

## Lockbox Web Portal Quick Start Guide:

1. Go to: [www.ubt.com/logins](http://www.ubt.com/logins)
2. Under Business Banking, click Lockbox Services
3. On the Lockbox login screen enter your username and password

\* If you had previously saved the Lockbox login to your browser favorites, be sure to update your favorites with the new URL.

### Once logged in:

1. The first screen is the updated Lockbox Dashboard
2. The Menu now includes **Exceptions** and **Alert** drop down menus
3. The new message board will show you any messages or alerts from UBT Lockbox
4. Total Financial Deposit, Batches, Checks and Supporting Documents are one-click options from the new Dashboard
5. Daily Reporting and File Exporting can be found under **Reports** or **Image Print**
6. Daily Exceptions can be found in the new **Exceptions** drop down menu

\*\* Please note the daily deposit total can change, until end of day processing is complete.