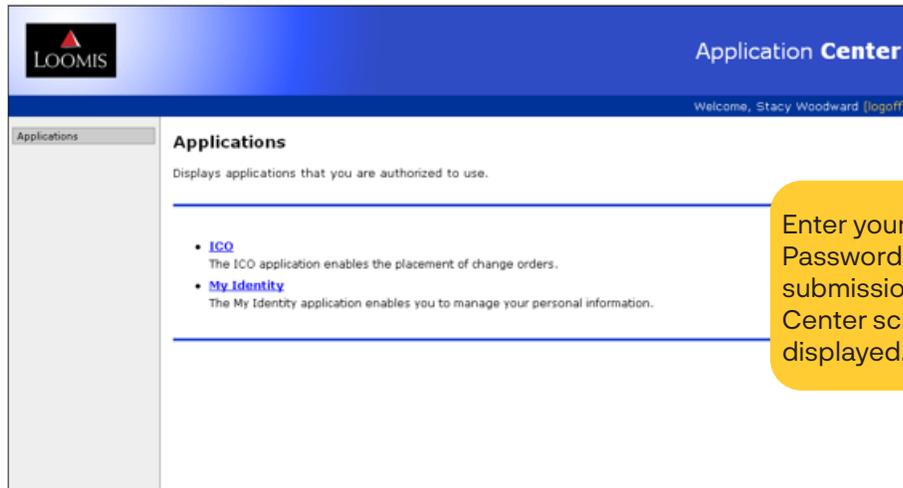


# Loomis Cash Ordering Procedures.



An order for cash needs to be placed by 10:00 a.m. on the business day prior to the date the cash is received, unless otherwise stated in your Loomis Contract.

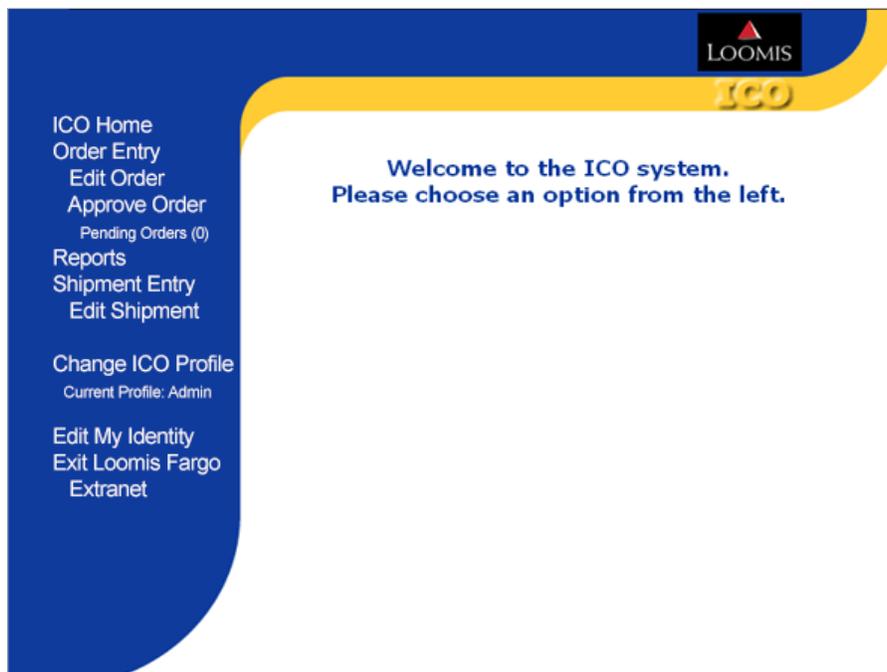
- 1 Access the Loomis Fargo ICO System at: <https://xnet.loomisfargo.com/ico/> and select ICO



Enter your Logon ID and Password. After successful submission, the Application Center screen will be displayed.

- 2 ICO Home

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



### 3 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.

ICO Home  
Order Entry  
Edit Order  
Approve Order  
Pending Orders (0)  
Reports  
Shipment Entry  
Edit Shipment

Change ICO Profile  
Current Profile: Admin

Edit My Identity  
Exit Loomis Fargo Extranet

Consider the following:  
Cutoff time: 10:00:00 AM (CST)  
Delivery lead days: 2  
Delivery Days are: Tuesday, Thursday

**View Order**

Grand Total: **\$210,000**  
Your max Order amount is: 100,000

Delivery Date: May 6, 2024 Tuesday  
Earliest delivery date is 5/8/2024  
Location: LFC9001, Branch 1

Branch 1 (LFC9001)

Fit Bill			Boxed		
Description	Value	Amount	Description	Value	Amount
\$1	\$100		Penny	\$25	
\$2	\$200		Nickel	\$100	
\$5	\$500		Dime	\$250	
\$10	\$1,000	\$10,000	Quarter	\$500	
\$20	\$2,000	\$200,000	Half	\$500	
\$50	\$5,000		SBA	\$1,000	
\$100	\$10,000		Gold Dollar	\$1,000	

### 4 Order Review

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

ICO Home  
Order Entry  
Edit Order  
Approve Order  
Pending Orders (0)  
Reports  
Shipment Entry  
Edit Shipment

Change ICO Profile  
Current Profile: Admin

Edit My Identity  
Exit Loomis Fargo Extranet

Consider the following:  
Cutoff time: 10:00:00 AM (CST)  
Delivery lead days: 2  
Delivery Days are: Tuesday, Thursday

Your max Order amount is: 100,000

Delivery Date: May 6, 2024 Tuesday  
Earliest delivery date is 5/8/2024  
Location: LFC9001, Branch 1

**This order has exceeded the amount specified for this location. This order will be saved however, you must contact your administrator to approve the order.**

**If the order is not approved, then this order will not be submitted or delivered.**

**Change Order**

Branch 1 (LFC9001) LF&CO Demo Bank  
Delivery Date: May 6, 2024

Fit Bill	
\$10	\$10,000
\$20	\$200,000
<b>Grand Total:</b>	<b>\$210,000.00</b>

**Submit Order**      **<< Back**

## 5 Order Confirmation

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

ICO Home  
Order Entry  
Edit Order  
Approve Order  
Pending Orders (0)  
Reports  
Shipment Entry  
Edit Shipment

Change ICO Profile  
Current Profile: Admin

Edit My Identity  
Exit Loomis Fargo  
Extranet

Consider the following:  
Cutoff time:  
10:00:00 AM (CST)  
Delivery lead days: 2  
Delivery Days are:  
Tuesday  
Thursday

Your max Order amount is:  
100,000

**LOOMIS**  
**ICO**

Order has been successfully submitted on 5/1/2024 at 6:04:42 PM Central Time.

Your reference number is **1407119**

This order has exceeded the amount specified for this location. This order will be saved however, you must contact your administrator to approve the order.

If the order is not approved, then this order will not be submitted or delivered.

[Change Order](#)

Branch 1 (LFC9001) LF&CO Demo Bank  
Delivery Date: May 6, 2024

Fit Bill	
\$10	\$10,000
\$20	\$200,000
<b>Grand Total:</b>	<b>\$210,000</b>

[Print Confirmation](#)

## Reports

ICO Home  
Order Entry  
Edit Order  
Approve Order  
Pending Orders (0)  
Reports  
Shipment Entry  
Edit Shipment

Change ICO Profile  
Current Profile: Admin

Edit My Identity  
Exit Loomis Fargo  
Extranet

**LOOMIS**  
**ICO**

Select Report: **Change Order Recap by Location** Search Criteria

**Please select Search Criteria.**

Select Saved Report:

Saved Report Name:

Run Report By:

Begin Date (MM/DD/YYYY)   [Select Date](#)

End Date (MM/DD/YYYY)   [Select Date](#)

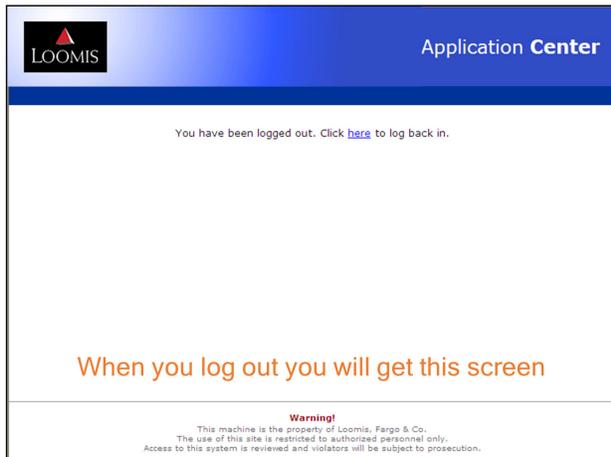
For FED Order Report select date funds are ordered from FED.  
For ALL other reports select date funds are delivered.

Leave the following selections blank to view ALL orders for the selected date.

[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

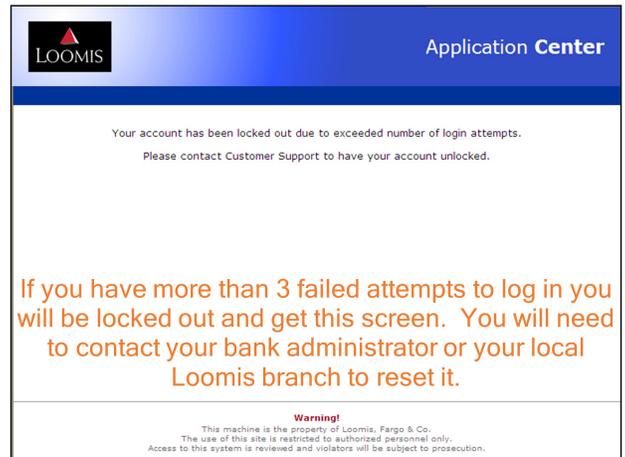


**LOOMIS** Application Center

You have been logged out. Click [here](#) to log back in.

**When you log out you will get this screen**

**Warning!**  
This machine is the property of Loomis, Fargo & Co.  
The use of this site is restricted to authorized personnel only.  
Access to this system is reviewed and violators will be subject to prosecution.



**LOOMIS** Application Center

Your account has been locked out due to exceeded number of login attempts.  
Please contact Customer Support to have your account unlocked.

**If you have more than 3 failed attempts to log in you will be locked out and get this screen. You will need to contact your bank administrator or your local Loomis branch to reset it.**

**Warning!**  
This machine is the property of Loomis, Fargo & Co.  
The use of this site is restricted to authorized personnel only.  
Access to this system is reviewed and violators will be subject to prosecution.

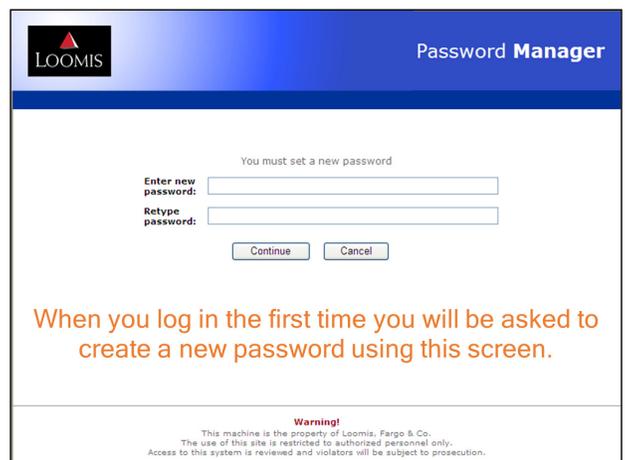


**LOOMIS** Application Center

Your password will expire soon.  
Click [here](#) to change it now, or Click [here](#) to continue.

**You will get this warning message every 45 days when your password is going to expire. Change it soon.**

**Warning!**  
This machine is the property of Loomis, Fargo & Co.  
The use of this site is restricted to authorized personnel only.  
Access to this system is reviewed and violators will be subject to prosecution.



**LOOMIS** Password Manager

You must set a new password

Enter new password:

Retype password:

**When you log in the first time you will be asked to create a new password using this screen.**

**Warning!**  
This machine is the property of Loomis, Fargo & Co.  
The use of this site is restricted to authorized personnel only.  
Access to this system is reviewed and violators will be subject to prosecution.