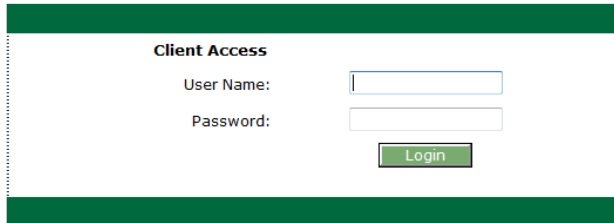


Online Lockbox

User Guide

How to Log In To Online Lockbox

1. Open an Internet Explorer browser
2. Navigate to <https://lockbox.cobnks.com/>
3. screen loads...



Client Access

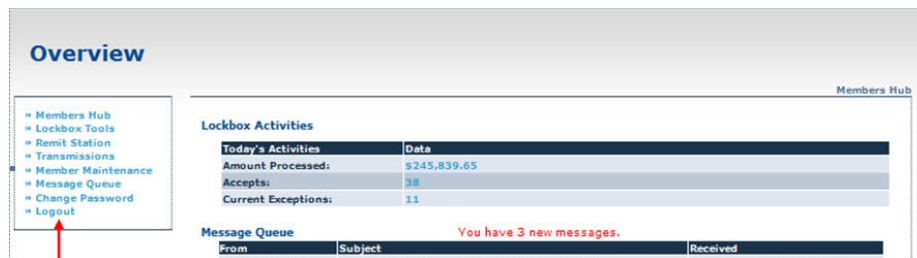
User Name:

Password:

The Members Hub Overview Screen - Contains the navigation menu, today's lockbox activities and the message queue. The below section describes each of these areas.

The Navigation Menu

- The navigation menu is located on the left side of the screen. All menu items (except Members Hub and Logout) have sub-menus which are described later in this document.
- If you navigate away from the Members Hub Overview screen, simply click the **Members Hub** from the navigation menu to return to the overview screen.
- Click **Logout** from the navigation menu to end your session.



Overview

Members Hub

- Members Hub
- Lockbox Tools
- Remit Station
- Transmissions
- Member Maintenance
- Message Queue
- Change Password
- Logout

Lockbox Activities

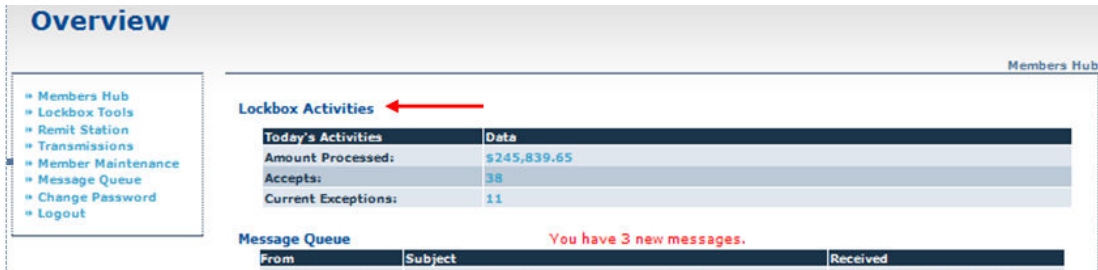
Today's Activities	Data
Amount Processed:	\$245,839.65
Accepts:	38
Current Exceptions:	11

Message Queue You have 3 new messages.

From	Subject	Received

The Lockbox Activities Section - Displays today's transaction totals. As each transaction batch is completed, data and images are posted for your review, and the totals within this section are updated.

- **Amount Processed** – Is the **total dollar amount of all accepted checks**. Click on the amount to view details about the accepted transactions. Viewing accepts is described later in this document.
- **Accepts** – Is the **total number of remit transactions processed today**. Click on the number to view details about the accepted transactions. Viewing accepts is described later in this document.



Overview

Members Hub

- Members Hub
- Lockbox Tools
- Remit Station
- Transmissions
- Member Maintenance
- Message Queue
- Change Password
- Logout

Lockbox Activities

Today's Activities	Data
Amount Processed:	\$245,839.65
Accepts:	38
Current Exceptions:	11

Message Queue You have 3 new messages.

From	Subject	Received
------	---------	----------

The Message Queue – Displays important messages pertaining to your lockbox. Click on the subject to read the message. The Message Queue is described later in this document.



Overview

Members Hub

- Members Hub
- Lockbox Tools
- Remit Station
- Transmissions
- Member Maintenance
- Message Queue
- Change Password
- Logout

Lockbox Activities

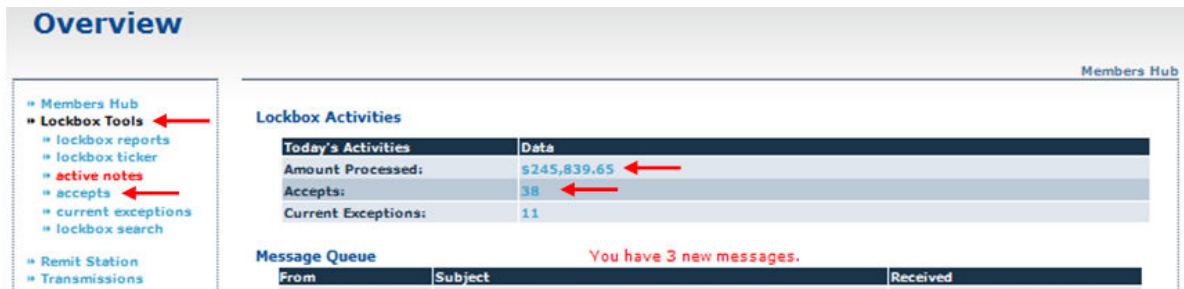
Today's Activities	Data
Amount Processed:	\$245,839.65
Accepts:	38
Current Exceptions:	11

Message Queue You have 3 new messages.

From	Subject	Received
------	---------	----------

Accepted Transactions - Describes how to view the detail surrounding accepted transactions.

- Accepted transactions have been processed according to your specifications and will be deposited to the designated bank account. From the Members Hub Overview screen, perform one of the following:
 - From the Lockbox Activities section, click on the **Amount Processed**.
 - From the Lockbox Activities section, click on the **Number of Accepts**.
 - From the left Navigation Menu, click **Lockbox Tools**. Then click **Accepts**.



Overview

Members Hub

- Members Hub
- Lockbox Tools
- Remit Station
- Transmissions

Lockbox Activities


Today's Activities	Data
Amount Processed:	\$245,839.65
Accepts:	38
Current Exceptions:	11

Message Queue You have 3 new messages.

From	Subject	Received
------	---------	----------

- From the Accepts screen, you can view summary information on the payments set for deposit, including:
 - Entity Name, Lockbox Number, Payor's Account ID
 - Voucher Amount, Check Amount, Payor's Bank Account Number, Route Transit Number
 - Due Date, Process Date
 - Check **DIN (RE: Glossary)** and Voucher DIN

NOTE: A sort can be performed by clicking on any of the column headers.

- Click  to view transaction detail including:
 - Images of the front and back of the check –or – images of the front and back of the voucher.

- b. The first time you click the magnifying glass, you may be prompted to install the Active X control. If you do not have administrative rights you will see little red x's wherever the images should be displayed.

Accepts








Lockbox Tools > Accepts

Accepts for 5/7/2007: 67
Click on the Column header to sort by that column

Detail/Entity	Lockbox Number	Payor's Acct ID	Voucher Amount	Check Amount	Payor's Bank Acct Number	Route Transit	Due Date	Process Date	Check DIN	Voucher DIN
Golden Ponds	19444	07B	\$845.00	\$45.00	020008431	21905977	01/1/07	05/07/07	40051894	50083599
Golden Ponds	19444	07B	\$845.00	\$800.00	020008431	21905977	01/1/07	05/07/07	40051895	50083599
Golden Ponds	19444	07C	\$845.00	\$1,690.00	020008431	21905977	01/1/07	05/07/07	40051896	50083602
Golden Ponds	19444	07D	\$845.00	\$1,690.00	020008431	21905977	01/1/07	05/07/07	40051896	50083603
Golden Ponds	19444	07E	\$845.00	\$1,500.00	020008431	21905977	01/1/07	05/07/07	40051897	50083605
Golden Ponds	19444	07F	\$845.00	\$1,500.00	020008431	21905977	01/1/07	05/07/07	40051897	50083606
Harbour Hills	19444	0305	\$985.00	\$2,060.00	020008431	21905977	01/1/07	05/07/07	40051898	50083608
Harbour Hills	19444	0306	\$1,075.00	\$2,060.00	020008431	21905977	01/1/07	05/07/07	40051898	50083609
Harbour Hills	19444	0304	\$1,294.25	\$294.25	020008431	21905977	01/1/07	05/07/07	40051899	50083611
Harbour Hills	19444	0304	\$1,294.25	\$1,000.00	020008431	21905977	01/1/07	05/07/07	40051900	50083611

Page 1 of 7 Showing 1 - 10 of 67

first previous next last

4. From the Accepted Transaction Detail screen:
 - a. You can display the check and voucher, front and back by choosing the corresponding radio buttons .
 - i. You have the option of viewing one image or two images at a time by choosing the corresponding radio buttons 
 - b. You can zoom in or zoom out on the image by clicking  or . You can print the image by clicking . You can access the previous or next transaction by clicking  or 

Accepted Transactions

1 of 67

Payor's Acct ID: 07B

Voucher Amount: \$845.00

DDA: 123456798

Due Date: 01/10/07

Check Amount: \$45.00

Payor's Bank Acct No.: 020008431

Route Transit: 21905977

Check Number: 2758

Process Date: 05/07/07

Check DIN: 40051894

Voucher DIN: 50083599

Lockbox: 19444

Check ☐ Voucher ☐ Front ☐ Back ☐ One Image ☐ Two Images

Klik Technologies Corp 01-99
414 Main Street
Spring Valley, NY 10977
VOID-TEST CHECKS ONLY

50-597219 2758

Pay to the Order of Golden Ponds \$45.00

Twenty five Dollars

UNION STATE BANK
59 ROUTE 29
SUITE 100, RLY, 10901

VOID NON-NEGOTIABLE

VOID

12024905977 020008431 2758 00000004500

Check ☐ Voucher ☐ Front ☐ Back

ABC MANAGEMENT COMPANY
1234 Main Street
Anytown, USA 12345

Date: 09/01/04
Amount Due: \$45.00
Account No.: VL-07B

MAKE CHECK PAYABLE TO: GOLDEN PONDS LLC.

Please Return Payment To: GOLDEN PONDS LLC, P.O. BOX 19444, NEWARK, NJ 07101-9444

Name: MARY C. PAPPADIO, 07B VILLAGE GREEN, CITY ABCDE, NY 10944

001221230370200002 0 090104 0084500 002 6

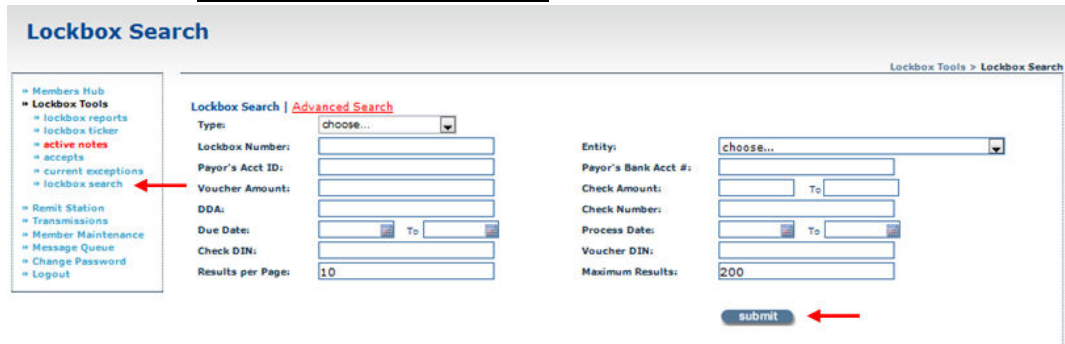
How to Perform a Lockbox Search - Search for transactions by using Lockbox Search. This section describes the steps to perform a lockbox search.

1. From the left navigation menu, click **Lockbox Tools**. Then click **Lockbox Search**.
2. From the **Lockbox Search** screen, complete one or more of the following and then Click **Submit**:


- From 'Type' drop down list choose **Accepts, Current Exceptions or Processed Exceptions** to narrow your search. **NOTE:** If you do not make a selection from 'Type', your search will include all transactions types.
- Enter a Lockbox Number.
- Enter a Payor's Account ID
- Enter a Voucher Amount
- Enter a DDA
- Enter a Due Date range, i.e., 5/15/07 to 5/16/07
- Enter a Check Din
- Enter a number of Results per Page. The default is 10 results displayed per page.
- From 'Entity' choose one of the listed entities. This will narrow down your search to that entity. **NOTE:** If you do not make a selection from 'Entity', your search will include all transactions from all Entities.
- Enter a Payor's Bank Account Number
- Enter a Check Amount Range, i.e., 500.00 to 600.00.
- Enter a Check Number
- Enter a Process Date range, i.e., 5/15/07 to 5/16/07
- Enter a Voucher Din
- Enter a number of Maximum Results. The default is 200 results.

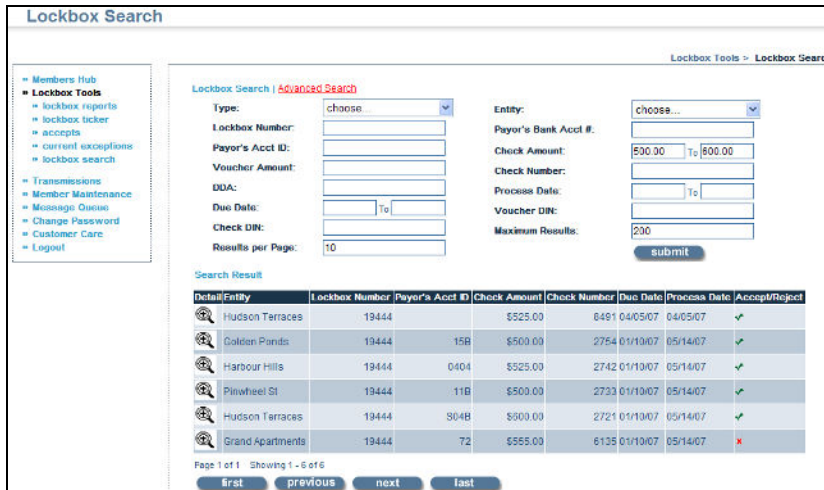


NOTE: If you complete more than one of the above, the Lockbox Search will display only those that match all the search criteria entered.



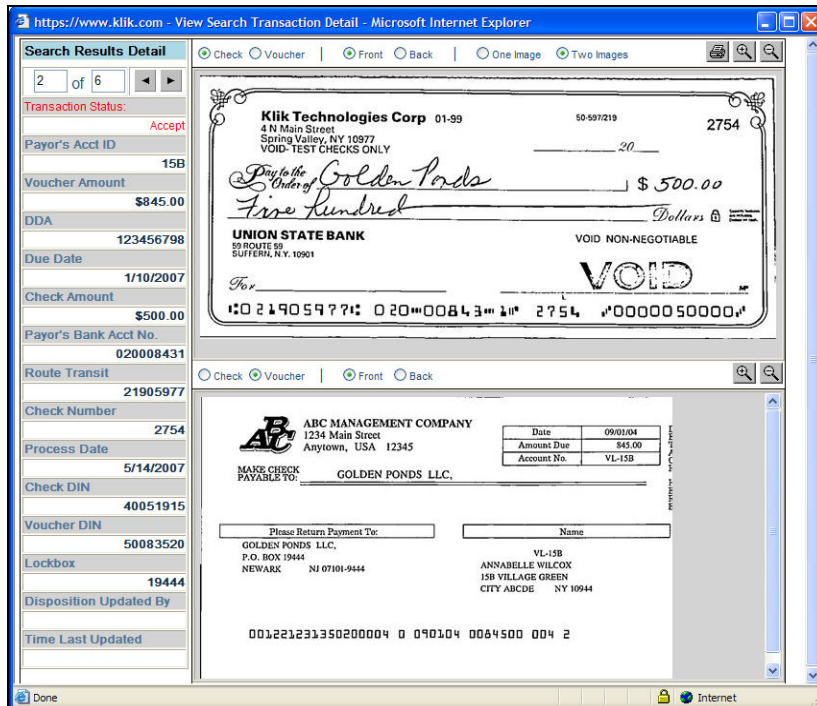
3. Your search results will display.

4. Click  to view the details of a transaction.



Detail/Entity	Lockbox Number	Payor's Acct ID	Check Amount	Check Number	Due Date	Process Date	Accept/Reject
Hudson Terraces	19444		\$525.00	6491	04/05/07	04/05/07	✓
Golden Ponds	19444	158	\$500.00	2754	01/10/07	05/14/07	✓
Harbour Hills	19444	0404	\$525.00	2742	01/10/07	05/14/07	✓
Pinwheel St	19444	116	\$500.00	2733	01/10/07	05/14/07	✓
Hudson Terraces	19444	8048	\$500.00	2721	01/10/07	05/14/07	✓
Grand Apartments	19444	72	\$555.00	6135	01/10/07	05/14/07	✗

5. From the Search Results Detail screen you can view the following:
- Images of the front and back of the check.
 - Images of the front and back of the voucher.
 - Transaction status
 - Payor's Account ID
 - Voucher Amount
 - DDA
 - Due Date
 - Check Amount
 - Payor's Bank Account Number
 - Route Transit
 - Check Number
 - Process Date
 - Check DIN
 - Voucher DIN
 - Lockbox
 - Disposition Updated By
 - Time Last Updated



Search Results Detail

2 of 6

Transaction Status: **Accept**

Payor's Acct ID: 15B

Voucher Amount: \$845.00

DDA: 123456798

Due Date: 1/10/2007

Check Amount: \$500.00

Payor's Bank Acct No.: 020008431

Route Transit: 21905977

Check Number: 2754

Process Date: 5/14/2007

Check DIN: 40051915

Voucher DIN: 50083520

Lockbox: 19444

Disposition Updated By:

Time Last Updated:

Klik Technologies Corp 01-99 50 597219 2754

4 N Main Street
Spring Valley, NY 10977
VOID-TEST CHECKS ONLY

Pay to the Order of Golden Ponds \$ 500.00
Five hundred Dollars

UNION STATE BANK
59 ROUTE 59
SUFFERN, N.Y. 10901

VOID NON-NEGOTIABLE

VOID

10221905977 020008431 2754 0000050000

ABC MANAGEMENT COMPANY
1234 Main Street
Anytown, USA 12345

Date	09/01/04
Amount Due	\$45.00
Account No.	VL-15B

MAKE CHECK PAYABLE TO: **GOLDEN PONDS LLC.**

Please Return Payment To: **GOLDEN PONDS LLC,**
P.O. BOX 19444
NEWARK NJ 07101-9444

Name: **VL-15B**
ANNABELLE WILCOX
150 VILLAGE GREEN
CITY ABCDE NY 10944

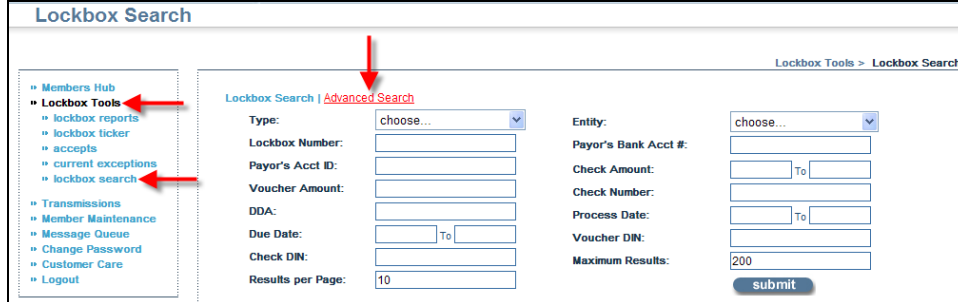
001221231350200004 0 090104 0084500 004 2

How to Perform an Advanced Lockbox Search - Advanced Lockbox Search allows the user to expand on the Lockbox Search capabilities. Some features of Advanced Lockbox Search are:

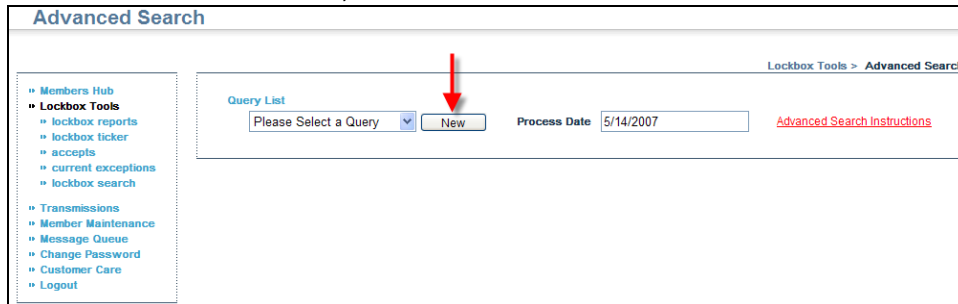
- The ability to add logical operators to a search, i.e., greater than, less than, equal to, starts with and contains.
- The ability to save searches and run them again at a later time.
- The ability to schedule searches.
- The ability to notify the user via e-mail when results to a daily search are found.

How to Run a One Time Query

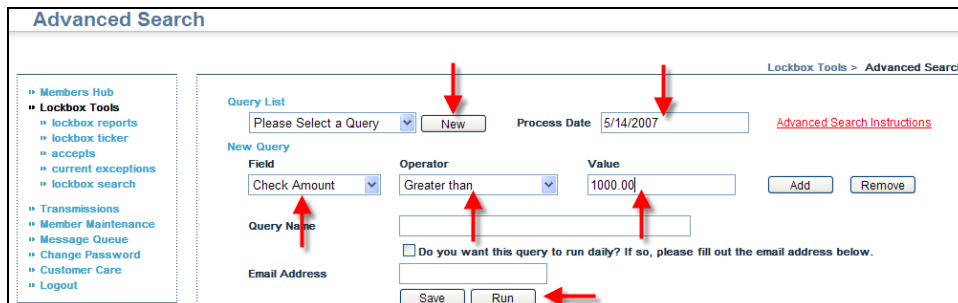
- From the left navigation menu, click **Lockbox Tools**. Then click **Lockbox Search**. Then click **Advanced Search**.




- From the Advanced Search screen, click **New**.



- Process Date field, enter the process date for the transaction you wish to find, i.e., 5/14/07.
 - If you leave the Process Date field blank, the results will include transactions processed on any date.
- Field drop down list, choose the field you wish to search by, i.e., check amount.
- Operator drop down list, choose the appropriate selection for your search, i.e., greater than.
- Value field, enter the value of your search, i.e., 1000.00.
- If you wish to add additional parameters to your search, click the **Add** button.
 - To remove parameters, click the **Remove** button to the right of the parameter you wish to remove.
- Click **Run**.

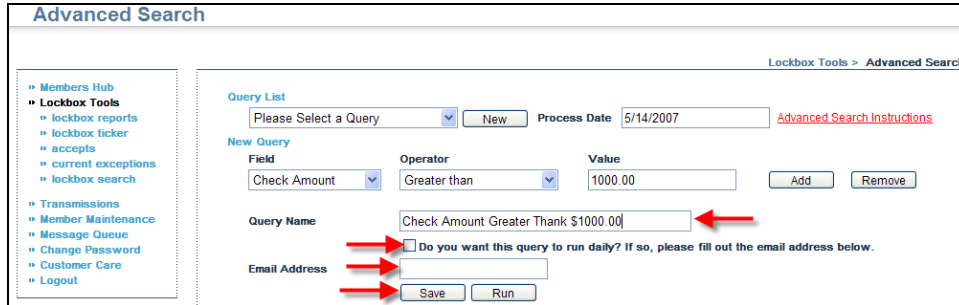


- The results of your query will display.
- Click  to view the details of a transaction.

How to Create a Query for Future Use

- Repeat Steps 1-8 from the How to Run a One Time Query section above.

2. In the Query Name field, enter a name for your query.
3. For a query to run each evening, check the box and enter an e-mail address in the E-mail Address field.
 - a. A notification will be sent to the e-mail address entered if one or more results are found.
 - b. If you do not wish to run the query each evening, skip to Step 4.
4. Click **Save**.



Advanced Search

Lockbox Tools > Advanced Search

Query List
Please Select a Query Process Date 5/14/2007 [Advanced Search Instructions](#)

New Query

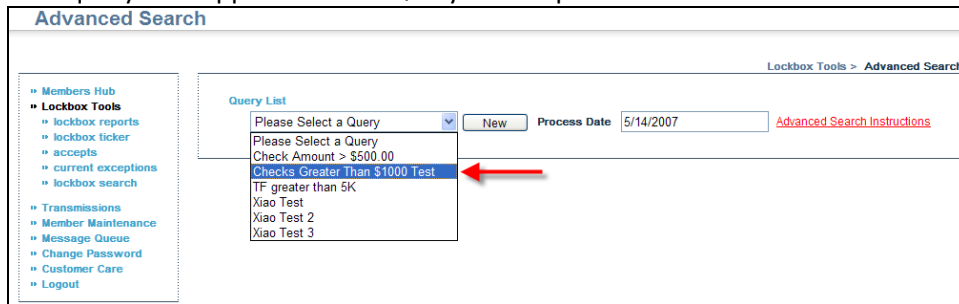
Field	Operator	Value
Check Amount	Greater than	1000.00

Query Name

☐ Do you want this query to run daily? If so, please fill out the email address below.

Email Address

5. The saved query now appears on the Query List drop down.



Advanced Search

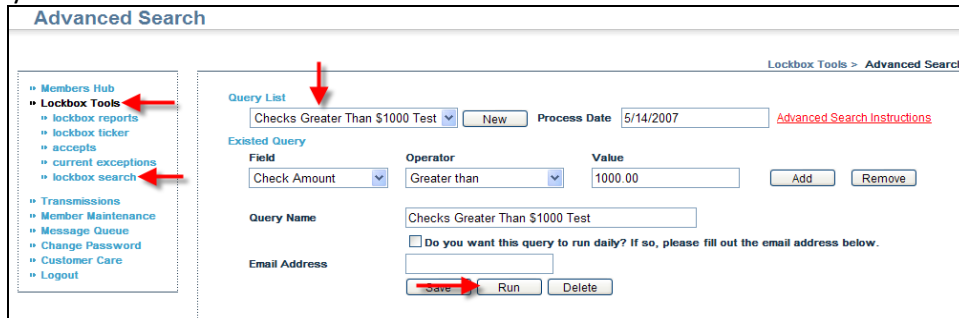
Lockbox Tools > Advanced Search

Query List
Please Select a Query Process Date 5/14/2007 [Advanced Search Instructions](#)

Please Select a Query
 Check Amount > \$500.00
Checks Greater Than \$1000 Test
 TF greater than 5K
 Xiao Test
 Xiao Test 2
 Xiao Test 3

How to Run a Saved Query

1. From the left navigation menu, click **Lockbox Tools**. Then click **Lockbox Search**. Then click **Advanced Search**.
2. From the Query List drop down, choose the query you wish to run. Click **Run**. Query results will display.



Advanced Search

Lockbox Tools > Advanced Search

Query List
Checks Greater Than \$1000 Test Process Date 5/14/2007 [Advanced Search Instructions](#)


Existed Query

Field	Operator	Value
Check Amount	Greater than	1000.00

Query Name

☐ Do you want this query to run daily? If so, please fill out the email address below.

Email Address

3. Click  to view the details of a transaction.

How to Delete an Existing Query

1. Repeat Steps 1-3 from the How to Run a Saved Query section above. Click the **Delete** button.

Query List
Checks Greater Than \$1000 Test Process Date 5/15/2007 [Advanced Search Instructions](#)


Existed Query

Field	Operator	Value		
Check Amount	Greater than	1000.00	<input type="button" value="Add"/>	<input type="button" value="Remove"/>

Query Name Checks Greater Than \$1000 Test

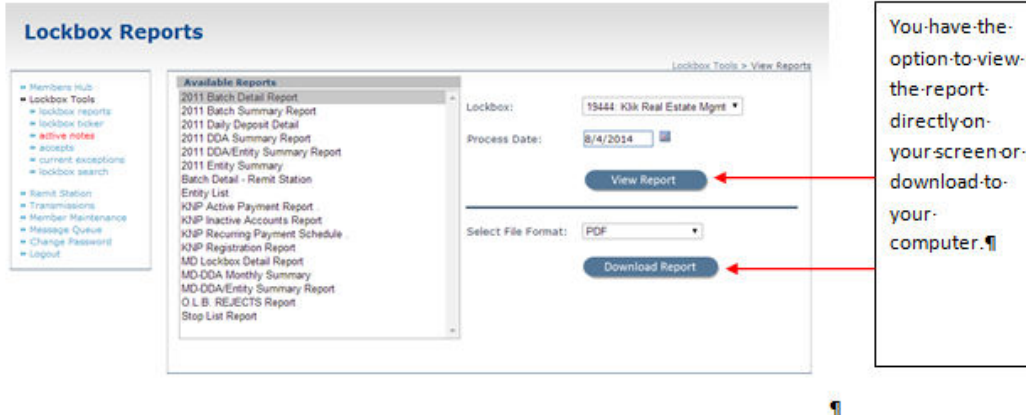
☐ Do you want this query to run daily? If so, please fill out the email address below.

Email Address

 **NOTE:** Advanced Search instructions can be accessed from Lockbox Tools. Click Lockbox Tools, Lockbox Search, Advanced Search, Advanced Search Instructions. Advanced Search Instructions will display.

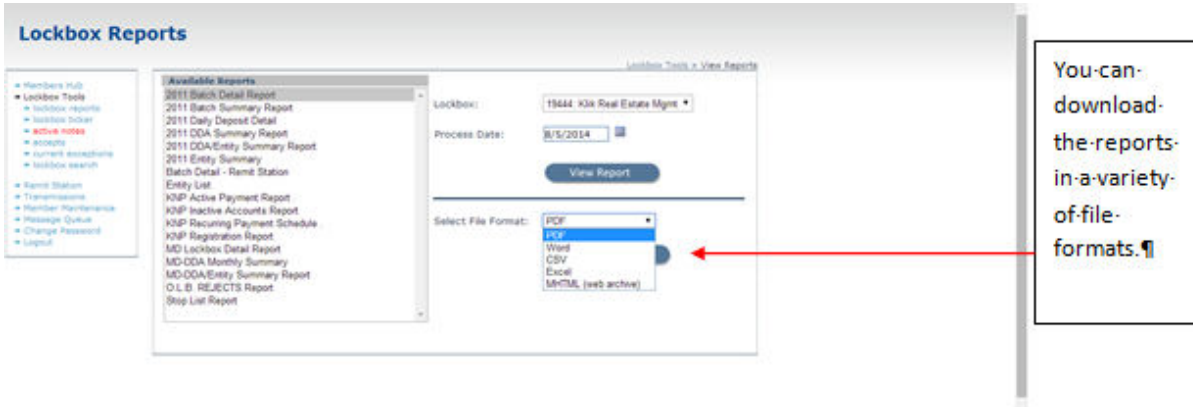
Lockbox Reports - Users may view and print various standard reports that provide a detailed summary of processed remittances. The below section will describe how to view these reports.

1. From the left navigation menu, click Lockbox Tools. Then click Lockbox Reports.



The screenshot shows the 'Lockbox Reports' page. On the left is a navigation menu with 'Lockbox Tools' expanded, showing 'Lockbox Reports' as a sub-option. The main area is titled 'Lockbox Tools > View Reports'. It features a list of 'Available Reports' on the left, including '2011 Batch Detail Report', '2011 Batch Summary Report', '2011 Daily Deposit Detail', '2011 DDA Summary Report', '2011 DDA/Entity Summary Report', '2011 Entity Summary', 'Batch Detail - Remit Station', 'Entity List', 'KIP Active Payment Report', 'KIP Inactive Accounts Report', 'KIP Recurring Payment Schedule', 'KIP Registration Report', 'MD Lockbox Detail Report', 'MD DDA Monthly Summary', 'MD DDA/Entity Summary Report', 'O.L.B. REJECTS Report', and 'Stop List Report'. To the right of this list are input fields for 'Lockbox:' (set to '19444 Kik Real Estate Mgmt') and 'Process Date:' (set to '8/4/2014'). Below these are two buttons: 'View Report' and 'Download Report'. A 'Select File Format:' dropdown is set to 'PDF'. A text box on the right side of the interface states: 'You have the option to view the report directly on your screen or download to your computer.' Red arrows point from this text box to the 'View Report' and 'Download Report' buttons.

2. When you select Lockbox Report the Report Viewer will launch.



Lockbox Reports

Available Reports:

- 2011 Batch Summary Report
- 2011 Daily Deposit Detail
- 2011 DDA Summary Report
- 2011 DDA/Entity Summary Report
- 2011 Entity Summary
- Batch Detail - Remit Station
- Entity List
- KNP Active Payment Report
- KNP Inactive Accounts Report
- KNP Recurring Payment Schedule
- KNP Registration Report
- MD Lockbox Detail Report
- MD-DA Monthly Summary
- MD-DA/Entity Summary Report
- O.L.B. REJECTS Report
- Stop List Report

Lockbox: 19444: Klik Real Estate Mgmt

Process Date: 8/5/2014

View Report

Select File Format:

- PDF
- CSV
- Word
- CSV
- Excel
- HTML (web archive)

You can download the reports in a variety of file formats.

3. From the Lockbox Report Viewer screen:

- Choose a **Report Name**. Reports options will vary depending on products you subscribe to and any custom reports that may have been developed per your request.
- Choose the **Lockbox** you wish to query. Enter a **Report Date** and click **View Report**.
- The report will display in the Results tab.

Lockbox Report Viewer - 2009 Batch Detail Report

Selection Results

First Previous Next Last Print Zoom In Zoom Out Refresh Next Report Page 1 of 4

Process Date: 08/12/2009 Batch #: 501224 Scan ID: 408

Batch Detail Report
Klik Real Estate Mgmt
(19444)

Report Date: 08/12/09 Time: 01:40 PM Page: 1 of 4

Building ID	Tenant	DDA Number	Sequence Number	Amount Due	Stub Date	Amount Applied	Check R/T	Check Number	Check Amount
VL	07A	1001000643	22147772	845.00	9/1/2004	300.00	111025453	2756	300.00
VL	05F	1001000643	22147773	845.00	9/1/2004	85.00	119053977	2755	85.00
VL	15B	1001000643	22147774	845.00	9/1/2004	500.00	119053977	2754	500.00
VL	15A	1001000643	22147775	805.00	9/1/2004	750.00	111025453	2753	750.00
VL	11A	1001000643	22147776	845.00	9/1/2004	975.75	119053977	2747	975.75
VL	11P	1001000643	22147777	845.00	9/1/2004	845.00	119053977	2752	845.00
VL	11E	1001000643	22147778	845.00	9/1/2004	845.00	119053977	2751	845.00
VL	11D	1001000643	22147779	845.00	9/1/2004	845.00	119053977	2750	845.00
VL	11C	1001000643	22147780	845.00	9/1/2004	845.00	111025453	2749	845.00
VL	11B	1001000643	22147781	820.00	9/1/2004	820.00	119053977	2748	820.00
RI	0402	0670716477	22147782	975.00	9/1/2004	875.00	119053977	2746	875.00
RI	0303	0670716477	22147783	1,195.00	9/1/2004	1,000.00	119053977	2745	1,000.00
RI	0201	0670716477	22147784	512.00	9/1/2004	12.00	119053977	2744	12.00
RI	0406	0670716477	22147785	925.00	9/1/2004	625.00	119053977	2743	625.00
RI	0404	0670716477	22147786	1,075.00	9/1/2004	525.00	119053977	2742	525.00
RI	0403	0670716477	22147787	1,010.00	9/1/2004	700.00	111025453	2741	700.00
RI	0401	0670716477	22147788	1,010.00	9/1/2004	1,010.00	119053977	2740	1,010.00
RI	0312	0670716477	22147789	1,325.00	9/1/2004	1,325.00	119053977	2739	1,325.00
RI	0311	0670716477	22147790	795.00	9/1/2004	795.00	119053977	2738	795.00
RI	0212	0670716477	22147791	920.00	9/1/2004	920.00	119053977	2737	920.00
OU	12A	1001000641	22147792	805.00	9/1/2004	705.00	119053977	2736	705.00
OU	11D	1001000641	22147793	805.00	9/1/2004	650.00	111025453	2735	650.00
OU	11C	1001000641	22147794	925.50	9/1/2004	700.00	119053977	2734	700.00
OU	11B	1001000641	22147795	845.00	9/1/2004	500.00	119053977	2733	500.00
OU	11A	1001000641	22147796	920.00	9/1/2004	900.00	119053977	2732	900.00
OU	10D	1001000641	22147797	955.00	9/1/2004	955.00	119053977	2731	955.00
OU	10C	1001000641	22147798	815.00	9/1/2004	815.00	119053977	2730	815.00
OU	10B	1001000641	22147799	955.00	9/1/2004	955.00	119053977	2729	955.00
OU	10A	1001000641	22147800	845.00	9/1/2004	845.00	119053977	2728	845.00
OU	09D	1001000641	22147801	835.00	9/1/2004	835.00	111025453	2727	835.00
CP	R21R	1952031639	22147802	905.00	9/1/2004	800.00	119053977	2725	800.00
CP	S04D	1952031639	22147803	765.00	9/1/2004	750.00	119053977	2724	750.00
CP	S04C	1952031639	22147804	765.00	9/1/2004	700.00	119053977	2723	700.00
CP	R23A	1952031639	22147805	765.00	9/1/2004	765.00	119053977	2722	765.00
CP	S04B	1952031639	22147806	660.00	9/1/2004	600.00	119053977	2721	600.00
CP	S02T	1952031639	22147807	875.00	9/1/2004	875.00	119053977	2720	875.00
CP	S02B	1952031639	22147808	845.00	9/1/2004	845.00	119053977	2719	845.00
CP	S02D	1952031639	22147809	975.00	9/1/2004	975.00	119053977	2718	975.00
CP	S01C	1952031639	22147810	845.00	9/1/2004	845.00	119053977	2717	845.00
CP	R13B	1952031639	22147811	820.00	9/1/2004	820.00	119053977	2716	820.00
Totals for Batch:									
501224					\$35,519.50	\$30,422.75		Transaction Count:40	