

ADMIN GUIDE: HOW TO CREATE A LOCKBOX USER

- 1. On the top right hand menu bar, click **Administration**.
- 2. Hover over the blue navigation bar to expand the menu.





3. Click Add under Operators.





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- 4. Enter the User Information.
 - Operator ID (username)
 - First Name
 - Last Name
 - Street
 - City
 - State/Providence
 - Zip/Postal Code
 - Country Note: System defaults to United States
 - Time Zone
 Note: System defaults to (GMT 5:00
 Eastern Time (US and Canada)
 - Phone
 - Email
 - Confirm Email
- 5. Click Submit.
- 6. Click the Modules & Utilities tab.
- 7. Click on Integrated Receivables.

Information Modules & Utilities Security & Status							
	* Operator ID:						
		Citylogee ID.					
	* First Name:	Middle: Last Name:					
Λ	* Street 1:	Street 2:					
4	* City:	Location:					
	* State/Province: PA - PENNSYLVANIA	✓ ZipiPostal Code:					
	* Country: UNITED STATES	✓ * Time Zone	(GMT -5:00) Eastern Time (US and Canada)				
	Phone:	Ext					
	• Email:	Confirm Email:					
	Operator does not have email access.						
Takes ar a signed on the Security & Status Lab.							

Update Operator	r Successful.	
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	Company: Independent Bank demo - 900ind	
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Clear Submit

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		Operator:	User Guide - userguide 🗸 🗸 🗸			
	Information	Modules & Utilities	Security & Status			Back to Search Results
	NAME AV		_ AS	SIGN	ADMIN	_
7	Integrated Receivables					_
		-				_



- 8. The lockbox will be displayed to assign access. Check the **Lockbox Access** box to assign to the user.
 - If applicable, check the Exception Manager box if you have elected to utilize this service.
- 9. Click Submit.
- 10. Click **Cancel** to be taken back to the operator screen.

11. Check the box to **Assign** Integrated Receivables.

Optional: Click **Admin** to give administration access.

12. Click Submit.

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Integrated Receivables					
Manage Integrated Receivables					D Copy Entitlements + Provious Next +
Company: Independent Bank demo - 9 Operator: User Guide - userpuide	00ind				
Contact Information					
Office Location:				8	
Lockbox Authorization				All lockboxe	s for all functions
Search By Lockbox Number 🗙	DDA NUMBER ~~	Search By Lockbox Name 🗙		LOCKBOX	EXCEPTION MANAGER
ATL-991985	0000000000	Receivables Solutions	Atlanta	0	0
BOS-991995	000000000	Receivables Solutions	Boston	0	0
CHI-991964	0000000000	Receivables Solutions	Chicago	0	0
CLE-091982	0000000000	Receivables Solutions	Cleveland	0	
DAL-991990	000000000	Receivables Solutions	Dallas	2	0
LAX-991979	000000000	Receivables Solutions	Los Angeles	0	
PGH-991979	0000000000	Receivables Solutions	Pittsburgh		
PHL-991980	000000000	Receivables Solutions	Philadelphia	2	0
TOR-409999	000000	Receivables Solutions CAD	Toronto	0	0
TOR-419999	0000000	Receivables Solutions USD	Toronto		•
Items:1.10 of 10					10 9
					Clear Cancel Submit

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Operator:	User Guide - userguide	~		
Information Modules & Utilities	Security & Status	11		4 Back to S
Modules	11	11		
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Integrated Receivables	2			
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ADMIN GUIDE: HOW TO CREATE A LOCKBOX USER

- 13. Click the Security & Status tab.
- 14. Click Change Password.

	Company: Indep	endent Bank demo - 900ind			
	Operator:	User Guide - userguide	~		
Information	Modules & Utilities	Security & Status	13		
Operator Status					
DESCRIPTION		STATUS	ACTION		
Operator ID		Enabled	Disable		
Password		Password Not Set	14 Change Password Approve Pa	assword	
Password Strike Count			Unlock/Clear		
Security Questions		Not Enrolled	Prompt Re-enrollment		
Session			Clear		
• Tokens					
Tokens are only required to acces	s modules that allow for external fun	ds movement, or at login if your company h	as elected that setting. Optionally, you can require an individual	operator to use a token at login regardless of modules assigned.	
		Physical Token	Enter token serial number	0	
	R	equire token passcode entry at login			
			to (antion of)		



- 15. A password will need to be created for the user. There are two options:
 - 15.1. Option 1 (Recommended): Create the New Password.
 - On the Change Password screen, enter a password that follows the rules listed next to the New Password field.
 - Click Submit.

Note: Remember to provide the password created to the user.

15.2. Option 2: Send a Random Password. - Click Send a Random Password.

Note: The user will be emailed a system generated password.

Change Password

Close

Would you like to send a randomly generated password to this operator at ashley.schneider@ibtx.com or create the
new password?

15.2 Send a Random Password Create the New Password

15.1

Chan	ge Password		
	Construct Robert	Cancel Submit	The following rules apply to all passwords The password must be all passwords The pass
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16. To finalize the setup and enable the new lockbox user, please contact our Treasury Support team at 833.635.9291.