

# Commercial Coin and Currency

Loomis ICO

Internet Currency Order Training Guide

05/2022

# Placing and Managing Coin and Currency Orders

- All coin and currency orders are placed online using the Loomis portal
- Access the portal here [Loomis ICO Login](#)
- Enter your credentials to begin



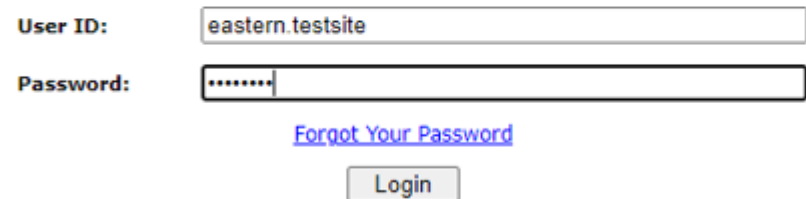
Application Center

User ID:

Password:

[Forgot Your Password](#)

Login



User ID:

Password:

[Forgot Your Password](#)

Login

# Welcome Page



**ICO**

**ICO Home**  
**Order Entry**  
**Edit Order**  
**Reports**  
**Shipment Entry**  
**Edit Shipment**

**Edit My Identity**  
**Exit Loomis Fargo**  
**Extranet**

**Welcome to the ICO system.**  
**Please choose an option from the left.**

Due to a nationwide coin shortage, some coin denominations may be unavailable. We apologize for the inconvenience.

# Create a Coin and Currency Order

Eastern Bank LOOMIS ICO

Delivery Date: May 03 2022 Tuesday

Earliest delivery date is 5/3/2022 Location: 00008, TEST

TEST (00008)

| Fit Bill    |          |                      |
|-------------|----------|----------------------|
| Description | Value    | Amount               |
| \$1         | \$100    | <input type="text"/> |
| \$2         | \$200    | <input type="text"/> |
| \$5         | \$500    | <input type="text"/> |
| \$10        | \$1,000  | <input type="text"/> |
| \$20        | \$2,000  | <input type="text"/> |
| \$50        | \$5,000  | <input type="text"/> |
| \$100       | \$10,000 | <input type="text"/> |

| New Bill    |          |                      |
|-------------|----------|----------------------|
| Description | Value    | Amount               |
| \$1         | \$100    | <input type="text"/> |
| \$2         | \$200    | <input type="text"/> |
| \$5         | \$500    | <input type="text"/> |
| \$10        | \$1,000  | <input type="text"/> |
| \$20        | \$2,000  | <input type="text"/> |
| \$50        | \$5,000  | <input type="text"/> |
| \$100       | \$10,000 | <input type="text"/> |

| Boxed       |         |                      |
|-------------|---------|----------------------|
| Description | Value   | Amount               |
| Penny       | \$25    | <input type="text"/> |
| Nickel      | \$100   | <input type="text"/> |
| Dime        | \$250   | <input type="text"/> |
| Quarter     | \$500   | <input type="text"/> |
| Half        | \$500   | <input type="text"/> |
| SBA         | \$1,000 | <input type="text"/> |
| Gold Dollar | \$1,000 | <input type="text"/> |

**Cutoff time to place orders is 10:00 AM**

View Order

Grand Total: \$0  
Your max Order amount is: \$99,999,999

Consider the following:  
Admin Cutoff time: 11:00:00 AM (EST)  
Cutoff time: 11:00:00 AM (EST)  
Delivery lead days: 1  
Delivery Days are: Tuesday

- Click **Order Entry**
- For multiple locations, choose from the dropdown
- Verify the “earliest delivery date” is correct
- Type in the denominations of your order
- Click **View Order**
- On the summary page, review your order and click **Submit**

# Edit a Currency Order

The screenshot shows the Eastern Bank Loomis ICO interface. On the left, a blue navigation menu lists the following options: ICO Home, Order Entry, Edit Order (highlighted in white), Reports, Shipment Entry, Edit Shipment, Edit My Identity, Exit Loomis Fargo, and Extranet. The main content area features the Eastern Bank logo, the Loomis logo, and the ICO logo. Below the logos is a 'Select Order:' dropdown menu with columns for 'Ref ID', 'Amount', and 'Location ID'. A red error message below the dropdown reads: 'You must choose an Order to edit.'

- Click **Edit Order**
- Select correct reference number from the drop-down list
- The order will display, make the edits
- Click **View Order**
- On the summary page, review the changed order
- Click **Submit**

# Currency Shipments (Deposits)

Eastern Bank Loomis

Shipment Date: May 03 2022 Tuesday

Earliest shipment date is 5/3/2022 Location: 00008, TEST

TEST (00008)

| US Currency |       |                      |
|-------------|-------|----------------------|
| Description | Value | Amount               |
| \$1         | \$1   | <input type="text"/> |
| \$2         | \$2   | <input type="text"/> |
| \$5         | \$5   | <input type="text"/> |
| \$10        | \$10  | <input type="text"/> |
| \$20        | \$20  | <input type="text"/> |
| \$50        | \$50  | <input type="text"/> |
| \$100       | \$100 | <input type="text"/> |

| US Coin     |        |                      |
|-------------|--------|----------------------|
| Description | Value  | Amount               |
| Loose       | \$0.01 | <input type="text"/> |
| Penny       | \$0.01 | <input type="text"/> |
| Nickel      | \$0.05 | <input type="text"/> |
| Dime        | \$0.10 | <input type="text"/> |
| Quarter     | \$0.25 | <input type="text"/> |
| Half        | \$0.50 | <input type="text"/> |
| Dollar      | \$1.00 | <input type="text"/> |

Navigation: ICO Home, Order Entry, Edit Order, Reports, Shipment Entry, Edit Shipment, Edit My Identity, Exit Loomis Fargo Extranet

Consider the following: Delivery Days are: Tuesday

View Shipment

Grand Total: \$0.00

Your max Order amount is: \$9,999,999

- Click **Shipment Entry**
- Choose the appropriate location from the drop-down
- Verify the shipment (deposit) date
- Type the shipment amounts by denomination
- Click **View Shipment**
- On the summary page, verify shipment and click **Submit**

## Item to note when placing a shipment:

This feature will not trigger an armored vehicle to arrive at your branch, it simply reports back to your accounting department. **You must contact your transportation dispatch** to arrange for a vehicle, unless an order of currency is expected for delivery.

# Viewing Reports

Eastern Bank LOOMIS ICO

Select Report: Choose Report Search Criteria

**Please select Search Criteria.**

Select Saved Report: Select Report

Saved Report Name:

Run Report By: Default Date

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

End Date (MM/DD/YYYY) Equal To  [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.

Contains

Contains

Contains

View Report Save Report Delete Report

- Click **Reports**
- Choose the appropriate report name
  - *Change Order Recap by Location*
  - *Shipment Recap by Location*
- Choose the entered date or default date
- Select a date range and additional criteria
- Input a Saved Report name (optional)
- Save or View the report

## Item to note:

On the Change Order Reports, **search by the the delivery date.** The report will have subtotals by order location with grand totals found on the bottom of the reports.

## Helpful Addresses and Contact Information

### ICO Password Reset

ICOS-Requests@us.loomis.com

1-866-487-0527 (option 2, option 2)

### ICO Log On Link

<https://xnet.loomisfargo.com/SSO/Logon.aspx?ReturnUrl=%2fico%2f>