Loomis Cash Ordering Procedures.





Access the Loomis Fargo ICO System at: https://xnet.loomisfargo.com/ico/ and select ICO

 Application Center

 Nucleone, Stacy Woodward [logoff]

 Applications

 Displays applications that you are authorized to use.

 • 100 The ICO application enables the placement of change orders.

 • 100 The ICO application enables the placement of change orders.

 • 100 The Wr Identity The Wr Identity application enables you to manage your personal information.

2 ICO Home

Click on Order Entry from the menu on the left side of the screen.



Order Entry

- Type in the amounts by denomination to place your order
- Click View Order
- If you have exceeded your order limit, a warning message will appear.

Edit Order	Delivery Date: M	lay 🔽 6	2024	Tuesday	(rir	1	
Approve Order	Earliest delivery of	late is 5/6/2024		Location 1 EC	1004 Brench 4		
0)				Location: LFC	soon, Branch 1		
Reports	Branch 1 (LFCS	9001)					
Shipment Entry	-						
Edit Shipment		Fit Bill			Boxed		
change ICO Profile	Description	Value	Amount	Des	cription	Value	Amount
Current Profile: Admin	\$1	\$100		Pen	ny	\$25	
	\$2	\$200		Nick	el	\$100	
dit My Identity	\$5	\$500	-	Dim	e	\$250	-
Extranet	\$10	\$1,000	\$10,000	Qua	rter	\$500	
Consider the	\$20	\$2,000	\$200,000	Half		\$500	-
ollowing: Cutoff time:	\$50	\$5,000		SBA	a l	\$1,000	
10:00:00 AM (CST) Delivery lead days: 2	\$100	\$10,000	-	Gold	Dollar	\$1,000	-
Delivery Days are: Tuesday							
Thursay							
View Order							
and \$210,000							
tal: sur max Order amount is:							

4 Order Review

Review your Order. Click 'back' to adjust your order or click 'submit order' to continue

ICO Home	Delivery Date: May S 6 S 2024	Tuesday			
Edit Order Approve Order Bending Orders (0)	Earliest delivery date is 5%/2024 Location: LFC9001, Branch 1				
Reports	This order has exceeded the am	ount specified for this location.			
Shipment Entry Edit Shipment	This order will be saved howeve administrator to approve the order	r, you must contact your er.			
Change ICO Profile					
Current Profile: Admin	If the order is not approved, then	this order will not be			
	submitted or delivered.				
Eait My Identity	Chapge	Ordor			
Exit Loomis Fargo Exit Loomis Fargo	Change	Order			
Exit Loomis Fargo Extranet . B	Change Iranch 1 (<i>LFC9001</i>)	Order LF&CO Demo Ban			
Exit Loomis Fargo Exit Loomis Fargo Extranet B Consider the	(ranch 1 (<i>LFC9001</i>)	Order LF&CO Demo Ban Delivery Date: May 6, 202			
Eart My loentry Exit Loomis Fargo Extranet . B Consider the following:	Change Iranch 1 (<i>LFC9001</i>)	Order LF&CO Demo Ban Delivery Date: May 6, 202 Fit: Bill			
Eart My loentry Exit Loomis Fargo Extranet . B Consider the following: Cutoff time: 10-00:00 AM (CST)	tranch 1 (<i>LFC9001</i>)	Order LF&CO Demo Ban Delivery Date: May 6, 202 Fit: Bill \$10,00			
Eart My loentity Exit Loomis Fargo Extranet . 8 Consider the following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2	tranch 1 (<i>LFC9001</i>) \$10 \$20	Order LF&CO Demo Ban Delivery Date: May 6, 202 Fit: Bill \$10,00 \$200,00			
Eart My loentry Exit Loomis Fargo Extranet . B Consider the following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2 Delivery Days are: Tuesday Thursay	tranch 1 (<i>LFC9001</i>) \$10 \$20 Grand Total:	Order LF8CO Demo Ban Delivery Date: May 6, 202 Fit Bill \$10,00 \$200,00 \$210,000.0			

6 Order Confirmation

Your Order has been submitted. Print your confirmation or record your reference number

ICO Home		760
Order Entry Edit Order Approve Order Pending Orders (0)		839
Reports	Order has been successfully submi	itted on 5/1/2024 at 6:04:42 PM
Shipment Entry Edit Shipment	Central Time.	
Change ICO Profile Current Profile: Admin	Your reference number is 1407119	
Edit My Identity Exit Loomis Fargo Extranet	This order has exceeded the ar This order will be saved however administrator to approve the ord	mount specified for this location. er, you must contact your der.
Consider the following: Cutoff time:	If the order is not enproved the	
following: Cutoff time:	submitted or delivered.	n this order will not be
following: Cutoff time: 10:00:00 AM (CST)	submitted or delivered.	n this order will not be
following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2	submitted or delivered.	en this order will not be ge Order LF&CO Demo Bank
following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2 Delivery Days are: Tuesday Thursay	Branch 1 (<i>LFC9001</i>)	en this order will not be ge Order LF&CO Demo Bank Deilvery Date: May 6, 2024
following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2 Delivery Days are: Tuesday Thursay	Branch 1 (<i>LFC9001</i>)	en this order will not be ge Order LF&CO Demo Bank Delivery Date: May 6, 2024 Fit Bill
Consider the following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2 Delivery Days are: Tuesday Thursay Your max Order amount is:	Branch 1 (LFC9001)	en this order will not be ge Order LF&CO Demo Bank Delivery Date: May 6, 2024 Fit Bill \$10,000
Consuler the following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2 Delivery Days are: Tuesday Thursay Your max Order amount is: 100:000	submitted or delivered. Change Branch 1 (<i>LFC9001</i>) \$10 \$20	en this order will not be ge Order LF&CO Demo Bank Delivery Date: May 6, 2024 Fit Bill \$10,000 \$200,000
Consider time following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2 Delivery Days are: Tuesday Thursay Your max Order amount is: 100,000	\$10 \$20 \$20 \$20 \$20 \$20 \$20 \$20 \$20 \$20 \$2	en this order will not be ge Order LF&CO Demo Bank Delivery Date: May 6, 2024 Fit Bill \$10,000 \$200,000 \$210,000

Reports

			LOOMIS
	Select Report: Change On	der Recap by Location 🔽 Search Crit	eria SSO
ICO Home			
Order Entry Edit Order Approve Order Pending Orders (0)	Plea	se select Search Crit	eria.
Reports	Select Saved Report:	Select Report	\sim
Shipment Entry	Saved Report Name:		
Edit Shipment	Run Report By:	Entered Date	
Change ICO Profile Current Profile: Admin	Begin Date (MM/DD/YYYY)	Greater Than 🔯 4/30/2024	Select Date
	End Date (MM/DD/YYYY)	Less Than S/3/2024	Select Date
Edit My Identity	Fo	r FED Order Report select date funds are	ordered from FED.
Exit Loomis Fargo Extranet	Fo	r ALL other reports select date funds are	delivered.
	Leave the following selection	ons blank to view ALL orders for the selec	ted date.
		Contains 💟	
		Contains 💟	
		Contains 💟	
	View Report	Save Report	Delete Report

- When you select Reports from the menu on the left you get the screen shown
- Choose a report at the top of the screen from the drop down box
- Choose Default Date or Entered
 Date for Run Report By Change
 Orders, default date is delivery date
- Put in a date or a date range. For date ranges, greater than and less than must be used
- Once report populates, you can view or print the report

Additional Screens



LOOMIS	Application Center
	Your password will expire soon.
	Click <u>here</u> to change it now, or Click <u>here</u> to continue.
You will g when you	get this warning message every 45 days ir password is going to expire. Change it soon.
	Warning! This machine is the property of Leonis, Fargo & Co., The use of this site is reviewed and violators will be subject to prosecution. Access to this system is reviewed and violators will be subject to prosecution.

LOOMIS	Application Center
Your account has Please conta	been locked out due to exceeded number of login attempts. Ict Customer Support to have your account unlocked.
If you have more will be locked ou to contact you Loc	e than 3 failed attempts to log in yo t and get this screen. You will nee r bank administrator or your local omis branch to reset it.
T The u Access to this	Warning! his machine is the property of Loomis, Fargo & Co. se of this site is restricted to authorized personnel only. system is reviewed and violators will be subject to prosecution.
LOOMIS	Password Manage
Enter new password: Retype password:	You must set a new password Continue Cancel
When you log in create a ne	n the first time you will be asked to w password using this screen.