

Quick Reference Guide

File Delivery via Webster Web-Link[®]

File Delivery allows users to schedule automated distribution of files containing account related information. These files can be sent to the user themselves or others via email, without logging into Web-Link. The common available file formats include BAI II, Comma/Tab/Semicolon Separated or QuickBooks. File Delivery is useful if you wish to upload account information to QuickBooks or other treasury software platforms, but don't want to log into Web-Link to export the information.

Files containing data are sent automatically via encrypted email to the email addresses entered when the File Delivery is set up. When there is no data, emails with attached file are not sent. The email address from which the file will be sent is: WebsterWebLinkNotifications@WebsterBank.com and the Subject field will read: WebLink File Delivery. The File will be attached to the email.

To use the File Delivery service, a user must also set up Export Profiles. Export Profiles are located in the Accounts module (see also the Export Profiles Quick Reference Guide).

The File Delivery module is located on the top navigation bar under the Tools tab on Webster Web-Link.

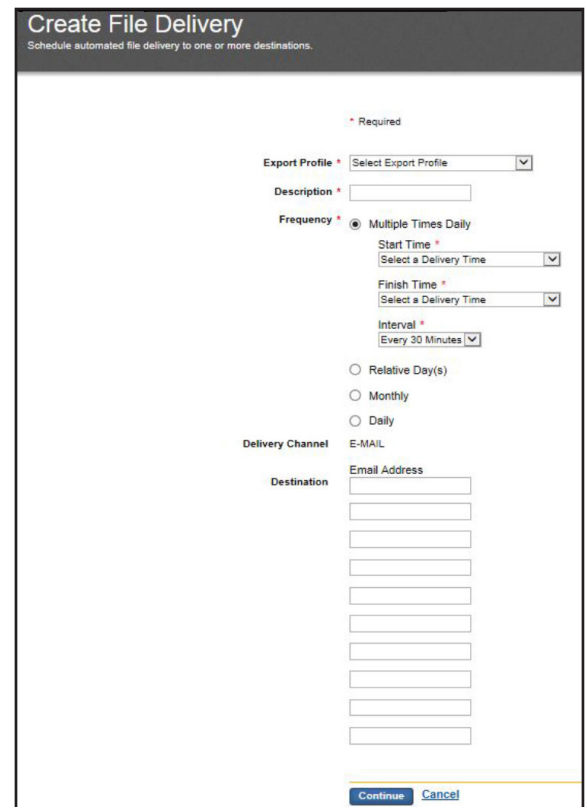


Depending on your entitlements, the top navigation bar may appear different, e.g. Home instead of Treasury Dashboard.

Create File Delivery:

Tools > Create > File Delivery

1. Click on the Create File Delivery button. The Create File Report Delivery screen opens.
2. Select an Export Profile; eligible Export Profiles are those created as part of the Accounts module.
3. Enter a Description that is something meaningful to you.
4. Select a Frequency:
 - a. Multiple Times Daily; used when you want to deliver a Report multiple times daily, during a set period e.g. every hour (the Interval) starting (the Start Time) at 09:00 (9:00 AM) and finishing (the Finish Time) at 12:00 (Noon)
 - b. Relative Day(s); a standard (recurring) time, rather than a specific date e.g. first day of the month
5. If required, enter a Delivery Time*; Delivery Times are all Eastern Standard, and should be entered as a 24 hour clock e.g. 06:00 for 6:00 AM or 18:30 for 6:30 PM.
6. Enter email addresses; there is no verification of email address.
7. Click Continue.
8. Click Save if the information entered is accurate; you can also click Edit if changes are needed.
9. The File Delivery is now scheduled; at the scheduled Frequency, emails are sent with the File attached.



Tips:

- Be sure you have created an Export Profile in the Accounts module before scheduling a file delivery
- Files include balance and transaction information stored in Web-Link's database. Files containing current day information will only include transactions if a user has logged into Web-Link and viewed them. Files containing prior day information is the preferred method of viewing items that post to your accounts.
- Webster Bank emails follow Transport Layer Security (TLS) encryption standards (a protocol that provides communication security over a computer network):
 - o If a destination email system is TLS enabled, the email will appear in the recipient's Inbox
 - o If the destination email is not TLS enabled, the recipient will receive a message requiring them to login to a secure email site: Proofpoint. They will need to establish login credentials
 - o Your email administrator should be able to tell you if your email system is TLS enabled