

TrustReporter Quick Start Guide

Accessing TrustReporter

To sign into TrustReporter you can access the site from www.ca.trustreporter.com/TRv4/?bankabvr=HORIZON. You can also access the site from www.horizonbank.com by selecting the Online Trust Login link under the Investments menu.

Login

1. On the Login page enter your Login Name
2. Enter your Password
3. Select Login

First Time Login

1. Enter your existing Login Name.
2. Enter your Temporary Password.
3. Select Login.
4. After your first login you will be prompted to change your password.
5. On the Password Change page:
 - a. Enter your Login Name.
 - b. Enter your Current (Temporary) Password.
 - c. Enter a New Password (minimum 8 alpha-numeric)
 - d. Re-enter that password in the Confirm field, and select Save to update your password.

Forgot Password?

If you don't remember your Password you can use the Forgot Password link to obtain a Temporary Password.

1. Select Forgot Password.
2. A Forgot Password window will display.
3. Enter your Login Name.
4. Enter your Email, and select Submit.
5. You will receive an email containing a Temporary Password to log in.
6. Return to the Login page and use your Login Name and Temporary Password to log in.

Locked Out

If you receive a message that your Login is locked you may contact us at 219-873-2683 or toll-free at 888-873-2640.

Take a Tour

To watch a video tour of the new site, you can select Take a Tour... link at the top of the Login page.

Navigating our New Site

Once you have logged into TrustReporter you will see the Main Menu page that contains three sections:

1. Control Bar

The Title Bar, found at the top of the page, provides controls to help you manage your account. Account Controls on the top-middle is an option to select your Trust Account and select the Date. User Controls can be found on the top-right. These controls let you access Help, FAQ's, your Profile, and Logout.

2. Main Menu Bar

The Main Menu Bar, found below the Title Bar, contains drop down menus to manage your Account Details. There are 5 sections:

a. Report menu

The Report menu allows you to view your Account, Transactions, Taxlot information, and Pending Trades.

b. Statement menu

The Statement menu allows you to view or download your statement.

c. Consolidations menu

The Consolidations menu allows you to manage your accounts by grouping them together.

d. Mail menu

The Mail menu allows for a secure communication channel to our Trust Department.

e. Documents menu

The Documents menu allows you to view/download documents such as privacy notices, newsletters, or other documents.

3. Display Area

The Display Area, found below the Main Menu Bar, displays the reports you've selected to display. By selecting Make This Your Home Page in the blue Portfolio summary bar on each report, you will see these reports each time you login. There are 5 sections:

a. Portfolio Report

The Portfolio Report displays a summary of your overall portfolio.

b. Holding Report

The Holding Report displays your account's holdings.

c. Transaction Report

The Transaction Report contains information on the transaction that have occurred in your account.

d. Taxlot Report

The Taxlot Report displays the Taxlot information for all assets in your account.

e. Pending Trades

The Pending Trades displays trades that have been executed but not yet settled to your account.

