

# How to Report a Letter of Credit Balance

## Email Notification

- When you have reporting action to take at maturity or quarter-end, you will receive an email alert, as shown. You have five business days to report your balances starting on the day the email is received.



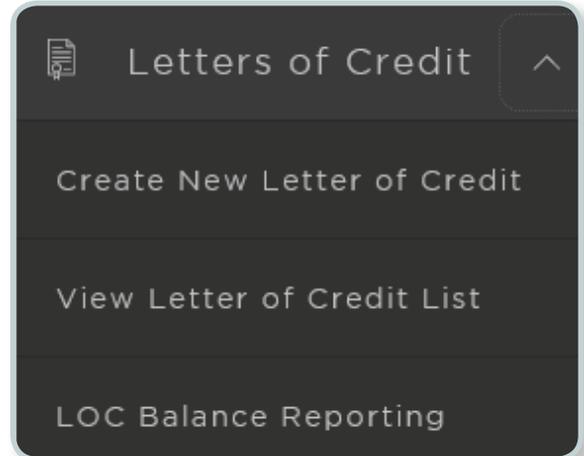
# How to Report a Letter of Credit Balance

## STEP 1/3

### Access LOC Balance Reporting Page

- Log in to Online Banking and access the LOC Balance Reporting page from the main menu under **Letters of Credit**.

**Note:** If you do not have proper access, you will not see the sub-menu link. Contact your institution's User Entitlement Administrator (UEA) to arrange permissions.



## STEP 2/3

### Report the Average Daily Balances

- Once you click on LOC Balance Reporting, you will see all your open items that need reporting. You can complete all at once or one at a time. After completing one or all of the Average Daily Balance fields, click **Continue**.

LOC #	Beneficiary	Effective Date	Payment Period	Average Daily Balance	Reporting Status
417105	state of texas	03/29/2019	03/29/2019 - 03/31/2019	<input type="text"/>	Open
417104	state of texas	03/29/2019	03/29/2019 - 03/31/2019	<input type="text"/>	Open
417082	state of texas	03/18/2019	03/18/2019 - 03/31/2019	<input type="text"/>	Open

Clear Continue

# How to Report a Letter of Credit Balance

## STEP 3/3

### Preview and Confirm Your Submission

- After clicking Continue, you will be presented with a preview page to validate that your balances are correct. If they are correct, click on **Submit**.

Header Placeholder Preview

**Letter of Credit # XXXXXX**

Beneficiary	City of Boston
Effective Date	12/6/2018
Payment Period	12/6/2018 - 01/10/2019
Average Daily Balance	\$25,356.48

**Letter of Credit # XXXXXX**

Beneficiary	City of Portland
Effective Date	12/6/2018
Payment Period	12/6/2018 - 01/10/2019
Average Daily Balance	\$150,896.45

[Back](#) [Submit](#)

- After a successful submission, you will see the following message.

Success



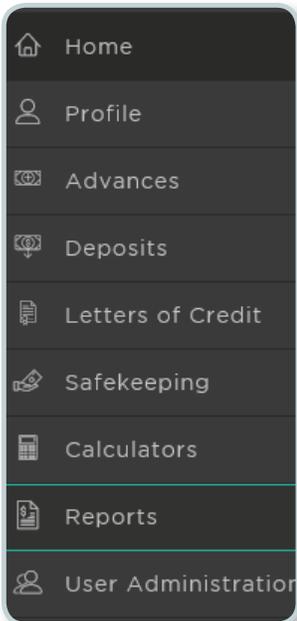
Your letter of credit balances have been submitted.

[Continue](#)

# How to Report a Letter of Credit Balance

## Billing Reports

After you have reported your balances, you can view your anticipated billing report under the **Reports** selection on the main menu. All Letter of Credit reports are categorized as LOC.



Anticipated Billing ⓘ	LOC	4/15/20   7:46 pm	1
Bills ⓘ	LOC	4/15/20   7:46 pm	1
LOC Documents ⓘ	LOC		0
Outstanding LOC Summary ⓘ	LOC	4/16/20   7:46 pm	2

## Billing

All billing for variable and refundable Letters of Credit will be billed on the 15th (or the next business day) of the month following the quarter end.