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.



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

LOOMIS	Applic	ation Center
	Welcome, 1	Stacy Woodward (logoff)
plications	Applications Displays applications that you are authorized to use.	
	 ICO The ICO application enables the placement of change orders. My Identity The My Identity application enables you to manage your personal information. 	Enter your Logon ID and Password. After successful submission, the Application Center screen will be
		displayed.

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	(c)r		
Approve Order	Earliest delivery of	late is 5/6/2024		Locations LECT	1004 Brench 4		
(0)				Location: LPC:	SOUT, Branch T		
Reports	Branch 1 (LFCS	9001)					
Shipment Entry	-			-			
Edit Shipment		Fit Bill			Boxed		
Change ICO Profile	Description	Value	Amount	Des	cription	Value	Amount
Current Profile:	\$1	\$100	-	Pen	ny	\$25	
Admin	\$2	\$200		Nick	el	\$100	
Edit My Identity Exit Loomis Earoo	\$5	\$500	-	Dim	e	\$250	[
Extranet	\$10	\$1,000	\$10,000	Qua	rter	\$500	
Consider the	\$20	\$2,000	\$200,000	Half	9	\$500	-
following: Cutoff time:	\$50	\$5,000		SBA		\$1,000	
10:00:00 AM (CST) Delivery lead days: 2	\$100	\$10,000	-	Gold	Dollar	\$1,000	-
Delivery Days are:	Contraction of the local division of the loc						
Thursday							
marody							
View Order							
rand \$210,000							
otal: our 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 9 6 9 2024	Tuesday (CO)			
Edit Order Approve Order	Earliest delivery date is 5/6/2024 Location: L	LFC9001, Branch 1			
Pending Orders (0)	This order has exceeded the amou	nt specified for this location.			
Reports Shinment Entry	This order will be saved however, you must contact your				
Edit Shipment	administrator to approve the order.				
Changes ICO Drofile					
Current Profile: Admin	If the order is not approved, then the	is order will not be			
	submitted or delivered.				
Edit My Identity					
Evit Loomia Earan	Change Or	dor			
Exit Loomis Fargo Extranet	Change Or	der			
Exit Loomis Fargo Extranet	Change On Branch 1 (<i>LFC9001</i>)	der LF&CO Demo Bank			
Exit Loomis Fargo Extranet Consider the	Change Or Branch 1 (<i>LFC9001</i>)	LF&CO Demo Bank Delivery Date: May 6, 2024			
Exit Loomis Fargo Extranet Consider the following:	Change Or Branch 1 (<i>LFC9001</i>)	der LF&CO Demo Bank Delivery Date: May 6, 2024 Fit Bill			
Exit Loomis Fargo Extranet following: Cutoff time: 10:00:00 AM (CST)	Change Or Branch 1 (<i>LFC9001</i>) \$10	der LF8CO Demo Bank Delivery Date: May 6, 2024 Fit Bill \$10,000			
Exit Loomis Fargo Extranet Consider the following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2	Change Or Branch 1 (<i>LFC9001</i>) \$10 \$20	der LF8CO Demo Bank Delivery Date: May 6, 2024 Fit Bill \$10,000 \$200,000			
Exit Loomis Fargo Extranet Consider the following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2 Delivery Days are:	Change Or Branch 1 (<i>LFC9001</i>) \$10 \$20 Grand Total:	der LF8CO Demo Bank Delivery Date: May 6, 2024 Fit Bill \$10,000 \$200,000			
Exit Loomis Fargo Extranet Consider the following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2 Delivery Days are: Tuesday Thursay	Change Or Branch 1 (<i>LFC9001</i>) \$10 \$20 Grand Total:	der LF&CO Demo Bank Delivery Date: May 6, 2024 Fit Bill \$10,000 \$200,000 \$210,000.00			
Exit Loomis Fargo Extranet Consider the following: Cutoff time: 10:00:00 AM (CST) Delivery lead days: 2 Delivery Days are: Tuesday Thursay Your max Order	Change Or Branch 1 (<i>LFC9001</i>) \$10 \$20 Grand Total:	der LF&CO Demo Bank Delivery Date: May 6, 2024 Fit Bill \$10,000 \$200,000 \$210,000.00 \$210,000.00			

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	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
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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

			Loc	DMIS
	Select Report: Change Ord	ier Recap by Location	🔽 Search Criteria 🗾	50
ICO Home Order Entry Edit Order Approve Order Pending Orders (0)	Pleas	se select Se	earch Criteria.	
Reports	Select Saved Report:	Select Report	~	
Shipment Entry Edit Shipment	Saved Report Name:			
Eur onipment	Run Report By:	Entered Date	~	
Change ICO Profile	Begin Date (MM/DD/YYYY)	Greater Than 🛛	4/30/2024	Select Date
Current Profile: Admin	End Date (MM/DD/YYYY)	Less Than 🛛 🔽	5/3/2024	Select Date
Edit My Identity Exit Loomis Fargo Extranet	Fo	FED Order Report sel ALL other reports sel	lect date funds are ordered fr ect date funds are delivered.	om FED.
	Leave the following selection	ins blank to view ALL o	orders for the selected date.	
		Contains 🔛		
	~	Contains 💟		
		Contains 💟		
	View Report	Save Report	Delete Re	eport

- 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 <u>here</u> to log back in.	Your account has been locked out due to exceeded number of login attempts. Please contact Customer Support to have your account unlocked.
When you log out you will get this screen	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.	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.
Application Center	Password Manager
Your password will expire soon. Click <u>here</u> to change it now, or Click <u>here</u> to continue.	You must set a new password Enter new password: Retype password: Continue Cancel
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.	You must set a new password password: Retype password: Continue Cancel When you log in the first time you will be asked to create a new password using this screen.