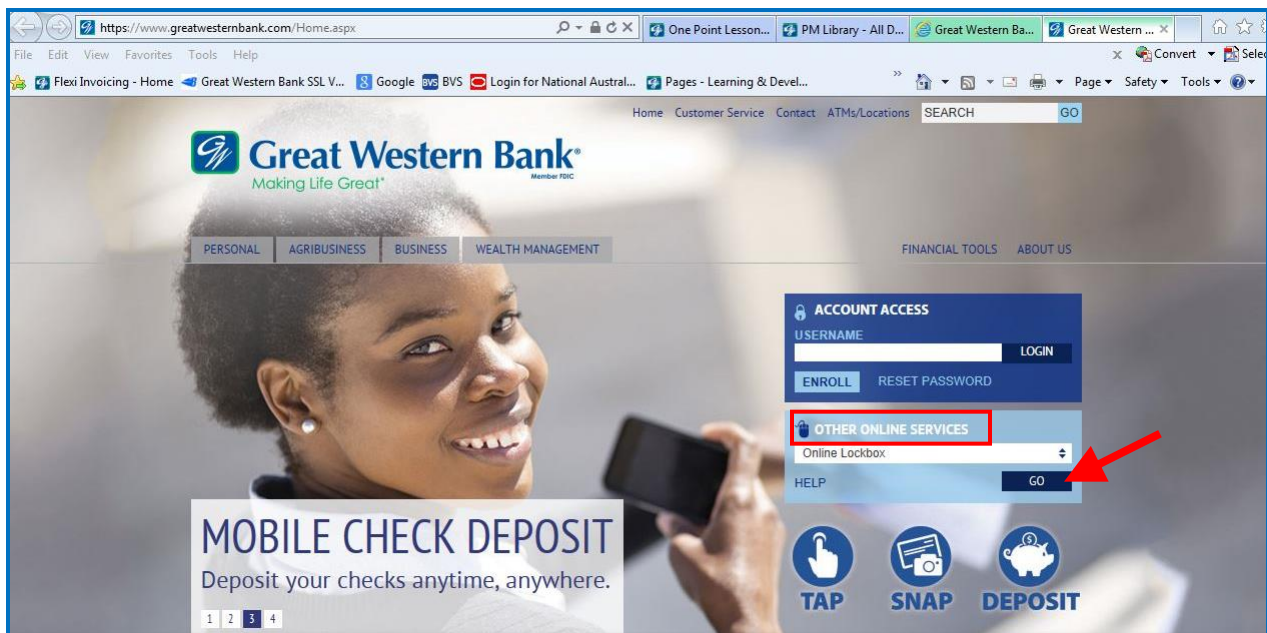


## Lockbox Web Access Administrator

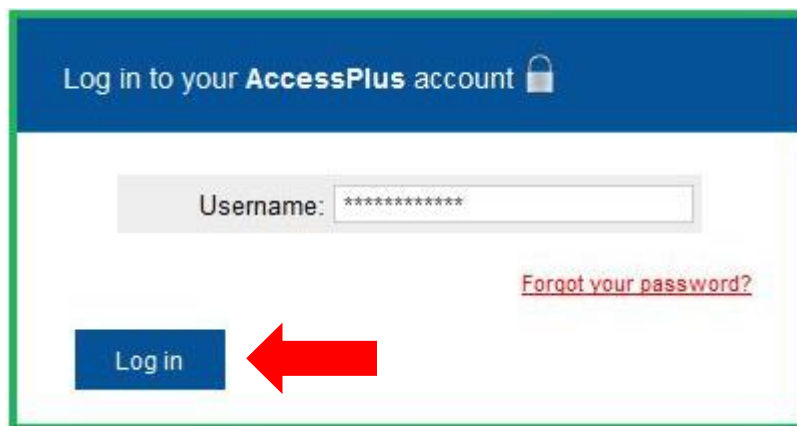
Once you are set up as a Lockbox customer at Great Western Bank, and you choose to access your information online, the Administrator will receive their login information from our Lockbox Department. The Administrator will then be able to set up additional users within their Administrator login. The administrator will then be able grant roles and permissions to those users at their own discretion.

### Adding a User

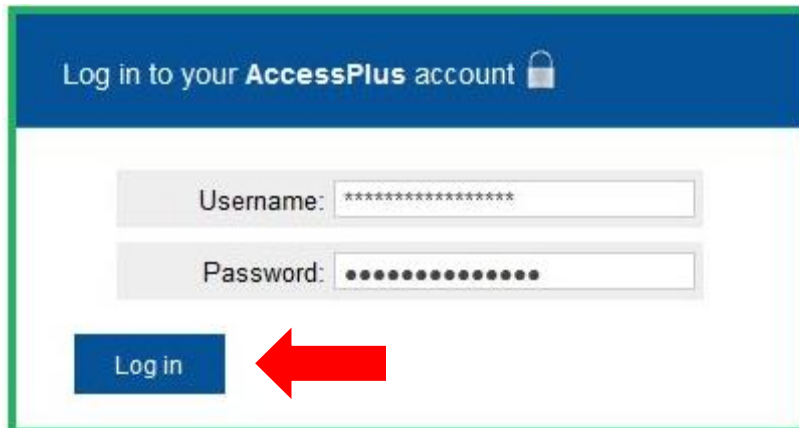
1. To access the Lockbox online system, go to the Great Western Bank website at [www.greatwesternbank.com](http://www.greatwesternbank.com). Click the drop down arrow in the Other Online Services box. Select **Online Lockbox** and click **GO**.



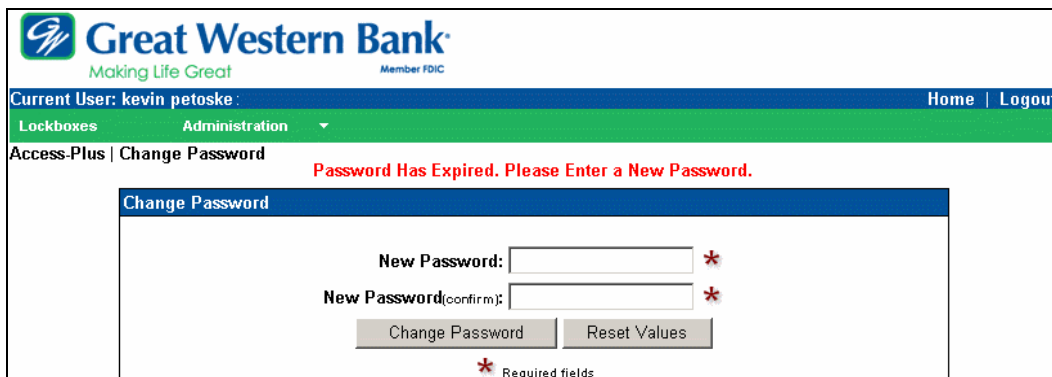
2. Type the Username provided to you by the Lockbox Department. Click the **Login** button.



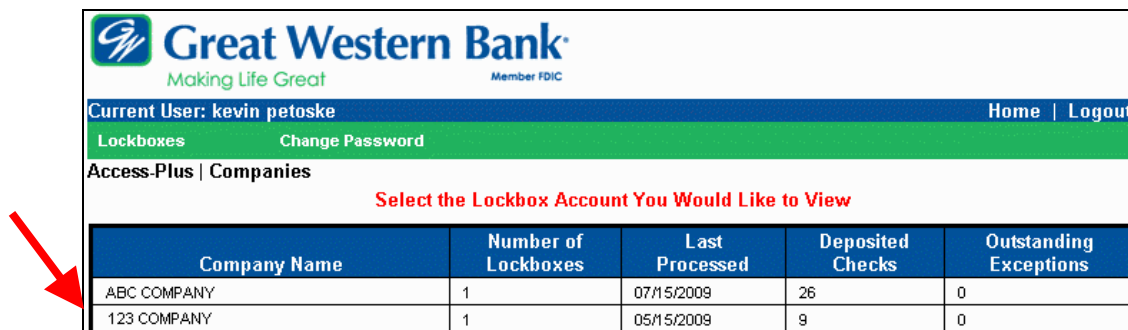
Next, enter the temporary password provided. Select **Login** to enter the website.



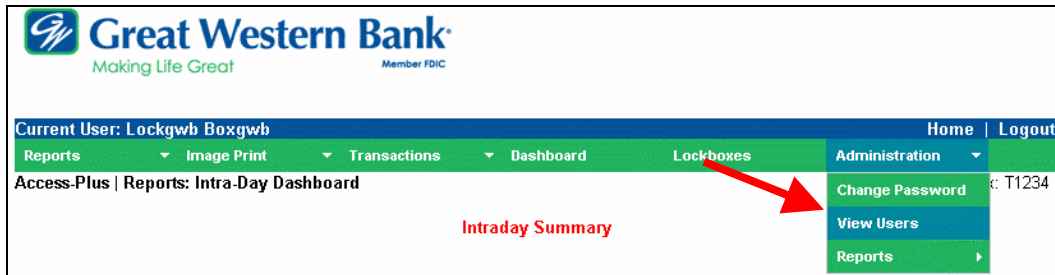
3. The first time you log in, the system will force a password change. The password must be a minimum of eight characters including at least one number and one special character (!@#\$\$%^&\*). Click the **Change Password** button to change your password.



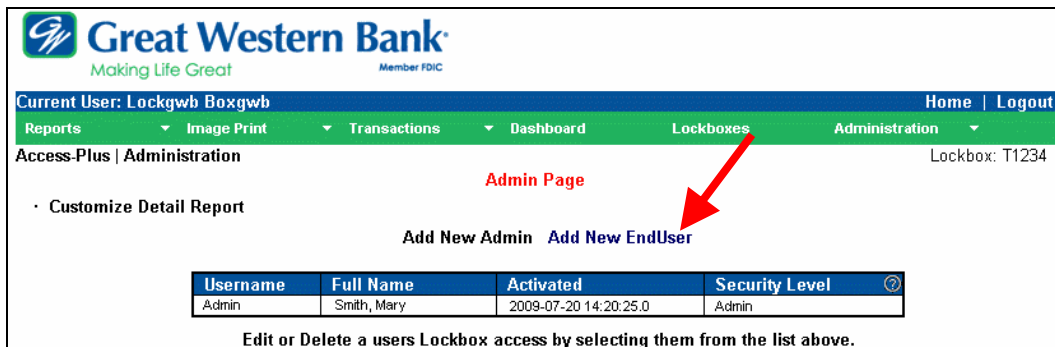
4. If you have only one lockbox account, skip to the next step. Click on the box you wish to view.



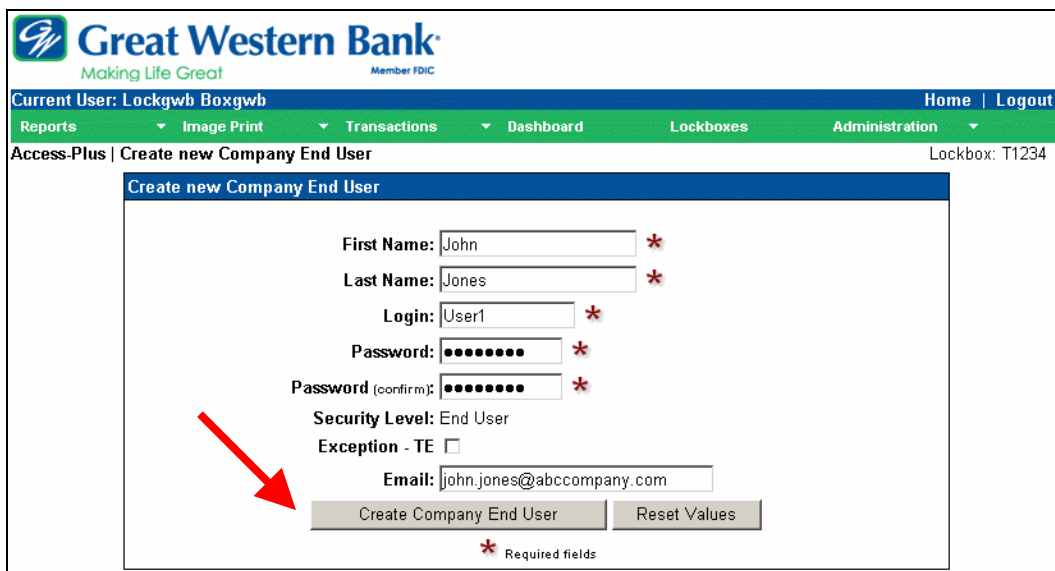
5. Hover over the **Administration** link and click on **View Users** in the drop down that appears



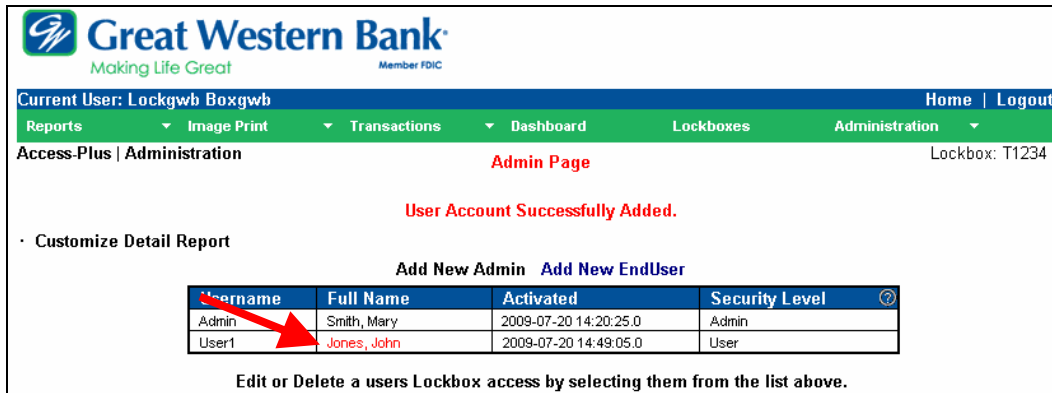
- Click the **Add New EndUser** to create a new user.



- Fill out all required fields (an asterisk notes a required field). Exception – TE is not used at this time. Although an email address is not required, it is recommended for notification of a new password. Click the **Create Company End User** button to continue.



- The screen will show the message "User Account Successfully Added." Select the new User by clicking on the **Username**.



Current User: Lockgwb Boxgwb Home | Logout

Reports | Image Print | Transactions | Dashboard | Lockboxes | Administration

Access-Plus | Administration Lockbox: T1234

**Admin Page**

**User Account Successfully Added.**

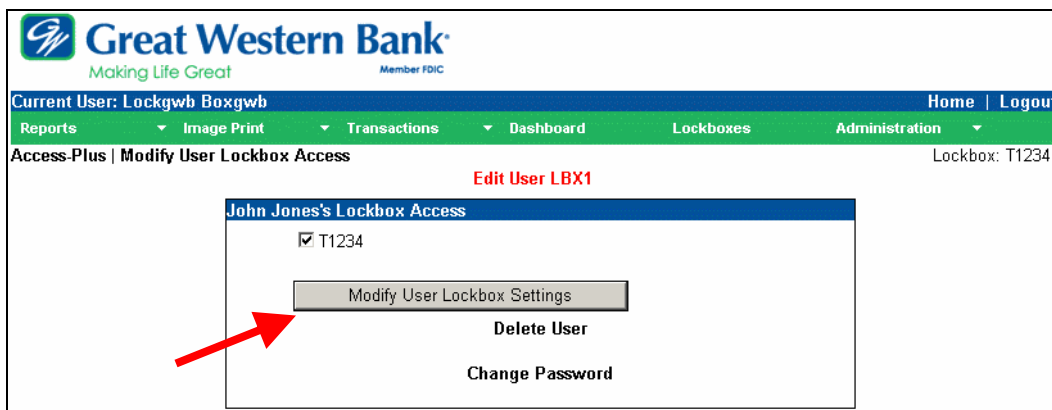
· Customize Detail Report

Add New Admin Add New EndUser

Username	Full Name	Activated	Security Level
Admin	Smith, Mary	2009-07-20 14:20:25.0	Admin
User1	Jones, John	2009-07-20 14:49:05.0	User

Edit or Delete a users Lockbox access by selecting them from the list above.

9. Select the box in front of the lockbox number you want the user to have access to. Click the **Modify User Lockbox Settings** button.



Current User: Lockgwb Boxgwb Home | Logout

Reports | Image Print | Transactions | Dashboard | Lockboxes | Administration

Access-Plus | **Modify User Lockbox Access** Lockbox: T1234

**Edit User LBOX1**

**John Jones's Lockbox Access**

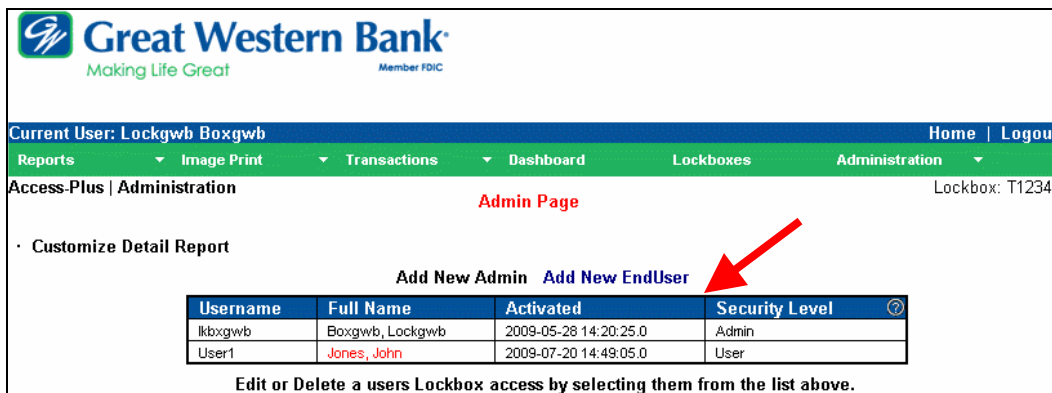
T1234

Modify User Lockbox Settings

Delete User

Change Password

10. Click on **Add New EndUser** to add another User. Repeat the steps above for additional users.



Current User: Lockgwb Boxgwb Home | Logout

Reports | Image Print | Transactions | Dashboard | Lockboxes | Administration

Access-Plus | Administration Lockbox: T1234

**Admin Page**

· Customize Detail Report

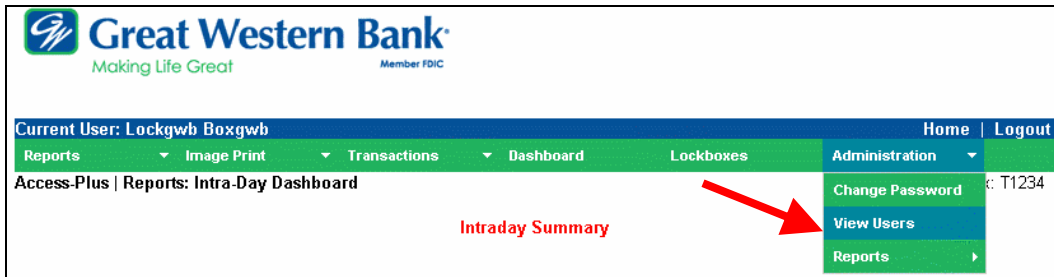
Add New Admin **Add New EndUser**

Username	Full Name	Activated	Security Level
lkboxgwb	Boxgwb, Lockgwb	2009-05-28 14:20:25.0	Admin
User1	Jones, John	2009-07-20 14:49:05.0	User

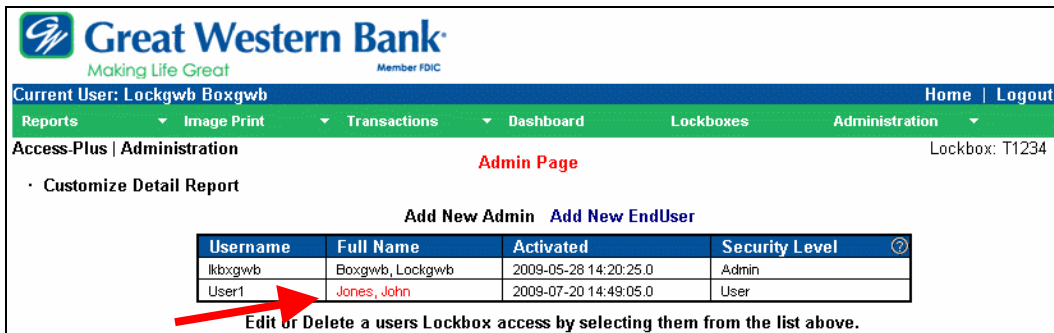
Edit or Delete a users Lockbox access by selecting them from the list above.

## Change a User's Password

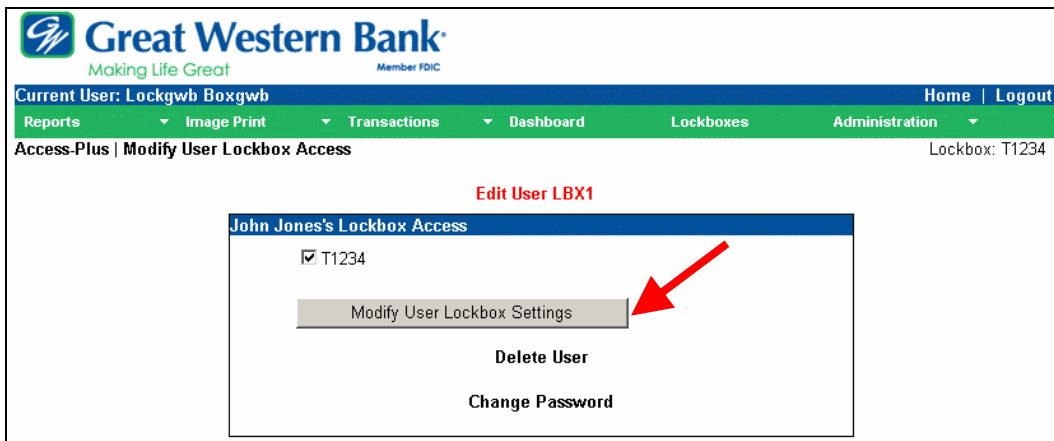
11. From the Home Page, hover over the **Administration** link and click **View Users**.



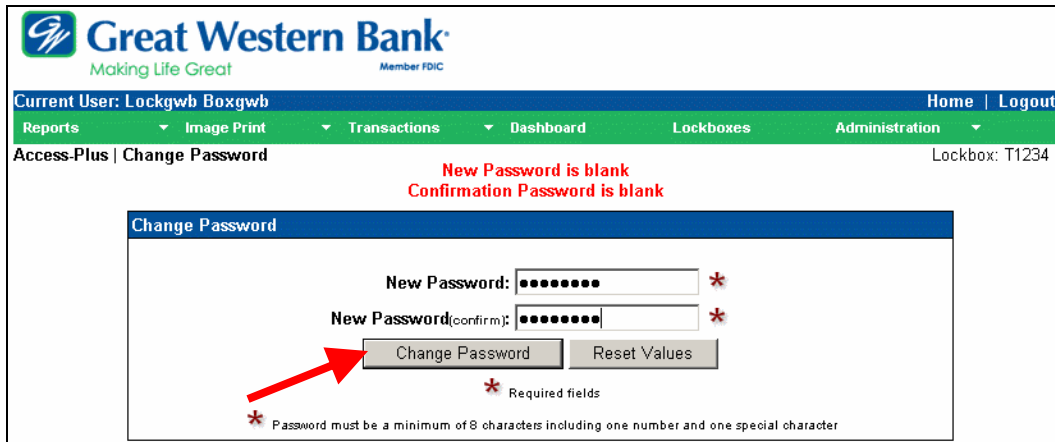
12. Select the User you wish to change the password for by clicking on their **Username**.



13. Click the **Change Password** link.



14. Type a new password for your User. Passwords must be a minimum of eight characters and contain at least one number and letter. Click the **Change Password** button to change the password.



Current User: Lockgwb Boxgwb Home | Logout

Reports Image Print Transactions Dashboard Lockboxes Administration

Access-Plus | Change Password Lockbox: T1234

**New Password is blank**  
**Confirmation Password is blank**

Change Password

New Password: [password field] \*

New Password(confirm): [password field] \*

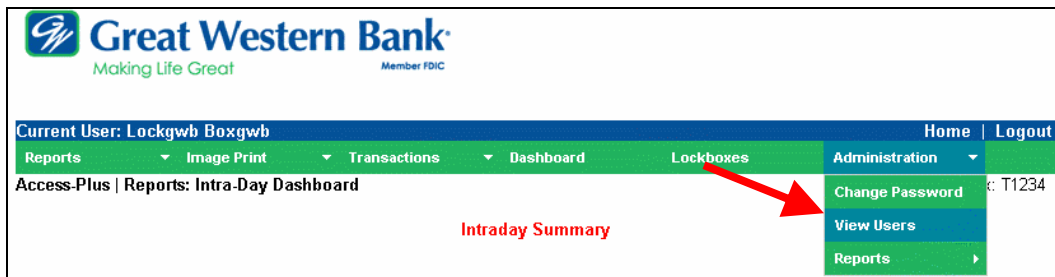
Change Password Reset Values

\* Required fields

\* Password must be a minimum of 8 characters including one number and one special character

## Deleting a User

1. From the Home Page, hover over the **Administration** link and click **View Users**.



Current User: Lockgwb Boxgwb Home | Logout

Reports Image Print Transactions Dashboard Lockboxes Administration

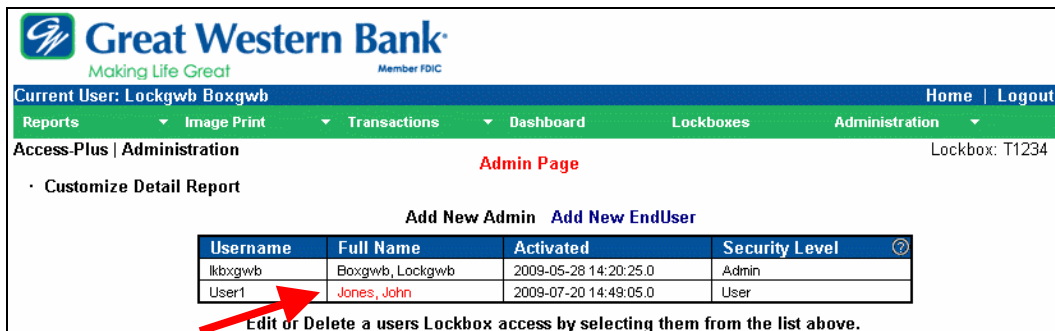
Access-Plus | Reports: Intra-Day Dashboard Lockbox: T1234

**Intraday Summary**

Administration

- Change Password
- View Users**
- Reports

2. Select the User you wish to delete by clicking on their **Username**.



Current User: Lockgwb Boxgwb Home | Logout

Reports Image Print Transactions Dashboard Lockboxes Administration

Access-Plus | Administration Lockbox: T1234

**Admin Page**

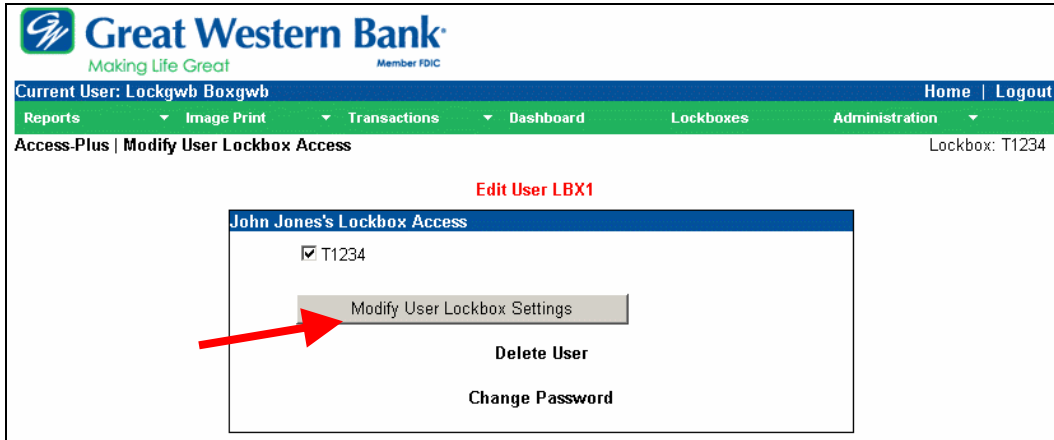
Customize Detail Report

Add New Admin Add New EndUser

Username	Full Name	Activated	Security Level
lkbxgwb	Boxgwb, Lockgwb	2009-05-28 14:20:25.0	Admin
User1	Jones, John	2009-07-20 14:49:05.0	User

Edit or Delete a users Lockbox access by selecting them from the list above.

3. Click the **Delete User** link to delete the user.



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Current User: Lockgwb Boxgwb [Home](#) | [Logout](#)

Reports Image Print Transactions Dashboard Lockboxes Administration

Access-Plus | **Modify User Lockbox Access** Lockbox: T1234

**Edit User LBX1**

**John Jones's Lockbox Access**

T1234

Modify User Lockbox Settings

Delete User

Change Password