Treasury & Payment Solutions

Quick Reference Guide

Loan Reporting – Business Banking Accounts via Webster Web-Link®

WebsterBank®

Loan reporting provides 24-hour access to your loan balance and transaction information. Web-Link displays Current Principal Balance, Current Available Balance (as applicable), Maturity Date, Interest Rate, Total Interest Paid YTT, Total Interest Paid Last Year, Next Payment Date and Next Payment Amount. Web-Link is not intended to replace your monthly loan statement and in the event of questions or differences in information please refer to your loan statements or invoices.

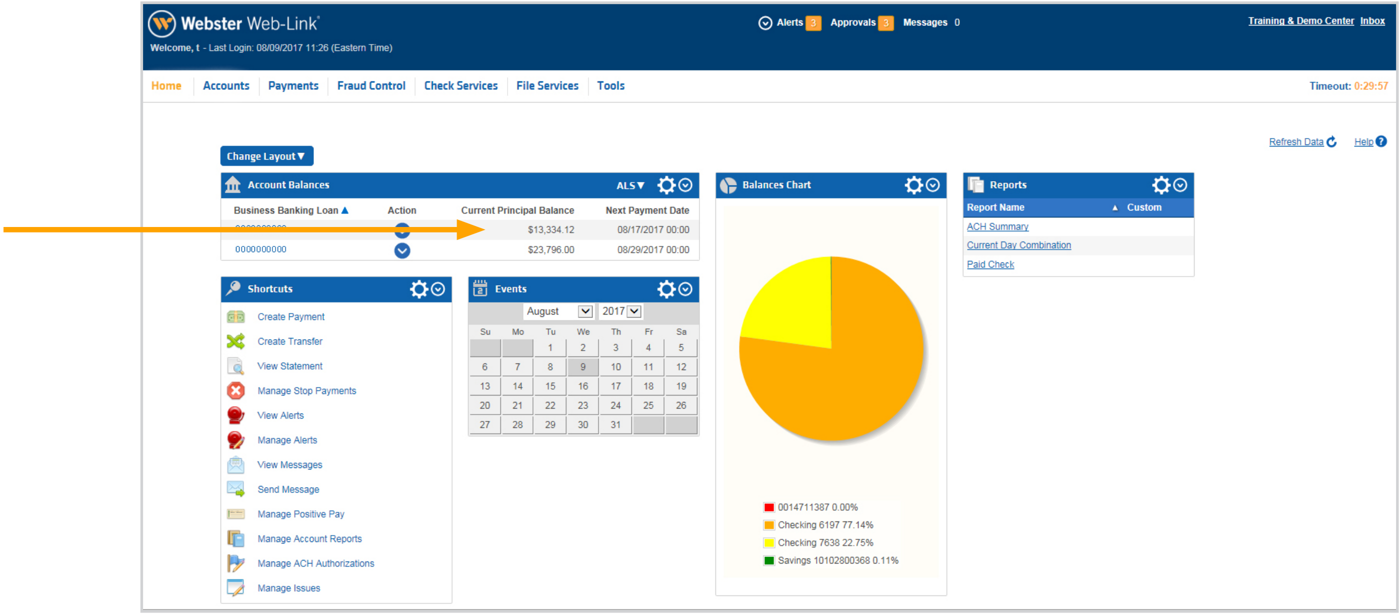
Loan reporting is available within the Accounts tab, from the Account Activity, Current Day and Prior Day modules. Loan information is not included in the Account Reports or Cash Position.

Treasury Dashboard	Accounts	Payments	Fraud Control	Check Services	File Services	Tools	Administration

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

Current Day Loan Reporting – Home Screen:

When you first log in and land on your home page, Current Principal Balance and Next Payment Date of your loan displays:



Account Activity:

Accounts > Manage Accounts > Account Activity

1. Select a Loan account from the drop down and click "Update." A summary, current day view of your balance, limited Invoice information and transactions (historic, in process and future) displays.
    a. Enter a date range for targeted services
    b. Click "Quick Download" to download information to a comma separated value (CSV) formatted file of information displayed on the screen that can be saved to your device

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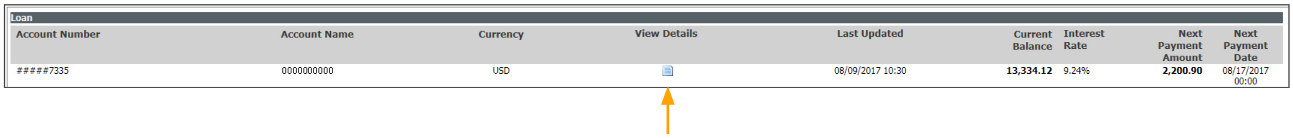
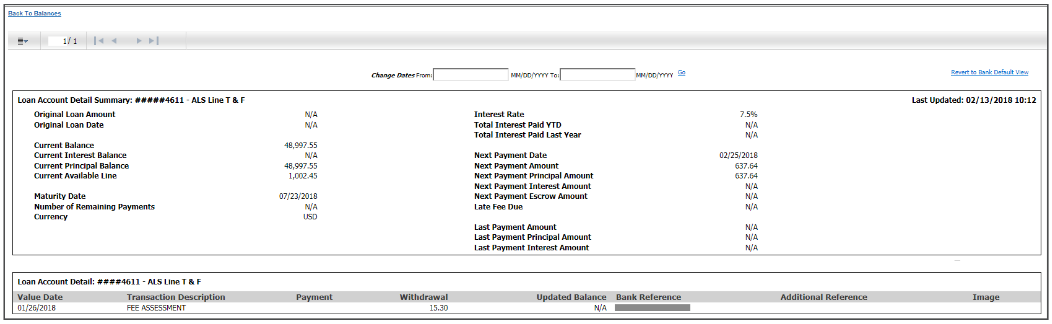
Prior Day & Current Day:

***Accounts > Manage Accounts > Prior Day** (& Current Day)*

1. Click Prior Day. When this screen opens, the loan accounts you are entitled to are listed. This screen shows today's Current Balance, Interest Rate, Next Payment Amount and Next Payment Date.



2. More detailed loan information for individual accounts, including posted transactions, appears by clicking the View Details icon.
3. Balance and Invoice related details display in the Loan Account Detail Summary section
4. Transactions display in the lower portion of the screen under Loan Account Detail:
   a. Your Current Principal Balance value displays in both Current Balance and Current Principal Balance

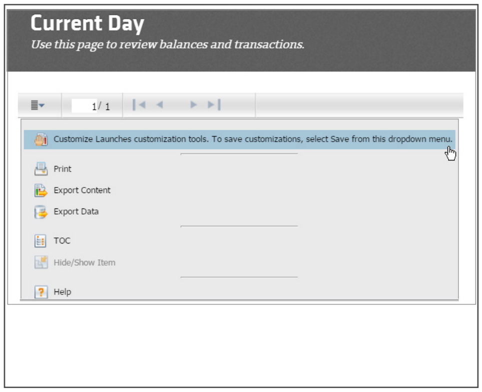


Note: when you are in Prior Day, you can search for historic transactions by changing the dates in the tool bar at the top of the page and clicking Go:

Customize your Current Day Screen:

Accounts > Manage Accounts > Current Day> Main Menu

1. Click Main Menu.
2. Click the Customize Launches Customization Tools link.
3. Right click on the account tool bar to see different customization options such as hide or expose account information; change the order of columns, filter, sort, change font, or alignment.
4. "Export Content" instantly creates Microsoft programs such as Excel, PowerPoint or Word.
5. "Export Data" creates configurable text files.



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If you have any questions, contact your Client Support Specialist.

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