

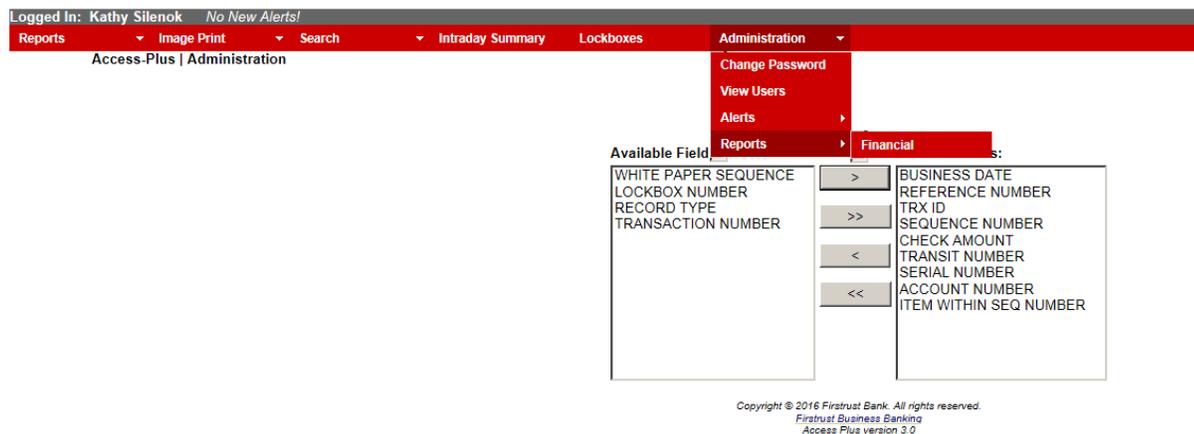
FIRSTCONNECT | ACCESS PLUS Creating a Lockbox Report

Once the Administrator signs in, the following toolbar should be visible.

The Administrator should:

- click the Administration tab
- click Reports
- click Financial

The box on the left shows the Available Fields and the box on the right shows Selected Fields. Use the arrows to send the fields that you want on the report to the Selected Fields.

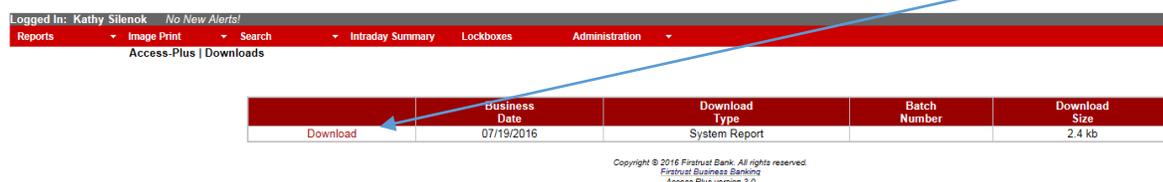
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Firsttrust Business Banking
Access Plus version 3.0

After end of day is completed in Lockbox, click on the Search tab, then click on Downloads:



Information last updated on 07

This screen will appear showing a System Report has been created. Click on Download to open the report:

Download	Business Date	Download Type	Batch Number	Download Size
Download	07/19/2016	System Report		2.4 kb

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