Loan Reporting – Commercial Accounts via Webster Web-Link®

WebsterBank®

The purpose of this guide is to assist you to view your Loan account information on Web-Link. 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. At various times throughout the month (on a cycle that is aligned to the delivery of your monthly loan invoice) Web-Link displays Principal Balance, Maturity Date, Current Interest Rate, Principal Available, Year to Date Interest, Prior Year to Date Interest and related Invoice information.

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

Information is available from your Treasury Dashboard and from different reporting modules located on the top navigation bar under Accounts. Choose the one that best suits your needs.

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

Current Day Loan Reporting – Home Screen:

1. When you first log in, the Current Principal Balance of your loan will display on your Treasury Dashboard:

Current Day Reporting – Account Activity:

Accounts > Manage Accounts > Account Activity

1. Select a Loan account from the drop down box and click "Update". A summary, current day view of your balance, limited Invoice information and transactions (historic, in process and future) display.
   a. Enter date ranges for targeted searches.
2. Click "Quick Download" to download information to a comma separated value (CSV) formatted file. The CSV can be saved to your device.

Current Day Reporting – Current Day:

Accounts > Manage Accounts > Current Day

1. In Accounts, under the Manage Accounts menu, click "Current Day". The Current Day screen opens. Under the Loan section, a summary view of the accounts you are entitled to displays:

Account Number	Account Name	Currency	View Details	Last Updated	Current Balance	Interest Rate	Next Payment Amount	Next Payment Date
####5405	000000000 - ACBS TERM	USD		08/09/2017 08:22	341,054.39	6%	4,804.96	08/01/2017 00:00

2. Click the "View Details" link to drill down to see Loan details:
   a. Balance and Invoice related details display in the Loan Account Detail Summary section
   b. Current Day transactions display under the Loan Account Details section
   c. Facility related information displays in the Note Detail section

Loan Account Detail Summary: ####5405 - 000000000 - ACBS TERM   Last Updated: 08/09/2017 08:22

Original Loan Amount	N/A	Interest Rate	6%
Original Loan Date	08/09/2006	Total Interest Paid YTD	N/A
		Total Interest Paid Last Year	N/A
Current Balance	341,054.39		
Current Interest Balance	N/A	Next Payment Date	08/01/2017
Current Principal Balance	341,054.39	Next Payment Amount	4,804.96
Current Available Line	N/A	Next Payment Principal Amount	4,804.96
		Next Payment Interest Amount	1,760.06
Maturity Date	N/A	Next Payment Escrow Amount	N/A
Number of Remaining Payments	N/A	Late Fee Due	N/A
Currency	USD		
		Last Payment Amount	N/A
		Last Payment Principal Amount	N/A
		Last Payment Interest Amount	N/A

Loan Account Detail: ###5405 - 000000000 - ACBS TERM

Value Date	Transaction Description	Payment	Withdrawal	Updated Balance	Bank Reference	Additional Reference	Image
			No Transactions				

Note Detail - 0000515284

Current Note Balance	N/A	Next Payment Amount	N/A
Original Note Date	N/A	Next Payment Date	N/A
Interest Rate	N/A		

Value Date	Transaction Description	Payment	Withdrawal	Updated Balance	Bank Reference	Additional Reference	Image
			No Transactions				

How to Read the Loan Account Detail Summary and Note Detail Sections:

This loan information...	Displays in this field...
Principal Balance	Current Principal Balance
Original Loan Amount	Original Loan Amount
Loan Maturity Date	Maturity Date
Origination Date	Original Loan Date
Invoice Due Date	Next Payment Date
Invoice Principal Owed	Next Payment Principal Amount
Invoice Amount Owed	Next Payment Amount
Invoice Interest Owed	Next Payment Interest Amount
Current Interest Rate	Interest Rate
Loan fields not listed will appear as NA	

This Facility information...	Displays in this field...
Limit Used	Current Note Balance
Note Date	Original Note Date

Tips

- Prior Day information displays only current day balances and transactions. To see prior day transactions, visit Account Activity
- Loan account information is not included in these Account sub-modules; Export Profiles or Account Reports

Customize your Current Day Screen:
Accounts > Manage Accounts > Current Day> Main Menu

1. Click "Main Menu".
2. Click "Customize" this launches the Customization Tools link.
3. Right click on the account toolbar 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 Excel, PowerPoint or Word.
5. Export Data creates configurable text files.