WebsterBank®

Report Delivery via Webster Web-Link®

Report Delivery allows users to schedule the automated distribution of account or payment reports. These can be sent to the user themselves or others via email, without logging into Web-Link. Report Delivery is useful when you know you won't have access to Web-Link on a particular day, or it can save you time by delivering the information important to you on a recurring schedule.

The reports are sent automatically via encrypted email to addresses entered when the Report Delivery is set up. Emails containing reports are sent automatically via encrypted email to the email addresses entered when the Report Delivery is set up. The email address from which the report will be sent is: WebsterWebLinkNotifications@WebsterBank.com and the Subject field will read: WebLink Report Delivery. The Report will be attached to the email.

The Report Delivery module is located on the top navigation bar under the Tools tab:

| 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.

Create Report Delivery :

Tools > Create > Report Delivery

1. Click on the Create Report Delivery button. The Create Report Delivery screen opens.
2. Select a Report Name Type; select from any Standard or Custom Account or Payment Report.
3. Enter a Description that is meaningful to you, for your use only.
4. Select a Frequency; options include:
   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 a.m.) 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 a.m. or 18:30 for 6:30 p.m.
6. Select email from Delivery Channel; for security reasons, Fax Delivery is not enabled.
7. Enter email addresses; there is no verification of email address.
8. Click Continue.
9. Click Save if the information entered is accurate; you can also click Edit if changes are needed .
10. The Report Delivery is now scheduled; at the scheduled Frequency, emails are sent with the Report attached.

Tips:

- Reports include balance and transaction information stored in Web-Link's database, therefore the timing of your scheduled delivery is important. When delivering reports that contain current day information, the delivery time should be after the information is typically available
- Current Day Combination, Current Day Detail and Current Day Detail New Items reports will only include transactions if a user has logged into Web-Link and viewed them. Reports containing prior day information is the preferred method of viewing items that post to your accounts
- Webster Bank email's 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 Inbox
    - o If the destination email is not TLS enabled, the recipient will receive a message requiring them to login a secure email site: Proofpoint. You will need to establish login credentials
    - o Your email administrator will know which system you are using