USER GUIDE

October 31, 2024

Note: This guide was created using illustrations from Google Chrome Version 130 on a Windows 11 PC.
Menu options and appearance of Guardian may appear different based on the operating system and browser used to access Guardian.

About Guardian

Old National's File Transfer Service

Guardian is Old National Bank's File Transfer service. Using file transfer protocol (FTP), you will be able to electronically communicate with Old National. The use of FTP helps to facilitate such services as Account Reconciliation, BAI2 File Transmissions, Lockbox Reports and other secured data that needs to be transferred between Old National and another party.

System Requirements for the Web Transfer Client

- The browser running the client must have cookies enabled
- The WTC will work with most modern browsers including Chrome, Edge, Opera and Safari
- 1280x800 resolution or higher display
- JavaScript must be enabled in the browser

Contents

About Guardian 1
Guardian Login Options 3
Guardian Login 3
Notification to First Time User 3
Forgot Username 4
Forgot Password 5
Main Guardian Interface 6
File System Buttons 6
Filter, Tools, Search and Account Options 7
Drag and Drop Functionality 7

Guardian Login Options

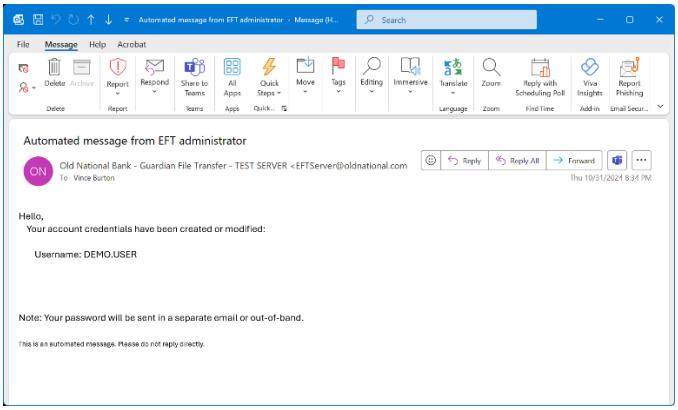
Guardian Login



Login Screen (Example 1)

Enter the Username and Password provided by Old National to log in (Example 1). The login screen also provides options for a username reminder email or a password reset email (See pages 4 and 5).

Notification to First Time User



First Time Use Email (Example 2)

Before first using Guardian, two automated emails (Example 2) will be sent to the user with their ID and Password (one in each email for security purposes). Upon first use, users will have to change their password.

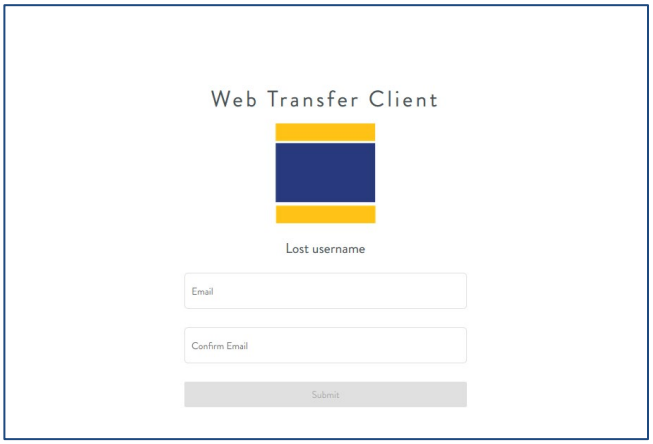
Requirements for that password include at least…

- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 special character (eg, !,#,$)

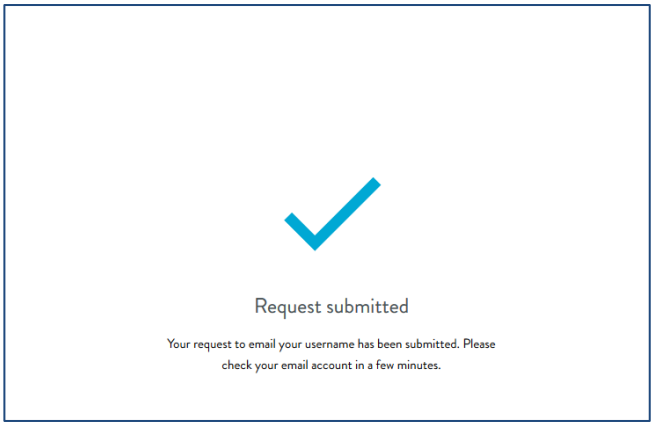
and must not contain…

- 3 or more characters from the username
- 3 or more characters repeating characters
- Entirely of one word from a common dictionary

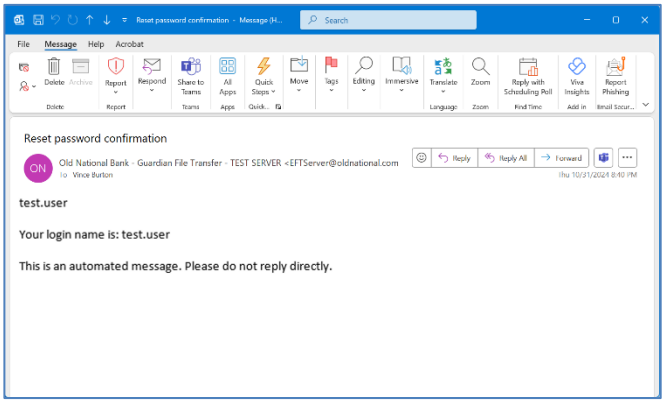
Forgot Username



Lost Username (Example 3)



Request Submitted (Example 4)



Lost Username Email (Example 5)

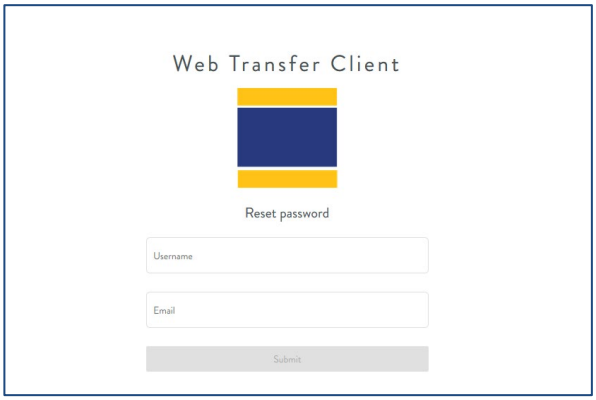
Users can retrieve a forgotten username.

1. Click the **FORGOT USERNAME** link from the Guardian Login Page.
2. The Lost Username page will display in a new window (Example 3).
3. Enter Email Address.
4. Enter Email Address again.
5. Press **SUBMIT.**
6. The REQUEST SUBMITTED page will appear (Example 4).
7. Close this page to return to the login page.

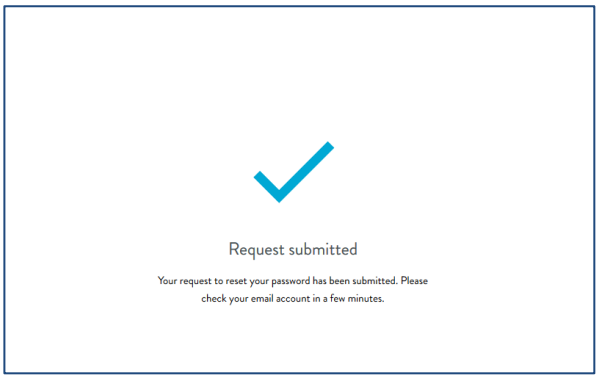
An email (Example 5) will be sent containing a reminder of the username.

NOTE: Old National must have the user's email address as part of the Guardian setup AND a user can only have ONE email address tied to ONE account. If the same email address is used on multiple accounts, the username reminder email cannot be sent.

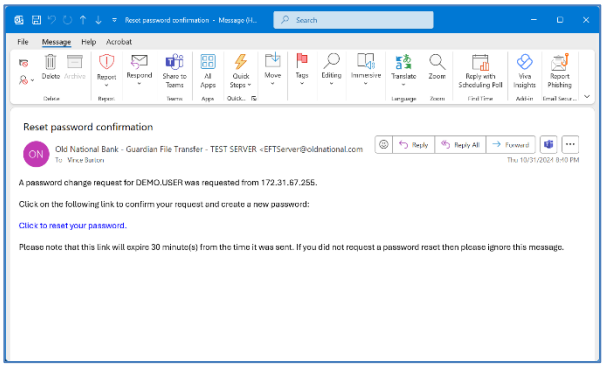
Forgot Password



Lost Password Retrieval (Example 6)



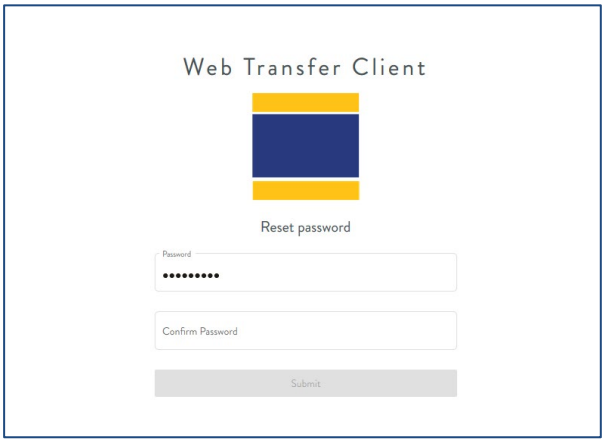
Lost Password Retrieval Confirmation (Example 7)



Lost Password Email with Link to RESET YOUR PASSWORD (Example 8)

Users can retrieve a forgotten password.

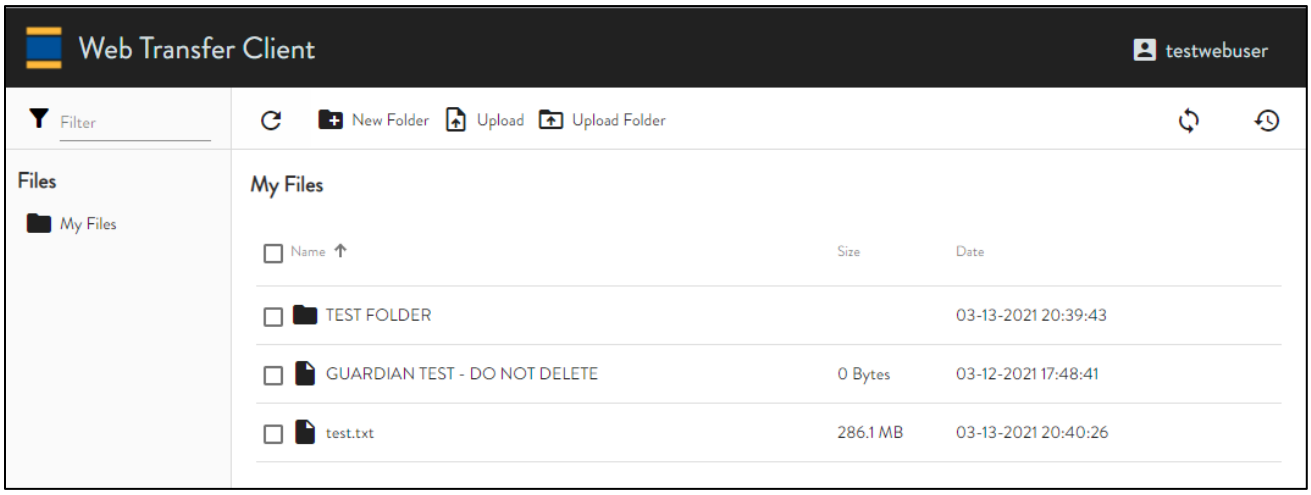
1. Click the **FORGOT PASSWORD** link from the Guardian Login Page. The Lost Password page will display (Example 6)
2. Enter Username
3. Enter Email
4. Press **SUBMIT**. The Request Submitted confirmation page will display (Example 7)
5. An email will be sent containing a link to reset the password (Example 8).
6. Choose the **CLICK TO RESET YOUR PASSWORD** link in the Lost Password Email. The New Password Entry (Example 9) page will display.
7. Enter a new password following the password rules (Page 2).
8. Reenter the same password again.
9. Click **RESET**.
10. Click **GO TO THE LOGIN PAGE** and enter the username and new password.



New Password Entry (Example 9)

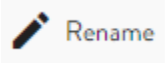
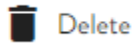
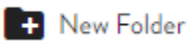
Main Guardian Interface

Once logged in, you will see the following interface.

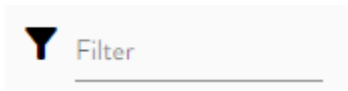


Web Transfer Client (Example 10)

File System Buttons

	This button will refresh the files displayed.
The following buttons are only visible when a file or a folder is selected.	
	**Download Files**: This button is used to move a selected file from Guardian down to your computer.
	**Rename**: This button can be used to rename a file or folder. Some Guardian files may require the use of a standard file name and changing the file name may cause the service not to work correctly. As with the other buttons, renaming Guardian files and folders is not recommended. You may not have this option available
	**Move Selected Items**: This button will allow you to move a file to another folder.
	**Delete Selected Items**: This button can be used to delete a file or folder. You may wish to delete old Guardian files by clicking on the file in the upper-right box and then clicking this icon. Again, it is not recommended that you modify any folders on the Guardian server. You may not have this option available.
File Upload Buttons	
	**New Folder**: This button can be used to create a new folder; however, it is not recommended that you modify the folder structure on Guardian. You may not have this option available.
	**File Upload:** This button is used to move a selected file from your computer up to Guardian.
	**Folder Upload**: This button is used to move a selected folder from your computer up to Guardian.
System Status Buttons	
	**In-Progress View:** This button is used to display files that are in the process of being uploaded to the server.
	**History View:** This button shows all files transmitted during the current session.

Filter, Tools, Search and Account Options

	The filter option will allow you to change your display to show files that only meet your criteria. A portion of the file/folder name or a date can be used for filtering.
	The Account option will display YOUR username and provides access to allow you to change your password or log out of Guardian.

Drag and Drop Functionality

You can easily move files up to Guardian simply by selecting the files you want to move to Guardian and drag them into your browser window. The screen will change to indicate dotted line area to where you should drop your files. The files will start their upload. You can monitor their process in the IN-PROGRESS queue on the right side of the screen.

