

# Midwest BankCentre Lockbox

## WEB PORTAL USER GUIDE



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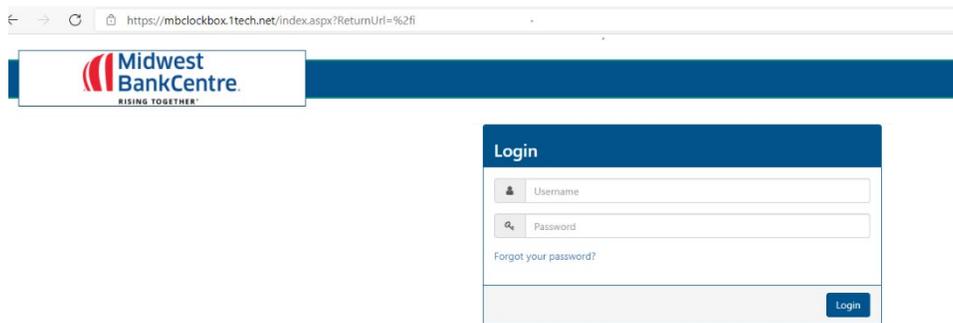
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Login URL: <https://mbclockbox.1tech.net>

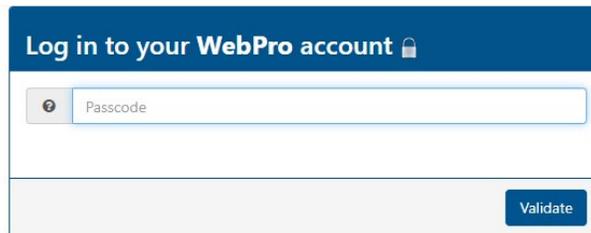
QUESTIONS?  
Contact us at 314-631-5500 or  
[TMHelpDesk@MidwestBankCentre.com](mailto:TMHelpDesk@MidwestBankCentre.com)

## Log On Instructions (First Time)

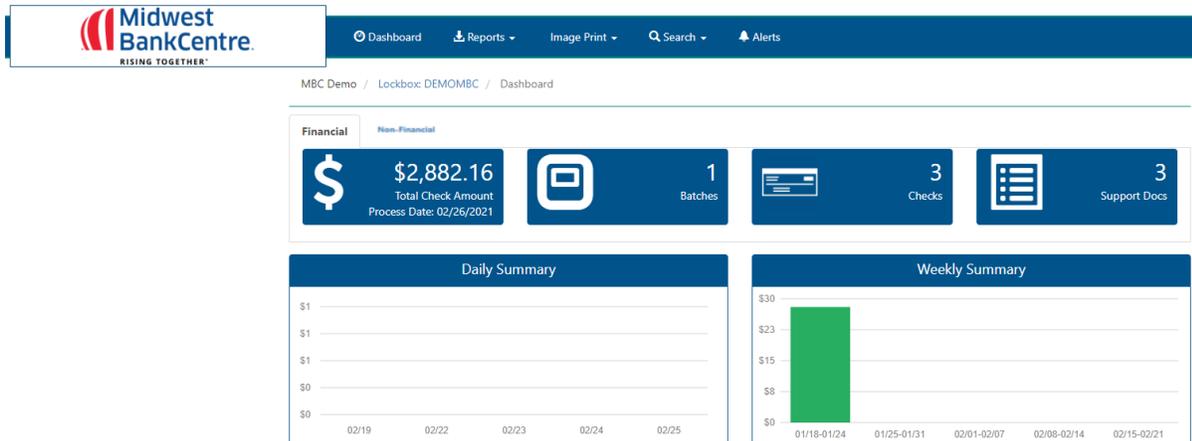
1. You will need to log in and enter your log in name, then temp password. Then you will select a PASSCODE question and answer it.
2. It will take you back to log in screen where you use same log in name and TEMP password assigned by Admin.
3. Then it will ask for the ANSWER to the passcode (if you ever forget the question just put your mouse over the WORD passcode and your question will pop up)
4. Then you will be prompted to reset your password.



That answer is the same as the Security question.



After a successful login, users will be presented with the Dashboard Screen:



## Top Navigation

**Dashboard:** Quick access to daily, weekly or monthly summary deposit information

**Reports:** System Generated Reports

**Image Print:** System Generated Image PDF Reports

**Search:** Detail Search for a specific payment, exception, correspondence, collection or rejected transaction

**Alerts:** Quick Access – System and Custom Alerts Notification Setup and Review

**User Account:** Manage Settings, Change Password and other options depending on authority level

## Financial Tab

The Latest/Current Day Deposit information is presented using four links and identifies the following criteria:

**Deposit Information** – Total Last Deposit or Current Day deposit Total

*The Deposit “Link” performs a full search and presents a Search Results List of all transactions*

**Number of Batches** – Number of batches captured for the last Deposit Day or current number of batches for Intraday

*The Batch “Link” performs a full search and presents a Search Results List of all transactions*

**Number of Checks** – Number of checks captured for the last Deposit Day or current number of checks for Intraday

*The Check “Link” performs a full search and presents a Search Results List of all transactions*

**Number of Documents** – Number of documents captured for the last Deposit Day or current number of Batches for Intraday

*The Document “Link” performs a full search and presents a Search Results List of all transactions*

## Non-Financial Tab

This tab will include images of any non-financial information that is sent to the lockbox, If no deposits are received for the day a note will be scanned in to this folder to advise as such.

**The Daily Summary Graph** displays the last 5 processing day totals. Selecting a Day Column “Link performs a full search and presents a Search Results List for all transactions for that Day.

**The Weekly Summary Graph** displays the last 5 processing Weeks totals. Selecting a Week Column “Link performs a full search and presents a Search Results List for all transactions for that Week.

MBC Demo / Lockbox: DEMOMBC / Search / Search Results

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Back To Search

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Print

All Documents  
  Checks Only  
  Invoices Only  
  Include Rear Images  
 Print

Search Results 14 CSV PDF

BUSINESS DATE	LOCKBOX NUMBER	REFNO #	TRAN #	CHECK\$ AMOUNT
01/21/2021	DEMOMBC	1269	1	\$1.00
01/21/2021	DEMOMBC	1269	1	\$0.00
01/21/2021	DEMOMBC	1269	2	\$2.00
01/21/2021	DEMOMBC	1269	2	\$0.00
01/21/2021	DEMOMBC	1269	3	\$3.00
01/21/2021	DEMOMBC	1269	3	\$0.00
01/21/2021	DEMOMBC	1269	4	\$4.00
01/21/2021	DEMOMBC	1269	4	\$0.00
01/21/2021	DEMOMBC	1269	5	\$5.00
01/21/2021	DEMOMBC	1269	5	\$0.00
01/21/2021	DEMOMBC	1269	6	\$6.00
01/21/2021	DEMOMBC	1269	6	\$0.00
01/21/2021	DEMOMBC	1269	7	\$7.00
01/21/2021	DEMOMBC	1269	7	\$0.00

Clicking any line item will provide more detail on the transaction.

Transaction Detail				
BUSINESS DATE	LOCKBOX NUMBER	REFERENCE NO.	TRANSACTION NO	CHECK AMOUNT
01/21/2021	DEMOMBC	1269	1	\$1.00

Print

All Documents   
  Checks Only   
  Include Rear Images   
 Print    Print Batch

Notes

Checks

REC TYPE	TRANSACTION NO	TRANSIT NUMBER	CHECK ACCOUNT	CHECK SERIAL	CHECK AMOUNT	SEQ W/I REFNO
Check	1	064000101	6700410	000491	\$1.00	1

**Gregory J. Hampton**  
1234 Any Street  
Your Town, USA

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$

*TEST CHECK ONLY*

TEST DOCUMENT NON-NEGOTIABLE      NON-NEGOTIABLE SAMPLE - VOID DO NOT CASH!

FOR \_\_\_\_\_

⑈000491⑈ ⑆064000101⑆ 6700410⑈

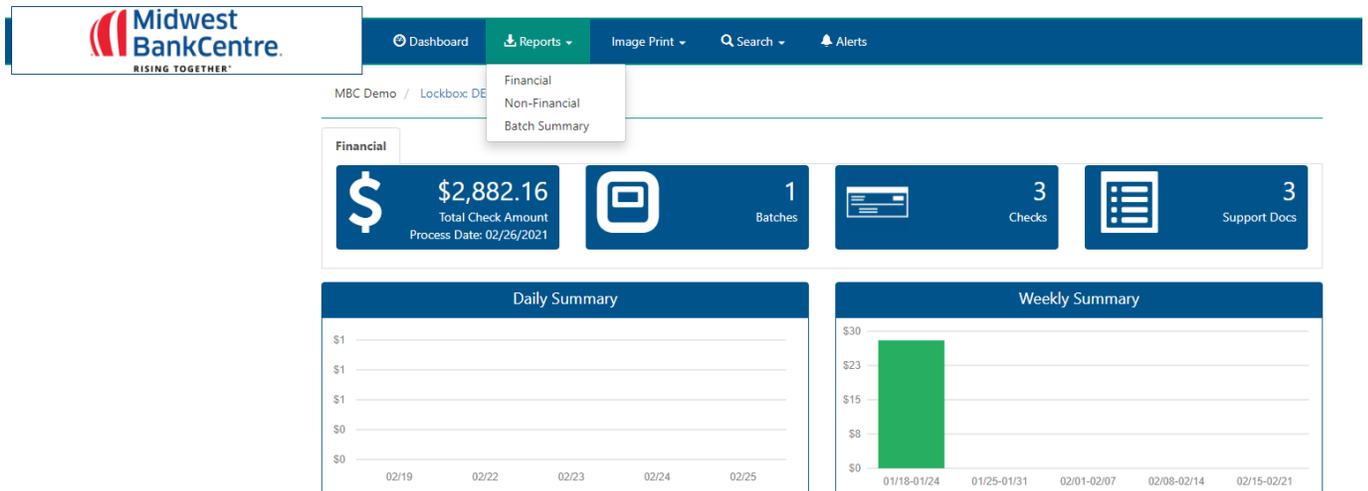
Invoices

REC TYPE	TRANSACTION NO	RECORD W/I SEQ
Invoice	1	1

## Reports

### Selecting a Report:

- From the Dashboard Select Reports



The screenshot shows the Midwest BankCentre Lockbox Web Portal dashboard. At the top, there is a navigation bar with the Midwest BankCentre logo, a 'Dashboard' button, a 'Reports' dropdown menu (which is open, showing 'Financial', 'Non-Financial', and 'Batch Summary' options), an 'Image Print' button, a search bar, and an 'Alerts' button. Below the navigation bar, the breadcrumb trail reads 'MBC Demo / Lockbox DE'. The main content area features a 'Financial' tab and three summary cards: 'Total Check Amount' of \$2,882.16 (Process Date: 02/26/2021), '1 Batches', '3 Checks', and '3 Support Docs'. Below these cards are two summary charts: 'Daily Summary' and 'Weekly Summary'. The 'Daily Summary' chart shows a bar for 02/26 with a value of \$2,882.16. The 'Weekly Summary' chart shows a bar for 01/18-01/24 with a value of \$2,882.16.

### The following Report options are available:

Intra-Day / Historical Reports

**Date:**  Intra-Day Only

**Begin Date:**  

**End Date:**  

### Setup:

**Intraday** – Default – Reports on the data for the current or last available processing date  
*Must be “unchecked” to select a different day/date range*

**Begin Date** – Defaults to the oldest date with available data

**End Date** – Defaults to the newest date with available data

**Summary** – Displays the Summary Totals for the selected Intraday/Date options

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Information last updated on **02/26/2021** at **13:32:41**

<b>Business Date:</b>	<b>02/26/2021 - 02/26/2021</b>
<b>Company Name:</b>	<b>MBC Demo</b>
<b>Lockbox Number:</b>	<b>DEMOMBC</b>
<b>Lockbox Name:</b>	<b>Demo Midwest Bank Centre</b>
<b><u>Totals</u></b>	
<b>Number Of Batches:</b>	<b>1</b>
<b>Dollar Amount:</b>	<b>\$2,882.16</b>
<b>Number Of Checks:</b>	<b>3</b>
<b>Number Of Support Documents:</b>	<b>3</b>
<b>Oldest Date On Record:</b>	<b>01/21/2021</b>

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 [View as PDF](#)

- Last Update Information
- Business Date/Range selected
- Company Name
- Lockbox Number
- Lockbox Name
- Summary Totals
- Number of Batches for the selected Date/Range
- Dollar Amount for the selected Date/Range
- Number of Checks for the selected Date Range
- Number of Documents for the selected Date/Range
- Oldest Date of Record
- Printer Friendly option – Print format of the Information

**Detail** – Displays the Detail Totals for the selected Intraday/Date options

- Lockbox Number
- Business Date/Range selected
- Suppress Invoice Information – Reports on Check information only
- Refresh Report – Refreshes the report page to include any new data
- PDF – Opens a PDF document with the Detail Data – *Can be saved and/or printed*
- CSV – Opens a CSV file with the Detail Data – *Can be saved*

**DEMOMBC - Lockbox Detail Report**  
Business Date: 01/21/2021 - 01/29/2021

Suppress Invoice Information    Refresh Report    PDF    CSV

Business Date: 01/21/2021 (Batch: 1269)

BUSINESS DATE	REFNO #	TRAN #	RECORD TYPE	CHECKS AMOUNT
01/21/2021	1269		1 Check	\$1.00
01/21/2021	1269		1 Invoice	\$0.00
01/21/2021	1269		2 Check	\$2.00
01/21/2021	1269		2 Invoice	\$0.00
01/21/2021	1269		3 Check	\$3.00
01/21/2021	1269		3 Invoice	\$0.00
01/21/2021	1269		4 Check	\$4.00
01/21/2021	1269		4 Invoice	\$0.00
01/21/2021	1269		5 Check	\$5.00
01/21/2021	1269		5 Invoice	\$0.00
01/21/2021	1269		6 Check	\$6.00
01/21/2021	1269		6 Invoice	\$0.00
01/21/2021	1269		7 Check	\$7.00
01/21/2021	1269		7 Invoice	\$0.00

Check Total: \$28.00 Check Count: 7  
Grand Total: \$28.00 Grand Count: 7

## Image Print Report

Produces a PDF file of the Images with system reference data.

From the Dashboard, select the required report type from the Image Print Main Menu to display the Report Options:

The screenshot shows the Midwest BankCentre Lockbox Web Portal dashboard. The navigation bar includes 'Dashboard', 'Reports', 'Image Print', 'Search', and 'Alerts'. The 'Image Print' menu is open, showing 'Financial' and 'Non-Financial' options. The dashboard features several summary cards: 'Total Check Amount' (\$0.00, Process Date: 02/26/2021), 'Batches' (0), 'Checks' (0), and 'Support Docs' (0). Below these are 'Daily Summary' and 'Weekly Summary' sections. The 'Daily Summary' is a table with columns for dates (02/19, 02/22, 02/23, 02/24, 02/25) and rows for dollar amounts (\$1, \$1, \$1, \$0, \$0). The 'Weekly Summary' is a bar chart with a y-axis from \$0 to \$30 and x-axis categories (01/18-01/24, 01/25-01/31, 02/01-02/07, 02/08-02/14, 02/15-02/21). A single green bar is visible for the 01/18-01/24 period.

The Image Print options are displayed:

The screenshot shows the 'Financial Image Print' report options screen. The title is 'Financial Image Print'. Below the title is the heading 'Select Date'. A date selection dropdown menu is open, showing '01/21/2021'. Below the dropdown is a blue 'Next' button.

- **Select Date** – Select the Date to print the images from – Select “Next”

The screenshot shows a web interface titled "Financial Image Print". The main heading is "Select Batch(es)". Below this, there is a checkbox labeled "Print All Batches". Underneath, it says "Select Batch(es) for 01/21/2021:". There is a single checkbox with the text "1269 - [01/21/2021]". At the bottom, there are two blue buttons: "Previous" and "Next".

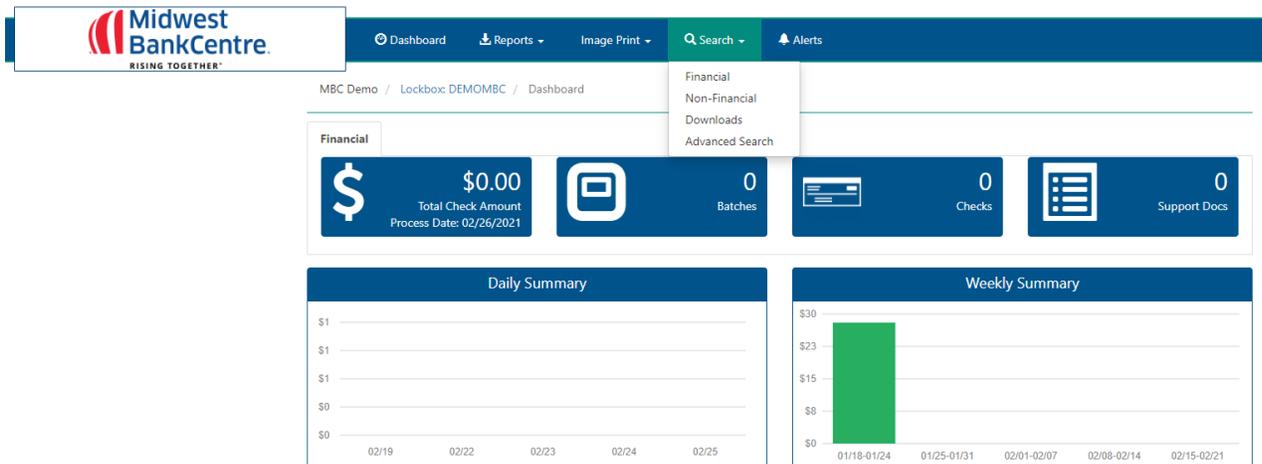
- **Select Batches** – (Quick select for “Print All Batches”) – Multiple Batches may be selected – Select “Next”
- **Ready To Print** – Option for “All Documents”, “Checks Only” or “Invoices Only”, option to Include Rear Images (Default is Front Only) and an option to sort by DDA (Multi-DDA Lockboxes – i.e. Property Management).

The screenshot shows a web interface titled "Financial Image Print". The main heading is "Ready To Print". Below this, there is a dropdown menu currently showing "All Documents". There are two checkboxes: "Include Rear Images" and "Order by DDA". Below these, it displays "Business Date: 01/21/2021" and "Batches: 1269". At the bottom, there are two blue buttons: "Previous" and "Generate".

- Selected Business Date and Batch Numbers are displayed for verification – Select “Generate” to create the report.

## Search Functionality

Allows financial and non-financial/correspondence items to be searched and reviewed.



The search capability criteria will vary for each specific search function.

- Financial payment history displays all the payments made by the associated method. It is used for confirmation and review of payments as needed.
- Non-Financial/Correspondence history is used to see all Non-Financial/Correspondence documents processed for the Lockbox.

Select the required search type from the Search Main Menu to display the associated Search Options:

### Financial Search

Intra-Day / Historical Search

**Date:**  Intra-Day Only

**Filter:**  Checks

**Search:**

**Begin Date:**

Invoice

**Greater Than**

**End Date:**

Items per Screen:

Advanced Search Utility

## Setup:

- **Intraday** – Default – Searches on the data for the current or last available processing date
- Must be “unchecked” to select a different day/date range
- **Begin Date** – Defaults to the oldest date with available data
- **End Date** – Defaults to the newest date with available data
- **Filter** – Include Checks and/or Invoices in the search
- **Items Per Screen** – Number of results displayed per screen (Default is 15)
- **Search** – List of system and lockbox specific fields that can be searched on (i.e. – Check Amount, Paid Account Number, Batch Number, etc.)
- **Qualifiers** – “Greater Than”, “Equal To”, “Not Equal To”, “Less Than”, “Greater Than or Equal To”, or “Less Than or Equal To”
- **Value** – Value associated with the Qualifier

## Selection:

- **Search** – Displays the results set
- **Reset Values** – Clears out the options and sets to the default

## Search Results Options:

MBC Demo / Lockbox: DEMOMBC / Search / Search Results

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Back To Search

Print

All Documents
  Checks Only
  Invoices Only
  Include Rear Images
 Print

Search Results 0 CSV PDF

BUSINESS DATE	LOCKBOX NUMBER	REFNO #	TRAN #	CHECK\$ AMOUNT
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- **Back to Search** – Returns to the Search Selection options with the current setting
- **Print** – Quick Image Print selection option
- **All Documents** – Print Images of all documents
- **Checks Only** – Prints Images of just the Checks
- **Invoices Only** – Prints Images of just the Invoices
- **Include Rear Images** – Rear Images will be included in the Image Print File

**CSV** – Exports the results data to a CSV File

**PDF** – Exports the results data to a PDF File

## Non-Financial Search

**Intra-Day / Historical Search (Non-Financial)**

**Date:**  Intra-Day Only

**Search:**

**Begin Date:**

**End Date:**

Items per Screen:

Advanced Search Utility

## Transaction Detail Screen Options:

Prev Trans
Next Trans
Search Results

Transaction Detail

BUSINESS DATE	LOCKBOX NUMBER	REFERENCE NO.	TRANSACTION NO	CHECK AMOUNT
12/03/2018	777777	3000	2	\$1,455.00

All Documents
 Checks Only
 Include Rear Images
 Black & White Only

Notes

Transaction Comment	Date Added	Commented By
Add a Note here...		

Coupons

REC TYPE	TRANSACTION NO	RECORD W/I SEQ	TENANT CODE	AMOUNT
Cpn		2	1 T0011592	\$1,455.00

- **Prev Trans** – Displays the previous Result Transaction in the Transaction Detail screen
- **Next Trans** – Displays the next Result Transaction in the Transaction Detail screen
- **Search Results** – Re-Displays the current Results List
- **Print/Print Batch** – Quick Image Print (By Transaction or Batch) selection option
  - **All Documents** – Print Images of all documents
  - **Checks Only** – Prints Images of just the Checks
  - **Invoices Only** – Prints Images of just the Invoices
  - **Include Rear Images** – Rear Images will be included in the Image Print File

## Search: Downloads

The Downloads option allows End Users to receive their Reports and/or Transmissions files through WebPro. When the Reports and Transmissions are created in Lockbox, the core system “uploads” the files (if configured) to the website for the Company to access.

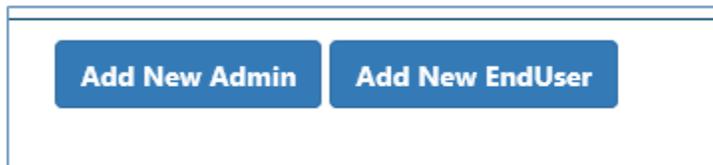
	Business Date	Download Type	Batch Number	Download Size
Download	12/03/2018	Transmission		34.3 kb
Download	11/13/2018	Transmission		34.3 kb
Download	10/01/2018	Transmission		33.1 kb
Download	09/12/2018	PDF System Report		11.2 kb

## Set Up & Access Instructions for Lockbox Web Portal (New Admin or End Users)

- Log into the Lockbox Web Portal
- Click on Name on Right side of screen and list will drop down.



- Click on **Users**
- Click on Add New Admin OR Add New End User\*



*\*The only difference is an Admin can Add/Delete users and add Alerts and an End User cannot*

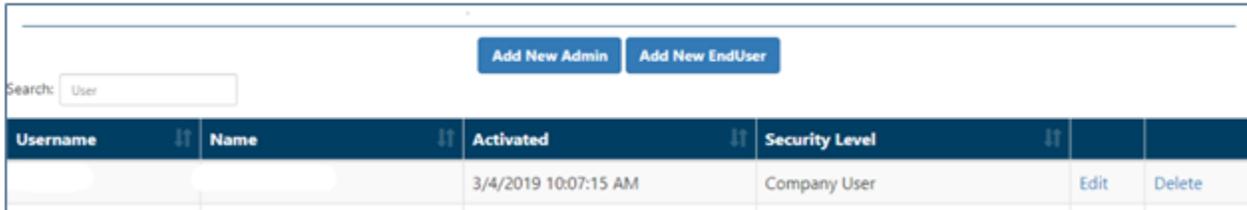
- Fill out the required fields noted with **Red \***

Create New Company User

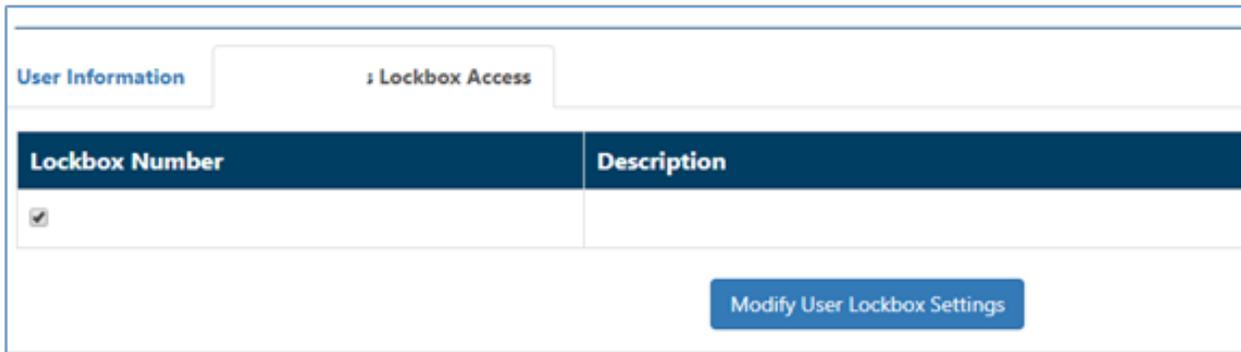
Login:	<input style="width: 80%;" type="text" value=""/>	*
First Name:	<input style="width: 80%;" type="text" value=""/>	*
Last Name:	<input style="width: 80%;" type="text" value=""/>	*
Password:	<input style="width: 80%;" type="password" value=""/>	*
Password(Confirm):	<input style="width: 80%;" type="password" value=""/>	*
Security Level:	<input type="text" value="User"/>	
Exception - TE:	<input type="checkbox"/> Enabled	
Create WebLITS:	<input type="checkbox"/> Enabled	
Perform Capture:	<input type="checkbox"/> Enabled	
Verify Any:	<input type="checkbox"/> Enabled	
Use Classic Website:	<input type="checkbox"/> Enabled	
Alert on Web Rejects:	<input type="checkbox"/> Enabled	
Comments:	<input type="radio"/> Disabled <input type="radio"/> View <input type="radio"/> View & Add	
Email :	<input style="width: 80%;" type="text" value=""/>	*

**ONLY FOR End User (NOT ADMIN)- Additional step is needed**

- Once an End User is created you MUST go back in to edit (on right side of user's name)



- Click on 2<sup>nd</sup> TAB the users name for Lockbox ACCESS
- Make sure box is checked! This will give you access to your Lockbox.

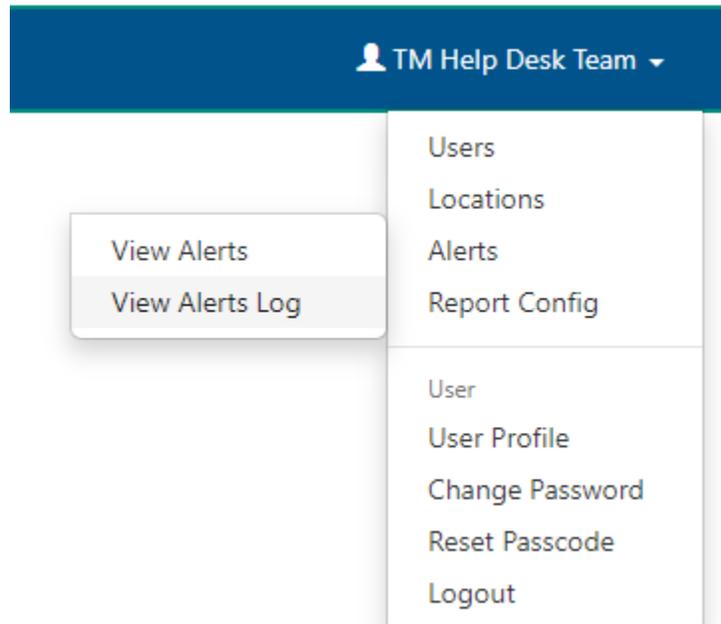


- Click on Modify User Lockbox Settings



## Adding System Alerts

- Log in to Web Portal
- On right side click on Profile Name and list will pop then scroll over the word Alerts> on right side click View Alerts, like below.



- Click on System Alert



*Box will pop and fill in what's in yellow, will need to do this for both a Financial and NON-Financial Batch if you have both being scanned. Once you select user from list it will pre-fill e-mail address to be sent to.*

Add System Alert Settings - Lockbox DEMOMBC

Alert Name:

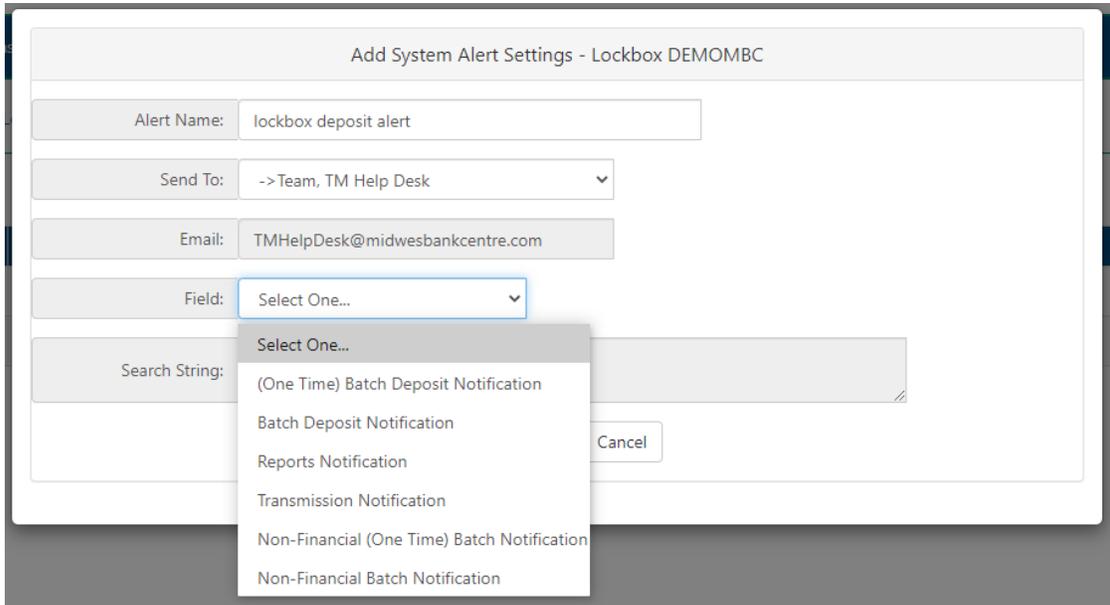
Send To:

Email:

Field:

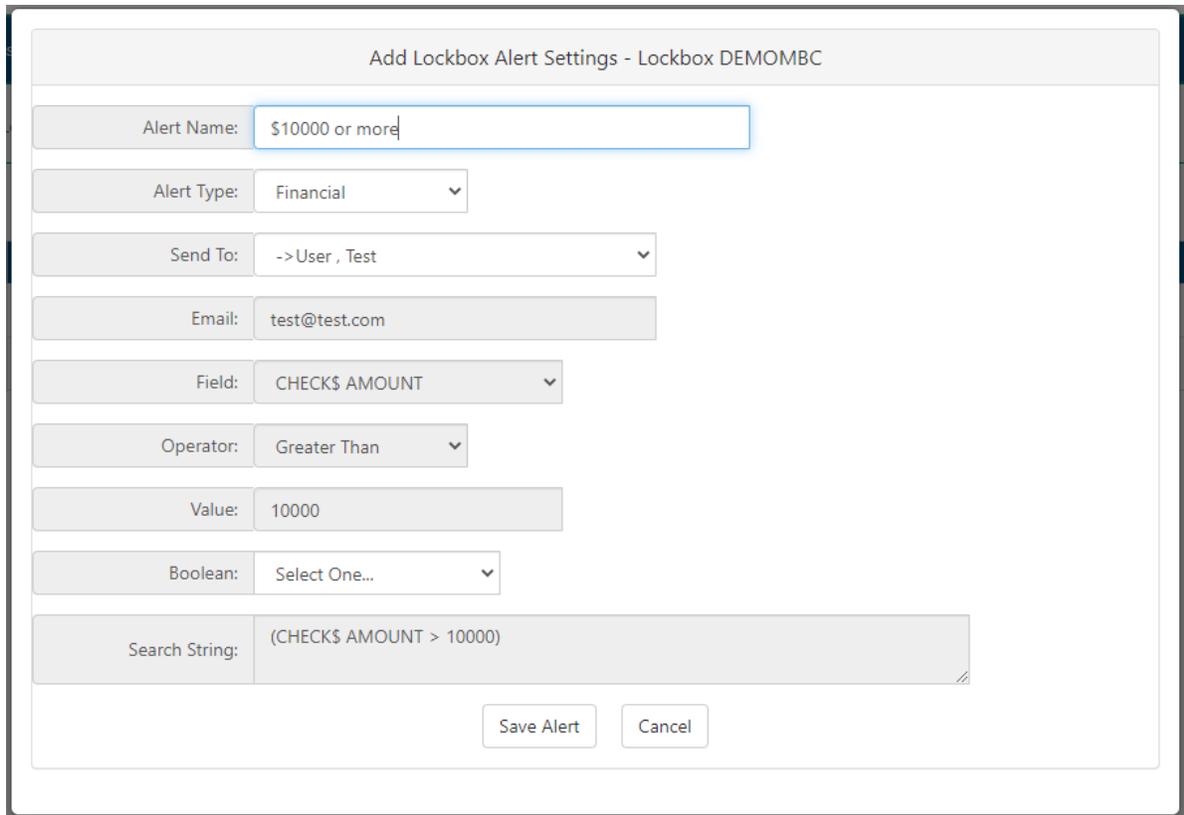
Search String:

Will need to do this 2 times for each batch notification, Save after each one.



The screenshot shows a web form titled "Add System Alert Settings - Lockbox DEMOMBC". The form contains several input fields: "Alert Name" (lockbox deposit alert), "Send To" (Team, TM Help Desk), "Email" (TMHelpDesk@midwesbankcentre.com), "Field" (Select One...), and "Search String". A dropdown menu is open from the "Field" field, listing options: "Select One...", "(One Time) Batch Deposit Notification", "Batch Deposit Notification", "Reports Notification", "Transmission Notification", "Non-Financial (One Time) Batch Notification", and "Non-Financial Batch Notification". A "Cancel" button is visible at the bottom right of the form.

Click on **Add Custom Alert** - Admin users can create notifications such as if a check is greater than \$10,000.



The screenshot shows a web form titled "Add Lockbox Alert Settings - Lockbox DEMOMBC". The form contains several input fields: "Alert Name" (\$10000 or more), "Alert Type" (Financial), "Send To" (User, Test), "Email" (test@test.com), "Field" (CHECK\$ AMOUNT), "Operator" (Greater Than), "Value" (10000), "Boolean" (Select One...), and "Search String" ((CHECK\$ AMOUNT > 10000)). "Save Alert" and "Cancel" buttons are located at the bottom of the form.

The field dropdown has multiple options:

