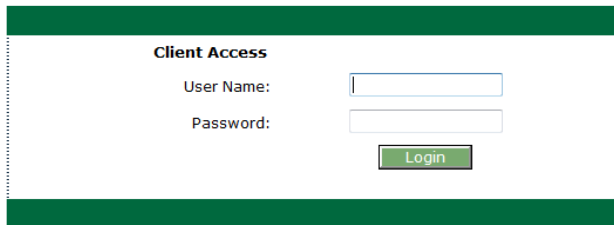


Online Lockbox User Guide

How to Log In To Online Lockbox


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



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.

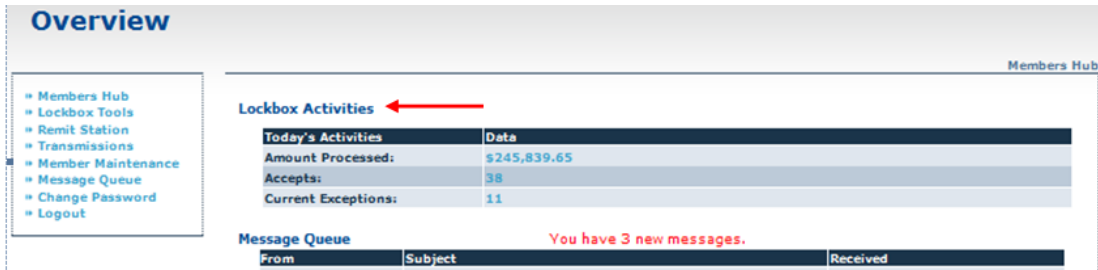
The Navigation Menu

- 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.



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

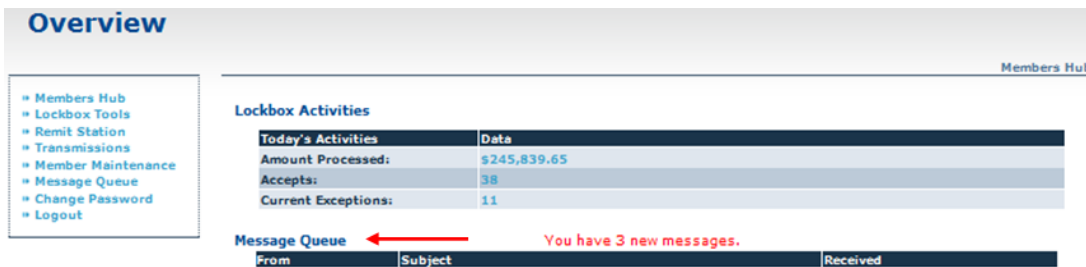
Lockbox Activities

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

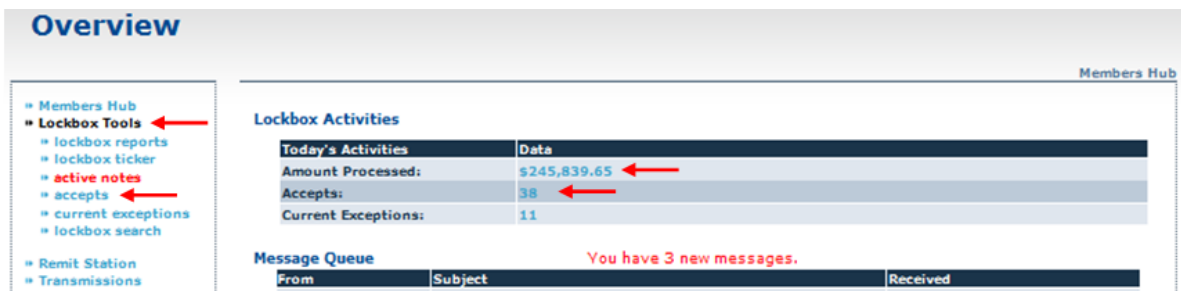
Today's Activities	Data
Amount Processed:	\$245,839.65
Accepts:	38
Current Exceptions:	11

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
- lockbox reports
- lockbox ticker
- active notes
- accepts
- current exceptions
- lockbox search
- 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

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

Detail/Entity	Lockbox Number	Payer's Acct ID	Voucher Amount	Check Amount	Payer's Bank Acct Number	Route Transit	Due Date	Process Date	Check DIN	Voucher DIN
Golden Ponds	19444	07B	\$845.00	\$45.00	020008431	21905977	01/1/007	05/07/07	40051894	50083599
Golden Ponds	19444	07B	\$845.00	\$800.00	020008431	21905977	01/1/007	05/07/07	40051895	50083599
Golden Ponds	19444	07C	\$845.00	\$1,690.00	020008431	21905977	01/1/007	05/07/07	40051896	50083602
Golden Ponds	19444	07D	\$845.00	\$1,690.00	020008431	21905977	01/1/007	05/07/07	40051896	50083603
Golden Ponds	19444	07E	\$845.00	\$1,500.00	020008431	21905977	01/1/007	05/07/07	40051897	50083605
Golden Ponds	19444	07F	\$845.00	\$1,500.00	020008431	21905977	01/1/007	05/07/07	40051897	50083606
Harbour Hills	19444	0305	\$895.00	\$2,060.00	020008431	21905977	01/1/007	05/07/07	40051898	50083608
Harbour Hills	19444	0306	\$1,075.00	\$2,060.00	020008431	21905977	01/1/007	05/07/07	40051898	50083609
Harbour Hills	19444	0304	\$1,294.25	\$294.25	020008431	21905977	01/1/007	05/07/07	40051899	50083611
Harbour Hills	19444	0304	\$1,294.25	\$1,000.00	020008431	21905977	01/1/007	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

Payer's Acct ID: 07B

Voucher Amount: \$845.00

DDA: 123456798

Due Date: 01/10/07

Check Amount: \$45.00

Payer'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
4 N 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 VOID NON-NEGOTIABLE
59 ROUTE 29
SAF HAVEN, N.Y. 10901

For

⑆021905977⑆ 020008431⑆ 2758 ⑆0000004500⑆

Check Voucher Front Back

ABC MANAGEMENT COMPANY
1234 Main Street
Anytown, USA 12345

Date	09/01/04
Amount Due	845.00
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

003221230370200002 0 090304 0064500 002 6

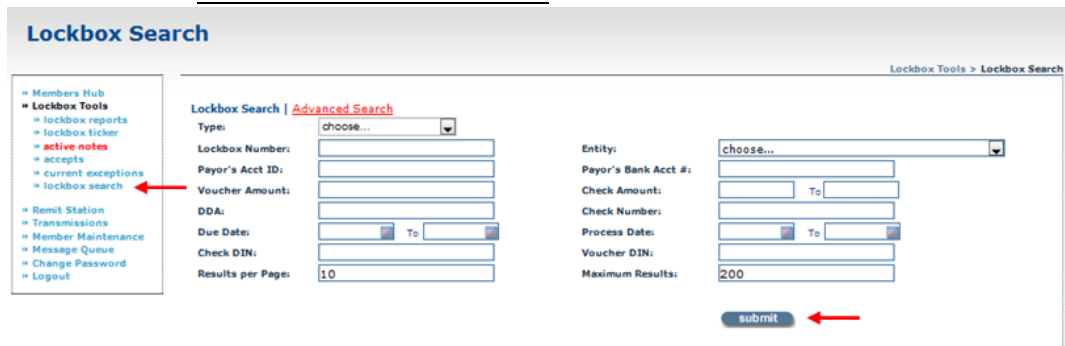
How to Perform a Lockbox Search - Search for transactions by using Lockbox Search. This section describes the steps to perform a lockbox search.

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.




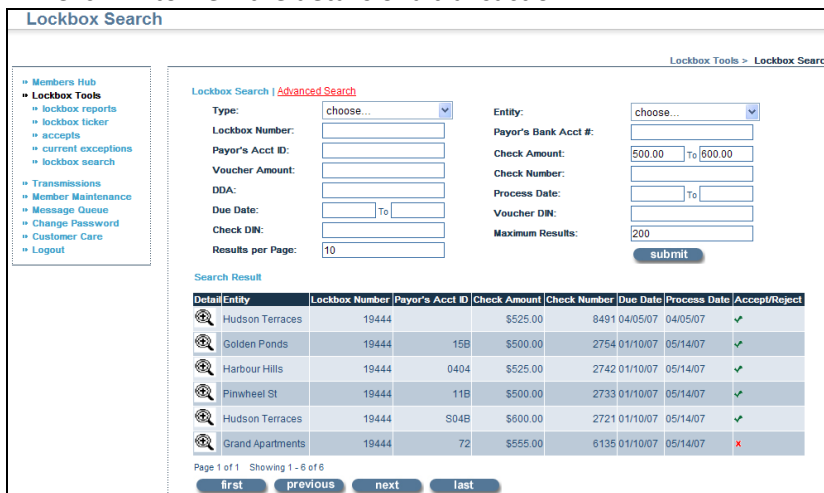
Lockbox Search Lockbox Tools > Lockbox Search

Lockbox Search | [Advanced Search](#)

Type: choose...
 Lockbox Number:
 Payor's Acct ID:
 Voucher Amount:
 DDA:
 Due Date: To
 Check DIN:
 Results per Page: 10

Entity: choose...
 Payor's Bank Acct #:
 Check Amount: To
 Check Number:
 Process Date: To
 Voucher DIN:
 Maximum Results: 200

- Your search results will display.
- Click  to view the details of a transaction.



Lockbox Search Lockbox Tools > Lockbox Search

Lockbox Search | [Advanced Search](#)

Type: choose...
 Lockbox Number:
 Payor's Acct ID:
 Voucher Amount:
 DDA:
 Due Date: To
 Check DIN:
 Results per Page: 10

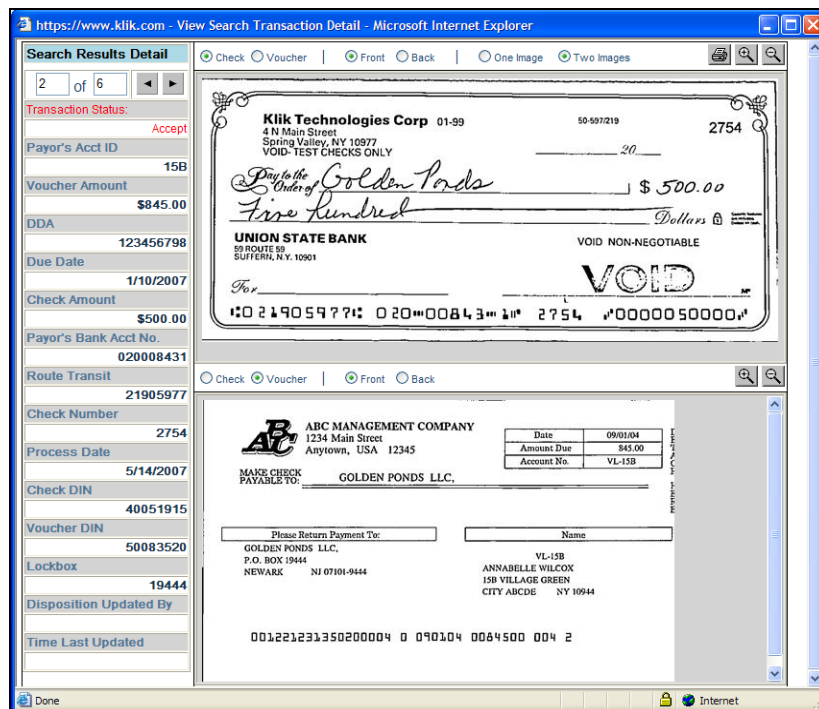
Entity: choose...
 Payor's Bank Acct #:
 Check Amount: 500.00 To 600.00
 Check Number:
 Process Date: To
 Voucher DIN:
 Maximum Results: 200

Search Result

Detail	Entity	Lockbox Number	Payor's Acct ID	Check Amount	Check Number	Due Date	Process Date	Accept/Reject
	Hudson Terraces	19444		\$525.00	8491	04/05/07	04/05/07	✓
	Golden Ponds	19444	15B	\$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	11B	\$500.00	2733	01/10/07	05/14/07	✓
	Hudson Terraces	19444	S04B	\$600.00	2721	01/10/07	05/14/07	✓
	Grand Apartments	19444	72	\$555.00	6135	01/10/07	05/14/07	x

Page 1 of 1 Showing 1 - 6 of 6

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

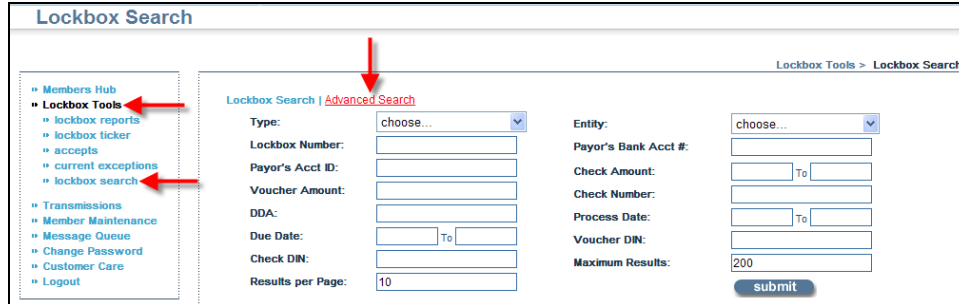


How to Perform an Advanced Lockbox Search - Advanced Lockbox Search allows the user to expand on the Lockbox Search capabilities. Some features of Advanced Lockbox Search are:

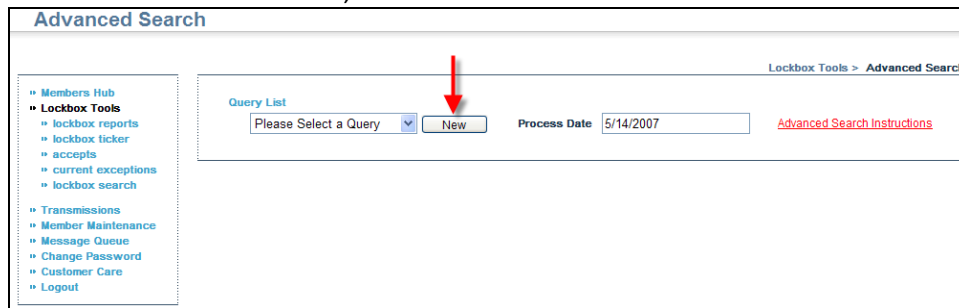
- The ability to add logical operators to a search, i.e., greater than, less than, equal to, starts with and contains.
- The ability to save searches and run them again at a later time.
- The ability to schedule searches.
- The ability to notify the user via e-mail when results to a daily search are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

How to Run a One Time Query

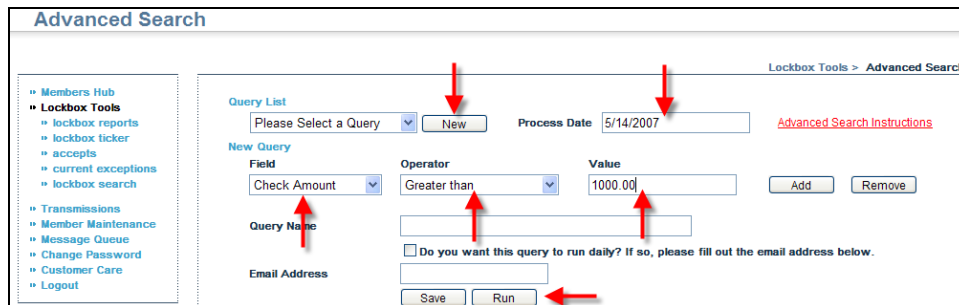
- From the left navigation menu, click **Lockbox Tools**. Then click **Lockbox Search**. Then click **Advanced Search**.




- 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**.

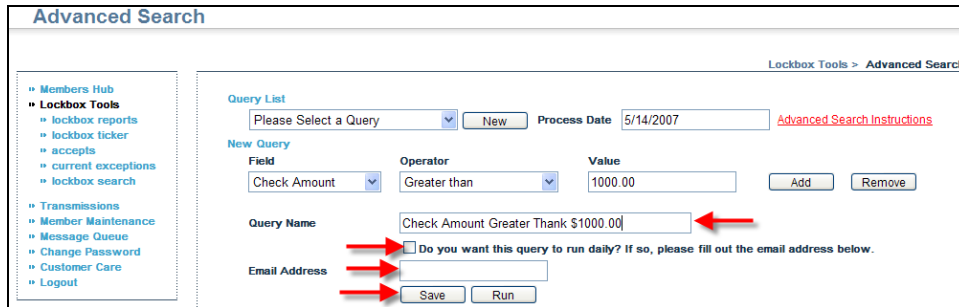


- The results of your query will display.
- Click  to view the details of a transaction.

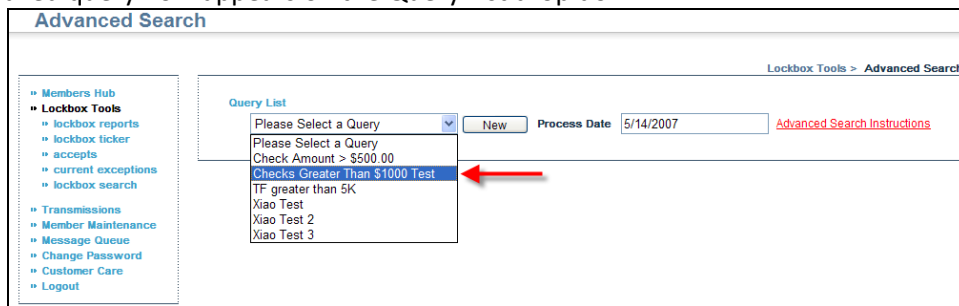
How to Create a Query for Future Use

- 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**.

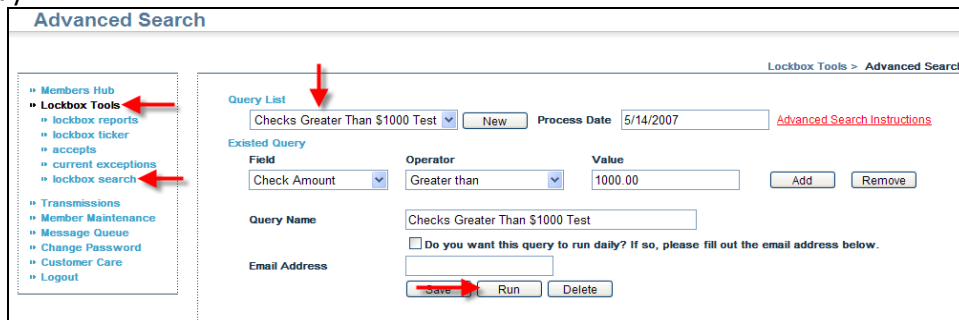



5. The saved query now appears on the Query List drop down.



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.



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.

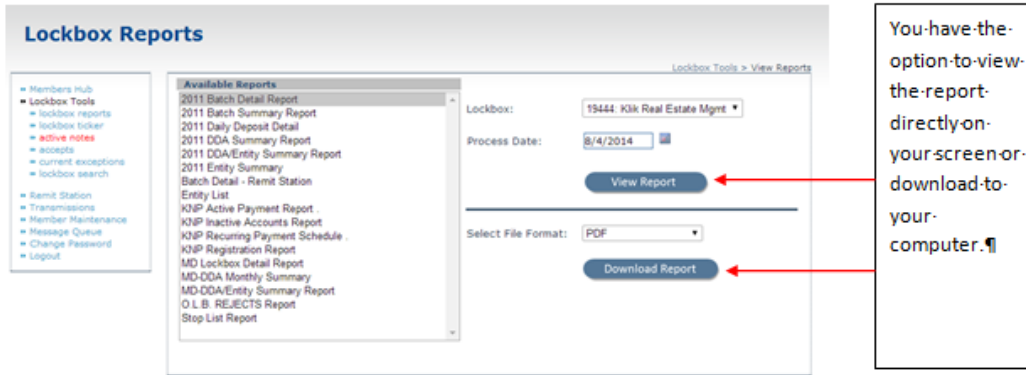
Email Address



 **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 to show 'Lockbox Reports'. The main area is titled 'Lockbox Tools > View Reports' and contains a list of 'Available Reports' such as '2011 Batch Detail Report' and '2011 Batch Summary Report'. Below the list are input fields for 'Lockbox:' (set to '1944: Kik Real Estate Mgmt'), 'Process Date:' (set to '8/4/2014'), and 'Select File Format:' (set to 'PDF'). There are two buttons: 'View Report' and 'Download Report'. Red arrows point from a text box on the right to these buttons.

Lockbox Reports

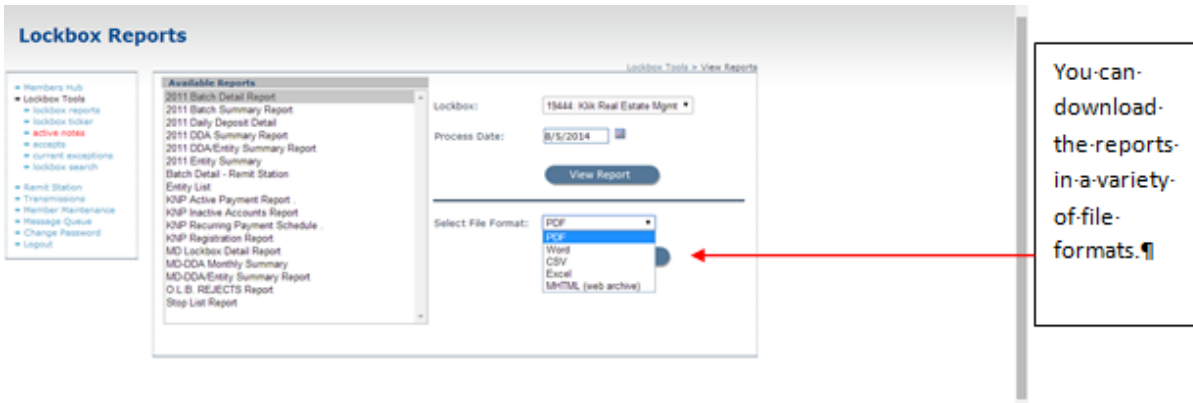
Members Hub
Lockbox Tools
lockbox reports
lockbox ticker
active notes
accepts
current exceptions
lockbox search
Remit Station
Transmissions
Member Maintenance
Message Queue
Change Password
Logout

Available Reports
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
KNP Active Payment Report
KNP Inactive Accounts Report
KNP Recurring Payment Schedule
KNP Registration Report
MD Lockbox Detail Report
MD DDA Monthly Summary
MD DDA Entity Summary Report
O L B REJECTS Report
Stop List Report

Lockbox: 1944: Kik Real Estate Mgmt
Process Date: 8/4/2014
View Report
Select File Format: PDF
Download Report

You have the option to view the report directly on your screen or download to your computer.

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



Lockbox Reports

Members Hub
Lockbox Tools
Lockbox reports
Lockbox folder
Active notes
Account
Current exceptions
Lockbox search
Remit Station
Transactions
Member Maintenance
Message Queue
Change Password
Logout

Available Reports

- 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
- KNP Active Payment Report
- KNP Inactive Accounts Report
- KNP Recurring Payment Schedule
- KNP Registration Report
- MD Lockbox Detail Report
- MD-DDA Monthly Summary
- MD-DDA 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	1001000649	22147772	845.00	9/1/2004	300.00	111025452	2756	300.00
VL	05F	1001000649	22147773	845.00	9/1/2004	85.00	11905977	2755	85.00
VL	15B	1001000649	22147774	845.00	9/1/2004	500.00	11905977	2754	500.00
VL	15A	1001000649	22147775	805.00	9/1/2004	750.00	111025452	2753	750.00
VL	11A	1001000649	22147776	845.00	9/1/2004	975.75	11905977	2747	975.75
VL	11P	1001000649	22147777	845.00	9/1/2004	845.00	11905977	2752	845.00
VL	11C	1001000649	22147778	845.00	9/1/2004	845.00	11905977	2751	845.00
VL	11D	1001000649	22147779	845.00	9/1/2004	845.00	11905977	2750	845.00
VL	11E	1001000649	22147780	845.00	9/1/2004	845.00	111025452	2749	845.00
VL	11B	1001000649	22147781	820.00	9/1/2004	820.00	11905977	2748	820.00
HI	0402	0678716477	22147782	975.00	9/1/2004	875.00	11905977	2746	875.00
HI	0303	0678716477	22147783	1,135.00	9/1/2004	1,000.00	11905977	2745	1,000.00
HI	0211	0678716477	22147784	312.00	9/1/2004	12.00	11905977	2744	12.00
HI	0406	0678716477	22147785	925.00	9/1/2004	625.00	11905977	2743	625.00
HI	0404	0678716477	22147786	1,075.00	9/1/2004	525.00	11905977	2742	525.00
HI	0403	0678716477	22147787	1,010.00	9/1/2004	700.00	111025452	2741	700.00
HI	0401	0678716477	22147788	1,010.00	9/1/2004	1,010.00	11905977	2740	1,010.00
HI	0312	0678716477	22147789	1,325.00	9/1/2004	1,325.00	11905977	2739	1,325.00
HI	0311	0678716477	22147790	795.00	9/1/2004	795.00	11905977	2738	795.00
HI	0311	0678716477	22147791	920.00	9/1/2004	920.00	11905977	2737	920.00
GX	12A	1001000841	22147792	805.00	9/1/2004	705.00	11905977	2736	705.00
GX	11D	1001000841	22147793	805.00	9/1/2004	650.00	111025452	2735	650.00
GX	11C	1001000841	22147794	925.00	9/1/2004	700.00	11905977	2734	700.00
GX	11B	1001000841	22147795	845.00	9/1/2004	500.00	11905977	2733	500.00
GX	11A	1001000841	22147796	920.00	9/1/2004	900.00	11905977	2732	900.00
GX	10D	1001000841	22147797	955.00	9/1/2004	955.00	11905977	2731	955.00
GX	10C	1001000841	22147798	815.00	9/1/2004	815.00	11905977	2730	815.00
GX	10B	1001000841	22147799	955.00	9/1/2004	955.00	11905977	2729	955.00
GX	10A	1001000841	22147800	845.00	9/1/2004	845.00	11905977	2728	845.00
GX	09D	1001000841	22147801	825.00	9/1/2004	825.00	111025452	2727	825.00
CP	R21P	1352021629	22147802	905.00	9/1/2004	800.00	11905977	2725	800.00
CP	304D	1352021629	22147803	765.00	9/1/2004	750.00	11905977	2724	750.00
CP	304C	1352021629	22147804	765.00	9/1/2004	700.00	11905977	2723	700.00
CP	R23A	1352021629	22147805	765.00	9/1/2004	765.00	11905977	2722	765.00
CP	304B	1352021629	22147806	660.00	9/1/2004	600.00	11905977	2721	600.00
CP	201T	1352021629	22147807	875.00	9/1/2004	875.00	11905977	2720	875.00
CP	301E	1352021629	22147808	845.00	9/1/2004	845.00	11905977	2719	845.00
CP	301D	1352021629	22147809	975.00	9/1/2004	975.00	11905977	2718	975.00
CP	301C	1352021629	22147810	845.00	9/1/2004	845.00	11905977	2717	845.00
CP	R13B	1352021629	22147811	820.00	9/1/2004	820.00	11905977	2716	820.00
Totals for Batch:									
501224				Remittance Check	\$35,519.50	\$30,422.75		Transaction Count:40	