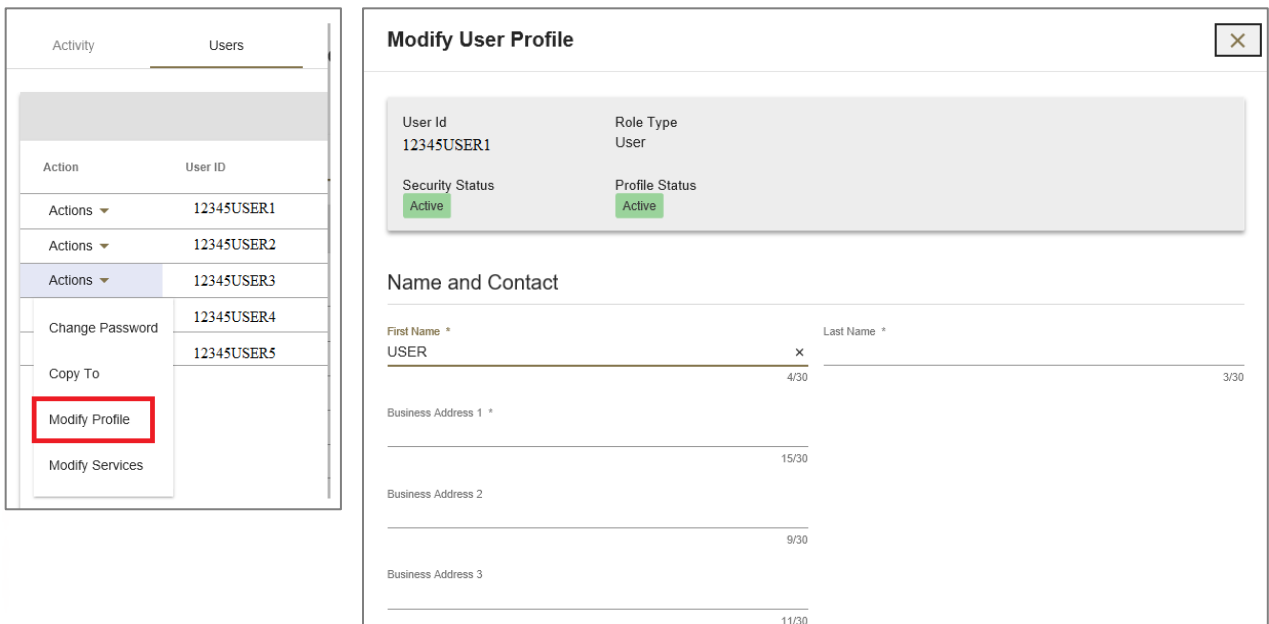
## Modify Profile

Edit a user’s profile by selecting the “Modify Profile” (previously “Edit Profile”) option.

Before:



New:





**Modify User Profile**

Country: [dropdown] State: [dropdown]

City: [text] DuPont Code: [text]

Country Code: [text] Phone: [text] Extension: [text]

Business Email: [text] System Email: [text]

User Contact: [text] Company Level: [dropdown] License Days: [text]

Logout ID: [text] Logout Group: [dropdown]

Buttons: Save, Reset, Cancel

As changes are made within the “Modify User Profile” screen, the “Save” button will activate. Click “Save” to finalize changes and return to the previous screen. “Reset” will clear all changes that were just made on the screen and “Cancel” will return you to the previous screen without making changes.

Buttons: Save, Reset, Cancel

## Modify Services

Use the “Modify Services” button to modify, add, or remove services (previously accessed under the “Action” column within the “Services” screen).

Before:

Services			
Show: All Statuses			
Service	Status	Action	Last Modified
ACCOUNT ACTIVITY	ENTITLED	MODIFY   REMOVE	
ACCOUNT ANALYSIS STATEMENTS	NOT ENTITLED	ADD	
ACCOUNT RECONCILEMENT	NOT ENTITLED	ADD	
ACCOUNT STATEMENTS	UPDATE PENDING	MODIFY   REMOVE   UNDO	2010/11/19 02:09:22
ACH ORIGINATIONS	NOT ENTITLED	ADD	

New:

Activity Users

Action	User ID
Actions	12345USER1
Actions	12345USER2
Actions	12345USER3
Change Password	12345USER4
Copy To	12345USER5
Modify Profile	
Modify Services	



**Manage User Access**

USERS > 12345USER5

<b>User Name</b> USER5 FIVE	<b>User Id</b> 12345USER5	<b>Phone</b> 4172341234	<b>Email</b> USER5@TEST.COM	<b>Action</b> -
<b>Security Status</b> Active	<b>Profile Status</b> Active			

**Modify User Services**

Action	Service	Status	Pending Action	Last Updated Date/Time
Actions -	ACCOUNT ACTIVITY	Entitled		Feb 15, 2019, 10:56:33 PM EST
Actions -	ACCOUNT ANALYSIS STATEMENTS	Not Entitled		
Actions -	ACCOUNT RECONCILEMENT	Entitled		Feb 15, 2019, 10:56:33 PM EST
Actions -	ACCOUNT STATEMENTS	Not Entitled		

Each service listed in the “Modify User Services” grid contains an “Action” dropdown. The options available in that dropdown will change based on the current status of the service. Services that are Entitled will show options to “Modify” or “Remove”; services that are Not Entitled, will show the option to “Add”.

Before:

Service	Status	Action
ACCOUNT ACTIVITY	ENTITLED	MODIFY   REMOVE
ACCOUNT ANALYSIS STATEMENTS	NOT ENTITLED	ADD

New:

Action	Service	Status	Pending Action	Last Updated Date/Time
Actions +	ACCOUNT ACTIVITY	Entitled		Jun 10, 2020, 12:04:35 PM EDT
Modify	ACCOUNT ANALYSIS STATEMENTS	Entitled		Jun 10, 2020, 12:02:53 PM EDT
Remove	ACCOUNT RECONCILEMENT	Not Entitled		
	ACCOUNT STATEMENTS	Entitled		Jun 10, 2020, 12:04:01 PM EDT
Actions +	ACH HISTORY REPORTING	Not Entitled		

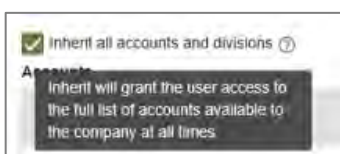
  

Action	Service	Status	Pending Action	Last Updated Date/Time
Actions =	ACCOUNT ACTIVITY	Entitled		Jun 10, 2020, 12:04:35 PM EDT
Actions =	ACCOUNT ANALYSIS STATEMENTS	Entitled		Jun 10, 2020, 12:02:53 PM EDT
Actions -	ACCOUNT RECONCILEMENT	Not Entitled		
Add	ACCOUNT STATEMENTS	Entitled		Jun 10, 2020, 12:04:01 PM EDT
	ACH HISTORY REPORTING	Not Entitled		

### General Information for Modify Services

The screens in this section display common options that are available in the majority of the service screens.

Mouse over the question mark (?) icon to learn what “inherit all” means within each service (as it differs from service to service). Checking this box will select all accounts available for the company at all times for this user. In other words, all accounts that are added in the future will automatically be available for users with the “Inherit” feature enabled.





Checking “Select All” selects all available items currently on the screen. However, if new accounts are added in the future, those accounts will need to be entitled by the Security Administrators in order for the user to access them.

Accounts		
<input checked="" type="checkbox"/> Select All	Bank	Account
<input checked="" type="checkbox"/>	123123123	12345670
<input checked="" type="checkbox"/>	123123123	12345671
<input checked="" type="checkbox"/>	123123123	12345672
<input checked="" type="checkbox"/>	123123123	12345673
<input checked="" type="checkbox"/>	123123123	12345674

When you move your mouse over a column header, a 3-bar menu icon will appear. Select the menu icon to access different sorting and filtering capabilities.

Account
12345670
12345671
12345672
12345673
12345674

<input checked="" type="checkbox"/> Inherit all accounts and divisions ⓘ		
Accounts		
<input checked="" type="checkbox"/> Select All	Bank	Account
<input checked="" type="checkbox"/>	043000261	JR
<input checked="" type="checkbox"/>	043000261	001

<input checked="" type="checkbox"/> Inherit all accounts and divisions ⓘ		
Accounts		
<input checked="" type="checkbox"/> Select All	Bank	Account
<input checked="" type="checkbox"/>	043000261	00000000000000

Note: The column header that is being filtered will be denoted by a filter icon.

Account
123456784



Clicking on a column header will make an arrow appear, and the data will be sorted in ascending order. Clicking the title again will reverse the sort to descending order.

Account ↑	Account ↓
123456780	123456784
123456781	123456783
123456782	123456782

Use the “Search” bar to narrow the search. This will search among all columns within the grid. To refresh the screen following the completion of the search, delete the text and press “Enter” to remove the search filter.

780 x Q				
Bank	Account ↓	<input type="checkbox"/> Create	<input type="checkbox"/> Release	<input type="checkbox"/> Report
123456780	123456780	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The “Actions” dropdown allows a service to be removed (if currently entitled). In addition, if the service has been modified and has pending changes, an Undo option will also appear, which will remove all pending actions from the service.

ACCOUNT ACTIVITY											
<input type="checkbox"/> Inherit all accounts, groups, and divisions (Y)											
Accounts				Groups				Divisions			
<input type="checkbox"/> Select All    Bank    Account    Group    Division				<input type="checkbox"/> Select All    Group				<input type="checkbox"/> Select All    Division			
<input checked="" type="checkbox"/>		12345670	0000	AA	<input checked="" type="checkbox"/>	0000		<input checked="" type="checkbox"/>	AA		
<input checked="" type="checkbox"/>		12345671	0001	AB	<input checked="" type="checkbox"/>	0001		<input checked="" type="checkbox"/>	AB		

## Account Activity

Before:

Balance Reporting											
User Detail User ID: 11111ABC    Name: JOHN DEO    Security Status: ACTIVE Phone: 123-456-7891    E-mail: demo@demo.com    Profile Status: ACTIVE											
Balance Reporting <input type="checkbox"/> Inherit all accounts, groups, and divisions											
Bank    Account    Group    Division    Status				Group    Status				Division    Status			
123456789	123456789	ABC	ABC	Assigned	<input checked="" type="checkbox"/>	ABC	Unassigned	<input type="checkbox"/>	ABC	Unassigned	<input type="checkbox"/>
123456789	123456789	ABC	ABC	Unassigned	<input type="checkbox"/>	ABC	Unassigned	<input type="checkbox"/>	ABC	Unassigned	<input type="checkbox"/>
123456789	123456789	ABC	ABC	Assigned	<input checked="" type="checkbox"/>	ABC	Unassigned	<input type="checkbox"/>	ABC	Unassigned	<input type="checkbox"/>
123456789	123456789	ABC	ABC	Unassigned	<input type="checkbox"/>	ABC	Unassigned	<input type="checkbox"/>	ABC	Unassigned	<input type="checkbox"/>
123456789	123456789	ABC	ABC	Assigned	<input checked="" type="checkbox"/>	ABC	Unassigned	<input type="checkbox"/>	ABC	Unassigned	<input type="checkbox"/>



New:

ACCOUNT ACTIVITY

☐ Inherit all accounts, groups, and divisions (?)

Accounts

Select All	Bank	Account	Group	Division
<input checked="" type="checkbox"/>		12345670	0000	AA
<input checked="" type="checkbox"/>		12345671	0001	AB
<input checked="" type="checkbox"/>		12345672	0002	AC
<input type="checkbox"/>		12345673	0003	AD
<input type="checkbox"/>		12345674	0004	AE

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Groups

Select All	Group
<input checked="" type="checkbox"/>	0000
<input checked="" type="checkbox"/>	0001
<input checked="" type="checkbox"/>	0002
<input type="checkbox"/>	0003
<input type="checkbox"/>	0004

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Divisions

Select All	Division
<input checked="" type="checkbox"/>	AA
<input checked="" type="checkbox"/>	AB
<input checked="" type="checkbox"/>	AC
<input type="checkbox"/>	AD
<input type="checkbox"/>	AE

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Save Cancel Close

**Note:** This service has been changed to always require user-level entitlement going forward. Therefore, any user that is added to the Company must be entitled to this service by two Security Administrators in order to access it.

### Account Analysis Statements

**Note:** This service is being changed to always require user-level entitlement going forward. Therefore, any user that is added to the Company after conversion must be entitled to this service by two Security Administrators in order to access it.

Before:

Account Analysis Statements

User Detail

User ID: 11111ABC Name: JOHN DEO

Phone: 123-456-7891 E-mail: demo@demo.com

Account Analysis Statements

SELECT ALL NONE

Attribute	Status	Select
123456789	Unassigned	<input type="checkbox"/>
123456789	Unassigned	<input type="checkbox"/>
123456789	Unassigned	<input type="checkbox"/>

SAVE CANCEL RESET

New:

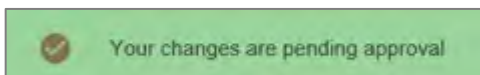
ACCOUNT ANALYSIS STATEMENTS

☐ Inherit all affiliates (?)

Select All

<input type="checkbox"/>	123456780
<input type="checkbox"/>	123456781
<input type="checkbox"/>	123456782
<input type="checkbox"/>	123456783
<input type="checkbox"/>	123456784

Selecting "Save" will generate the following message.





## Account Reconciliation

Before:

Account Reconciliation

User Detail

User ID: 11111ABCName: JOHN DEO

Phone: 123-456-7891E-mail: demo@demo.com

Account Reconciliation

SELECT ALL/NONE

Transaction Approval Levels Required

Approval Levels: -Select-

Issue/Void Dollar Limit:  ☐ Max Allowed

☐ Issue ☐ Void ☐ Place Stop ☐ Cancel Stop

ACCOUNT SETUP

SAVE CANCEL RESET

SELECT ALL/NONE

Bank	Account	Status	Issue/Void			Stop		
			Create	Release	Reports	Create	Release	Reports
			<input type="checkbox"/> All Accounts	<input type="checkbox"/> All Accounts	<input type="checkbox"/> All Accounts	<input type="checkbox"/> All Accounts	<input type="checkbox"/> All Accounts	<input type="checkbox"/> All Accounts
			<input type="checkbox"/> Check All	<input type="checkbox"/> Check All	<input type="checkbox"/> Check All	<input type="checkbox"/> Check All	<input type="checkbox"/> Check All	<input type="checkbox"/> Check All
123456789	123456789	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123456789	123456789	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123456789	123456789	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123456789	123456789	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123456789	123456789	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DONE CANCEL

New: (Recon)

ACCOUNT RECONCILEMENT

Account Level: 2

Select All

Recon Recon Stops

Issue/Void Dollar Limit: 99,999.00 ☐ Max Allowed

☒ Add Issue ☒ Void Issue

Inherit all accounts for:  
☐ Create ☐ Release ☐ Report

Bank	Account	Create	Release	Report
123456780	123456780	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456781	123456781	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456782	123456782	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456783	123456783	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123456784	123456784	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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New: (Recon Stops)

ACCOUNT RECONCILEMENT

Account Level: 2

Select All

Recon Recon Stops

☒ Place Stop ☒ Cancel Stop

Inherit all accounts for:  
☐ Create ☐ Release ☐ Report

Bank	Account	Create	Release	Report
123456780	123456780	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456781	123456781	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456782	123456782	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456783	123456783	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123456784	123456784	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Account Statements

Before:

Account Statements

User Detail

User ID: 11111ABC

Phone: 123-456-7891

Account Statements

SELECT ALL/NONE

Bank	Account	Status	Select
123456789	123456789	Assigned	<input checked="" type="checkbox"/>
123456789	123456789	Unassigned	<input type="checkbox"/>
123456789	123456789	Assigned	<input checked="" type="checkbox"/>
123456789	123456789	Assigned	<input checked="" type="checkbox"/>

SAVE CANCEL RESET

New:

ACCOUNT STATEMENTS

☐ Inherit all accounts (?)

SELECT

Bank	Account	Account Name
123450	1234567890	
123451	1234567891	
123452	1234567892	
123453	1234567893	
123454	1234567894	

**Note:** This service has been changed to always require user-level entitlement going forward. Therefore, any user that is added to the Company must be entitled to this service by two Security Administrators in order to access it.

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## Account Statements

Before:

ACH Originations

User Detail

User ID: 11111ABC

Name: JOHN DEO

Phone: 123-456-7891

E-mail: demo@demo.com

Security Status: ACTIVE

Profile Status: ACTIVE

ACH Originations

SELECT ALL ROWS

Batch Initiation Transaction

Approval Levels Required: - Select -

Create

Verify

Release

One Time Payment

Transaction Type: ☐ Debit ☐ Credit

Create Item Dollar Limit:  ☐ Allow Max  ☐ Allow Max

Release Daily Dollar Limit:  ☐ Allow Max  ☐ Allow Max

Receiver Maintenance Transaction

Approval Levels Required: - Select -

Create

Verify

Release

ACCOUNT SETUP

SAVE

CANCEL

REFRESH

SELECT ALL ROWS

Batch Initiation

Batch Maintenance

Receiver Maintenance

Company No. \*

Status \*

☐ All Companies

☐ All Companies

☐ All Companies

☐ All Companies

☐ All Companies

☐ All Companies

☐ Check All

☐ Check All

☐ Check All

☐ Check All

☐ Check All

☐ Check All

0123456789	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0123456789	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0123456789	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0123456789	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0123456789	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DONE

CANCEL

New:

ACH ORIGINATIONS

Select All

Batch Initiation Transaction

Approval Levels

Create

Verify

Release

OneTimePayment

Debit

Credit

Create item debit limit

Max Allowed

Create item credit limit

Max Allowed

Release daily debit limit

Max Allowed

Release daily credit limit

Max Allowed

Receiver Maintenance Transaction

Approval Levels

Create

Verify

Release

Initiate all accounts for:

Batch Initiation

Batch Maintenance

Receiver Maintenance

☐ Transaction

☐ Report

☐ Transaction

☐ Report

☐ Transaction

☐ Report

Search

Batch Initiation

Batch Maintenance

Receiver Maintenance

Company No.	<input type="checkbox"/> Transaction	<input type="checkbox"/> Report	<input type="checkbox"/> Transaction	<input type="checkbox"/> Report	<input type="checkbox"/> Transaction	<input type="checkbox"/> Report
1234560	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1234561	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1234562	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1234563	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1234564	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Page 1 of 1

Close



## Automated Lockbox

Before:

**Automated Lockbox**

User Detail

User ID: 11111ABC Name: JOHN DEO

Phone: 123-456-7891 E-mail: demo@demo.com

Automated Lockbox

SELECT ALL/NONE

Company ID	Status	Select
12346	Unassigned	<input type="checkbox"/>
12346	Unassigned	<input type="checkbox"/>
12346	Unassigned	<input type="checkbox"/>
12346	Unassigned	<input type="checkbox"/>
12346	Unassigned	<input type="checkbox"/>

New:

**AUTOMATED LOCKBOX**

☐ Inherit all companies

Select All

Select All	Company ID
<input type="checkbox"/>	12340
<input type="checkbox"/>	12341
<input type="checkbox"/>	12342
<input type="checkbox"/>	12343
<input type="checkbox"/>	12344

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Cancel View Close

**Note:** This service is being changed to always require user-level entitlement going forward. Therefore, any user that is added to the Company after conversion must be entitled to this service by two Security Administrators in order to access it.

## Check History

Before:

**Check History**

User Detail

User ID: 11111ABC Name: JOHN DEO

Phone: 123-456-7891 E-mail: demo@demo.com

Check History

SELECT ALL/NONE

Bank	Account	Status	Select
ABC	12345	Unassigned	<input type="checkbox"/>
ABC	12345	Unassigned	<input type="checkbox"/>
ABC	12345	Unassigned	<input type="checkbox"/>
ABC	12345	Unassigned	<input type="checkbox"/>
ABC	12345	Unassigned	<input type="checkbox"/>

New:

**CHECK HISTORY**

☐ Inherit all accounts

Select All

Select All	Bank	Account
<input type="checkbox"/>	123450	123456789
<input type="checkbox"/>	123451	123456781
<input type="checkbox"/>	123452	123456782
<input type="checkbox"/>	123453	123456783
<input type="checkbox"/>	123454	123456784

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Cancel View Close

**Note:** This service is being changed to always require user-level entitlement going forward. Therefore, any user that is added to the Company after conversion must be entitled to this service by two Security Administrators in order to access it.



## Check Image

Before:

**Check Image**

User Detail  
User ID: 11111ABC  
Phone: 123-456-7891

Check Image  
**SELECT ALL/NONE**

Disbursements

Bank	Account	Status	Select
0123456789	0123456789	Unassigned	<input type="checkbox"/>
0123456789	0123456789	Unassigned	<input type="checkbox"/>
0123456789	0123456789	Unassigned	<input type="checkbox"/>
0123456789	0123456789	Unassigned	<input type="checkbox"/>
0123456789	0123456789	Unassigned	<input type="checkbox"/>

New:

**CHECK IMAGE**

Disbursements  
☒ Inherit all disbursement accounts ⓘ

Search

Select All	Bank	Account
<input checked="" type="checkbox"/>	043000261	0000000000123456

## Digital Archive

Before:

**Digital Archive**

User Detail  
User ID: 11111ABC  
Phone: 123-456-7891

Digital Archive:  
**SELECT ALL/NONE**  
☐ Image Archive  
☐ e-CD  
**ACCOUNT SETUP**

**SELECT ALL/NONE**

Lockbox/Client Id	Type	Status	Image Archive	e-CD
123456789	CID	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>
123456789	LBX	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>
123456789	CID	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>
123456789	LBX	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>
123456789	CID	Unassigned	<input type="checkbox"/>	<input type="checkbox"/>

**DONE CANCEL**

New:

**DIGITAL ARCHIVE**

**Select All**

☐ Inherit image Archive for all IDs ⓘ

Search

ID	Type	Image Archive	e-CD
123456780	CID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456781	LBX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456782	CID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123456783	LBX	<input type="checkbox"/>	<input type="checkbox"/>
123456784	CID	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 1 of 1

**OK Cancel Close**



## Event Manager

Before:

Events/Scheduler

User ID: 75102NANNA1

Phone: 1-5032091568

Events/Scheduler

SELECT ALL/NONE

☒ Reports/View
 ☒ Status Maintenance
 ☒ Delivery Maintenance
 ☒ Delivery Authorization

New:

EVENT MANAGER

Select All

☐ Reports and View
 ☐ Status Maintenance
 ☐ Delivery Maintenance
 ☐ Delivery Authorization

Save

Reset

Close

## Lockbox Availability

Before:

Lockbox Availability

User Detail

User ID: 11111ABC

Name: JOHN DEO

Phone: 123-456-7891

E-mail: demo@demo.com

Lockbox Availability

SELECT ALL/NONE

Lockbox Site Status Select

☐ All Lockboxes
 ☐ Check All

12345	ABC	Unassigned	<input type="checkbox"/>
12345	ABC	Unassigned	<input type="checkbox"/>
12345	ABC	Unassigned	<input type="checkbox"/>
12345	ABC	Unassigned	<input type="checkbox"/>
12345	ABC	Unassigned	<input type="checkbox"/>

New:

LOCKBOX AVAILABILITY

☐ Inherit all lockboxes (f)

<input type="checkbox"/>	12345670	12345670	CH
<input type="checkbox"/>	12345671	12345671	CH
<input type="checkbox"/>	12345672	12345672	CH
<input type="checkbox"/>	12345673	12345673	CH
<input type="checkbox"/>	12345674	12345674	CH

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Close

**Note:** This service is being changed to always require user-level entitlement going forward. Therefore, any user that is added to the Company after conversion must be entitled to this service by two Security Administrators in order to access it.

## Lockbox Web Exceptions

Before:

Lockbox Web Exceptions

User ID: 12345USER

Name: User Two

Phone: 800-555-1212

E-mail: user.two@test.com

Lockbox Web Exceptions

Group Id	Group Id Name	Client Id	Client Id Name	Status	Select
PIT-123	XWeb	2345	TEST CLIENT	Unassigned	<input type="checkbox"/>

29



New:

LOCKBOX WEB EXCEPTIONS

×

Actions ▾

Search

Q

☐ Select All

Group ID

Group ID Name

Client ID

Client ID Name

PIT-123

TEST1

PIT-456

TEST2

PIT-789

TEST3

DAL-987

TEST4

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Save

Reset

Close

### Misc. Reports (ACH Reporting)

Before:

Miscellaneous Reports

User Detail

User ID: 11111ABC

Name: JOHN DEO

Phone: 123-456-7891

E-mail: demo@demo.com

Miscellaneous Reports

SELECT ALL NONE

☐ ACH Reporting and Return Items

☐ ACH Reporting and Receiving Items

SAVE

CANCEL

RESET

New:

MISC REPORTS

×

☐ ACH Receiving and Returns

☐ ACH File Verification

Save

Reset

Close

**Note:** This service is being changed to always require user-level entitlement going forward. Therefore, any user that is added to the Company after conversion must be entitled to this service by two Security Administrators in order to access it.



## Positive Pay

Before:

The screenshot shows the 'Positive Pay' user interface. At the top, there's a 'User Detail' section with fields for 'User ID' (11111ABC), 'Name' (JOHN DEO), 'Phone' (123-456-7891), and 'E-mail' (demo@demo.com). Below this is the 'POSITIVE PAY' section. It features a 'SELECT ALL/NONE' button. A 'Suspect Setup' dropdown menu is open, showing a list of suspect types: ALL SUSPECTS, PAY NO ISSUE, AMOUNTS UNEQUAL, CHK ALREADY PD, STOP ON FILE, STOPPED CHECK HIT, and VOID CHECK. At the bottom, there's a 'Transaction Dollar Limit' field set to 12345678, a 'Max Allowed' checkbox, and several action checkboxes: 'Generate Issue', 'Reports', 'Create' (checked), and 'Release' (checked).

New:

From the drop-down menu for “Suspect Setup”, choose “Select All” to enable all suspect types for this user, or select one or more individual suspect types. Click outside of the box to close it.

This screenshot shows the 'Positive Pay' interface after configuration. The 'Suspect Setup' dropdown menu is open, and the 'Select All' option is highlighted with a red box. Below the dropdown, there's a 'Select All' button. The 'Inherit all suspects' checkbox is unchecked. The 'Amount dollar limit' field is empty, and the 'Max Allowed' checkbox is unchecked. The 'Actions' section has checkboxes for 'Generate issue', 'Report', 'Create', and 'Release'. The 'Accounts' section has an 'Inherit all accounts' checkbox. Below this is a table with columns for 'Bank' and 'Account'. The table contains 5 rows of data. At the bottom, there's a 'Save', 'Reset', and 'Close' buttons.

	Bank	Account
<input type="checkbox"/>	123450	12345670
<input type="checkbox"/>	123451	12345671
<input type="checkbox"/>	123452	12345672
<input type="checkbox"/>	123453	12345673
<input type="checkbox"/>	123454	12345674



## Related Bank Services (Remote Deposit)

Before:

**Related Bank Services**

User Detail

User ID: 11111ABC

Name: JOHN DEO

Phone: 123-456-7891

E-mail: demo@demo.com

Related Bank Services

SELECT ALL/NONE

☐ Remote Deposit

New:

**RELATED BANK SERVICES**

☒ Remote Deposit

Save

Reset

Close

## Confirmation after adding a service to a User ID

Modify User Services

Your changes are pending approval

Action	Service	Status	Pending Action	Last Updated Date/Time
Actions ▾	ACCOUNT ACTIVITY	Enabled		Jun 10, 2020, 12:04:35 PM EDT
Actions ▾	ACCOUNT ANALYSIS STATEMENTS	Enabled		Jun 10, 2020, 12:02:53 PM EDT
Actions ▾	ACCOUNT RECONCILEMENT	Pending	ADD PENDING	Jun 17, 2020, 10:25:17 PM EDT

## Manage User Access – User Groups Tab (Formerly “Group ID Setup”)

Previously, User Groups were accessed through the “Group ID Setup” menu. Once selected, a subservice was then selected to either “Create”, “Edit”, or “Delete” and “Group ID”.

Before (menu):

▼ Group ID Setup

Create Group ID

Edit Group ID

Delete Group ID

Before (Create Group ID)

**Create Group ID**

Group Details

Group Name:

Description:

ADD PROFILE



Before (Edit Group ID):

Group ID List

Registration Code: 123456789

Enter Group ID/Name/Status:  OR Select a group from the list below

List of Groups

Group Name	Description	Status	Users	Last Updated User
<a href="#">ABC</a>	ABC Group	UPDATE PENDING	<a href="#">View</a>	CBA@11111
<a href="#">CBA</a>	CBA Group	UPDATE PENDING	<a href="#">View</a>	ABC@11111

Before (Delete Group ID):

Group ID List

Registration Code: 123456789

DELETE

List of Groups

Select	Group Name	Description	Users
<input type="checkbox"/>	<a href="#">ABC</a>	ABC Group	<a href="#">View</a>
<input type="checkbox"/>	<a href="#">CBA</a>	CBA Group	<a href="#">View</a>

New:

User Group functions will now be accessed through the “User Groups” tab of the “Manage User Access” service. Once you select an option from the “Actions” drop-down box for a specific group, all of the service screens that follow are identical to the services shown above for the “Users” tab. The only difference is that you will be applying changes to a group instead of a specific user.

Dashboard Accounts Transactions Resources Communications Reporting Admin

Manage User Access

Registration code: 123ABC4D

ACTIVE

Users

User Groups

Create Group

Actions

GROUP ONE

GROUP THREE

GROUP TWO

GROUP ONE USERS

GROUP THREE USERS

GROUP TWO USERS

Active

Pending

Pending

View

View

View

12345USER

12345USER

12345USER

**Note:** Changes made to group-level entitlements will automatically be applied to all users within that group.



## Manage User Access – Reports (Formerly “ID Report”)

Previously, reports were accessed through the Administration > Entitlements > ID Report menu options.

Before:

The screenshot shows the old system interface. At the top, there's a navigation bar with tabs: Home, Reporting, Transactions, Receivables, Disbursements, Tools, Administration, Help, My Activity, Contact, and Alerts (0). The 'Administration' tab is selected. Below it, a breadcrumb trail reads 'Administration >> Entitlements >> ID Report'. On the left, a sidebar menu lists various options, with 'ID Report' highlighted in a red box. The main content area is titled 'ID Reports' and contains a form for generating a report. The form includes fields for 'Customer ID: 11111AAA' and 'Customer Name: JOHN DOE'. It has radio buttons for 'Report Data: Summary' (selected) and 'Detail'. There's a dropdown for 'Report Type: User' and another for 'Output Format: Report-Advance'. At the bottom of the form are 'GENERATE NOW' and 'RESET' buttons.

You can now access the “ID Report” from within the “Manage User Access” page. Select the “Activity” tab then the “Report” drop-down box in the top-right corner of the screen.

New:

The screenshot shows the new system interface. At the top, there's a header 'Manage User Access' with a 'Registration code: X00N1SR1U'. Below this is a tabbed interface with 'Activity', 'Users', and 'User Groups'. The 'Activity' tab is selected. In the top right corner, there's a 'Report' dropdown menu, which is highlighted with a red box. Below the tabs is a table with columns: Action, ID, Name, Type, Status, Pending Action, and Last Updated (year). The table contains two rows of data. The first row shows 'Actions' for '12345USER1' with name 'USER TWO', type 'User', status 'Pending', and pending action 'Modify Service'. The second row shows 'Actions' for '12345USER2' with name 'USER FOUR', type 'User', status 'Pending', and pending action 'Modify Service & Password'.

Select the data, type, and output format, and click “Generate”.


**Note:** These reports are the exact same reports as in the old platform.

The screenshot shows the 'ID Report' dialog box in the new system. It has a close button (X) in the top right corner. The 'Customer ID' field is filled with '12345'. Below this, there are three tabs for 'Data': 'Summary' (selected), 'Detail', and 'Expanded Details'. There are also three tabs for 'Type': 'User' (selected), 'Group', and 'Both'. For 'Output Format', there are three tabs: 'Advanced' (selected), 'PDF', and 'CSV'. At the bottom, there are three buttons: 'Generate', 'Reset', and 'Cancel'.



You'll notice that the Account Recon screen looks different, but the same functionality and capabilities still exist. In addition, new features have been added that will enhance your experience while using the service.

Previously, when selecting Account Recon from the “Disbursements” menu, an additional fly-out menu would appear with actions to choose from (“Create”, “Modify”, “Release” or “Reports”).



**Disbursements** ▾


- Positive Pay ▶
- Account Recon** ▶
- Check History
- Check Image

**Create**

**Modify**

**Release**

**Reports**



Transactions Resources Communications

**Disbursements** Account Recon

Check History

To view and release pending recon items got to Transactions > Disbursements > Account Recon. This will automatically put you on the Activity tab within the service.

ACCOUNT RECON RELEASE								
Select	Action	Account	Amount	Issue Date	Reason	Start Serial	End Serial	More
<input type="checkbox"/>	Add Issue	BOS-1111111111	\$1111.11	07/08/20XX		0000000011	0000000020	<a href="#">View</a>
	Add Issue	PGH-5555555555	\$99999999.00	07/08/20XX		0000000111	0000000222	<a href="#">View</a>
<input type="checkbox"/>	Void Issue	PGH-1111111111	\$9999.00	07/08/20XX		0000000333	0000000339	<a href="#">View</a>
<input type="checkbox"/>	Add Stop	PGH-1111111111	\$9999.00	07/08/20XX	STALE CHECK	0000000444		<a href="#">View</a>
<input type="checkbox"/>	Cancel Stop	PGH-2222222222	\$9999.00	07/08/20XX		0000000555		<a href="#">View</a>
<input type="checkbox"/>	Add Stp Vd Iss	PGH-1111111111	\$9999.00	07/08/20XX	STALE CHECK	0000000666		<a href="#">View</a>
<input type="checkbox"/>	Add Issue	BOS-1111111111	\$1111.11	07/08/20XX		0000000011		<a href="#">View</a>
	Add Issue	PGH-5555555555	\$99999999.00	07/08/20XX		0000000111	0000000222	<a href="#">View</a>
<input type="checkbox"/>	Void Issue	PGH-1111111111	\$9999.00	07/08/20XX		0000000333		<a href="#">View</a>

Select All
Select None

35



New:

**Account Recon**

Activity Create

Generate Report

Filters

	Actions	Created Date	Status	Type	TR Number	Account	Issue Date	Amount	Start
<input type="checkbox"/>	Actions	May 21, 2020, 8:12:16	Created	Add Stop	123123123	0001234567	May 21, 2020	\$10.00	
<input type="checkbox"/>	Delete	May 21, 2020, 7:15:46	Created	Add Stop	123123123	0001234567	May 21, 2020	\$10.00	
<input type="checkbox"/>	Release	May 21, 2020, 7:15:46	Created	Add Stop	123123123	0001234567	May 21, 2020	\$10.00	
<input type="checkbox"/>	Actions	May 21, 2020, 6:15:54	Created	Add Stop	123123123	0001234567	May 21, 2020	\$10.00	
<input type="checkbox"/>	Actions	May 20, 2020, 10:55:10	Created	Add Stop	123123123	0001234567	May 20, 2020	\$10.00	
<input type="checkbox"/>	Actions	May 8, 2020, 2:56:51 A	Created	Cancel Stop	123123123	0001234567	May 8, 2020	\$23.00	
<input type="checkbox"/>	Actions	May 8, 2020, 2:56:51 A	Created	Cancel Stop	123123123	0001234567	May 8, 2020	\$23.00	
<input type="checkbox"/>	Actions	May 8, 2020, 2:53:15 A	Created	Add Stop	123123123	0001234567	May 8, 2020	\$12.00	

1 to 31 of 21 Page 1 of 1

Additional features:

### Filters -

- Click the “Filters” arrow to display an additional panel where you can quickly find specific transactions by filtering on the available fields (including action, create date, status, type, TR number, and account). Just select/enter a value in any of the fields and hit “Apply” to narrow the search results.

Filters

Action Created Date Status Type

TR Number Account

Apply Reset

Note: Once you apply a filter, the filter panel will collapse and show the field(s) you are filtering on (see below). To remove the filter, click the (x) on the right side of the pill-shaped filter title.

**Account Recon**

Activity Create

Filters Action: Modify

Actions 0 items selected

	Actions	Created Date	Status
<input type="checkbox"/>	Actions	Aug 19, 2020, 10:52:36...	Created



## Search, Refresh, and Save -

**Search** – type a value into the search bar in the top-right corner of the grid and hit enter or click the magnifying glass to quickly filter the contents of the grid to only items that contains the characters you typed

**Refresh** – click the round arrow icon in the top-right corner of the grid to refresh the contents and pull in any new items since you first accessed the screen

**Save** – click the floppy disk icon in the top-right corner of the grid to save the contents of the grid in .CSV format

A screenshot of a grid interface. At the top right, there is a search bar with the text "Search" and a magnifying glass icon. To the right of the search bar are two icons: a circular arrow (refresh) and a floppy disk (save). Below the search bar, there is a table with columns "Issue Date", "Amount", and "Start". The first row of data shows "Aug 18, 2020" under "Issue Date" and "\$1.00" under "Amount". A "Columns" button is visible on the right side of the table.

## Create Tab (Formerly “Create and “Modify”)

To add/void issue information and/or to place/void stops, go to “Disbursements > Account Recon” service and select the **“Create”** tab.

Old Platform:

A screenshot of the old "Account Recon Create" interface. On the left, there is a sidebar with a "Create" tab highlighted. The main area contains a table with columns: "Action", "Account", "Amount", "Issue Date", "Transaction Date", "Reason", "Start Serial", and "More". There are five rows of data. At the bottom, there are fields for "Contact" (John Doe) and "Phone Number" (111-111-1111). There are also buttons for "Create", "Cancel", and "Save".

New Platform:

A screenshot of the new "Account Recon" interface. At the top, there is a "Create" tab highlighted. Below the tab, there is a "Row Count" field with a value of 1. There is an "Action Type" dropdown menu with "Add Stop" selected. There is an "Add" button. Below the "Add" button, there is a list of actions: "Add Issue", "Void Issue", "Add Stop", "Cancel Stop", and "Add Stop/Void Issue". There is a "Submit" button and a "Reset" button.

On the “Create” tab, enter the number of rows (items) you want to input in the “Row Count” field, select an “Action Type” (“Add Issue”, “Void Issue”, “Add Stop”, “Cancel Stop”, or “Add Stop/Void Issue”), and click the **“Add”** button.



The screenshot shows the 'Account Recon' form. The 'Create' button is highlighted with a red box. Below it, the 'Add' button in the 'Action Type' dropdown menu is also highlighted with a red box. The dropdown menu is open, showing options like 'Add Stop', 'Add Issue', 'Void Issue', 'Add Stop', 'Cancel Stop', and 'Add Stop/Void Issue'. The 'Add' button is highlighted with a red box.

This will insert the number of rows you entered for the specific type of transaction you selected below that panel. You can add rows for multiple types of transactions onto one screen as shown in the image below.

Enter all required information (and any additional that you want to include) and click **“Submit”**.

The screenshot shows the 'Account Recon' form with the 'Add Issue' and 'Add Stop' sections. The 'Add Issue' section has the following data: Account: 000000000 - 001111111111, Amount: \$5.00, Issue Date: 2020-08-20, Start Serial: 12345, Optional: W01. The 'Add Stop' section has the following data: Account: 000000000 - 001111111111, Amount: \$2.00, Issue Date: 2020-08-20, Reason: Not needed, Fuyer: Jane Dough, Serial: 45678. The 'Submit' button is highlighted with a red box.

This will present a confirmation page where you can review all information entered before submitting the transaction(s) for processing. If everything is accurate, click **“Submit”**. If not, click **“Cancel”** to return to the previous screen and make any necessary changes.

The screenshot shows the 'Create Account Recon' confirmation page. It displays a table with transaction details. The table has columns: Action Type, Account, Transaction / Issue Date, Amount Total, Start Serial, End Serial, and Stop Reason. The data row shows: Add Stop (1), 123123123 - 00001234567, Aug 20, 2020, \$5.00, 12345, invalid. The 'Submit' and 'Cancel' buttons are at the bottom right.



If transmitted successfully, you will receive a confirmation message:

✓ 2 Account Recon transactions have been created successfully.

**Note:** Depending on the entitlements established for the user that submitted the transaction(s), another user may be required to release the transaction(s) before it will be effective in the system. If you are not certain of your setup, please contact your Security Administrator.

## Reports

To generate an Account Recon Report, got to “Disbursements > Account Recon” menu and select “Activity”. Click the “Generate Report” drop-down menu and select “**Generate Report**”.

Before:

The screenshot shows the 'Account Recon Reporting' interface. The left sidebar has a menu with 'Reports' highlighted. The main area contains the following sections:

- Report/Date Selections:** Date Type: Current
- Filtering Criteria:**
  - Accounts (Up to 20): All Accounts, All Boston, All Philadelphia, All Pittsburgh
  - Serial Numbers: All Serial Numbers
  - Actions: All Actions
- Output Selections:** Output Format: Report - Advanced

Buttons at the bottom: GENERATE NOW, RESET, HELP.

New:

The screenshot shows the 'Account Recon' page with a table of transactions. The table has columns: Actions, Created Date, Status, Type, FR Number, Account, Issue Date, Amount, and Start. The 'Generate Report' dropdown menu in the top right corner is highlighted with a red box.

Actions	Created Date	Status	Type	FR Number	Account	Issue Date	Amount	Start
Actions	Aug 19, 2020, 10:52:36	Created	Add Issue	021000910	0900120924	Aug 19, 2020	\$1.00	
Actions	Jul 1, 2020, 3:58:36 PM	Created	Cancel Stop	011001234	0000735345	Jul 1, 2020	\$1.00	
Actions	Jul 1, 2020, 2:58:36 PM	Created	Add Stop	011001234	0000735345	Jul 1, 2020	\$1.00	
Actions	Jun 1, 2020, 12:34:58 A	Created	Add Stop	011001234	0000735345	Jun 1, 2020	\$100.00	



Select the appropriate “Date Type”, “Action Types”, “Accounts”, “Serial Numbers”, and “Output Format” and click “Generate” to view/export your report.

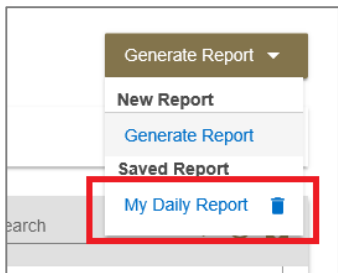
A new feature offered in this system is the ability to save report templates. This is especially helpful for users that frequently generate the same reports from this service. It will save time from having to select all of the report criteria each time you want to generate the report.

To save a report that you can quickly use later, simply complete the screen as though you were going to generate a report and click the “Save Report” link next to the “Generate button”.

Enter a name for your saved report and click the Save button.



The next time you select the “Generate Report” drop-down box on the “Activity” tab, your “Saved” report title will appear there as an option. If you no longer want that saved report, you can click the trash icon to delete it.



Simply select the saved report title and click “Generate” on the next screen to view/export your report.

## Additional Resources

### Two Security Administrators Required

The following activities within this section will require Two Security Administrators to change user-level entitlements going forward. Therefore, any user that is added to the Company after conversion must be entitled to this service by two administrators in order to access it.

**Account Activity**

**Account Statements**

**Automated Lockbox**

**Check History**

**Lockbox**

**Misc. Reports**

### Forgot Password

To reset a forgotten password, select “Forgot Password” on the login page.





Enter the applicable User ID and associates email address and click Submit.

### Forgot Password

We need the following information to reset your password.

User ID \*

Email \*

Answer the three security questions that appear.

**Note:** Answers must be entered exactly the same way as when you originally created them in the system.

### Security Questions

As part of our security requirements, we require each user to answer the security challenge questions.


Please provide answers for the security questions below:

What was the name of your childhood best friend? \*

What city/town were you born in? \*

What was the make of the first car you owned? \*

A temporary password will be sent from [notify@accessportals.com](mailto:notify@accessportals.com) to the email address associated with the User ID.



Mon 7/13/2020 10:24 AM

notify@accessportals.com

Password request

To: Dough, Jane

Retention Policy: BNVM-6 month delete - Inbox (6 months) Expires: 1/9/2021

Thank you for using the forgotten password service.


Your temporary password is: AylV#Xq2

This password is only valid for 15 minutes. If you did not request this password or you have any questions, please contact Help Desk Support.

Please do not reply to this message.



Enter the temporary password on the screen and click “Submit”.



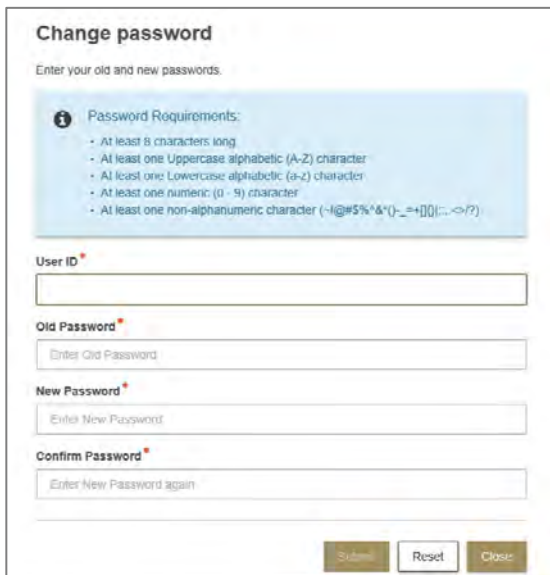
**Forgot Password**

Please enter the temporary password provided through email

Password \*

Submit Reset Cancel

You will be prompted to change your password. Enter your “User ID”, the “Old Password” (which is the temporary password that you just entered on the previous screen), enter a “New Password”, then type the same new password in the “Confirm Password” field and click “Submit”.



**Change password**

Enter your old and new passwords.

**Password Requirements:**

- At least 8 characters long
- At least one Uppercase alphabetic (A-Z) character
- At least one Lowercase alphabetic (a-z) character
- At least one numeric (0 - 9) character
- At least one non-alphanumeric character (~!@#\$%^&\*()\_+=[]{}|;:~<.>/?)

User ID \*

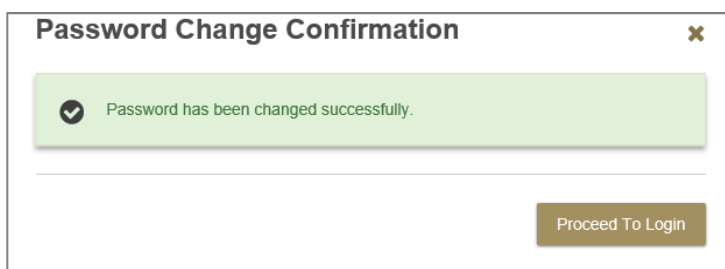
Old Password \*

New Password \*

Confirm Password \*

Submit Reset Close

You will receive a confirmation message once it has been changed successfully. Click “Proceed to Login” to return to the login page and login with your User ID and newly created Password.



**Password Change Confirmation**

✓ Password has been changed successfully.

Proceed To Login