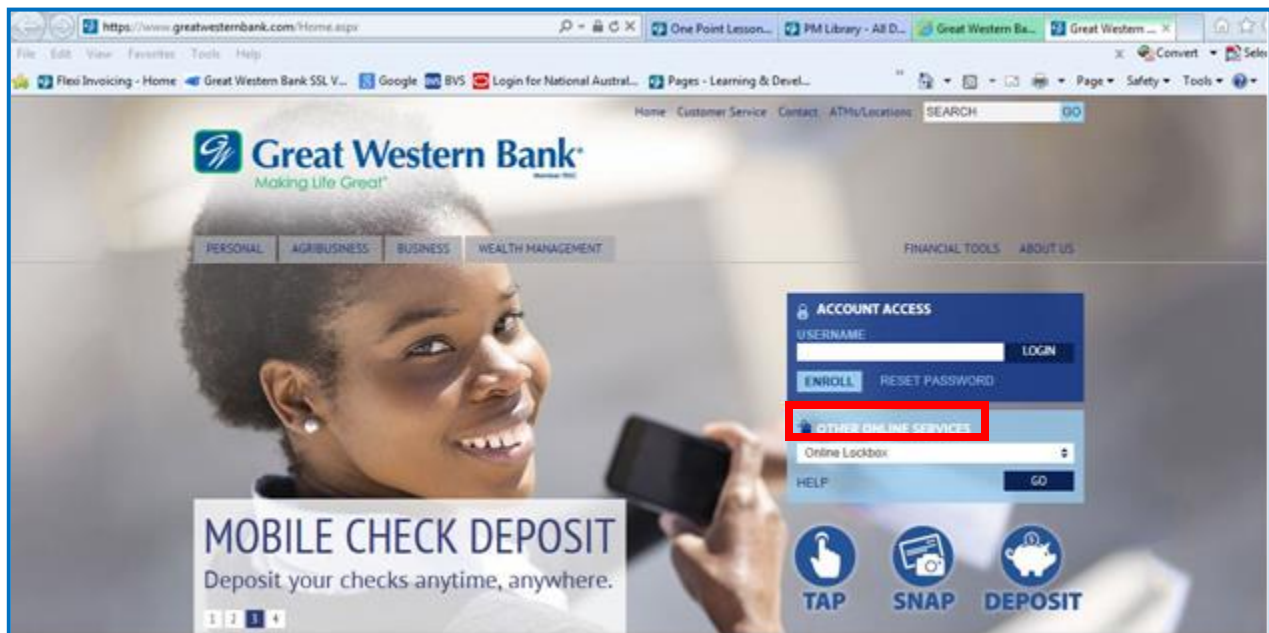


## Lockbox Web Access Navigation

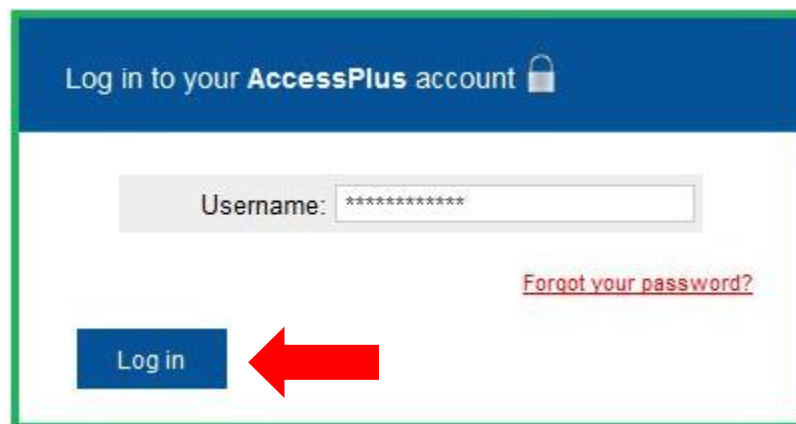
### Logging In

The Administrator for a company's lockbox website will create Users within the system and provide them with a Username and Password. They will also grant you access to the various lockboxes functions. Follow the steps below to help navigate through the website.

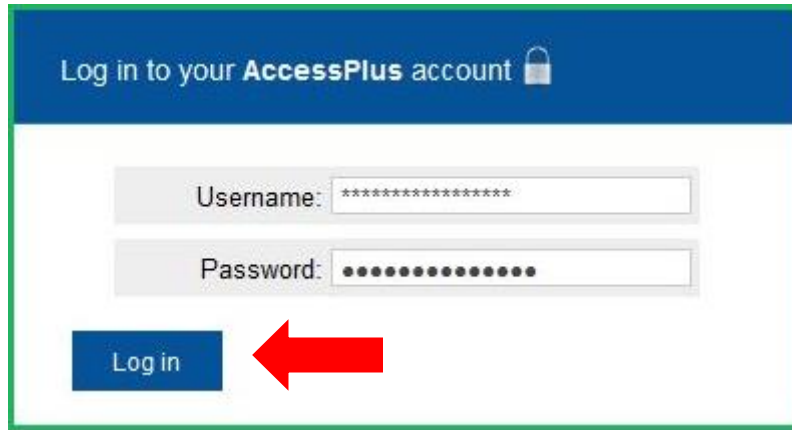
1. To access the Lockbox online system, go to the Great Western Bank website at [www.greatwesternbank.com](http://www.greatwesternbank.com). Click the drop down arrow in the Other Online Services box. Select **Online Lockbox** and click **GO**.



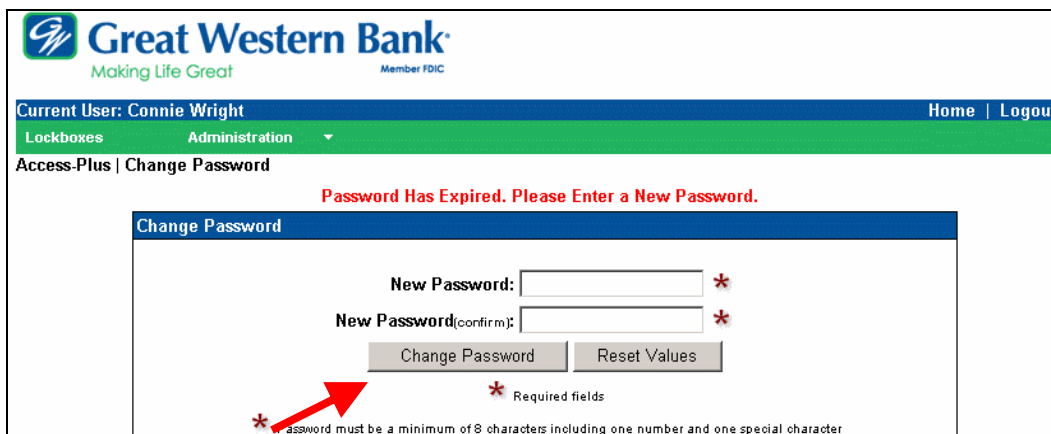
2. Enter the **Username** provided to you by the Bank. Click the Login button.



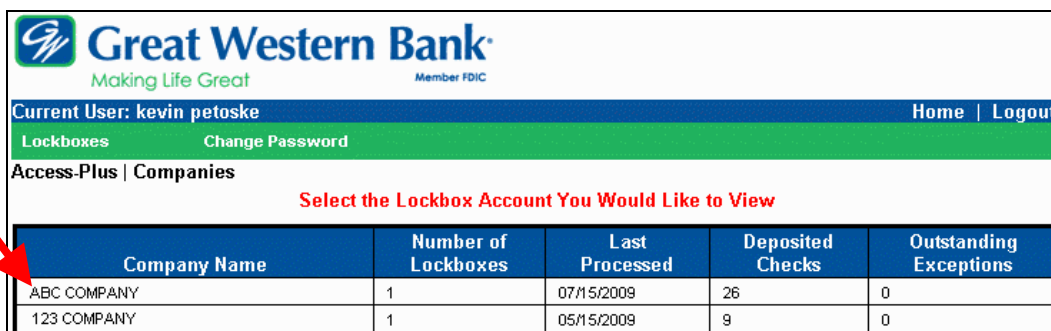
3. Next, enter the temporary password provided. Select **Login** to enter the website.



- 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 continue.

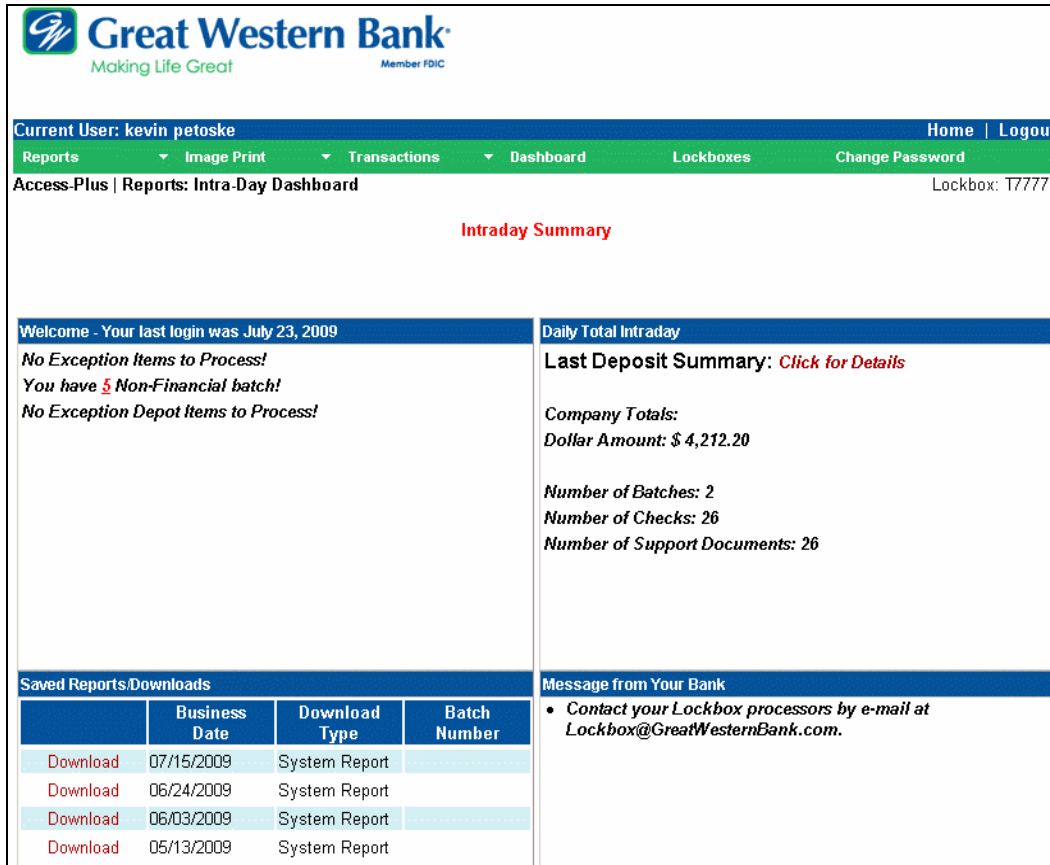


- If you have only one lockbox account, skip to the next step. Select the lockbox you wish to view by double clicking the **lockbox name**.



Company Name	Number of Lockboxes	Last Processed	Deposited Checks	Outstanding Exceptions
ABC COMPANY	1	07/15/2009	26	0
123 COMPANY	1	05/15/2009	9	0

- The next screen is the lockbox Home Page or Dashboard.



Current User: kevin petoske Home | Logout

Reports Image Print Transactions Dashboard Lockboxes Change Password

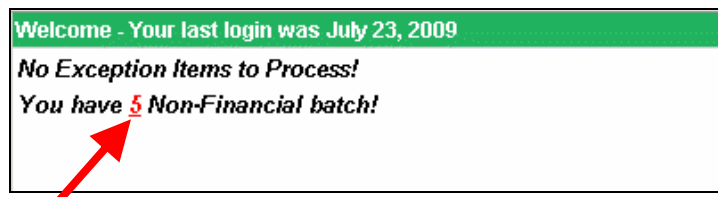
Access-Plus | Reports: Intra-Day Dashboard Lockbox: T7777

### Intraday Summary

<p><b>Welcome - Your last login was July 23, 2009</b></p> <p><i>No Exception Items to Process!</i></p> <p><i>You have <b>5</b> Non-Financial batch!</i></p> <p><i>No Exception Depot Items to Process!</i></p>	<p><b>Daily Total Intraday</b></p> <p><b>Last Deposit Summary: <a href="#">Click for Details</a></b></p> <p><i>Company Totals:</i></p> <p><i>Dollar Amount: \$ 4,212.20</i></p> <p><i>Number of Batches: 2</i></p> <p><i>Number of Checks: 26</i></p> <p><i>Number of Support Documents: 26</i></p>																				
<p><b>Saved Reports/Downloads</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Business Date</th> <th>Download Type</th> <th>Batch Number</th> </tr> </thead> <tbody> <tr> <td>Download</td> <td>07/15/2009</td> <td>System Report</td> <td></td> </tr> <tr> <td>Download</td> <td>06/24/2009</td> <td>System Report</td> <td></td> </tr> <tr> <td>Download</td> <td>06/03/2009</td> <td>System Report</td> <td></td> </tr> <tr> <td>Download</td> <td>05/13/2009</td> <td>System Report</td> <td></td> </tr> </tbody> </table>		Business Date	Download Type	Batch Number	Download	07/15/2009	System Report		Download	06/24/2009	System Report		Download	06/03/2009	System Report		Download	05/13/2009	System Report		<p><b>Message from Your Bank</b></p> <ul style="list-style-type: none"> <li>• <i>Contact your Lockbox processors by e-mail at <a href="mailto:Lockbox@GreatWesternBank.com">Lockbox@GreatWesternBank.com</a>.</i></li> </ul>
	Business Date	Download Type	Batch Number																		
Download	07/15/2009	System Report																			
Download	06/24/2009	System Report																			
Download	06/03/2009	System Report																			
Download	05/13/2009	System Report																			

7. Let's go over what is on the Dashboard.

First, the **Welcome** section. This section will display your last login in the heading. Inside the box, you will see any Exception Items that need processing along with the number of Non-Financial batches. By clicking on the **number link** for Non-Financial batches, you will be taken to the Search page to search for Current Day or Historical items.



**Welcome - Your last login was July 23, 2009**

*No Exception Items to Process!*

*You have **5** Non-Financial batch!*

8. The **Daily Total Intraday** section shows you a summary of the last deposit. It lists the Dollar Amount, Number of Batches, Number of Checks, and Number of Support Documents included in the last deposit. If you click on the **Click for Details** link, you will be taken to the Search page to search for Current Day or Historical items.

**Daily Total Intraday**

**Last Deposit Summary:** [Click for Details](#)

*Company Totals:*  
*Dollar Amount: \$ 4,212.20*

*Number of Batches: 2*  
*Number of Checks: 26*  
*Number of Support Documents: 26*

9. The **Saved Reports/Downloads** section will show the most recent reports available for download. You can click on the red **Download link** next to the report for the text file report to appear.

Saved Reports/Downloads			
	Business Date	Download Type	Batch Number
<a href="#">Download</a>	07/15/2009	System Report	
<a href="#">Download</a>	06/24/2009	System Report	
<a href="#">Download</a>	06/03/2009	System Report	
<a href="#">Download</a>	05/13/2009	System Report	

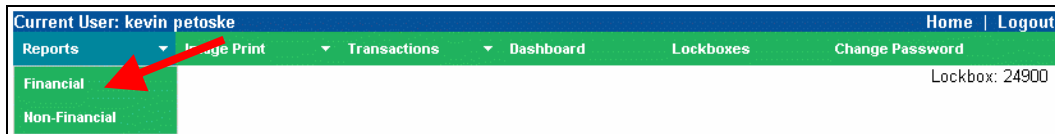
10. The Message from Your Bank section will show any important notices from Great Western Bank. Planned system upgrades, system downtime and any other important issues will be addressed in this section.

**Message from Your Bank**

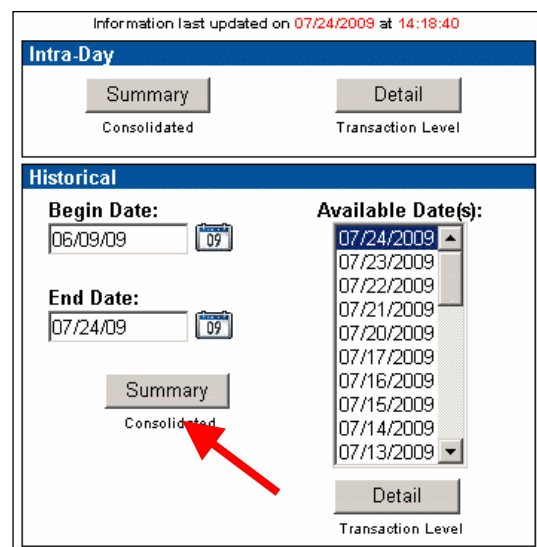
- **Contact your Lockbox processors by e-mail at [Lockbox@GreatWesternBank.com](mailto:Lockbox@GreatWesternBank.com).**

## Reports – Financial

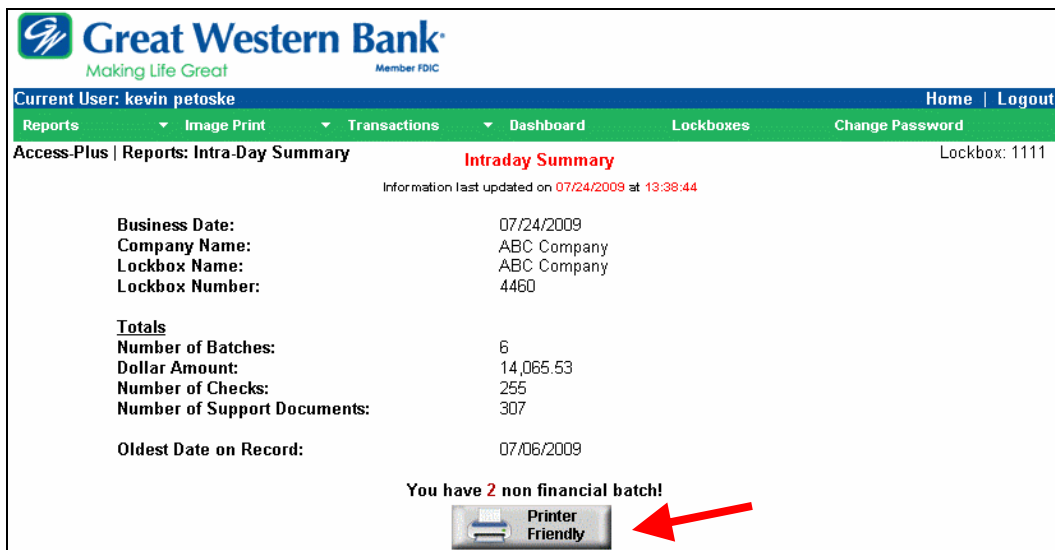
- The Reports tab has a drop down with two options, Financial and Non-Financial.
  - Financial includes the payment method (checks), and
  - Non-Financial option is “white paper” that came in without a check, such as EOB’s (Explanation of Benefits)
- To view financial information, Hover over **Reports** tab and click **Financial** in the drop down that appears.



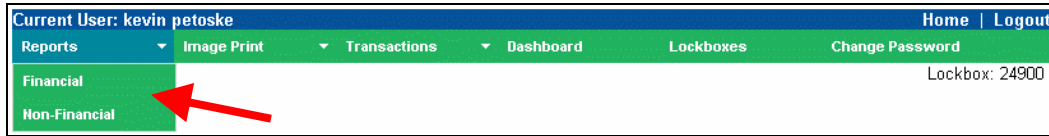
- The top section is Intra-Day (information for the current business day). You have an option to select a summary of the information or a detailed transaction report. To view the Summary of the Intra-Day information, click the **Summary** button.



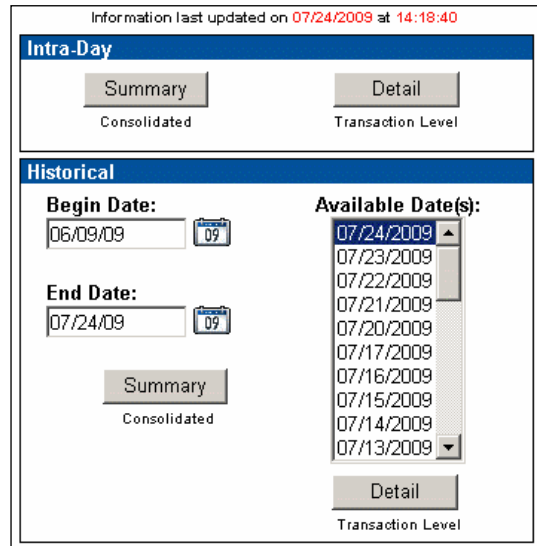
- For a printer friendly summary report. Click the **Printer Friendly** button.



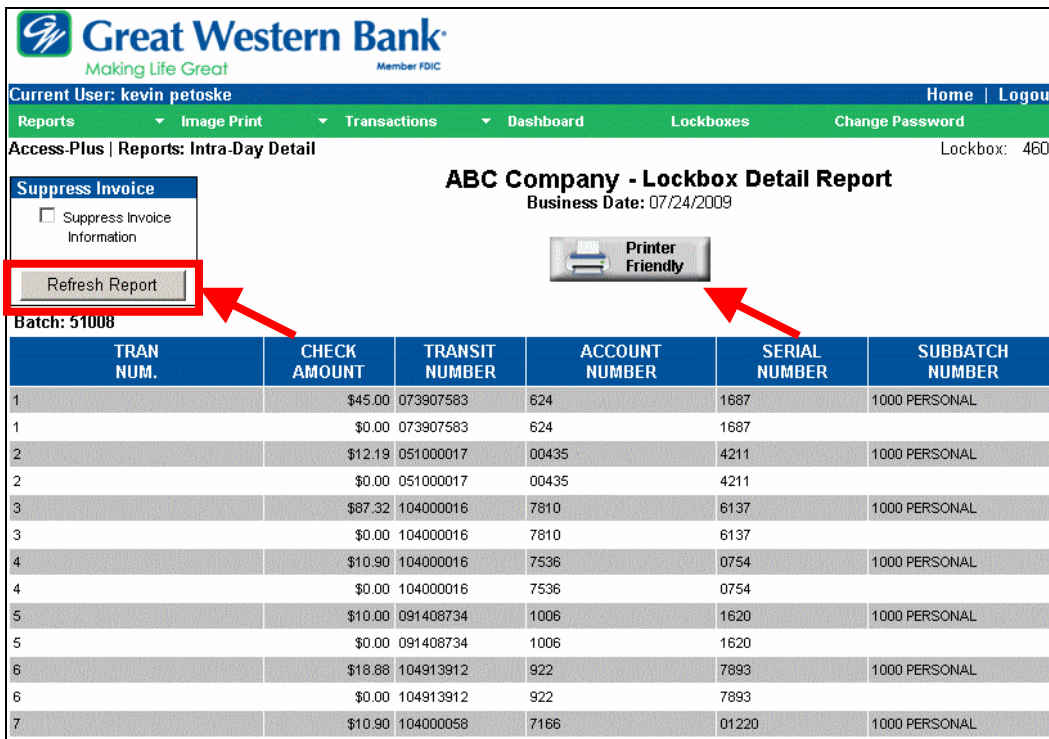
- To view an Intra-Day detailed transaction report, return to the Financial portion of the Reports section by hovering over the **Reports** tab and clicking on **Financial**.



- Click the **Detail** button on the Intra-Day section to receive a detailed transaction report.



- To print a printer friendly copy of the report, click the **Printer Friendly** button on the page. By selecting the box in front of Suppress Invoice Information and clicking the **Refresh Report** button, the second line for each item will disappear. The Printer Friendly report may also be saved.



Great Western Bank  
Making Life Great  
Member FDIC

Current User: kevin petoske Home | Logout  
 Reports Image Print Transactions Dashboard Lockboxes Change Password  
 Access-Plus | Reports: Intra-Day Detail Lockbox: 460

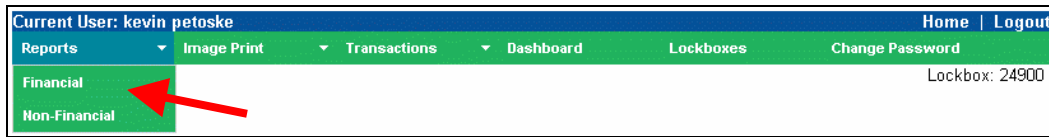
**ABC Company - Lockbox Detail Report**  
 Business Date: 07/24/2009

Suppress Invoice Information  
 Refresh Report  
 Printer Friendly

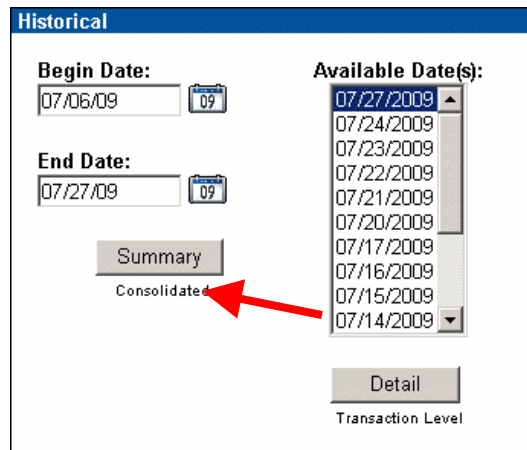
Batch: 51008

TRAN NUM.	CHECK AMOUNT	TRANSIT NUMBER	ACCOUNT NUMBER	SERIAL NUMBER	SUBBATCH NUMBER
1	\$45.00	073907583	624	1687	1000 PERSONAL
1	\$0.00	073907583	624	1687	
2	\$12.19	051000017	00435	4211	1000 PERSONAL
2	\$0.00	051000017	00435	4211	
3	\$87.32	104000016	7810	6137	1000 PERSONAL
3	\$0.00	104000016	7810	6137	
4	\$10.90	104000016	7536	0754	1000 PERSONAL
4	\$0.00	104000016	7536	0754	
5	\$10.00	091408734	1006	1620	1000 PERSONAL
5	\$0.00	091408734	1006	1620	
6	\$18.88	104913912	922	7893	1000 PERSONAL
6	\$0.00	104913912	922	7893	
7	\$10.90	104000058	7166	01220	1000 PERSONAL

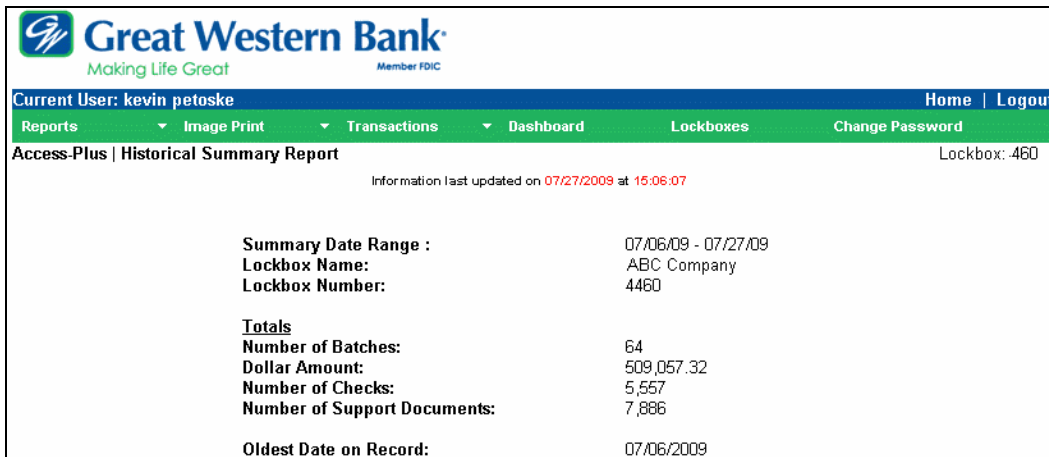
8. To access historical financial data, hover over the **Reports** tab at the top and click **Financial**.



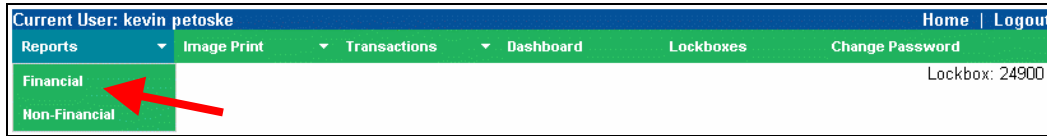
9. For a summary report, you would select the date range that you wish to view and click the **Summary** button. Information is saved for 90 days.



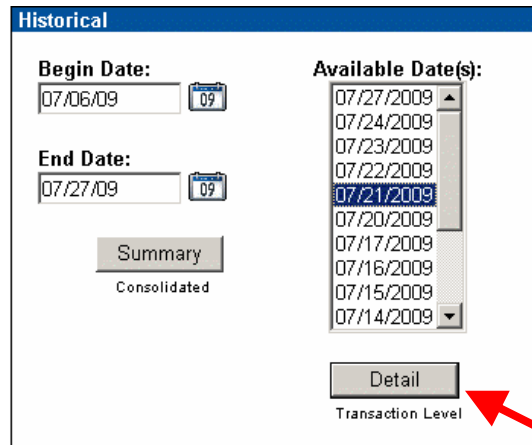
10. A summary of the date range you selected will appear. A printer friendly version is not available for historical data.



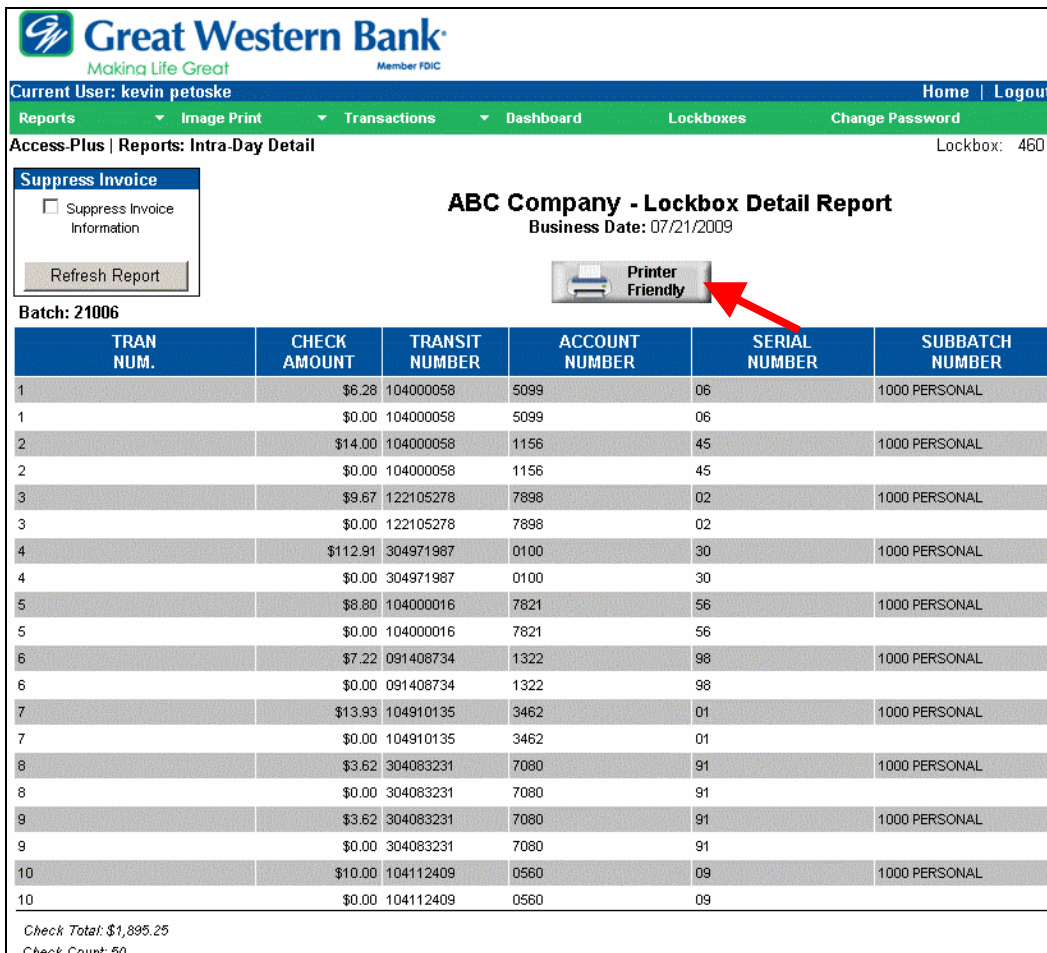
- To view a historical detailed transaction report, hover over the **Reports** tab at the top and click **Financial**.



- To view a detailed transaction report, click a date from the Available Date(s) column. It will list the most recent dates that a report was available. Once you have selected your date, click the **Detail** button.



- A detailed transaction report will appear. To print a printer friendly copy of the report, click the **Printer Friendly** button.



Great Western Bank  
Making Life Great  
Member FDIC  
 Current User: kevin petoske Home | Logout  
 Reports Image Print Transactions Dashboard Lockboxes Change Password  
 Access-Plus | Reports: Intra-Day Detail Lockbox: 460

**ABC Company - Lockbox Detail Report**  
 Business Date: 07/21/2009

Batch: 21006

Suppress Invoice Information  
 Refresh Report

Printer Friendly

TRAN NUM.	CHECK AMOUNT	TRANSIT NUMBER	ACCOUNT NUMBER	SERIAL NUMBER	SUBBATCH NUMBER
1	\$6.28	104000058	5099	06	1000 PERSONAL
1	\$0.00	104000058	5099	06	
2	\$14.00	104000058	1156	45	1000 PERSONAL
2	\$0.00	104000058	1156	45	
3	\$9.67	122105278	7898	02	1000 PERSONAL
3	\$0.00	122105278	7898	02	
4	\$112.91	304971987	0100	30	1000 PERSONAL
4	\$0.00	304971987	0100	30	
5	\$8.80	104000016	7821	56	1000 PERSONAL
5	\$0.00	104000016	7821	56	
6	\$7.22	091408734	1322	98	1000 PERSONAL
6	\$0.00	091408734	1322	98	
7	\$13.93	104910135	3462	01	1000 PERSONAL
7	\$0.00	104910135	3462	01	
8	\$3.62	304083231	7080	91	1000 PERSONAL
8	\$0.00	304083231	7080	91	
9	\$3.62	304083231	7080	91	1000 PERSONAL
9	\$0.00	304083231	7080	91	
10	\$10.00	104112409	0560	09	1000 PERSONAL
10	\$0.00	104112409	0560	09	

Check Total: \$1,895.25  
 Check Count: 50



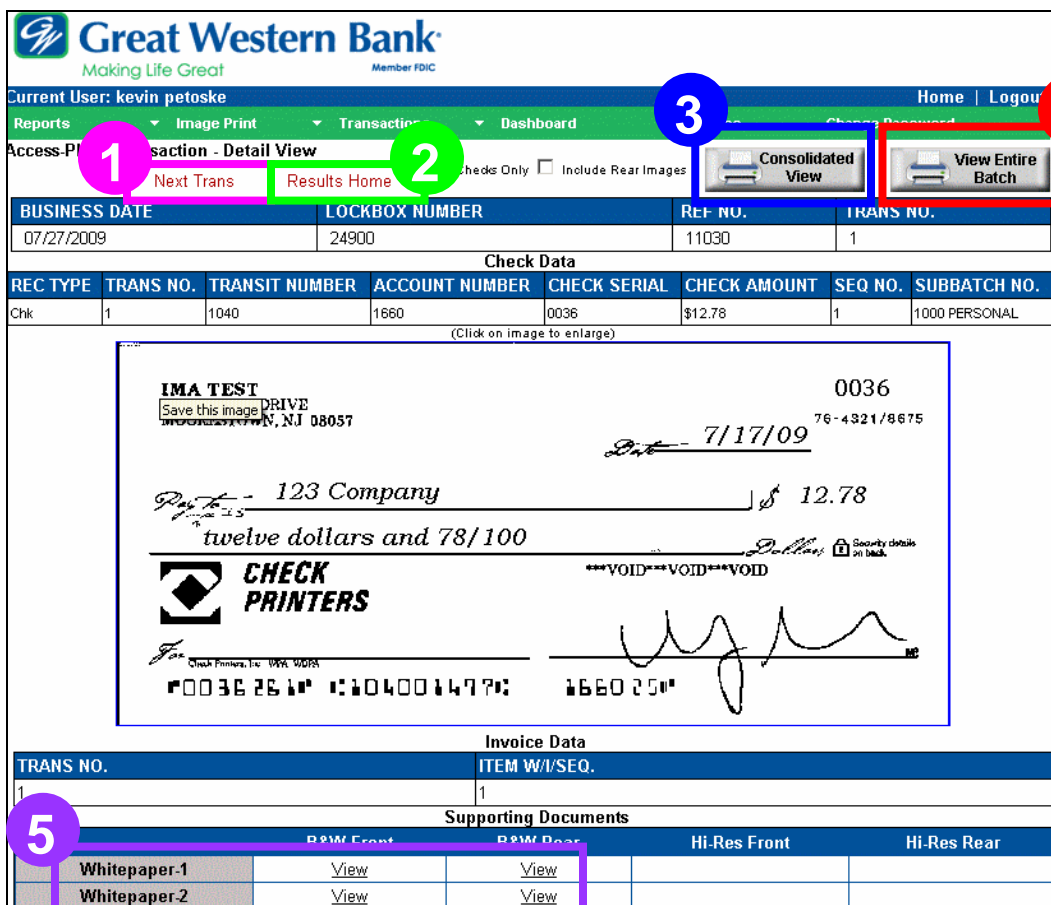
14. To view an image of an individual item, click on any of the fields in the row of the item you wish to view.

Batch: 11030

TRANSACTION NUMBER	CHECK AMOUNT	TRANSIT NUMBER	ACCOUNT NUMBER	CHECK NUMBER	SUBBATCH NUMBER
1	\$12.78	1040	1660	0036	1000 PERSONAL
1	\$0.00	1040	1660	0036	

15. There are many options you can choose on this screen. Let's review what is available for you to view.

- 1** **Next Trans** – By clicking the Next Trans link, it will take you to an image of the next check in the batch.
- 2** **Results Home** – The Results Home link will take you back to the detail report listing all the items in the batch
- 3** **Consolidated View** – The Consolidated View button will show all items (checks and associated documents) associated with the transaction.
- 4** **View Entire Batch** – The View Entire Batch button will show all documents (checks and associated documents) associated with the entire batch.
- 5** **Whitepaper** – Click the view link next to the Whitepaper item you wish to view. This will show you the whitepaper documentation included with the check payment.



The screenshot shows the 'Transaction - Detail View' page. At the top, the user is identified as 'Current User: kevin petoske'. The page has a navigation bar with 'Home' and 'Logout' links. Below the navigation bar, there are several buttons: 'Next Trans' (1), 'Results Home' (2), 'Consolidated View' (3), and 'View Entire Batch' (4). The main content area displays 'Check Data' with a table of transaction details. Below this is a large image of a check from 'IMA TEST' for \$12.78, dated 7/17/09. At the bottom, there is an 'Invoice Data' table and a 'Supporting Documents' table with links to view whitepapers.

BUSINESS DATE	LOCKBOX NUMBER	REF. NO.	TRANS. NO.
07/27/2009	24900	11030	1

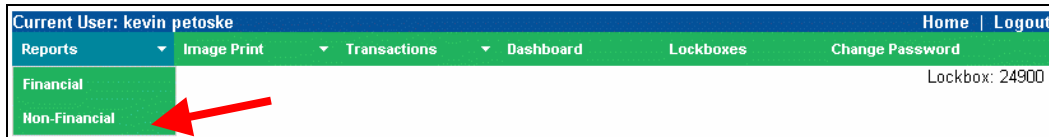
REC TYPE	TRANS. NO.	TRANSIT NUMBER	ACCOUNT NUMBER	CHECK SERIAL	CHECK AMOUNT	SEQ NO.	SUBBATCH NO.
Chk	1	1040	1660	0036	\$12.78	1	1000 PERSONAL

TRANS. NO.	ITEM W/SEQ.
1	1

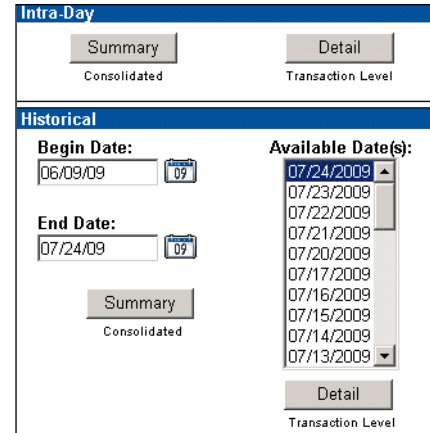
	B&W Front	B&W Rear	Hi-Res Front	Hi-Res Rear
Whitepaper-1	<a href="#">View</a>	<a href="#">View</a>		
Whitepaper-2	<a href="#">View</a>	<a href="#">View</a>		

## Reports – Non-Financial

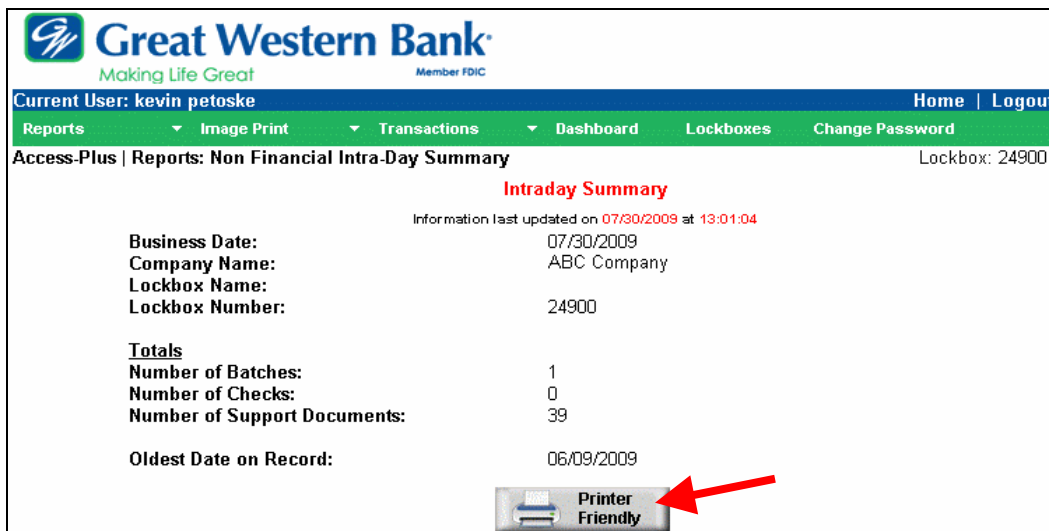
- To view financial information, Hover over **Reports** tab and click **Non-Financial** in the drop down that appears.



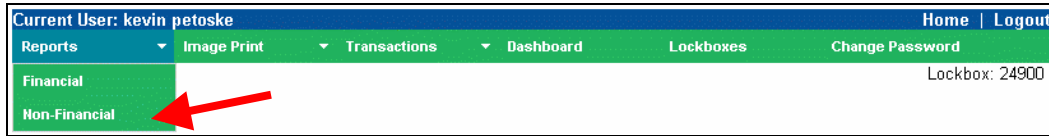
- The top section is Intra-Day (information for the current business day). You have an option to select a summary of the information or a detailed transaction report. To view the Summary of the Intra-Day information, click the **Summary** button inside the top section.



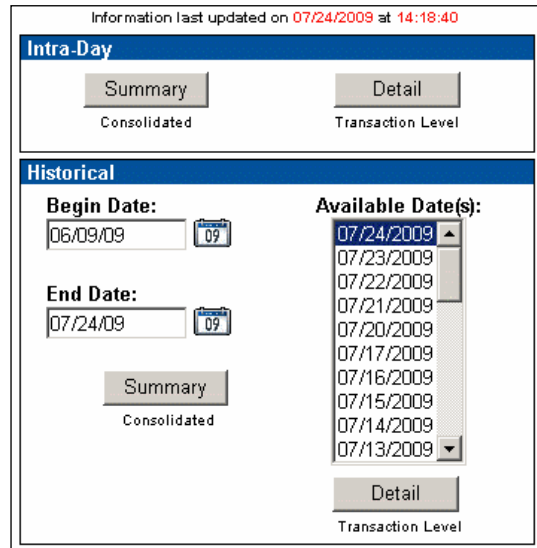
- For a printer friendly summary report. Click the **Printer Friendly** button.



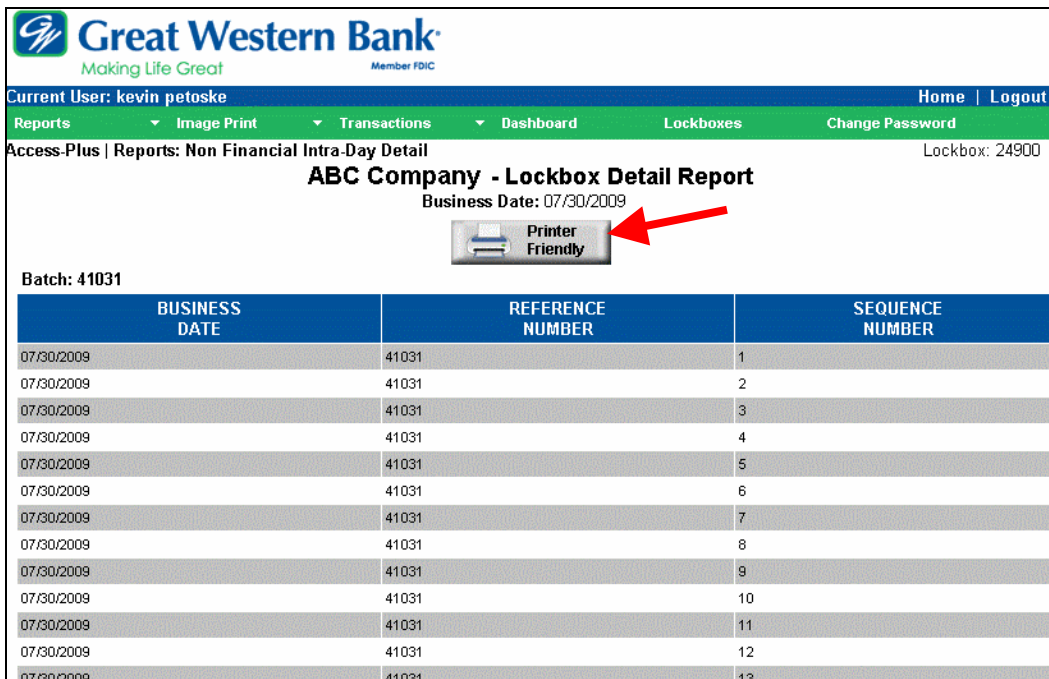
- To view an Intra-Day detailed transaction report, return to the Non-Financial portion of the Reports section by hovering over the **Reports** tab and clicking on **Non-Financial**.



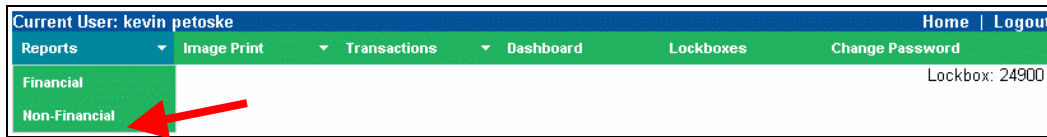
- Click the **Detail** button on the Intra-Day section to receive a detailed transaction report.



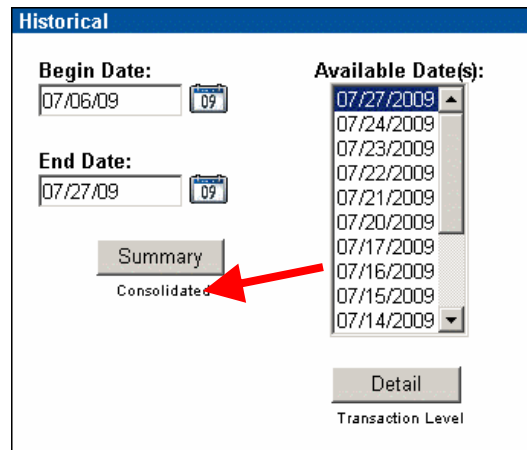
- To print a printer friendly copy of the report, click the **Printer Friendly** button on the page.



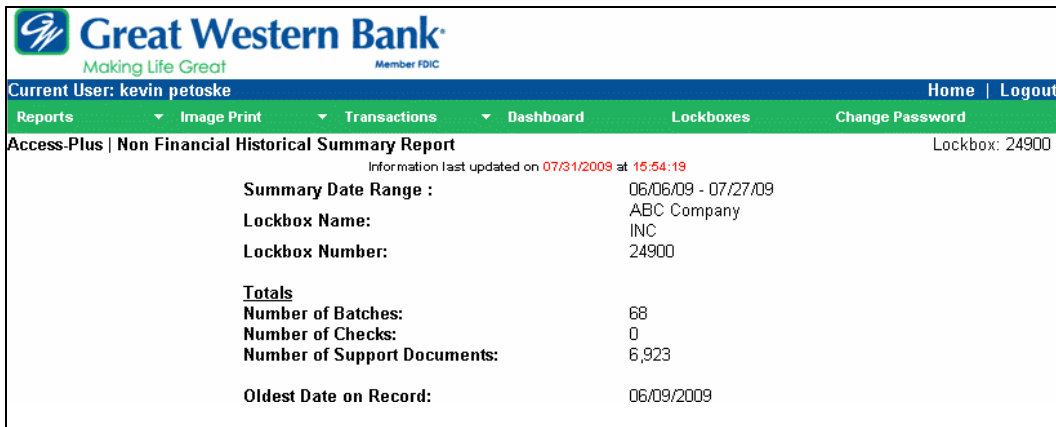
- To access historical financial data, hover over the **Reports** tab at the top and click **Financial**.



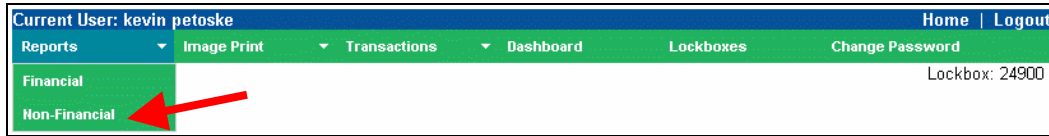
- For a summary report, you would select the date range that you wish to view and click the **Summary** button. Information is saved for 90 days.



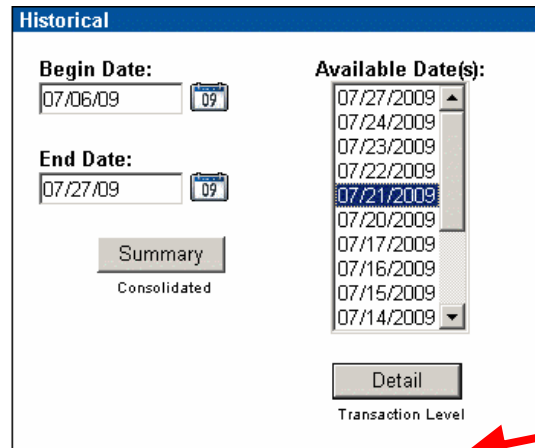
- A summary of the date range you selected will appear. A printer friendly version is not available for historical data.



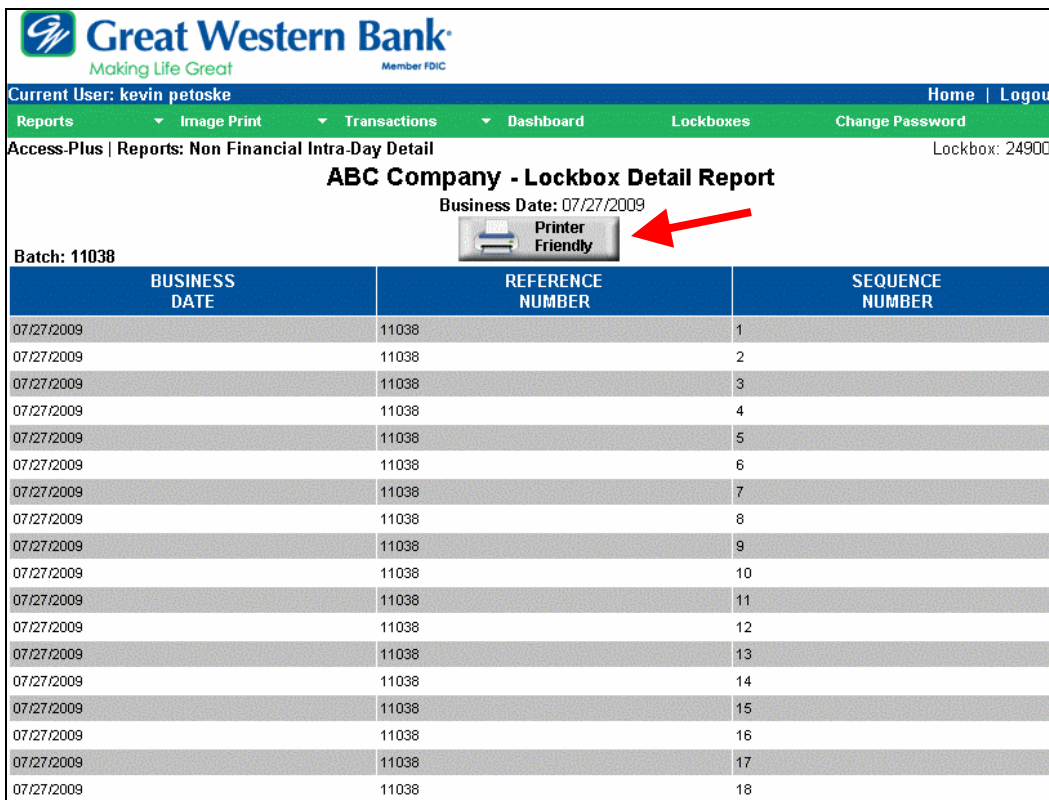
10. To view a historical detailed transaction report, hover over the **Reports** tab at the top and click **Non-Financial**.



11. To view a detailed transaction report, click a date from the Available Date(s) column. It will list the most recent dates that a report was available. Once you have selected your date, click the **Detail** button. Reports will be available for 90 days



12. A detailed transaction report will appear. To print a printer friendly copy of the report, click the **Printer Friendly** button.



**ABC Company - Lockbox Detail Report**  
Business Date: 07/27/2009

Batch: 11038

BUSINESS DATE	REFERENCE NUMBER	SEQUENCE NUMBER
07/27/2009	11038	1
07/27/2009	11038	2
07/27/2009	11038	3
07/27/2009	11038	4
07/27/2009	11038	5
07/27/2009	11038	6
07/27/2009	11038	7
07/27/2009	11038	8
07/27/2009	11038	9
07/27/2009	11038	10
07/27/2009	11038	11
07/27/2009	11038	12
07/27/2009	11038	13
07/27/2009	11038	14
07/27/2009	11038	15
07/27/2009	11038	16
07/27/2009	11038	17
07/27/2009	11038	18

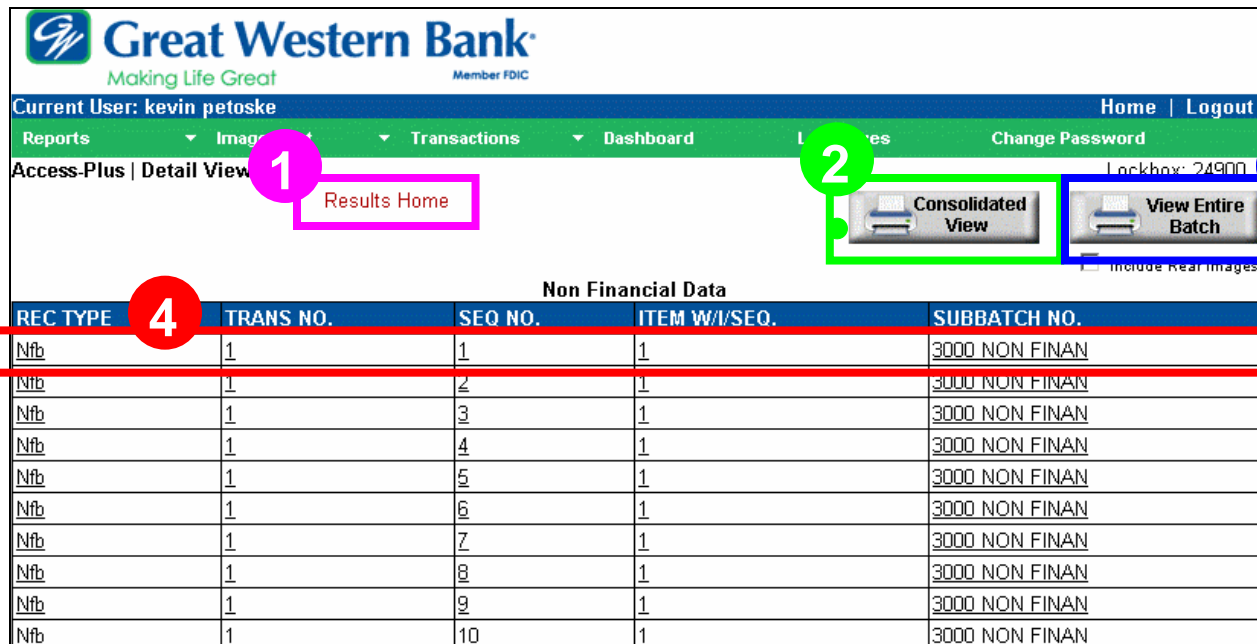
13. To view an image of an individual item, click on any of the numbers in the row of the item you wish to view.

Batch: 11038

BUSINESS DATE	REFERENCE NUMBER	SEQUENCE NUMBER
07/27/2009	11038	1
07/27/2009	11038	2

14. There are many options you can choose on this screen. Let's review what is available for you to view.

- 1** Results Home – The Results Home link will take you back to the detail report listing all the items in the batch
- 2** Consolidated View – The Consolidated View button will show all Non-Financial items associated with the transaction along with a Transaction Detail Report at the end of the view.
- 3** View Entire Batch – The View Entire Batch button will show all Non-Financial items associated with the transaction
- 4** You can view an individual Non-Financial item by clicking on any of the links within the row of that item.



Current User: kevin petoske Home | Logout

Reports | Images | Transactions | Dashboard | Lockbox: 24900

Access-Plus | Detail View

Results Home

Consolidated View

View Entire Batch

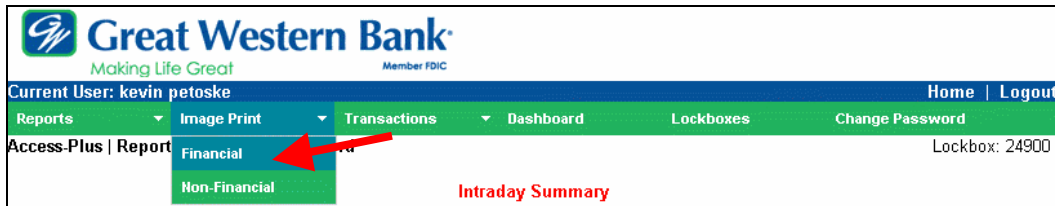
Non Financial Data

REC TYPE	TRANS NO.	SEQ NO.	ITEM W/SEQ.	SUBBATCH NO.
Nfb	1	1	1	3000 NON FINAN
Nfb	1	2	1	3000 NON FINAN
Nfb	1	3	1	3000 NON FINAN
Nfb	1	4	1	3000 NON FINAN
Nfb	1	5	1	3000 NON FINAN
Nfb	1	6	1	3000 NON FINAN
Nfb	1	7	1	3000 NON FINAN
Nfb	1	8	1	3000 NON FINAN
Nfb	1	9	1	3000 NON FINAN
Nfb	1	10	1	3000 NON FINAN

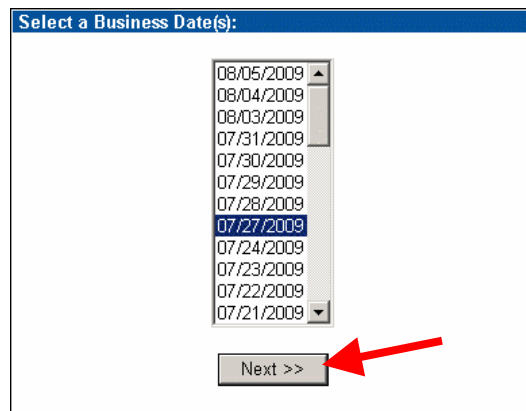
## Image Print - Financial

The Image Print option will give you the ability to print images by the date. If multiple batches are run within the business day you choose, you will have the choice of printing by batch or printing all batches together.

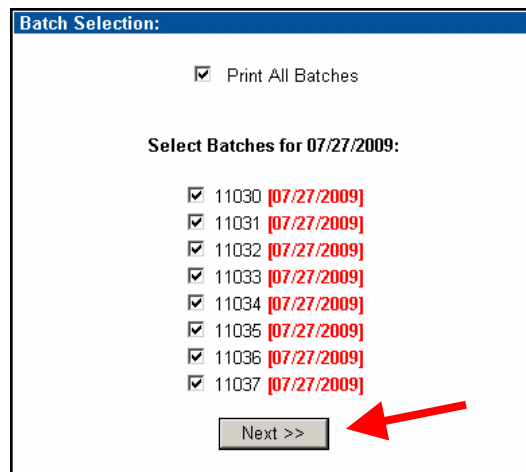
- From the dashboard or homepage, hover over **Image Print** and select **Financial** from the drop down.



- Select the business date from the window by clicking on the date and clicking the **Next** button. All business date from the past 90 days will be available for you to choose from.



- If multiple batches appear, you can choose to select a single batch by clicking the box next to the box. You can also print all batches by checking the box next to the Print All Batches and clicking the **Next** button.



18. Choose to view **Checks Only** or to **Include Rear Images** by checking the box next to each option. If neither of the boxes are selected, all items (checks and white paper) will appear.

19. Click the **Generate** button to view items.

20. You will see pages of all your transactions. You may choose to save or print the images.

**Batch Print:**

Checks Only     Include Rear Images

**Business Dates: 07/27/2009**

**Batches: 11030,11031,11032,11033,11034,11035,11036,11037**

**Print Selection: Batch Level/All Items**      **Batch Ref: 11030**      **Business Date: 07/27/2009**

**LBX: 24900**

---

123 Company  
200 Maple St  
Anytown, USA

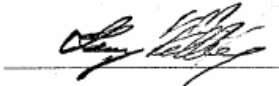
NO: **8402**

Check No.	Date	Amount
<b>8402</b>	07/23/2009	\$12.78

**Twelve and 78/100 Dollars**

Pay to the order of

ABC Company  
100 Main  
Anytown, USA



⑈857543218⑈11111111 8402

---

ABC Company  
100 Main  
Anytown, USA

**Return Service Requested**

MED547.A31ESP00859.J03288.007764.007735 2266

123 Company  
200 Maple St  
Anytown, USA

ACCOUNT NUMBER: 285\*8261      PATIENT NAME: 123 Company

STATEMENT DATE: 06/26/2009      AMOUNT DUE: \$5.07      AMOUNT ENCLOSED: 1

Card Number	Exp. Date (MM/YYYY)

MAKE CHECK PAYABLE AND REMIT TO:

ABC Company  
100 Main  
Anytown, USA

---

ABC Company  
100 Main  
Anytown, USA

**Return Service Requested**

MED547.A31ESP001937.J03288.008832.008803 2266

Place of Service: REGENCY INDIAN HILLS  
DT27\*285\*827600.1

123 Company  
200 Maple St  
Anytown, USA

ACCOUNT NUMBER: 285\*827      PATIENT NAME: 123 Company

STATEMENT DATE: 06/26/2009      AMOUNT DUE: \$7.71      AMOUNT ENCLOSED: 1

Card Number	Exp. Date (MM/YYYY)

MAKE CHECK PAYABLE AND REMIT TO:

ABC Company  
100 Main  
Anytown, USA

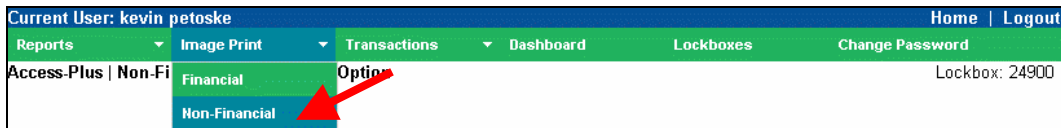
---

**Amount: \$12.78**
**TRN: 1 SEQ: 1**
**Page: 1 of 686**

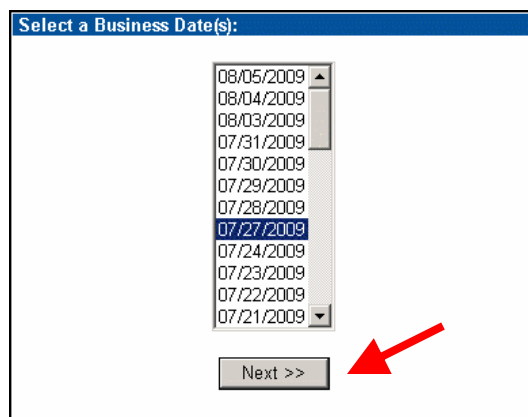


## Image Print - Non-Financial

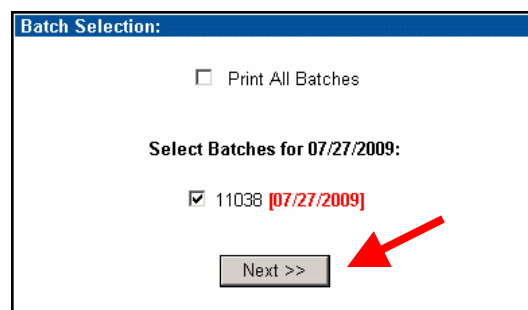
1. From the dashboard or homepage, hover over **Image Print** and select Non-Financial by clicking on the **Non-Financial** link from the drop down.



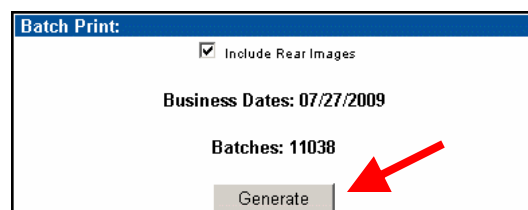
2. Select the business date from the window by clicking on the date and clicking the **Next** button. All business date from the past 90 days will be available for you to choose from.



3. If multiple batches appear, you can choose to select a single batch by clicking the box next to the box. You can also print all batches by checking the box next to the Print All Batches and clicking the **Next** button.




4. You have the option to choose to Include Rear Images by checking the box next to the option. If the box is not selected, only the front image of the items will appear. Click the **Generate** button to view the images.



5. You will see pages of all your Non-Financial transactions. You may choose to save or print the images.

<b>Print Selection: Batch Level/All Items</b>		<b>Batch Ref: 11038</b>		<b>Business Date: 07/27/2009</b>	
<b>LBX: 24900</b>					

<b>STATEMENT</b>		0001
<p><b>ABC Company</b> 100 Main St Any Town, USA</p> <p>Office Hours: Mon. - Fri., 8:00am - 4:30pm Toll Free: 866/996-3461 IRS# 47-0526763</p> <p>470526763000000000001750960200015109</p> <p>5691 1 AT 0.357 *24 05693 Sam Patriot</p>	 <p><b>AMOUNT PAID</b> 15.10</p>	<p><b>Patient: LANG PATRICIA L</b> Primary Ins.: BCBS BLU PRE PPO</p>
<p><b>MAKE CHECK PAYABLE &amp; REMIT TO:</b></p> <p><b>ABC Company</b> 100 Main St Any Town, USA</p>		
<p><b>PLEASE CHECK BOX IF ABOVE ADDRESS IS INCORRECT AND INDICATE CHANGES ON BACK.</b></p> <p style="font-size: small;">ROI000010194228-000591-1385763-001-000133-8009133</p>		

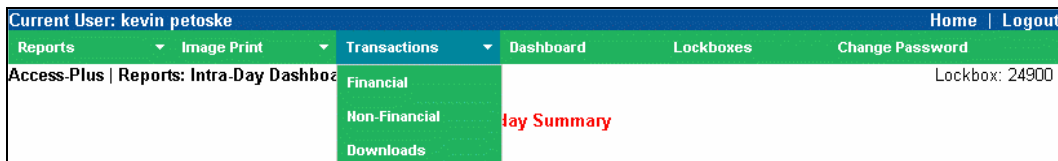
<p><b>CORRECTION OF PERSONAL INFORMATION</b></p> <p>NAME _____</p> <p>ADDRESS _____</p> <p>CITY _____ STATE _____ ZIP _____</p> <p>EMPLOYER'S NAME _____</p> <p>EMPLOYMENT ADDRESS _____</p> <p>CITY _____ STATE _____ ZIP _____</p> <p>PHONE _____</p>	<p><b>INSTRUCTIONS FOR FILING HEALTH INSURANCE CLAIMS</b></p> <p>1. If you wish our assistance in filing a claim for your health insurance benefits, please complete this form and mail it to our office. Failure to return this form automatically makes you responsible for payment of claim.</p> <p>2. If you need another claim filed for a second insurance carrier, please make a photocopy of the front and back of this statement, then complete one form for each insurance carrier. Submit all forms to our office.</p> <p>3. Be sure to sign the appropriate authorization(s) below for each form submitted.</p> <p><b>PATIENT'S STATEMENT:</b> Complete all items below and return to our office.</p> <p>Insurance Company _____ Insurance Co. Telephone No. _____</p> <p>Claim Office Address _____</p> <p>Policy Number _____ Group Number _____</p> <p>Name of Insured _____ Insured D.O.B. _____</p> <p>Insured Home Phone No. _____ Relation of Patient to Insured _____</p> <p>Social Security Number _____ Medicare No. _____ Medicaid No. _____</p> <p>Employer of Insured _____ Employer's Telephone No. _____</p> <p>Employer's Address _____</p> <p>Was accident related to <input type="checkbox"/> Employment <input type="checkbox"/> Auto Accident Date of Accident/Injury _____</p> <p>Referring Physician _____</p> <p><b>AUTHORIZATION:</b> I HEREBY AUTHORIZE AND DIRECT MY INSURANCE CARRIER TO PAY DIRECTLY TO THE PROVIDER ORIGINATOR THE SERVICE COST OF THIS CLAIM AND BENEFITS DUE ME UNDER MY INSURANCE POLICY. I FURTHER AUTHORIZE THE RELEASE TO MY INSURANCE COMPANY ANY MEDICAL INFORMATION NECESSARY TO PROCESS THIS CLAIM.</p> <p>DATE _____</p> <p style="text-align: right;">AUTHORIZED SIGNATURE _____</p>
---	---

**Page: 3 of 268**

## Transactions - Financial & Non-Financial

The Transactions function allows you to search for an item or multiple items with criteria that you select. You can also download reports to save or import into accepted accounting software programs.

1. From the dashboard or homepage, hover over **Transactions** and select **Financial** or **Non-Financial** by clicking on the respective link from the Transactions drop down.



Current User: kevin petoske Home | Logout

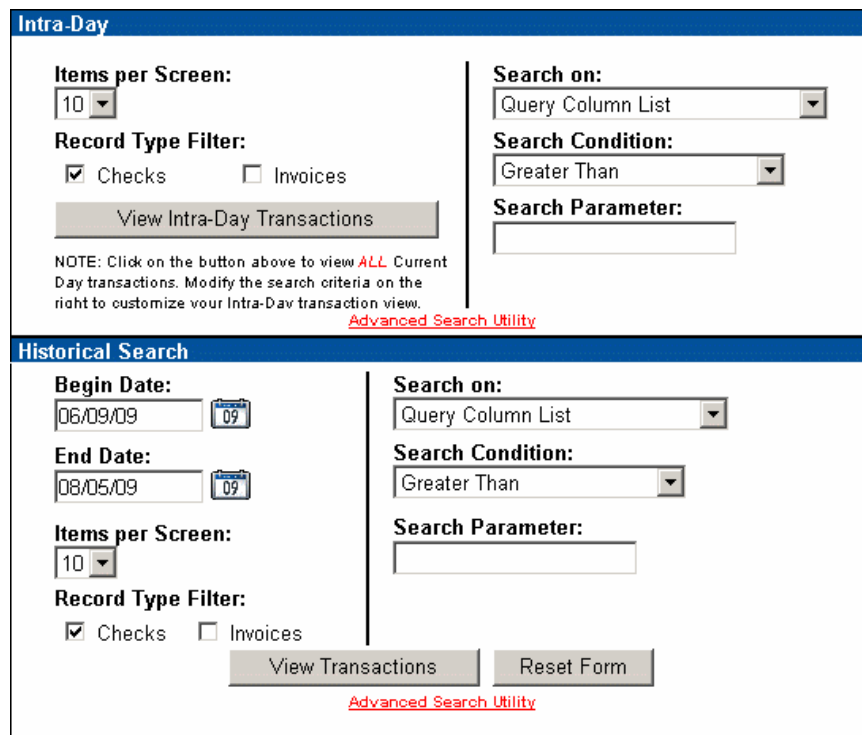
Reports Image Print Transactions Dashboard Lockboxes Change Password

Access-Plus | Reports: Intra-Day Dashboard Lockbox: 24900

Financial  
Non-Financial  
Downloads

Day Summary

2. You can search for items with a certain parameter and specific criteria by using the transactions sections. The Intra Day section would be filled out for items that you want to search from the most recent business day that transactions were processed. The Historical Search section will give you information within the date range you choose. Information is saved on the system for 90 days.



**Intra-Day**

Items per Screen: 10

Record Type Filter:  Checks  Invoices

View Intra-Day Transactions

NOTE: Click on the button above to view ALL Current Day transactions. Modify the search criteria on the right to customize your Intra-Day transaction view.

Search on: Query Column List

Search Condition: Greater Than

Search Parameter:

[Advanced Search Utility](#)

---

**Historical Search**

Begin Date: 06/09/09

End Date: 08/05/09

Items per Screen: 10

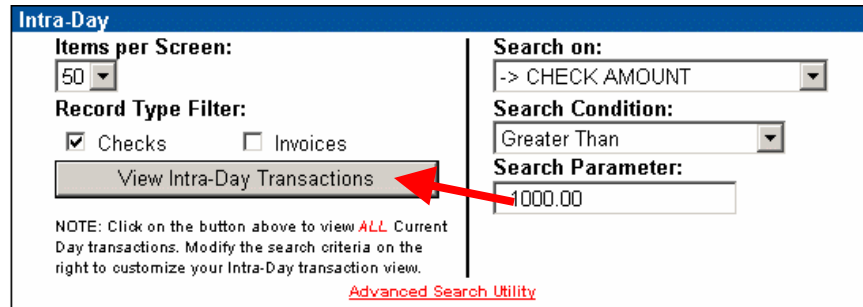
Record Type Filter:  Checks  Invoices

View Transactions

Reset Form

[Advanced Search Utility](#)

- To obtain Intra-Day search results, you would input the search criteria you wish to view. The Items per Screen has a drop down to select how many items per page of the report you wish to be shown. Search on has a drop down to select what category you wish to search for (ex. Check Amount, Account Number, etc.). Search Condition gives you the range for your search criteria. The Search Parameter is specific data (dollar amount, check number, date, etc.) that will give you the most specific results. Click the **View Intra-Day Transactions** button to view your search results.



- Your search results will appear with the criteria that match the information you input. You may click on any of the information in the row of that item to view.

BUSINESS DATE	LOCKBOX NUMBER	REFERENCE NUMBER	TRANSACTION NUMBER	CHECK AMOUNT	
08/05/2009	24900	31028		22	\$3,297.90
08/05/2009	24900	31028		21	\$4,023.03
08/06/2009	24900	41035		41	\$12,149.52

- There are many options you can choose on this screen. Let's review what is available for you to view.

- 1** Previous Trans & Next Trans - Click on the respective link to go to the previous or the next item in your search results
- 2** Results Home – The Results Home link will take you back to the listing of items in your Search Results.
- 3** Consolidated View – The Consolidated View button will show all Financial and Non-Financial items associated with the transaction. A Transaction Detail Report will appear at the end.
- 4** View Entire Batch – The View Entire Batch button will show all Non-Financial items associated with the batch that the item is in.
- 5** Whitepaper – Click the view link next to the Whitepaper item you wish to view. This will show you the whitepaper documentation included with the check payment.

Great Western Bank  
Making Life Great Member FDIC

Current User: kevin petoske
Home | Logout

Reports
Lockboxes

Image Print
Change Password

Transactions
Dashboard

Access-Plus | Transaction - Detail View
Lockbox: 24900

Previous Trans
View Entire Batch

Next Trans
Consolidated View

Results Home

BUSINESS DATE	LOCKBOX NUMBER	REF NO.	TRANS NO.	CHECK AMOUNT
08/06/2009	24900	41035	41	\$12,149.52

**Check Data**

REC TYPE	TRANS NO.	TRANSIT NUMBER	ACCOUNT NUMBER	CHECK SERIAL	CHECK AMOUNT	SEQ NO.	SUBBATCH NO.
Chk	41	092904554	150080666319	24291663	\$12,149.52	41	2000 INSURANCE

(Click on image to enlarge)

DO NOT ACCEPT THIS CHECK without confirming presence of Abstract Watermark on back. Other security features are listed on back.

A not-for-profit Mutual Insurance Company and an Independent Licensee of the Blue Cross and Blue Shield Association.

24291663

Phone: 800.878.1542  
24-Hour Service: 1-800-873-3556

24291663 (03-45) 303

TWELVE THOUSAND  
---ONE HUNDRED FORTY-NINE AND 52/100---

PAY TO THE ORDER OF

ABC COMPANY  
100 NORTH MAIN  
ANY TOWN, USA

PLEASE CASH WITHIN 180 DAYS  
Date: Check #ref:1  
\*\*\$12,149.52\*\*

Stacy S. Marks  
Anna L. Schmiedge

8675432101111111 8402

View Back

**Invoice Data**

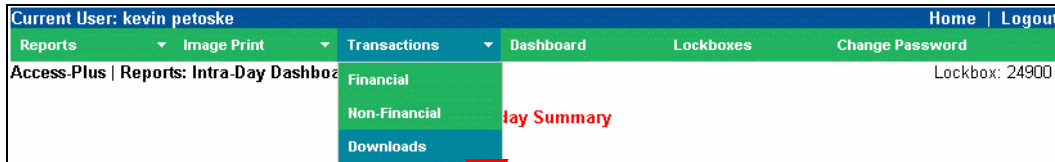
REC TYPE	TRANS NO.	ITEM W/SEQ.
Inv	41	1

**Supporting Documents**

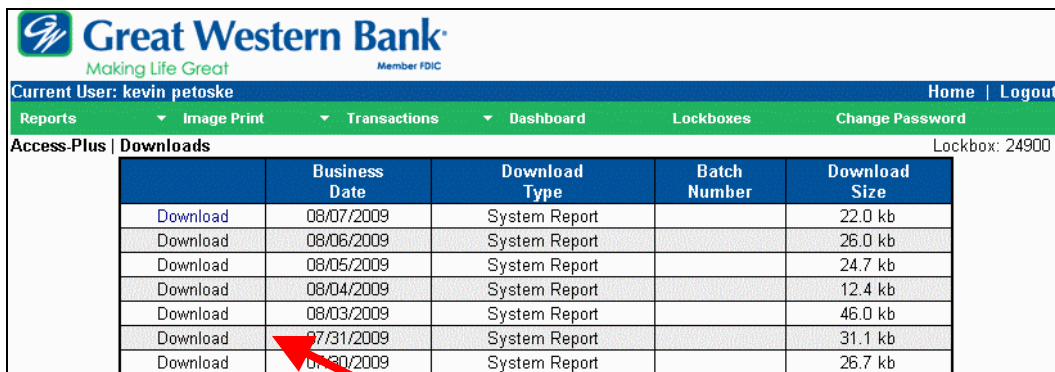
	B&W Front	B&W Rear	Hi-Res Front	Hi-Res Rear
Whitepaper-1	<a href="#">View</a>	<a href="#">View</a>		
Whitepaper-2	<a href="#">View</a>	<a href="#">View</a>		
Whitepaper-3	<a href="#">View</a>	<a href="#">View</a>		

## Downloads

1. From the dashboard or homepage, hover over **Transactions** and select Downloads by clicking on the **Downloads** link from the Transactions drop down.

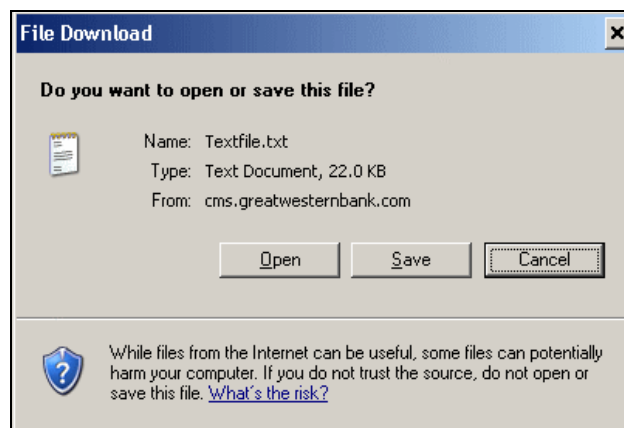


2. System Report Downloads are available for every business day in the past 90 days. To select a report, click on the row of the report you wish to view.

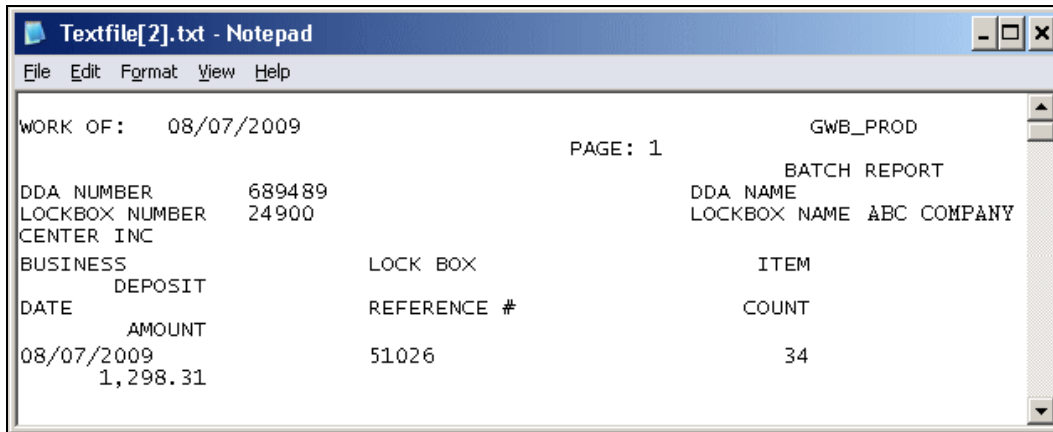


Download	Business Date	Download Type	Batch Number	Download Size
Download	08/07/2009	System Report		22.0 kb
Download	08/06/2009	System Report		26.0 kb
Download	08/05/2009	System Report		24.7 kb
Download	08/04/2009	System Report		12.4 kb
Download	08/03/2009	System Report		46.0 kb
Download	07/31/2009	System Report		31.1 kb
Download	07/30/2009	System Report		26.7 kb

3. A File Download window will appear in the middle of the screen asking if you want to open or save this file. Depending on your preference, click the **Open** button or the **Save** button.



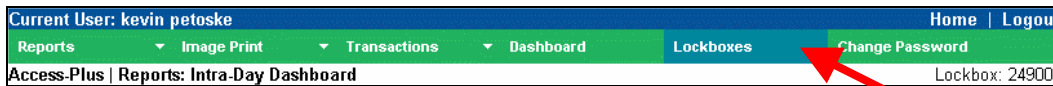
- A Textfile report will appear and you can copy and save to an excel format or upload it to an acceptable accounting program.



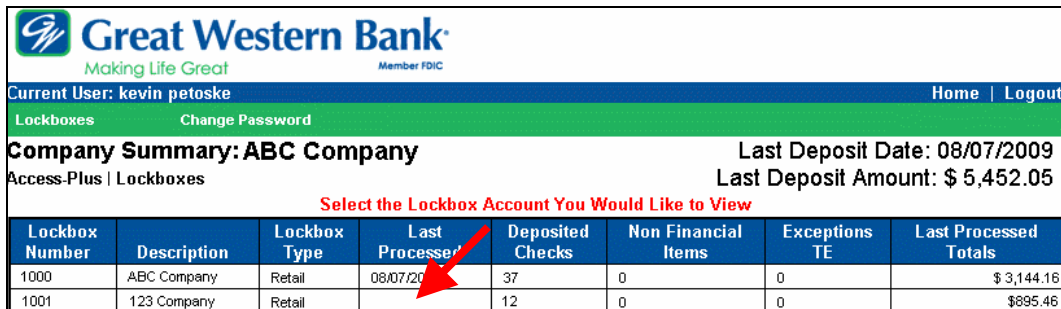
## Lockboxes

The Lockboxes option will take you back to a list of your lockboxes if you have more than one lockbox.

- Click on the **Lockboxes** link to view a list of lockboxes you have access to.



- Select the lockbox you wish to view details on by clicking on the row of that specific box.



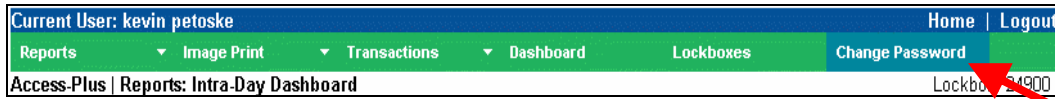
Lockbox Number	Description	Lockbox Type	Last Processed	Deposited Checks	Non Financial Items	Exceptions TE	Last Processed Totals
1000	ABC Company	Retail	08/07/2009	37	0	0	\$ 3,144.16
1001	123 Company	Retail		12	0	0	\$895.46

- The Dashboard of the lockbox you chose will appear.

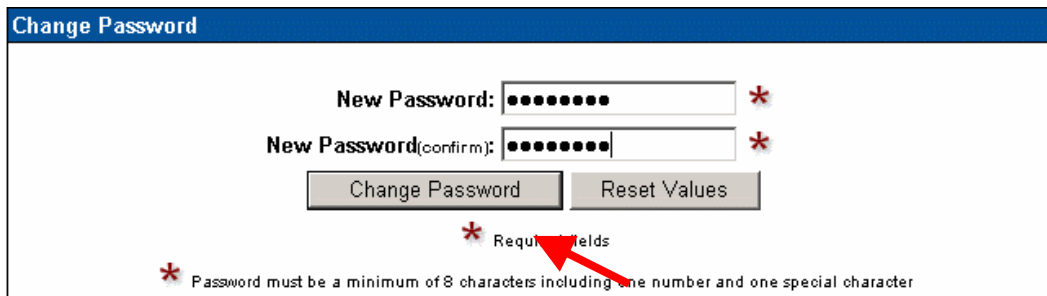
## Change Password

As a User, you can change your password if you know your current password. If you get locked out, only the Administrator can reset your password. The following steps will help you reset your User password.

1. Click the **Change Password** link to reset your user password.



2. Type your new password in the New Password field and confirm it by entering it again in the second New Password field. The password must be at least 8 characters long and contain at least one number and letter. Click the **Change Password** button to change the password.



A screenshot of the 'Change Password' form. The form has a blue header with the text 'Change Password'. Below the header are two text input fields. The first field is labeled 'New Password:' and the second is labeled 'New Password(confirm):'. Both fields contain eight dots and have a red asterisk to their right. Below the fields are two buttons: 'Change Password' and 'Reset Values'. Below the buttons is a red asterisk followed by the text '\* Required fields'. At the bottom of the form is another red asterisk followed by the text '\* Password must be a minimum of 8 characters including one number and one special character'. A red arrow points to the asterisk in the 'Required fields' message.