

Image Look Demo

U.S. Bank Image Look is an Internet-based service that provides sharp, detailed images of checks and invoices the same day they are received and processed by your U.S. Bank Lockbox.

Image Look provides simple solutions to boost productivity, reduce research time, improve customer service, and accelerate your receivables posting and cash application processes.



Image Look

- Home
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- System Requirements
- Document Requirements

- View Demo
- FIRSTLook Now

Welcome to Image Look

Customer ID

User ID

Password

[Forgot your password?](#)

Image Look Demo

The primary functions available from the Image Look left hand navigation bar are:

Search: Locate specific images quickly.

Batch Recap: Access your batch and deposit totals.

User Administration: Manage your users' access and password resets.

usbank

Image Look

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Search

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Welcome to Image Look

Logout

Your Messages

Select a message to review by clicking on its subject below.

Subject	Status	Date/Time	
HOLIDAY NOTICE: U.S. Bank will be closed on Monday, May 30.	New	05/04/2011 12:00	Delete

The left hand navigation bar lists the screens the user is entitled to access.

Image Look Demo

Search for Images enables you to locate specific items to address customer service inquiries, correct exception items, handle audit requests or post accounts receivable. Simply select a Start Date, End Date, the Type of Document and Lockbox number.

To narrow your search, you can key specific information into the Value fields.



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Search for Images

* = required field

Predefined Period

Today
Yesterday
Current Month

Start Date* (mm/dd/yy)

05/03/11

End Date* (mm/dd/yy)

05/03/11

Type of Document*

Remittance

Check

Addl Documents

Lockbox*

Select All
ST1 W 0777777
ST1 W 0888888
ST1 W 0999999

Batch Number*

???????

(hold down the Ctrl key to select multiple lockboxes)

Search

Field	Criteria	Value
Amt	Equals	
Acct/Inv#	Equals	A562852
Chk#	Equals	
Acct#	Equals	
Seq#	Equals	
R/T	Equals	
Remitter	Equals	
Type	Equals	

Display results as new search (clears accumulated results)

Accumulate results with previous searches

Search

Entering specific data in the value fields will produce faster, more focused search results.

Image Look Demo

Search Results displays all the batches that contain items that match the search criteria you specified on the Search for Images page.

Click on the underlined sequence number (Seq#) to view the image.

Please Note: Some fields are only available at certain lockbox locations. Please consult your Treasury Management Consultant for more information.



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Search Results

The results of your search are listed below.

You searched for:

Start Date: 05/01/11 End Date: 05/04/11
Lockbox: ST1 W 0777777, ST1 W 0888888, ST1 W 0999999
Batch Number: ??????? Document Types: Remittance, Check, Addl. Document
Acct/Inv#: Equals A562852

Total Results: 1 images

[Refine Search](#) [New Search](#)

✓ = batch or item has been printed

[Print Selected Images](#) [Print All](#) [Expand All Transactions](#)

Deposit Date	Lockbox	Batch	Total	Action		
05/03/2011	ST1 W 0999999	0000001	N/A	Print		
Seq#	Type	Acct/Inv#	R/T, User1 or UserA	Remitter or User2	Chk#	Amt
<input checked="" type="checkbox"/> <input type="checkbox"/>	00002	Remittance	A562852			\$5,499.00

[Print Selected Images](#) [Print All](#) [Expand All Transactions](#)

= associated transactions

✓ = batch or item has been printed

If you don't have Adobe Reader installed on your system, you can download it free by clicking on the Get Adobe Reader button, which opens the Adobe website in a new browser window.



This image contains the invoice number specified on the previous page.

Image Look Demo

Viewer

Once you have selected an item, the image will appear in a new window. Viewing tools are available in the left hand navigation bar.

<<Previous 1 of 1 Next>> Close

usbank.

Deposit Date :	05/03/2011	Lockbox :	ST1 W/0999999	Batch :	0000001
Seq# :	00002	Type :	Remittance	Acct/Inv# :	A562852
COA :	0	Billed Amt :	\$0.00	User Amt :	\$0.00
Amt :	\$5,499.00				

Front View
Back View
Front and Back

Zoom In
Zoom Out
Rotate Right
Rotate Left
Invert
[Save Current Image](#)
[Print Image](#)

U.S. Bank Wholesale Lockbox

INVOICE

9876 River Drive
Minneapolis, MN XXXXX

DATE: March 19, 20XX
INVOICE # A562852
FOR: Widgets

Bill To:
Customer Name R
Sample Company R
4567 Sandy Blvd
Portland, OR XXXXX

DESCRIPTION	AMOUNT
Case	\$ 5,499.00

Image Look Demo

Search Results

Click on the plus sign to expand the view and show all the images associated with the original image.



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You searched for:

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Lockbox: ST1 W 0777777, ST1 W 0888888, ST1 W 0999999
Batch Number: ??????? Document Types: Remittance, Check, Addl. Document
Acct/Inv#: Equals A562852

Total Results: 1 images

[Refine Search](#) [New Search](#)

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[Print Selected Images](#) [Print All](#) [Expand All Transactions](#)

Deposit Date	Lockbox	Batch	Total	Action		
05/03/2011	ST1 W 0999999	0000001	N/A	Print		
Seq#	Type	Acct/Inv#	R/T, User1 or UserA	Remitter or User2	Chk#	Amt
<input checked="" type="checkbox"/>	<input type="checkbox"/>	00002	Remittance	A562852		\$5,499.00

[Print Selected Images](#) [Print All](#) [Expand All Transactions](#)

⊕ = associated transactions

✓ = batch or item has been printed

If you don't have Adobe Reader installed on your system, you can download it free by clicking on the Get Adobe Reader button, which opens the Adobe website in a new browser window.



To print the transaction, click the Print Transaction link.



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Total Results: 1 images

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[Print Selected Images](#) [Print All](#) [Expand All Transactions](#)

Deposit Date	Lockbox	Batch	Total	Action			
05/03/2011	ST1 W 0999999	0000001	N/A	Print			
Seq#	Type	Acct/Inv#	R/T, User1 or UserA	Remitter or User2	Chk#	Amt	
<input type="checkbox"/>	Print Transaction						
<input type="checkbox"/>	00002	Check	86542440	061000227	SAMPLE COMPANY R	5631335	\$9,399.00
<input type="checkbox"/>	00002	Remittance	A562852				\$5,499.00
<input type="checkbox"/>	00002	Remittance	C456963				\$3,900.00
<input type="checkbox"/>	00002	Addl Doc					\$0.00

[Print Selected Images](#) [Print All](#) [Expand All Transactions](#)

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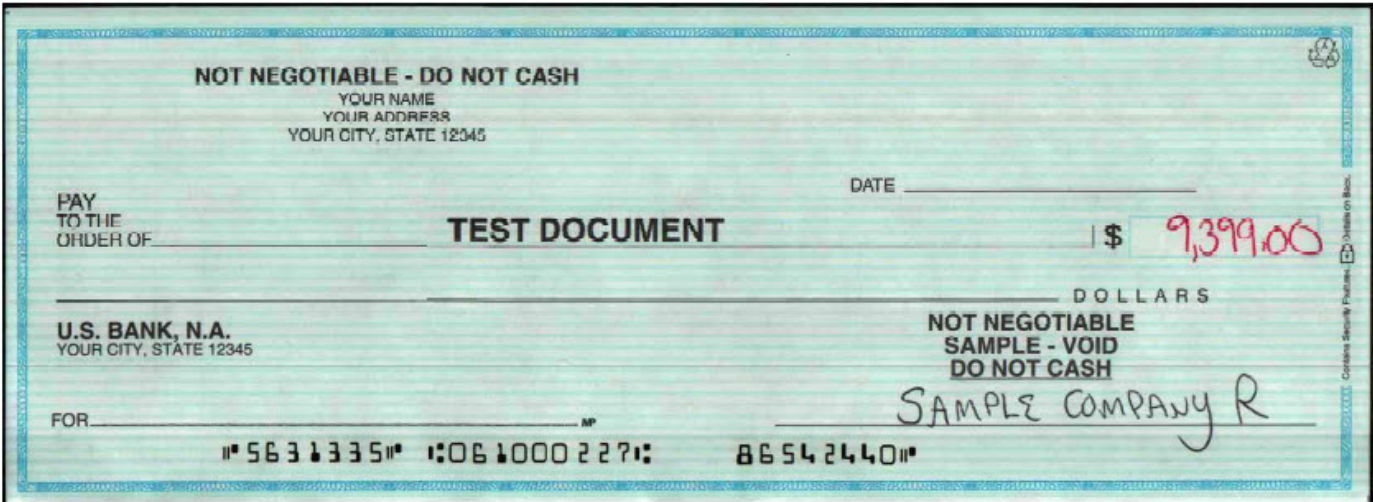
Image Look Demo

Print Preview

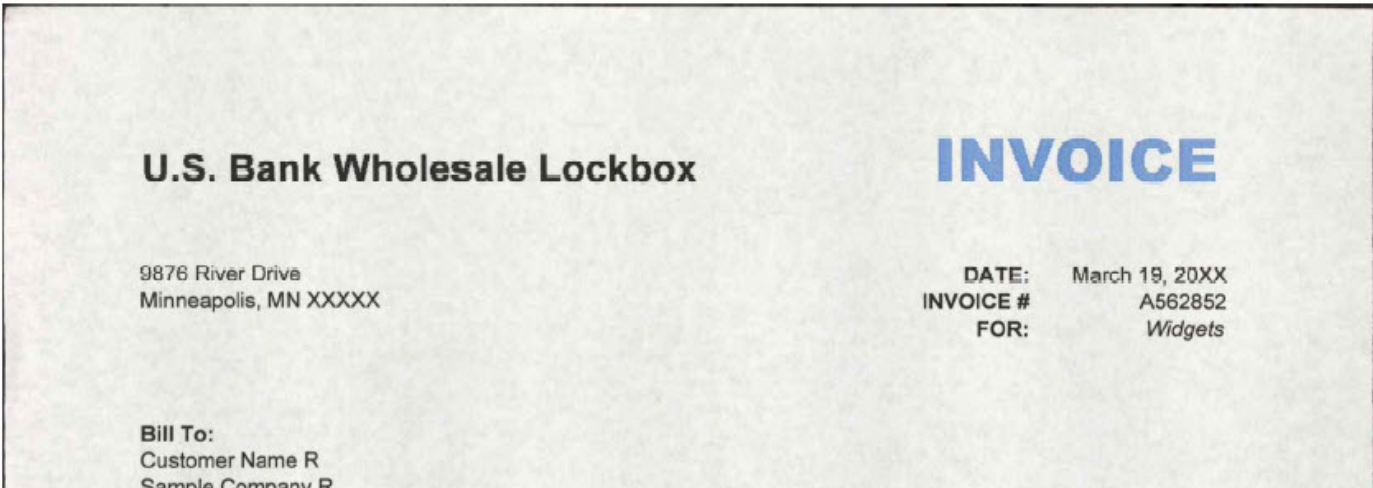
The selected images will be formatted into a PDF which will open in a new window. From this window you may view, save or print the images.

U.S. Bank Image Look - Microsoft Internet Explorer provided by US Bank, v3.7

U.S. Bank Image Look



Deposit Date	05/03/2011
Lockbox	ST1 W 0999999
Batch	0000001
Total	\$0.00
Seq#	00002
Type	Check
Acct#	86542440
R/T	061000227
Remitter	SAMPLE COMPANY R
Chk#	5631335
Pymt Type	BC
Clr	NO
Amt	\$9,399.00



Deposit Date	05/03/2011
Lockbox	ST1 W 0999999
Batch	0000001
Total	\$0.00
Seq#	00002
Type	Remittance
Acct/Inv#	A562852
COA	0
Billed Amt	\$0.00
User Amt	\$0.00
Amt	\$5,499.00

Image Look Demo

Search Results

To print an entire batch of images click on the Print link. As with the transaction print, a PDF will be created and presented in a new window.



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Search Results

The results of your search are listed below.

You searched for:
Start Date: 05/01/11 End Date: 05/04/11
Lockbox: ST1 W 0777777, ST1 W 0888888, ST1 W 0999999
Batch Number: ??????? Document Types: Remittance, Check, Addl. Document
Acct/Inv#: Equals A562852

Total Results: 1 images

[Refine Search](#) [New Search](#)

✓ = batch or item has been printed

[Print Selected Images](#) [Print All](#) [Expand All Transactions](#)

Deposit Date	Lockbox	Batch	Total	Action
05/03/2011	ST1 W 0999999	0000001	N/A	Print

Seq#	Type	Acct/Inv#	R/T, User1 or UserA	Remitter or User2	Chk#	Amt	
<input type="checkbox"/>	Print Transaction						
<input type="checkbox"/>	00002	Check	86542440	061000227	SAMPLE COMPANY R	5631335	\$9,399.00
<input type="checkbox"/>	00002	Remittance	A562852				\$5,499.00
<input type="checkbox"/>	00002	Remittance	C456963				\$3,900.00
<input type="checkbox"/>	00002	Addl Doc					\$0.00

[Print Selected Images](#) [Print All](#) [Expand All Transactions](#)

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If you don't have Adobe Reader installed on your system, you can download it free by clicking on the Get Adobe Reader button, which opens the Adobe website in a new browser window.



Image Look Demo

Batch Recap provides you with item and dollar totals by batch. Image Look has the flexibility to provide deposit information by date range, as well as by lockbox. Simply click on an underlined batch number to view the Batch Detail.



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Batch Recap

Batch information by lockbox is listed below. To view batch detail, click the Batch number. To print the entire batch of images, use the "Print" link in the column on the right. To save the entire batch of images, use the "Download" link in the column on the right.

* = required field

Predefined Period

- Today
- Yesterday
- Last Week

Start Date* (mm/dd/yy)

05/03/11



End Date* (mm/dd/yy)

05/03/11



Lockbox*

- Select All
- ST1 W 0777777
- ST1 W 0888888
- ST1 W 0999999

(hold down the Ctrl key to select multiple lockboxes)

Search

✓ = batch has been printed

< Previous Day Next Day >

Printable Format

Deposit Date	Lockbox	Batches	Total
05/03/2011	ST1 W 0999999	5	\$73,919.71

Batch	Checks	Remittances	Addl Docs	Batch Total	Actions
0000001	2	4	3	\$17,687.99	Print Download
0000002	4	31	5	\$56,231.72	Print Download
0999990	0	0	2	\$0.00	Print Download
0999991	0	0	2	\$0.00	Print Download
0999992	0	0	1	\$0.00	Print Download

✓ = batch has been printed

Disclaimer: Since this list may include items not yet posted, actual posting may differ due to corrections or additional activity.

Image Look uses Adobe PDF format for printed documents. If you don't have Adobe Reader installed on your system, you can download it free by clicking on the Get Adobe Reader button, which opens the Adobe website in a new browser window.

Click this link to print this page.

Image Look Demo

Batch Detail provides a listing of all the items within a batch.

Functionality is the same as the Search Results page in regards to viewing individual images, expanding a transaction or printing.



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Batch Detail

Check View

To print individual images, select one or more documents and click the "Print" button. To print the entire batch of images, use the "Print" link in the column on the right. To save the entire batch of images, use the "Download" link in the column on the right.

< Previous Batch [Next Batch >](#) [Remittance View](#)
< Previous Lockbox [Next Lockbox >](#) [Additional Documents View](#)
< Previous Day [Next Day >](#) [Return to Batch Recap](#)

Deposit Date	Lockbox	Batch	Checks	Remittances	Addl Docs	Batch Total	Actions
05/03/2011	ST1 W 0999999	0000001	2	4	3	\$17,687.99	Print Download

= associated transactions
 = item has been printed

[Print](#)

Select All		Seg	Type	Account #	R/T	Remitter	Chk#	Amount
<input type="checkbox"/>		00001	Check	074111064	081000210	SAMPLE COMPANY P	2155692	\$8,288.99
<input type="checkbox"/>		00002	Check	86542440	061000227	SAMPLE COMPANY R	5631335	\$9,399.00

[Print](#)

= associated transactions
 = item has been printed

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These links allow you to toggle between different views.

Click [Download](#) to save a PDF version of your batch of images to a local location.

Image Look Demo

User Administration allows a self-administrator to manage users, as well as reset passwords. U.S. Bank recommends that each Customer ID have two users with administrative authority.

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[Create New User](#)

Current Users for Customer ID: USERGUIDE [Printable Format](#) [Modify Contract Fields](#)

User ID	Last Name	First Name	Phone	Ext.	Self-Admin	Last Image Look Access	
IDSAMPLEA	UserA	Sample			No		Modify Copy Delete Reset Password
SAMPLUSR1	User1	Aaaaa	(503) 555-1212		No		Modify Copy Delete Reset Password
SAMPLUSR2	User2	Bbbbbb	(334) 555-1212		Yes	05/25/2011 02:18 CT	Modify Copy Delete Reset Password
SAMPLUSR3	User3	Ccccc	(612) 555-1212		No		Modify Copy Delete Reset Password
SAMPLUSR4	User4	Ddddd	(612) 555-1212		Yes	05/17/2011 10:25 CT	Modify Copy Delete Reset Password
SINGLE	User	SinglePoint	(503) 555-1212				Modify
WDUSER2	User	Web Decisioning	(503) 555-1212		No	05/03/2011 11:43 CT	Modify Copy Delete Reset Password

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Benefits of U.S. Bank Image Look

Make your lockbox work the way you need it to – quickly and efficiently.

- **Make more timely decisions with faster access to information**—You can determine if your customer's payment was received and use this information to update your accounts receivable. This information also enables you to make timelier credit decisions.
- **Enhance customer service by retrieving receipt information more quickly**—You decrease the time it takes to respond to customer inquiries regarding payments because you can easily retrieve images of check and remittance documentation quickly.
- **Increase productivity**—Flexible search criteria, zooming, and printing capabilities increase the speed of receivables management. You no longer need to search through boxes of check copies and invoices to find items.
- **Located where your customers are**—U.S. Bank offers Image Look services at many of its Retail and Wholesale Lockbox sites. Let your Treasury Management Consultant help you determine which sites best meet your specific needs.

Thank you for your interest in U.S. Bank Image Look.

**For more information,
please contact your
Relationship Manager or
Treasury Management Consultant.**