Customer Portal HowTo

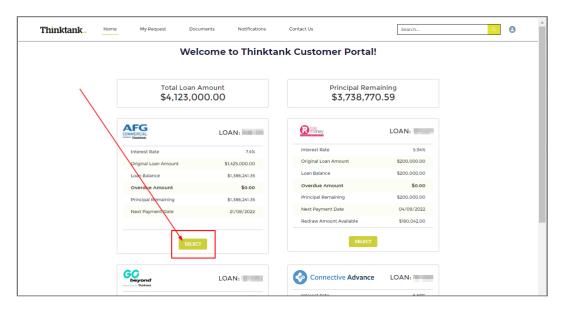
Thinktank..

VIEW AND SORT TRANSACTIONS

Transactions can be viewed and exported to several formats that you can review or upload to your accounting software, including: CSV, Word, Excel, XML and QIF

IMPORTANT: If you require a Statement on letterhead, go to the Statements tab to view and download published statements. For an out-of-cycle statement (for a select period or the most recent transactions since the last statement), you will need to contact the Loan Support Team to request an Out-of-Cycle statement (fees apply).

1. After login, each of the loans currently linked to the Borrower should appear on a screen page with summaries of each of the loan(s). Click **Select** on the loan you wish to view the transaction history.



2. Once you have selected the loan you wish to view, the next screen will display the "Loan Details" tab. Click on the Transactions tab.

Thinktank Home	My Request Documents Notifications	More 🗸	Search Q	•
Loan Details Redraw Transac	tions Statements Requests Payment Details			
	Loan Sum	nary		
	Loan Number	_		
	Account Name			
	Redraw Amount Available	\$0.00		
	Original Loan Amount	\$1,425,000.00		
	Loan Balance	\$1,386,241.35		
	Overdue Amount	\$0.00		
	Interest Rate	7.4%		
	Next Payment Date	21/08/2022		
	Next Payment Amount	\$10,014.75		
	Interest Current Financial Year	\$91,115.62		
	Interest Last Financial Year	\$84,432.16		

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3. On the Transactions tab, you can select from several views:

By default, the display will show the most recent Transactions first. You can choose from various options:

Chinktank Hor	me My Request Do	ocuments Notifications	More 🗸	Search	<u>२</u>
Loan Details Redraw	Transactions Statements I	Requests Payment Details			
Select Filter	Search Transa	ctions	Download		
Select	C. Type ar	d then press enter.	Please select format	¥	
Transaction Date	✓ Description	✓ Debit	✓ Credit	✓ Balance	~
21/07/2022	Payment			\$10,014.75	\$1,386,241.35
20/07/2022	Interest		\$7,873.84		\$1,396,256.10
11/07/2022	Interest Rate Changed Fr (V) to 7.4000%(V), effecti				\$1,388,382.26
21/06/2022	Payment			\$9,342.87	\$1,388,382.26
20/06/2022	Interest		\$7.471.19		\$1,397,725.13

4. You can **Sort** according to either most Recent first or Oldest first. This will continue to apply if a date range is now chosen.

Thinktank Home	My Reques	t Documents	Notifications	More 🗸		Search	.	۹ 8
Loan Details Redraw Transact	ions Sta	tements Requests Pa	yment Details					
Select Filter		Select Filter Value		Search Transactio	ns	Dow	nload	
Sort Transactions	;	Oldest	*	Q Type and the second secon	nen press enter. 🔞	P	ease select format	•
Transaction Date 🗸 🗸	Descriptio			~	Credit	~	Balance	\sim
20/06/2022	interest	✓ Oldest		\$7,471.19				\$1,397,725.13
21/06/2022	Payment					\$9,342.87	,	\$1,388,382.26
11/07/2022		te Changed From 6.6500% 00%(V), effective 11/07/2022						\$1,388,382.26
20/07/2022	Interest			\$7,873.84				\$1,396,256.10
21/07/2022	Payment					\$10,014.75		\$1,386,241.35

5. When you filter by Transaction Period you can select the options of 30 days, 3 months, 6 months, or Date Range)

	Transactions Statements Request	is Payment Details				
Select Filter	Select Filter Value		Search Transactions	Downl	oad	
Transaction Period	Last 6 months	nl,	् Type and then press ente	. O Plea	ise select format	•
Transaction Date	✓ Descriptio Last 30 days	C	✓ Credit	~	Balance	~
21/07/2022	Payment Last 3 months			\$10,014.75	\$1,386,24	1.35
20/07/2022	Interest V Last 6 months Select date range		\$7,873.84		\$1,396,25	6.10
11/07/2022	Interest Ra (V) to 7.4000%(V), effective 11/07/				\$1,388,38	2.26
21/06/2022	Payment			\$9,342.87	\$1,388,38	2.26
	Loan Details Redraw Transac	ctions Statements	Requests Payment Details			
	Select Filter	Select Filter Va	lue	Search Transactions	Down	oad
	Transaction Period	\$ Select date	range 💌	Q Type and then pre	ss enter. 🔕 Plea	ase select format 🔹 💌
		Enter start de 01/07/202				
	Transaction Date 🗸	/ Description	✓ Debit	✓ Crea	lit v	Balance v
	11/07/2022	Interest Rate Changed F (V) to 7.4000%(V), effecti				\$1,388,382.26
	20/07/2022	Interest		\$7,873.84		\$1,396,256.10

View and sort transactions - Version 2.0

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- Thinktank..
- 6. Once you have created your preferred selection, you can the download to a file to review or upload.

Thinktank Home	My Request Documents Notifications	More 🗸	Search Q
Loan Details Redraw Transact	<mark>ions</mark> Statements Requests Payment Details		
Select Filter	Select Filter Value	Search Transactions	Download
Transaction Period	Select date range	Q Type and then press enter.	Please select format 💌
	Enter start date Enter end date 01/07/2021 0/06/2022		CSV - Comma-separated values DOC - MS Word Document
Transaction Date V	Description V Debit	✓ Credit	XLSX - MS Excel Spreadsheet
20/07/2021	Interest	\$6,838.95	XML - Extensible Markup Language
21/07/2021	Repayment		\$8 6! QIF - Quicken Interchange Format
20/08/2021	Interest	\$7,057.63	\$1,415,497.48
21/08/2021	Repayment		\$8,690.14 \$1,406,807.34
20/09/2021	Interest	\$7,049.45	\$1,413,856.79
21/09/2021	Repayment		\$8,690.14 \$1,405,166.65
20/10/2021	Interest	\$6,814.10	\$1,411,980.75
21/10/2021	Repayment		\$8,690.14 \$1,403,290.61
20/11/2021	Interest	\$7,031.83	\$1,410,322.44
21/11/2021	Payment		\$8,690.14 \$1,401,632.30
17/12/2021	Charges -	\$22.00	\$1,401,654.30
20/12/2021	Interest	\$6,796.96	\$1,408,429.26