LOCKBOX RECEIVABLES ONLINE – ALERTS, CONFIGURATION, AND PREFERENCES

Need to see the details and receive notifications? Receivables Online provides various options to view historical data as well as receive alerts set to specific criteria.

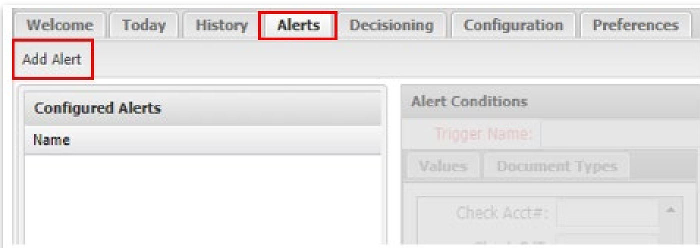
ALERTS TAB

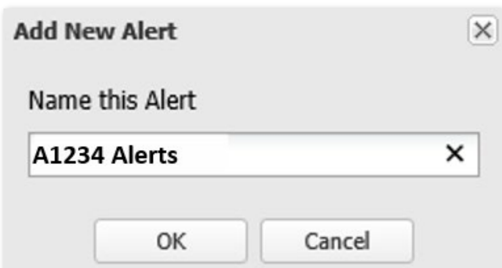
THE ALERTS TAB ALLOWS THE ABILITY TO SET UP NOTIFICATIONS OF ITEMS RECEIVED OR NO WORK WAS RECEIVED IN YOUR LOCKBOX.

STEP 1: SETTING UP ALERTS

- Click the *Alerts* tab.
- Click *Add Alert*.
- Enter a name for this alert.

Please note, the alert name will appear in the email subject line once the alert is activated.





STEP 2: SETTING SPECIFIC ALERT CRITERIA

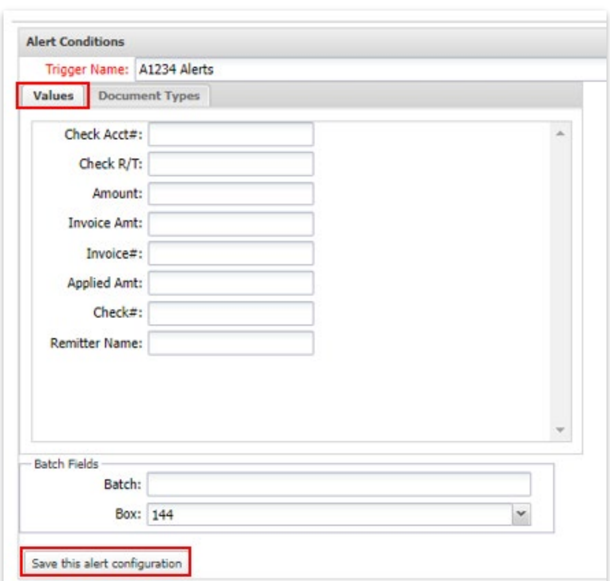
ALERT CONDITIONS WILL PROVIDE NOTIFICATIONS BASED ON SPECIFIC CRITERIA.

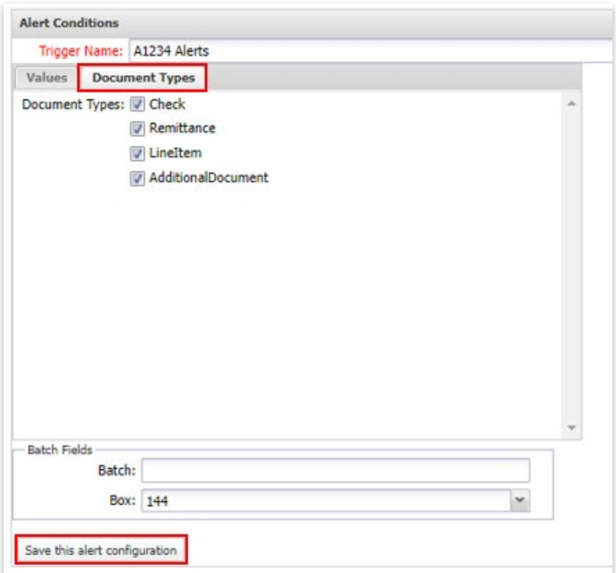
- Click *Add Alerts.*
- Insert name for Trigger.

There are two options: **Values** or **Document Types**.

For Values:

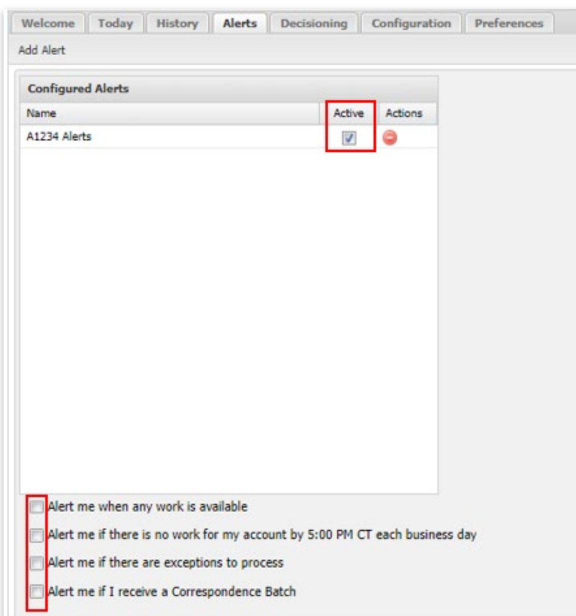
- Click the *Values* tab to enter criteria.
- Click *Save this alert configuration*.





For Document Types:

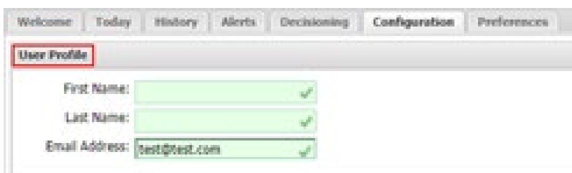
- Click *Document Types.*
- Select the document types for the configuration.
- If multiple boxes, click the drop down and select the appropriate box.
- Click *Save this alert configuration*.



STEP 3: CONFIGURING ALERT NOTIFICATIONS

THERE ARE 3 OPTIONS FOR ALERT NOTIFICATIONS.

- Click the *Active* checkbox.
- Choose the appropriate option(s)
  - Alert me when any work is available.
  - Alert me if there is no work for my account by 5:00 PM CT each business day.
  - Alert me if there are exceptions to process (this option is available if you are set up for decisioning).
  - Alert me if I receive a Correspondence Batch.



Configuration Tab

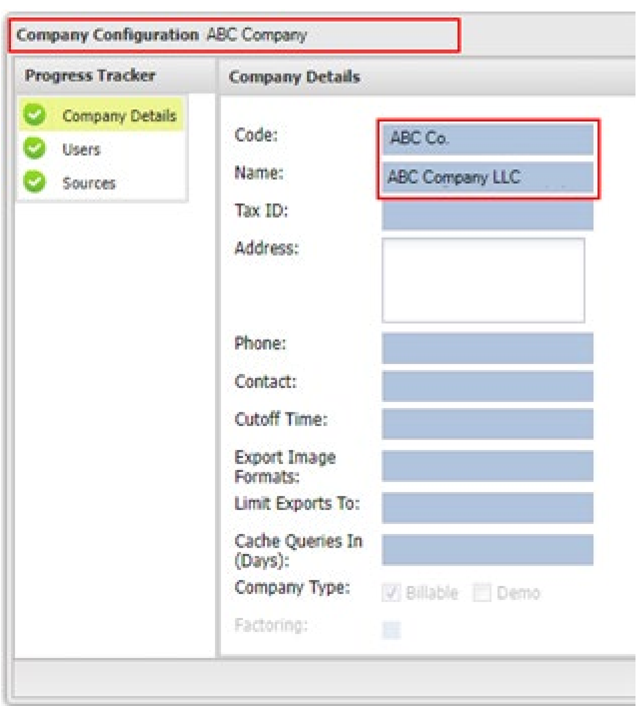
If you are an admin in the system, when you click on the 'Configuration' tab, you will have several options:

- View your User Profile
- View Company Details
- Create Sources and Categories for boxes
- View Users and perform User maintenance for your company.

Step 1: User Profile

This tab will display your User information.

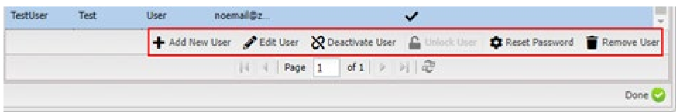
- Click on *Configuration* tab.
- Your User Profile will automatically open.

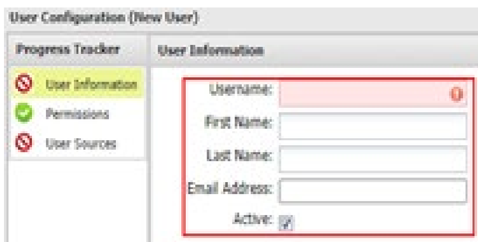


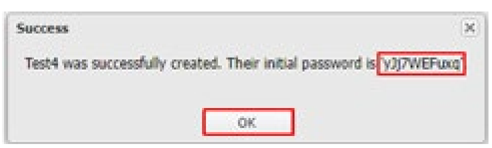
Step 2: Company Configuration

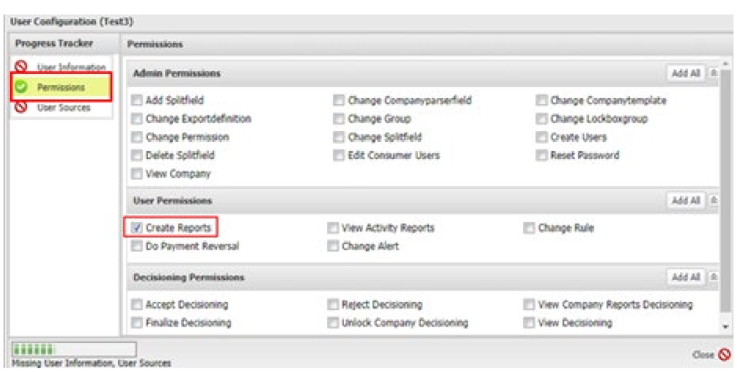
Company Configuration allows you to update Company Details, User and Sources.

- Company Details will automatically display when the Company Configuration window opens.
- The Company Details tab will provide you with the specific code assigned to your lockbox, as well as the name associated with the code.









STEP 3: USERS TAB

THIS TAB WILL ALLOW YOU TO VIEW USER STATUS INFORMATION, ADD USERS, DELETE USERS, AND RESET PASSWORDS.

- Click on *Configuration* tab.

Please note, if the User has already registered to access the Receivables Online Lockbox service within the Treasury Gateway portal, password resets must be executed within the Treasury Gateway portal.

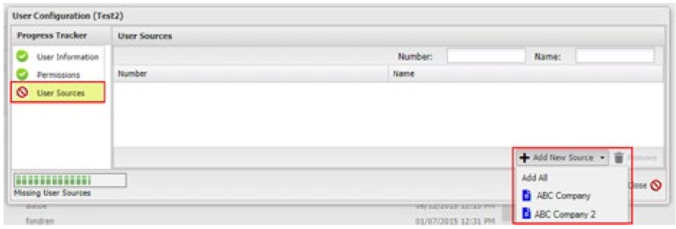
- To add a new User, click on +*Add User*.
- A New User pop-up window will appear to enter the User information.
- Enter the username for the new user being added.

Please note, the username is not permanent, this will only be used to register the Treasury Gateway portal.

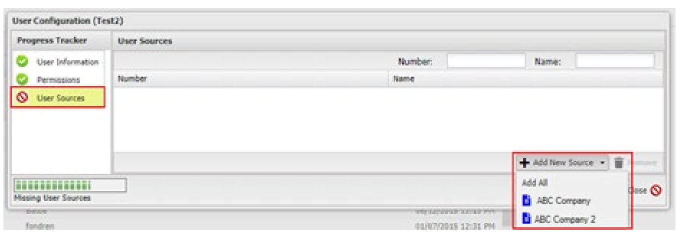
- Enter the first and last name of the User.
- Enter the email address associated with the User.
- Click the *Active* checkbox.
- A Success window will appear providing a temporary password for the new User. Click OK.
- Record the password and provide to the User.

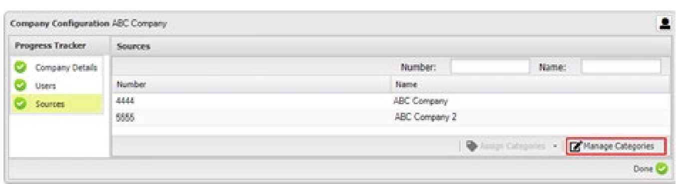
STEP 4: SETTING UP PERMISSIONS

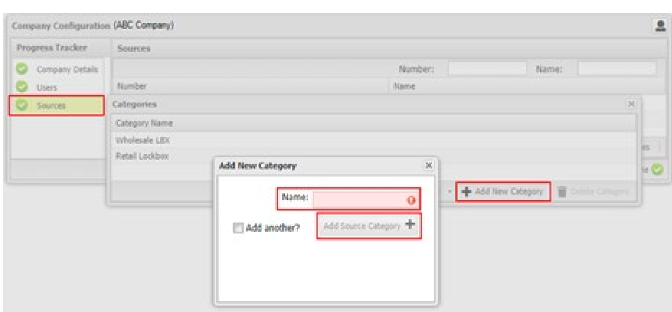
- Click on *Permissions*
- Select the necessary permissions for the User such as:
  - Create Users
  - Edit Entitlements
  - Reset Passwords
  - Create Reports
  - View Company Details
  - View Decisioning
  - Accept Decisioning
  - Reject Decisioning
  - Finalize Decisioning



- Next, Click *User Sources*, click Add New Source
- Select the boxes to which the User should have access to.
- Click Done.







STEP 5: SOURCES AND CATEGORIES

THIS TAB ALLOWS USER ADMINS TO GROUP SOURCES TOGETHER IN TYPES OF SOURCES.

- Click on *Configuration* tab.
- The *User Profile* tab will automatically open. Click on *Sources*.

Typical source types would be:

- Lockbox (LBX)
- Wires (WIR)
- ACH (ACH).

Categories (Source Categories) allows User Admins to group sources together to make selecting and deselecting sets of sources more convenient.

Click Manage Categories.

To add a category, click *+Add New Category.*

Type the **new category name**.

Click *Add Source Category*.

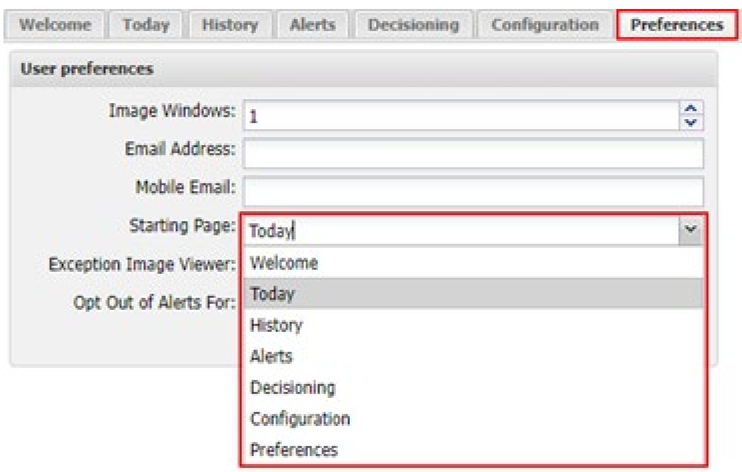
PREFERENCES TAB

THE LAST TAB IS THE PREFERENCES TAB. HERE YOU CAN UPDATE YOUR EMAIL ADDRESS TO WHERE YOU WOULD LIKE YOUR ALERTS TO BE SENT, AS WELL AS CHANGE YOUR STARTING PAGE.

STEP 1: CHANGE STARTING PAGE

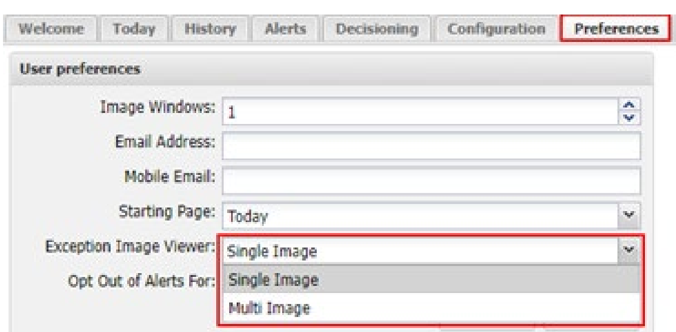
- Select preferred starting page.

When changing your starting page, this will be the first tab that Receivables Online will display to you upon login.



STEP 2: SET EXCEPTION IMAGE VIEWER DISPLAY

- Users can select options to have a single image or multiple images displayed in the Exception Image Viewer in the Decisioning tab/function.



- User may opt out of receiving notifications for Decisioning events by clicking on the box.
- Click Save