

LockBox

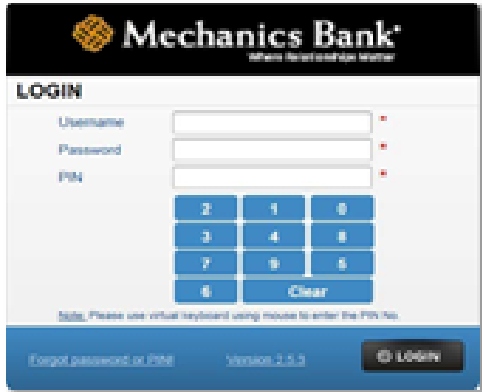
User Guide

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LOGIN

To Log in for the first time, enter the User Name, Password and PIN number provided to you.



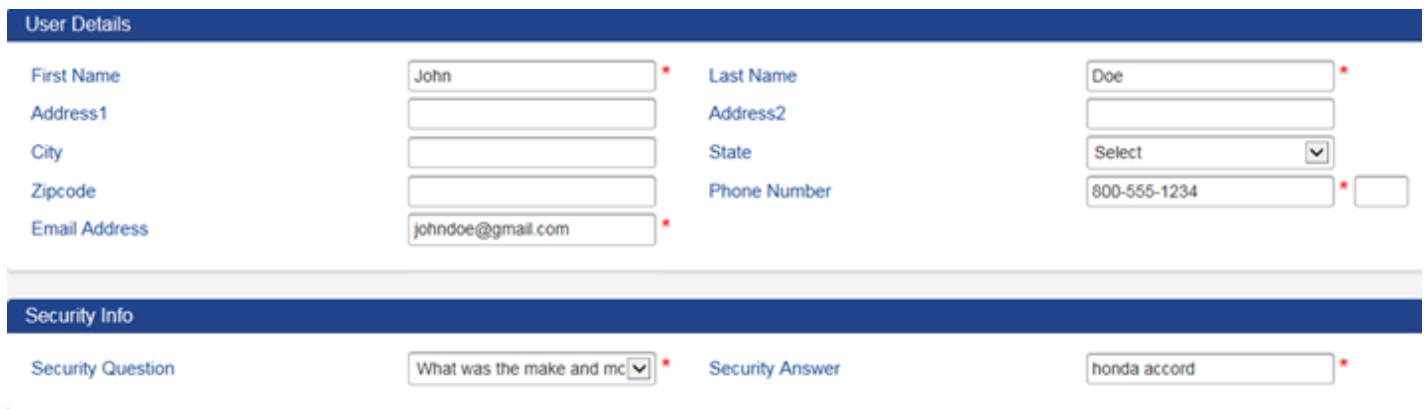
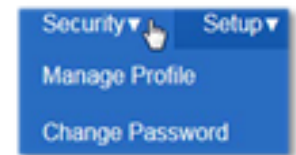
The image shows the Mechanics Bank LOGIN interface. At the top is the Mechanics Bank logo with the tagline "Where Personal Banking Matters". Below the logo is the "LOGIN" heading. There are three input fields: "Username", "Password", and "PIN". The "PIN" field is accompanied by a numeric keypad with buttons for digits 2-9, 0, and a "Clear" button. Below the keypad is a note: "Note: Please use virtual keyboard using mouse to enter the PIN/No". At the bottom left is a link for "Forgot password or PIN?", in the center is "Version 2.5.3", and at the bottom right is a "LOGIN" button.

User Names are not case sensitive.

Passwords are case sensitive.

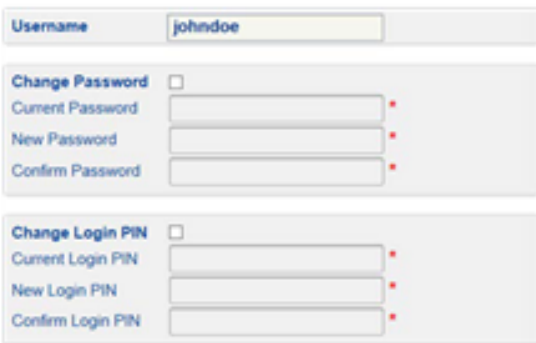
Use your mouse and the on screen keypad to enter your PIN number.

After logging in the first time, click on Security, then Manage Profile to update your user profile and create a security question in case you forget your password or PIN.



The image shows two sections of a user profile form. The "User Details" section has fields for: First Name (John), Last Name (Doe), Address1, Address2, City, State (a dropdown menu with "Select" and a downward arrow), Zipcode, Phone Number (800-555-1234), and Email Address (johndoe@gmail.com). The "Security Info" section has a Security Question dropdown menu (What was the make and model) and a Security Answer text field (honda accord). Red asterisks indicate required fields.

Next, click on Security, then Change Password to change your password and PIN



The image shows two sections of a form. The "Change Password" section has a checkbox, "Current Password", "New Password", and "Confirm Password" fields. The "Change Login PIN" section has a checkbox, "Current Login PIN", "New Login PIN", and "Confirm Login PIN" fields. An orange "SAVE" button is located to the right of the "Change Login PIN" section.

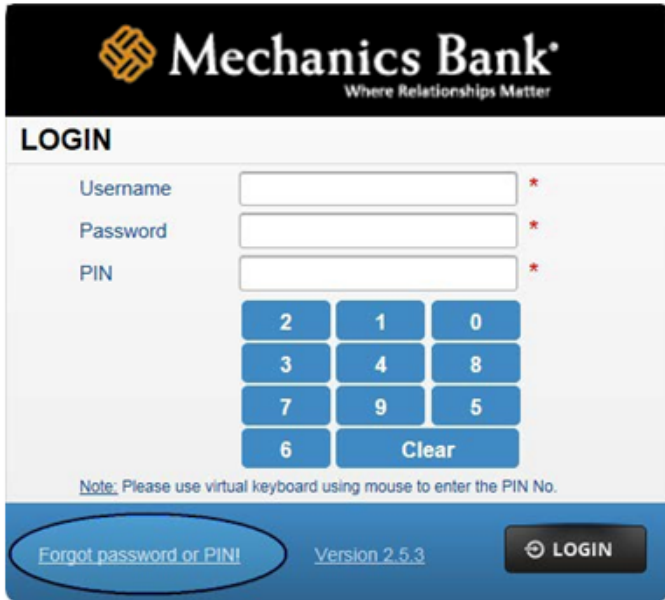
Click Change Password to change your password. Enter the current and new password.

Click Change Login PIN to change your PIN. Enter the current and new PIN.

Click the Save button in the lower right hand corner.

Forgot Password or PIN

If you forget your Password or PIN, click on “Forgot password or PIN!” in the lower left hand corner of the login screen.



The image shows the Mechanics Bank login interface. At the top is the Mechanics Bank logo with the tagline "Where Relationships Matter". Below the logo is the word "LOGIN" in bold. There are three input fields: "Username", "Password", and "PIN". Each field has a red asterisk to its right. Below the PIN field is a virtual numeric keypad with buttons for digits 2-9, 0, and a "Clear" button. A note below the keypad says "Note: Please use virtual keyboard using mouse to enter the PIN No." At the bottom of the login screen, there is a blue bar containing a link "Forgot password or PIN!" circled in black, the text "Version 2.5.3", and a "LOGIN" button.



This is the first step of the "FORGOT PASSWORD OR PIN" process. It features a "Username" label and an input field. A red asterisk is to the right of the input field, and a red asterisk is to the right of the "Username" label. Below the input field are two buttons: "SUBMIT" and "CANCEL".

Enter your Username and click Submit

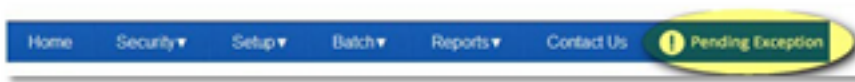


This is the second step of the "FORGOT PASSWORD OR PIN" process. It features a "Security Question" section with the question "What was the make and model of your first car?" and an input field for the "Security Answer". Below this are two sections: "Change Password" and "Change Login PIN". Each section has a checkbox and two input fields (one for the new value and one for confirmation). At the bottom are "SAVE" and "CANCEL" buttons.

Answer your security question then change the password and/or PIN.


Exception Handling

Items that need additional information to be processed (such as account number) are exceptions. You will receive email notification of any exceptions. After logging into the application, you will see a flashing message on the menu bar if you have pending exceptions.



Click on the flashing message to open Exception processing.

| Client Name | Account Name | Status Type | Total Transaction | Open |
|------------------------------|------------------------|------------------------------|-------------------|------|
| CITATION PROPERTY MANAGEMENT | CITATION PROPERTY MGMT | Pending Exception Processing | 10 | |

Next, click on the  icon



The remarks will state why the transaction was sent to exceptions. The user will need to fill in the missing data fields and select update when finished. By clicking on update and completing the item(s) – they are then sent back into the queue for balancing by the bank.

Previous & Next – Allows the operator to go back to the previous transaction or next. By choosing NEXT, the operator can advance to the next available transaction within the batch, without satisfying the requirements of the “skipped” document. The batch cannot be completed until all skipped and unprocessed transactions are completed.

Update – Edits and accepts the data entry of a given transaction and advances to the next available transaction. This is the equivalent of hitting the ENTER key on the keyboard.
Refresh – Re-displays the original information for the currently displayed transaction.

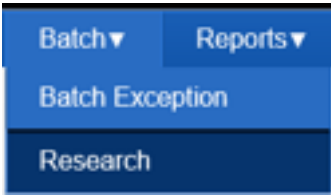
Remove/Return – If a user determines the exception item must be returned, they will select this option and fill in the remarks and select save.

List Batch – Accesses the current batch window, displaying all transactions that have been processed within the batch. Place and click the mouse pointer on the line of any chosen transaction to re-open the transaction in the processing window displaying that transaction and making it available for review, edit and correction.

Close Batch – Exits the batch processing window and returns the user to the Batch List screen. Once the batch is selected again, the user will pick up where the batch was left off.



Research



You can search transactions based on any field that is being tracked for your account. Choose a date range, enter any additional search criteria, then click Search.

Search Archive File Details

Bank Name: TMR TMR CLASS BANK Client Name: CPM CITATION PROPERTY Account Name: CPM CITATION PROPERTY

From Date: 01-01-2016 To Date: 05-04-2016 Batch Number: [] To []

Check Data: [] Check Serial #: []

Remittance #: [] Check Amount: \$ []

Remittance Name: ab Association ID: Select

Remit Amount: \$ []

[SEARCH] [CLEAR]

In the above example the system will find all transactions between January and April 2016 where the check amount contains a "5" and the remittance name contains the consecutive letters "ab". Results are displayed below.

| Item # | Seq | Batch No | Run No | Batch Date | Check Date | Check Serial # | Remittance # | Check Amount | Remittance Name | Association ID | Remit Amount |
|-------------------------------------|-----|----------|--------|------------|------------------|----------------|--------------|--------------|-----------------|-----------------------|--------------|
| <input checked="" type="checkbox"/> | 6 | 1006 | 1006 | 01/21/2016 | 206236264825875 | 2053 | 1053 | \$175.00 | WILL BARCOCK | GRA - GREEN ACRES HOA | \$175.00 |
| <input checked="" type="checkbox"/> | 7 | 1006 | 1006 | 04/11/2016 | 206236264825875 | 1952 | 1053 | \$165.00 | WILL BARCOCK | GRA - GREEN ACRES HOA | \$165.00 |
| <input type="checkbox"/> | 10 | 2261 | 2261 | 01/25/2016 | 3612209688103 | 1170 | 5836 | \$165.00 | SEABORNE HU | GRA - GREEN ACRES HOA | \$165.00 |
| <input type="checkbox"/> | 29 | 2261 | 2261 | 01/25/2016 | 0221620683260236 | 2012 | 1012 | \$200.00 | ABBOTT TALN | GRA - GREEN ACRES HOA | \$200.00 |
| <input checked="" type="checkbox"/> | 8 | 1937 | 1937 | 04/07/2016 | 206236264825875 | 2053 | 1053 | \$175.00 | WILL BARCOCK | GRA - GREEN ACRES HOA | \$175.00 |
| <input checked="" type="checkbox"/> | 6 | 937 | 937 | 04/07/2016 | 206236264825875 | 2053 | 1053 | \$175.00 | WILL BARCOCK | GRA - GREEN ACRES HOA | \$175.00 |

[VIEW IMAGE] [DOWNLOAD ZIP] [DOWNLOAD IMAGE]

Enter more specific information to obtain more specific results. Entering 175.00 in the check amount field will narrow the results to check amounts containing 175.00.

Click the checkbox to the left of the transaction of any image you want to view or download or click the checkbox next to "Select" to select all transactions.

VIEW IMAGE

Click View Image to view the first transaction image. Click the right arrow to view the remittance document.

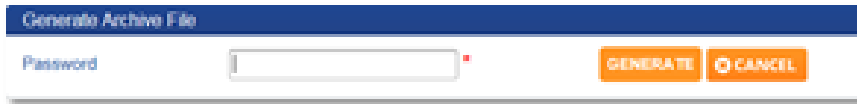


Rotate 90° Right, Rotate 90° Left, Zoom In, Zoom Out, Flip Image (rear), Previous Image, and Next Image.

Research (continued)

DOWNLOAD ZIP

Click Download Zip to create a searchable archive of the selected transactions.

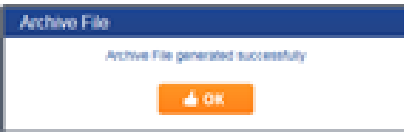


Generate Archive File

Password

GENERATE **CANCEL**

Create a password for the archive file.



Archive File

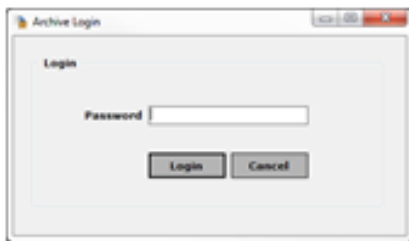
Archive File generated successfully

OK

Click OK. Your web browser will prompt you to Open or Save the file.

After saving the zip file, extract the files and double click on Archive.exe. If prompted, click Run. Choose Archive.mdb.

| Name | Date modified | Type | Size |
|-------------|-------------------|-------------|----------|
| images | 5/4/2016 10:33 AM | File folder | |
| Archive.mdb | 5/4/2016 10:33 AM | MDB File | 2,548 KB |



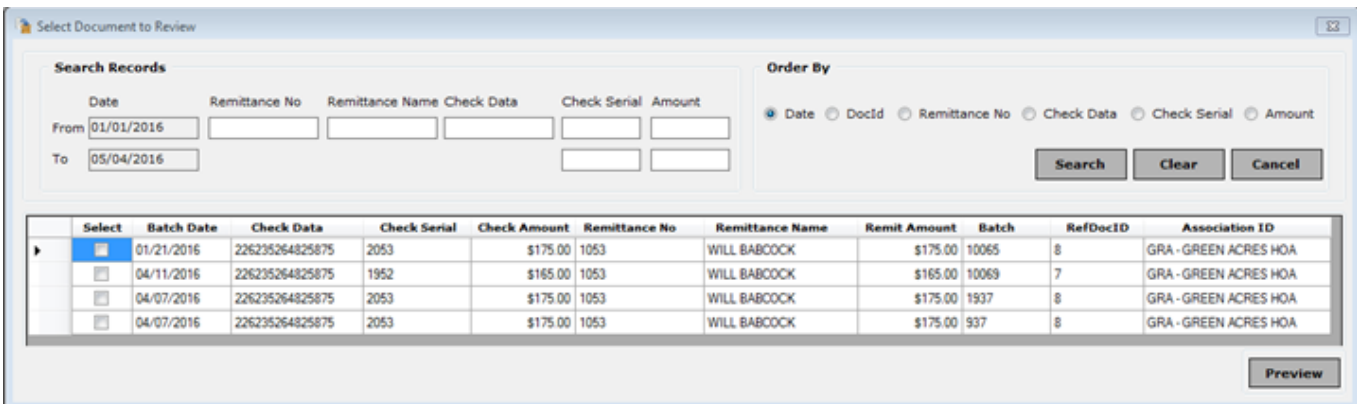
Archive Login

Login

Password

Login **Cancel**

Enter the password you created and click login.



Select Document to Review

Search Records

| Date | Remittance No | Remittance Name | Check Data | Check Serial | Amount |
|------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| From: 01/01/2016 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| To: 05/04/2016 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Order By

Date DocId Remittance No Check Data Check Serial Amount

Search **Clear** **Cancel**

| Select | Batch Date | Check Data | Check Serial | Check Amount | Remittance No | Remittance Name | Remit Amount | Batch | RefDocID | Association ID |
|-------------------------------------|------------|-----------------|--------------|--------------|---------------|-----------------|--------------|-------|----------|-----------------------|
| <input checked="" type="checkbox"/> | 01/21/2016 | 226235264825875 | 2053 | \$175.00 | 1053 | WILL BABCOCK | \$175.00 | 10065 | 8 | GRA - GREEN ACRES HOA |
| <input type="checkbox"/> | 04/11/2016 | 226235264825875 | 1952 | \$165.00 | 1053 | WILL BABCOCK | \$165.00 | 10069 | 7 | GRA - GREEN ACRES HOA |
| <input type="checkbox"/> | 04/07/2016 | 226235264825875 | 2053 | \$175.00 | 1053 | WILL BABCOCK | \$175.00 | 1937 | 8 | GRA - GREEN ACRES HOA |
| <input type="checkbox"/> | 04/07/2016 | 226235264825875 | 2053 | \$175.00 | 1053 | WILL BABCOCK | \$175.00 | 937 | 8 | GRA - GREEN ACRES HOA |

Preview

You can now search on the selected transactions. Click the checkbox under Select to select transactions to view then click Preview.

DOWNLOAD IMAGE

Clicking Download Image will prompt you to burn the images to a DVD.