



American National Bank Lockbox Services

Treasury Services

402-399-5079

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Last update: Tuesday, September 20, 2022

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American National Bank Lockbox Services

American National Bank is honored you have trusted us with your business needs for Lockbox Processing Services.

Below you will find a quick guide on how to get started with Lockbox.

User Credentials

The following Admin user accounts are available for login. Any additional users will have to be built by an Admin User.

Company Login Name:

ABC Company

User	User Name	Temporary Password
User not created	User not created	User not created
User not created	User not created	User not created
User not created	User not created	User not created
User not created	User not created	User not created
User not created	User not created	User not created
User not created	User not created	User not created

NOTE: Passwords are case sensitive. Enter the Company Login Name exactly as shown above. Multifactor Authentication.



The screenshot shows a 'Log In' form with a blue header. It contains three input fields: 'Company:', 'User Name:', and 'Password:'. Below the fields is a dark button with a checkmark icon and the text 'Login'.

Loggin In

Visit <https://www.remitlockbox.com/ANBank/login.aspx>. Once you have successfully logged in to RemitPlus Express, you will have access to several research, processing, and administration functions through the dashboard:

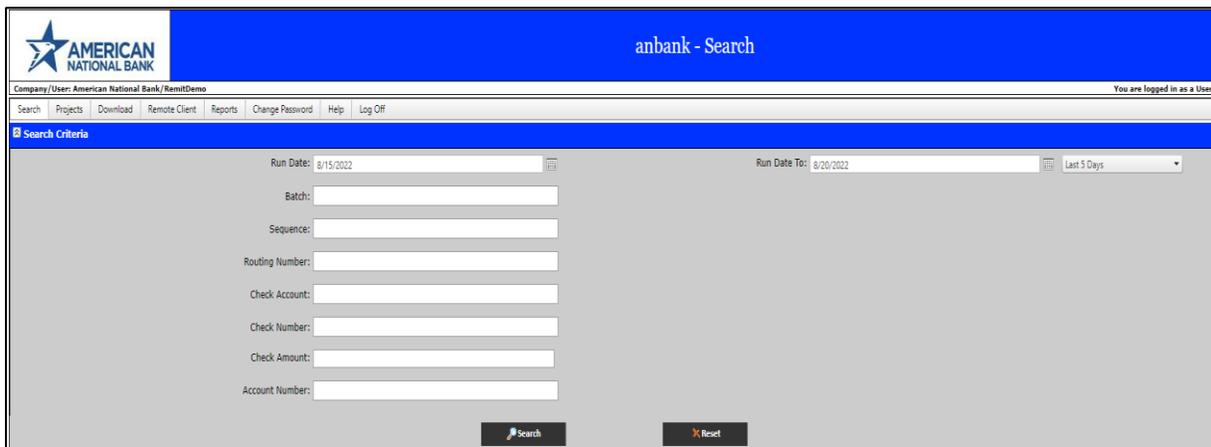
- **Search** - Access search history and create exports of results in PDF, CSV, etc.
- **Projects** - Provides a listing of all active projects for your company.
- **Administration** - Add, edit, and delete operators (available to Company Admins only).
- **Reports** - Access to Reject, Batch Detail, Batch Summery, Work, and Custom reports.
- **Change Password** - Change current password. Log in to Go Business Deposits (RDN)

System Search

When you are ready to search work that has been processed, click on the search option within the menu.



Enter the desired criteria to search against.

A screenshot of the 'anbank - Search' web interface. The top left features the American National Bank logo. The page title is 'anbank - Search'. Below the navigation menu, there is a 'Search Criteria' section with the following fields: 'Run Date:' (8/15/2022), 'Run Date To:' (8/20/2022), 'Batch:', 'Sequence:', 'Routing Number:', 'Check Account:', 'Check Number:', 'Check Amount:', and 'Account Number:'. There are 'Search' and 'Reset' buttons at the bottom of the form area.

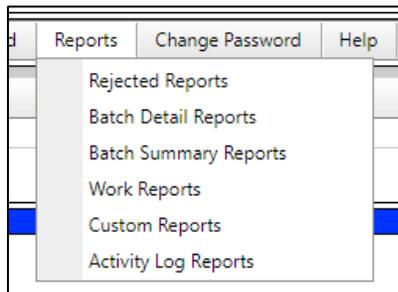
Click Search. You can click on the individual items in the grid to view results and the corresponding image. You can export the images to a PDF or the detailed information to Excel, Word, or a csv file.

Search Results								
Drag a column header and drop it here to group by that column								
Trans	Type	Run Date	Batch	Sequence	Routing Number	Check Account	Check Number	Check Amount
>	Document	08/16/2022	101	1				\$85.24
>	Check	08/16/2022	101	2	111016064	0001124835	1013	\$85.24
>	Document	08/16/2022	101	3				\$281.04
>	Check	08/16/2022	101	4	111016064	000295282	1115	\$281.04
>	Document	08/16/2022	101	5				\$45.91
>	Check	08/16/2022	101	6	111016064	0001101335	1016	\$45.91
>	Document	08/16/2022	101	7				\$72.88
>	Check	08/16/2022	101	8	111016064	0001235846	1013	\$72.88
>	Document	08/16/2022	101	9				\$377.25
>	Check	08/16/2022	101	10	111016064	0001256550	1008	\$377.25

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Reports

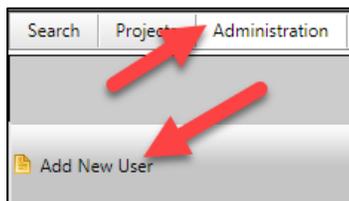
You can run a variety of standard reports along with creating a custom report at any time. Standard reports can be seen below. The results can be opened in Excel, PDF or RTF.



Creating a User

NOTE: These steps must be completed by a Company Administrator.

- Under the administrator tab, select Maintain Users
- Click Add User in upper left



- Assign the user Role (Choose User or Company Amin)
- Assign a user ID
- Enter the user's full name and email address
- Select the Security Options permissions for that user
- Select any features for that user
- Select Report access for that user
- Click Save at the bottom of the page

<p>Account Info:</p> <p>Company Log-In Name: <input type="text" value="ANB"/></p> <p>Role: <input type="text" value="User"/></p> <p>User ID: <input type="text"/></p> <p>Full User Name: <input type="text"/></p> <p>Email: <input type="text"/></p>	<p>Features:</p> <p><input type="checkbox"/> Two-step Authentication</p> <p><input checked="" type="checkbox"/> Search</p> <p><input type="checkbox"/> Edit Search Results</p> <p><input type="checkbox"/> Edit All Search Results</p> <p><input type="checkbox"/> File Upload</p> <p><input type="checkbox"/> Download Files</p> <p><input type="checkbox"/> Download Extracts</p> <p><input type="checkbox"/> Links</p> <p><input type="checkbox"/> Access to EPS</p>
<p>Security Options:</p> <p><input type="checkbox"/> Display Check Top</p> <p><input type="checkbox"/> Display Check Bottom</p> <p><input type="checkbox"/> Display Check Back</p> <p><input type="checkbox"/> Display Security Mask</p>	<p><input type="checkbox"/> Reports</p> <p><input type="checkbox"/> Rejected Reports</p> <p><input type="checkbox"/> Batch Detail Reports</p> <p><input type="checkbox"/> Batch Summary Reports</p> <p><input type="checkbox"/> Work Reports</p> <p><input type="checkbox"/> Custom Reports</p>
<p><input type="checkbox"/> Remote Client</p> <p><input type="text"/></p>	<p><input type="checkbox"/> Time Restriction</p> <p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p> <p><input type="checkbox"/> Saturday</p> <p><input type="checkbox"/> Sunday</p>
<p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	

- Once saved, user login information will populate on the user screen
 - Copy that login information and send to your user with the URL for access

<p>Company:</p> <p><input type="text" value="ANB"/></p>	<p>User Name:</p> <p><input type="text" value="[REDACTED]"/></p>	<p>Password:</p> <p><input type="text" value="[REDACTED]"/></p>
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Frequently Asked Questions

Is there additional training?

Treasury Services Support at TS@anbank.com or 402-399-5079

What is the timeout?

The application will log out after a period of inactivity and require you to log back into the system. Additionally, operators will be required to choose a new password every 90 days.

Who do I contact for technical support?

Treasury Services Support at TS@anbank.com or 402-399-5079

Who do I contact for a deposit adjustment?

Treasury Services Support at TS@anbank.com or 402-399-5079

Who do I contact for changes to my Lockbox services?

TSales@anbank.com The sales staff will coordinate requested changes and any additional fees which may be applicable to the services requested.

What times is the mail pickup?

Mail pickup is at 7:10AM CST Monday- Friday.

What are American National Bank processing times?

All processing should be completed by 4PM CST same day the mail was received.

Website will not load.

Refresh page <https://www.remitlockbox.com/ANBank/login.aspx>. Please ensure this is a trusted site and you have no firewalls in place.