Vexalign

LexAlign Demo Guide

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Purpose

The purpose of this document is to provide a demo guide to the FIS team to help them learn how to demo the LexAlign solution.

Introduction (Start Demo)

After introductions and discovery discussion:

The demo will show you how the LexAlign solution automates the onsite audit process and provides you with the records that demonstrate risk management.

We're now going to look at the LexAlign solution starting with what you, as the Financial Institution have access to.

We'll then take a look at how your customers experience the LexAlign solution.

LexAlign Institution Dashboard

The data you are seeing is from a real LexAlign customer, we've anonymized the data to protect the innocent.

Let's start by reviewing the Dashboard navigation elements.



- Home: displays information about LexAlign Diagnostics by Cycle and Cohort.
- Assessments: displays a list of customers, tracking high level status and results on a per customer basis.
- Summary: summarizes common issues, trends, and completion status across customers.
- **Reports:** provides downloadable reports by completion status, risk factors, and customer actions.
- Support Requests: shows the requests for support from customers.
- **Customers:** displays a list of all customers in the LexAlign System.
- Control Panel: enables configuration and set up; it is only visible for certain roles.

Now we'll look at each of these in a little more detail.

HOME

The Home Page provides information about LexAlign Diagnostics by Cycle and Cohort. This is your view of progress as a Cycle is executing through each Cohort.



ASSESSMENTS

The Assessments Page replaces and improves upon the spreadsheets you've been using, especially for the burdensome task of tracking completion status. With LexAlign, it is all automated.

You can filter the list in a number of ways to define what you would like to see displayed on the table. After making your selections, click on the "**APPLY**" button.

🗑 Lexalign	HOME	ASSES	SMENTS	s	UMMARY RE	EPORTS	SUPPO	ORT REQUESTS	S CUSTON	IERS CONTROL P	ANEL	SIGN OUT
Sunshine I	Regio	nal Ba	ank									
LexAlign Diagnostic		•	Cycle All		Cohort All	Com • All	pletion Sta	itus A	Activation Status Activated	Email Status ~ All	i	•
Search by Customers					APPLY RES	БЕТ				SOR	T COLUMN	IS <u>Export</u>
Customer 🕄	Email Status	IRR 🕄	Cycle	Cohort	Diagnostic	DPD	Progress	Confidence Level	Last Completed	Compliance Essentials	LEXA Rating	Risk Factors
HH Golf Academy, Inc.	Missing	Medium	1	1	Security for Electronic Banking	-363	100%	98%	4/3/23	Audit Report & Action Plan (4/3/23) Policy (4/3/23)	2	6
<u>KB Timeshares LLC</u>	Link Clicked	Moderate	1	1	Remote Deposit Capture	-358	100%	97%	3/29/23	Audit Report & Action Plan (3/25/23) Policy (3/29/23)	3	19

You can also sort each of the columns.

🗑 Lexalign	HOME	ASSES	SMENT	s s	UMMARY	REPORTS	SUPPO	ORT REQUEST	CUSTO	MERS CONTROL P/	ANEL	SIGN OUT
Sunshine I	Regio	nal Ba	ank									
LexAlign Diagnostic All Search by Customers		•	Cycle All		Cohort All APPLY R	Con All RESET	npletion Sta	atus •	Activation Status	s Email Status ~ All	T COLUMN	TS Expor
Customer	Email Status	IRR 🕄	Cycle	Cohort	Diagnostic	: DPD	Progress	Confidence Level	Last Completed	Compliance Essentials	LEXA Rating	Risk Factors
<u>HH Golf Academy,</u> Inc.	Missing	Medium	1	1	Security for Electronic Banking	-363	100%	98%	4/3/23	Audit Report & Action Plan (4/3/23) Policy (4/3/23)	2	6
<u>KB Timeshares LLC</u>	Link Clicked	Moderate	1	1	Remote Depo Capture	sit -358	100%	97%	3/29/23	Audit Report & Action Plan (3/25/23) Policy (3/29/23)	3	19

Sort Columns allow you to create your desired view of the data.

Vexalign Home			CONTROL PANEL SIGN OUT
	Sort		^
Sunshine Regiona			
-	Column	Order	
LexAlign Diagnostic	Sort By Customer •	A to Z - 🔍 🗘 🗸	Email Status
All			All -
	Then By Cohort •	Smallest to Largest	
	Then By Progress	Smallest to Largest 🗸 🗸 🕄 🗙	SORT COLUMNS Export
Email	•		LEVA Diek
Customer 🕄 Status IRF			ce Essentials Rating Factors
HH Golf Academy, Missing Me		CLOSE SAVE	oort & Action 2 6
Inc.			(23)

Let's take a look at the data included on the Assessments Page:

Customer: Customer names with a link to more detailed information about each customer's Assessments.

Email Status: The LexAlign platform automatically emails the customers to inform them of the expectations and deadlines for completing an Assessment. These email notifications are configurable. This column shows the status of those emails. A "Link Clicked" means the customer accessed their unique dashboard. It also indicates if an email address is missing or is bad (bounced).

IRR (Internal Risk Rating): You can add your Internal Risk Rating to the LexAlign dashboard if you have one. It is an optional field that can be included in your data import.

Cycle: This is the activation and launch (including email messaging) for a given Diagnostic (e.g., Security for Electronic Banking) to a given set of customers, with due dates. The Cycle is typically annual. During the Cycle, any completed Assessment is attributed to that Cycle for purposes of aggregate analysis, completion percentages, risk factor reporting, etc. When a new Cycle is launched, it's no longer possible to add Assessments to an older Cycle.

Cohort: Cohorts are groupings of customers. You can divide your customers into cohorts for launch management and reporting.

Diagnostic: Shows the LexAlign Diagnostic for which the row displays status data for the customer.

DPD (Days Past Due): Numbers in red show the number of days the customer is past due for completing an Assessment based on the due date assigned to them. Negative numbers indicate the number of days until the next Assessment is due.

Progress: Indicates the customer's progress in completing the current Assessment.

Confidence Level: This is one of the things that makes our automated approach superior and is intended to indicate the validity or reliability of the customer's self-assessment, as an additional risk factor. It is essentially a consistency calculation on the information collected in the Assessment.

Lower confidence levels indicate inconsistent and/or incomplete information was obtained during the Assessment.

Last Completed: Indicates the date the last Assessment was completed.

Compliance Essentials: Shows the set of Compliance Essentials created by the LexAlign platform for the customer upon its completion of the Assessment. It also identifies whether and when a customer accessed a given Compliance Essential. And it is an indication of how engaged the customer is in taking the next steps after completing the Assessment. We've seen over 90% of customers open their Audit Report & Action Plan and 80% open their Policy packet.

LEXA Rating: Proprietary risk rating based on LexAlign's unique data set captured by the Assessments. The LEXA Rating is derived by comparing the combined weight of Risk Factors identified in the Assessment with the maximum Risk Factor weight possible. The assignment of Risk Factor weights is based on the significance of a given Risk Factor in regulatory guidance or law, as adjusted based on input from experts and industry veterans, and as such are subject to change.

Risk Factors: Indicates the number of Risk Factors identified in the Assessment. A Risk Factor means the customer's practices represent an avoidable risk of fraud, data breach, theft, or loss based on the relevant Federal regulatory guidance.

Now let's take a look at an individual customer.

🗑 Lexalign	HOME	ASSESSMENTS	SUMMARY	REPORTS	SUPPOR	T REQUESTS	CUSTOMERS	CONTROL PANEL	SIGN OUT
Sunshine R	egional	Bank							
kb			٩						<u>Export</u>
Customer Name 📥	Customer ID 🔺	Contact Email	•	z	ip Code 🔺	Remote Depos	sit Capture 🔺	Security for Electronic	Banking 📥
KB Timeshares LLC	1	trevor+KBtimes	hares@lexalign.o	:om 2	3247	Activated		Activated	

Snapshot

The first part of the customer page provides a high-level snapshot with the ability to edit the contact information. Here you can see a summary of things like the number of Risk Factors and Risk Alerts from the current Assessment.

C Lexalign HOME AS	SSESSMENTS SUMMARY KB TIMESHARES LLC	REPORTS SUPPORT REQUESTS	CUSTOMERS	CONTROL PANEL	SIGN OUT
Standard Regional I	Bank	-		_	
Snapshot 🧉					
Account Name:	KB Timeshares LLC	9 Institution Risk Rating:	Moderate		
Account Id:	1	Diagnostics Activated:	2		
Contact Email:	trevor+KBtimeshares@lexalign.com	Diagnostics Deactivated:	0		
Contact Name:	Kathryn Bunn	Diagnostics Completed:	2		
Company Name:	KB Timeshares LLC	Diagnostics Past Due:	0		
Street 1:	Tommie Port	Risk Factors Identified:	20		
Street 2:	Somer Vista	Risk Alerts:	0		
City:	Hillstown				
State:	Alaska				
Zip Code:	23247				

Diagnostics

The Diagnostics section of the customer page lists the LexAlign Diagnostics available to the customer with status information for the current Cycle.

장 Lexalign	HOME	ASSESSMENTS	SUMMARY	KB TIMESHARES LLC	REPORTS	SUPPORT REQUESTS	CUSTOMERS	CONTROL PANEL	SIGN OUT
Sunshine F	Regional	Bank							
Snapshot 🧧	ĩ								
Ac C Contac	ccount Name Account Id Contact Email ct First Name	: KB Timesl : 1 : trevor+KE : Kathryn	hares LLC Btimeshares@	ହlexalign.com	🕄 lı [Dia Di	nstitution Risk Rating Diagnostics Activated gnostics Deactivated agnostics Completed	g: Moderate d: 2 d: 0 d: 2		
Conta Cor	ct Last Name mpany Name Street 1	: Bunn : KB Timesl : Tommie F	hares LLC Port		R	Diagnostics Past Due isk Factors Identified Risk Alerts	e: 0 d: 47 s: 5		
	Street 2 City State Zip Code	: Somer Vis : Hillstown : Pennsylva : 23247	ania						
Diagnostics									
Diagnostic			Activation Statu	is Cyc	le Cycle I	Due Date S	Status		Cohort
Remote Deposit Cap	oture		Activated Descrivate	: 1	9/29/21	E L	Risk Factors Count: 19 exa Rating: Group 3 of	<u>5</u>	1
Security for Electron	ic Banking		Activated Descrivate	. 1	8/2/22	2 <u>F</u> I	Completed: 3/8/23 Risk Factors Count: 28 exa Ratino: Group 5 of	5	1

Assessments

Scroll through this section and explain:

The Assessments section of the customer page contains details about the Assessment as well as the ability to add notes regarding customer interactions. You may also use the **Send Notification** button for new customers added mid-Cycle, after the last Cohort has launched.

Assessments Detail: Remo	te Deposit Capture		
Cycle 1 10/13/22 <u>All Risk Factors</u>	Shared Assessment Data Forward Projections		
Status: Completed 10/13/22 Confidence Level: 98% 3 LEXA Rating: Group 4 of 5		Notes: - Other note for this company ~ Mauro Picó - Sent email with link. ~ Mauro Picó - 3/21/2	- 8/8/22 06:27 PM 2 12:27 PM
Risk Factors: 19 Current LEXA Rating: Group 4 of 5 🕏 Current Risk Factors: 19		Use this space for notes	D NOTES SEND NOTIFICATION REPORT
Shared Assessment Data	Detail	Forward Projections	Detail
No. of devices	5 or more	Daily deposit level	 Daily deposits to DECREASE to a new steady level
Device types	 At least 2 RDC devices are standalone; the others are integrated in POS system 	Daily deposit amounts relative to current limit	 High daily deposit amounts will OFTEN EXCEED current high deposit limit
RDC device serial number(s)	Unable to locate one or more	Expectation re: regular spikes in daily deposits	 NO expectation of weekly or monthly
RDC Administrator	None (see Risk Factor)		spikes in daily deposits
Check retention	Between 31 and 40 days after deposit		
Check disposal	Some checks not destroyed		
Device issue	At least one scanner not printing on checks		
Legal/Compliance	 Customer not confident it's meeting bank's expectations for check handling and RDC 		

Users

The Users section of the customer page allows you to add or remove users for the selected customer. It also allows you to resend the activation email if the customer requests it.

Lexalign	HOME	ASSESSMENTS	SUMMARI	KB TIMES	SHARES LLC	REPORTS	SUPPORT REQUESTS	CUSTO	MERS	CONTROL PANEL	SIGN OUT
unshine F	Regiona	Bank									
Conta	ct Last Name	: Bunn				Diag	nostics Past Due:	0			
Сог	mpany Name	: KB Timesł	hares LLC			Risk F	actors Identified:	47			
	Street 1	: Tommie P	ort				Risk Alerts:	5			
	Street 2	: Somer Vis	sta								
	City	: Hillstown									
	State	: Pennsylva	ania								
	Zip Code	: 23247									
Diagnostics	Detail: Sec	urity for Ele	ctronic B	anking							
Diagnostics Assessments Assessments	Detail: Sec Detail: Ren	urity for Ele note Deposi	ctronic B it Capture	anking e							
Diagnostics Assessments Assessments Users	Detail: Sec Detail: Ren	urity for Ele	ctronic B it Capture	anking e							
Diagnostics Assessments Assessments Jsers Add new u	Detail: Sec Detail: Ren	urity for Ele	ctronic B it Capture	anking e							
Diagnostics Assessments Assessments Jsers Add new u First Name	Detail: Sec Detail: Ren Iser	urity for Elennote Deposi	ctronic B it Capture	anking e :mail Address		SUBMIT					
Diagnostics Assessments Assessments Jsers Add new u First Name Name	Detail: Sect Detail: Ren Iser	urity for Ele note Deposi ast Name ddress	ctronic B it Capture	anking e mail Address	Email Status	SUBMIT		Actions			
Diagnostics Assessments Assessments Jsers Add new u First Name Carl Secure	Detail: Sec Detail: Ren Iser L Email A	urity for Ele note Deposi ast Name ddress	ctronic B it Capture	anking e mail Address	Email Status Link Clicked	SUBMIT Added On 5/30/22	2 2:53PM	Actions Remove	Resend Ar	tivation Email	
Diagnostics Assessments Assessments Jsers Add new u First Name Carl Secure Kathryn Bunn	Detail: Sect Detail: Ren Iser L Email A trevor+	urity for Ele note Deposi ast Name ddress kb2@lexalign.com kbtimeshares@lex	ctronic B it Capture E	anking e imall Address	Email Status Link Clicked Link Clicked	SUBMIT Added On 5/30/2: On 5/27/2:	2 2:53PM 2 10:58AM	Actions Remove Remove	Resend Ar	tivation Email	

Now we'll look at the **SUMMARY** page where we can see trends across all customers.

SUMMARY

The Summary Page demonstrates your Risk Management and Support.

It can also help you prioritize remedial actions based on the greatest potential impact.

The information is presented by LexAlign Diagnostic.



Let's take a look at the Summary charts.

Summary Charts

The **Most Common Risk Issues by Number of Customers Affected** chart shows the most common Risk Issues across customers' completed Assessments in the current cycle. This is the information you can use to prioritize remedial actions based on the greatest potential impact.



The **Assessment Result Distribution** chart groups customers by weighted risk factors to give you a visual of how your customers are distributed by Risk Factors. In this example, the majority of customers are in group two which is a good indication of consistency across customers.



Optional: If anyone asks to explain how the Assessment Result Distribution is created.

For any given customer, the Assessment Result is derived by comparing the combined weight of Risk Factors identified in its Assessment with the maximum Risk Factor weight possible.

Group 1 has zero Risk Factor weight. Customers with greater than zero Risk Factor weight are placed in Groups 2 - 5, in ascending order.

Risk Factor weights are based on the significance of a given Risk Factor in regulatory guidance or law, as adjusted based on input from experts and industry veterans.

Completed vs. Pending Assessments shows how many customers completed an Assessment and how many still need to do them.



Not Past Due vs. Past Due shows how many customers are and are not past due on completing their Assessments.



Assessments Past Due shows the number and percentage of customers that are past due by the number of days past due.



REPORTS

Reports enable you to extract actionable data in a spreadsheet format. Actionable data includes Completion Status by customer, which customers are impacted by different Risk Factors, which customers have or have not accessed each of the Compliance Essentials.

🗑 Lexalign	HOME	ASSESSMENTS	SUMMARY	REPORTS	SUPPORT REQUESTS	CUSTOMERS	CONTROL PANEL	SIGN OUT
Standard R	egion	al Bank						
	_							
Completion State	us	Completion	n Status Re	eport				
Risk Factors		LexAlign Diagnos	t Capture		•			
Compliance Esse	entials	Cycle		Cohort				
Bounced Emails		1		- 1	•			
		09/08/2021	e					
		Activity End Date						
		01/29/2023						
					SUBMIT			

The **Completion Status Report** shows Assessment completion status by Cycle and Cohort for the selected time period.

The **Risk Factors Report** shows a list of customers by Risk Factor category and individual Risk Factors by Cycle and Cohort. This report can help you understand how to use the data that LexAlign is capturing.

Show an example of this report:

Select "Cycle 1" Select "All Cohorts" Select "Device Functioning" Click "Submit" Open the excel file Expand the columns

This report shows the Device Functioning issues across the customers, note that several of the entries were indicated by the customers (where is says "customer input") and the responses are all very professional showing that they were taking the assessment seriously. This information is very actionable, enabling you to follow up with the customers about these issues.

	А	В	c
1	Risk Factor Category	Risk Factor	Detail
2	Device Functioning	Device operation risk	Device Issue (customer input): At times, scan doesnt note amount of check
3	Device Functioning	Device operation risk	Device Issue (customer input): Data extraction from image not always correct or is missing data
4	Device Functioning	Device operation risk	Device Issue (customer input): doenst always read checks either hand written of computer checks
5	Device Functioning	Device operation risk	Device Issue (customer input): does not always read the numbers on bottom
6	Device Functioning	Device operation risk	Device Issue (customer input): ever since my computer updated to Windows 11 I cannot scan or make a deposit.
7	Device Functioning	Device operation risk	Device Issue (customer input): Feeder takes in 2 checks once in a while
8	Device Functioning	Device operation risk	Device Issue (customer input): I have to unplug the scanner for 30 seconds before I use it, otherwise it will not initialize.
9	Device Functioning	Device operation risk	Device Issue (customer input): It does not connect at times. I think it is the cables
10	Device Functioning	Device operation risk	Device Issue (customer input): It no longer separates problem checks from the whole
11	Device Functioning	Device operation risk	Device Issue (customer input): LOOSE PIECE INSIDE SCANNER
12	Device Functioning	Device operation risk	Device Issue (customer input): Needs replacement
13	Device Functioning	Device operation risk	Device Issue (customer input): Nothing comes out on the checks
14	Device Functioning	Device operation risk	Device Issue (customer input): Occasionally the scanner will not accurately read the check numbers i.e. Account Number (w
15	Device Functioning	Device operation risk	Device Issue (customer input): Often misses numbers - it is an OLD scanner.
16	Device Functioning	Device operation risk	Device Issue (customer input): Reports not printing correctly
17	Device Functioning	Device operation risk	Device Issue (customer input): Scanner doesn't read certain checks
18	Device Functioning	Device operation risk	Device Issue (customer input): scanner is fine
19	Device Functioning	Device operation risk	Device Issue (customer input): sometimes I have to manually enter info

The **Report on Compliance Essentials** shows customer status regarding access of Compliance Essentials by Cycle and Cohort. Access of Compliance Essentials means customers have taken the first step in addressing their gaps and improving their risk status.

The **Bounced Emails Report** shows a list of all bounced emails to help you reach out to your customers to get working email addresses.

SUPPORT REQUESTS

Support Requests display customer requests for support.

Across our clients, requests have been less than 1 per 100 customers so this does not create a burden for your team. You can add notes to document the actions you take for each request and indicate customer outreach and status.

🗑 Lexa	номе	ASSESSME	INTS	SUMMARY	REPORTS	SUPPORT REQUESTS	CUSTOMERS	CONTROL PANEL	SIGN OUT
Suns	hine Regior	nal Ban	k						
Request	Email	Company	Date	Status	Subject	Message			-
7	becky@mybank.com	Abbott, Reinger and Haley	10/7/2	2 Open	New team member	We've had an addition to o Please add brenda@myba Use this space for notes.	our team. nk.com to our LexA 	Align account.	
						Please describe the issue	CONTACTED	CUSTOMER SAVE	NOTES
						Last updated by:		RES	SOLVED

CUSTOMERS

The Customers Page displays a list of all customers and indicates which LexAlign Diagnostics they are activated for. This page is used to look up specific customers to view and edit their information and examine their Assessment data.

쯋 Lexalign	HOME	ASSESSMENTS	SUMMARY REPORTS	SUPPORT REC	QUESTS	CONTROL PANEL SIGN OUT
Sunshine Re	giona	l Bank				
Search by Customer Name	2		Q			Export
Customer Name 🔺		Customer ID 📥	Contact Email 🔺	Zip Code 🔺	Remote Deposit Capture 🔺	Security for Electronic Banking
6th St. Printing LLC		1235	trevor+sixthstreet@lexalign.com	78787	Not Yet Activated	Not Yet Activated
Abbott, Reinger and Haley	-	7392	lexatest+975@chimi.co	98404-1917	Activated	Not Yet Activated
ABC Rentals LP	I	FireSecurityTech	lexatest+0405@chimi.co	80915	Activated	Activated
Abernathy-Gerhold		Cenmed	lexatest+0351@chimi.co	95990-7877	Activated	Not Yet Activated
Abernathy Inc		American Industrial	lexatest+765@chimi.co	72355	Activated	Not Yet Activated
Abernathy, Rempel and Pre	edovic	CommGraphics	lexatest+361@chimi.co	38432	Activated	Not Yet Activated
Abshire, Heidenreich and T	lurner I	Diaco	lexatest+376@chimi.co	03135-9648	Activated	Not Yet Activated
Adams, Schuster and Willia	imson	7461	lexatest+951@chimi.co	80306	Activated	Not Yet Activated

CONTROL PANEL

Note: We aren't covering all details of the Control Panel in the demo, just a brief overview.

The Control Panel enables authorized users at your institution to perform various set up and implementation functions.

User Admin

The User Admin section of the Control Panel enables authorized users to add, remove, or edit users.

Institution users are assigned one or more roles. The basic user is the Analyst role. Team members that are responsible for configuration using the Control Panel will be assigned the Diagnostic Admin role. The Diagnostic Admin role includes the Analyst role. Only users with the Institution Admin role can add, remove, or edit users.

🗑 Lexalign		HOME	ASSESSMENTS SU	MMARY REPORTS	SUPPORT REQUESTS	CUSTOMERS	CONTROL PANEL	SIGN OUT
Sunshine Regio	nal Bank							
	User Admin	Implementation	Cycle Checklist	Customer Activatio	ns Customer Co	mmunications	Remediation F	eatures
Overview Users	Users of the LexAlign Service Note: Only an Institution Admin may add or remove users, or change a user's role(s).							
	Name	Email Addr	ress	Role(s)		Added		
	Kacy Howell	lexatest+2@))chimi.co	Analyst		On 8/3	0/21	
	Joesph Ferry	lexatest+3@)chimi.co	Analyst		On 9/6/	/21	
	Rodolfo Buck	ridge lexatest+5@])chimi.co	Analyst		On 9/6/	/21	

Implementation

The Implementation section of the Control Panel enables you to upload your logo that is used in email communications and the Customer Dashboard, identify who will receive different system email alerts, and request implementation of new LexAlign Diagnostics.

🗑 Lexalign	HOME ASSESSMENTS SUMMARY REPORTS SUPPORT REQUESTS CUSTOMERS CONTROL PANEL SIGN OUT			
Sunshine Regio	al Bank			
	Jser Admin Implementation Cycle Checklist Customer Activations Customer Communications Remediation Features			
Overview	Implementation			
Email Alerts	This section of the Control Panel is where you can: Define who will receive email alerts from the LexAlign Service. 			
LexAlign Diagnostics	See the full list of LexAlign Diagnostics and initiate implementation.			
Copyright © 2023 LexAlign PBC 17				

Cycle Checklist

The Cycle Checklist section of the Control Panel provides a roadmap for completing all of the requirements needed to launch a Cycle. The LexAlign System will automatically update the Cycle Checklist as items are completed.

🗑 Lexalign	HOME ASSESSMENTS SUMMARY REPOR	SUPPORT REQUEST	S CUSTOMERS CONTROL PANEL SIGN OUT	
Sunshine Regional Bank				
_	User Admin Implementation Cycle Checklist Customer A	ctivations Custom	er Communications Remediation Features	
Cycle Launch Checklist	Cycle Launch Checklist Select the LexAlign Diagnostic that you would like to launch a Cycle for. Remote Deposit Capture 2 (Next Cycle)			
	To ensure a successful launch, ALL of the items in the Cycle Launch Checklist mu	st be completed.		
	Task	Status	Indicated	
	CUSTOMER ACTIVATIONS Upload Customer list			
	CUSTOMER COMMUNICATIONS Configure FAQ URL	₩ Completed	By Michael Cohen On 6/2/23	
	Approve Email Templates Advance Notification	S Approved	By Michael Cohen On 6/2/23	
	Due Date Notification Past Due Notification	S Approved	By Gonzalo Avila On 2/7/23 By Gonzalo Avila On 2/7/23	
	Welcome Email Completion	☆ Approved ☆ Approved	By System Administrator On 1/16/23 By Gonzalo Avila On 2/7/23	
	Out Of Sequence Email Configure Email Schedule	₩ Approved ₩ Completed	By Gonzalo Avila On 2/7/23 By Michael Cohen On 1/24/23	
	REMEDIATION FEATURES Disable Remediation			
	Approve Remediation Email Templates	C. Open		
	Remediation Reminder Email-Completed Risk Factors	C Open		
	Remediation Reminder Email-No Completed Risk Factors Approve Remediation Schedule	C Open		
	FINAL LAUNCH ACTIONS	C Open		
	Approve Email Schedule	C Open		
			LAUNCH CYCLE	

Customer Activations

The Customer Activations section of the Control Panel enables you to upload customer data to activate or deactivate customers for specific LexAlign Diagnostics.

🗑 Lexalign		HOME	ASSESSMENTS	JMMARY REPORTS SU	JPPORT REQUESTS CUSTOMERS	CONTROL PANEL SIGN O	υт
Sunshine Regio	nal Bank						
	User Admin	Implementation	Cycle Checklist	Customer Activations	Customer Communications	Remediation Features	
Overview	Customer Activations						
Upload Customer Data	This part of the Control Panel is where you can upload customer data to activate or deactivate customers for your LexAlign Diagnostics.						
Review Data Uploads	Upload Custon Upload cu Upload cu Upload cu Review custom Review custom	ter Data ustomer data to activate or ustomer data to activate or ustomer data to activate or er data uploads our customer data uploads	deactivate customers for deactivate customers for deactivate customers for	the First Cycle of a LexAlign Diagn the Current Cycle of a LexAlign Di the Next Cycle of a LexAlign Diagr	iostic, or agnostic, or iostic		

Customer Communications

The Customer Communications section of the Control Panel enables you to configure your standard email footer, define the sub-domain to be used for your email communications, tailor the email templates used in the notification process, define the email schedule by cohort, access content for use in a Frequently Asked Questions (FAQ) landing page that will live on your web site, and provide the URL for the FAQ page so that it can be used in the email communications.

🗑 Lexəlign	HOME ASSESSMENTS SUMMARY REPORTS SUPPORT REQUESTS CUSTOMERS CONTROL PANEL SIGN OUT			
Sunshine Regio	nal Bank			
	User Admin Implementation Cycle Checklist Customer Activations Customer Communications Remediation Features			
Overview	Customer Communications			
Logo Upload	This section of the Control Panel is where you configure email messages and an FAQ page to communicate with your customers about the LexAlign Service.			
Email Footer	LexAlign account, diagnostics, and information products they'll receive.			
Email Sub-Domain	In particular, this section allows you to:			
Email From Address	 Upload your logo for use in customer communications and the Customer Dashboard. Set up your standard Footer to be used in the emails to help your customers trust the emails are coming from your institution. 			
Email Templates	Set up the sub-domain that will be used in email communications.			
Email Schedule	 Set up the email aduress from which the adualitated messages will be seril, in order to secure the trust of your customers that the emails are indeed authorized by your Institution. Revise default templates for the email messages to conform to your customer communication policy or usual practice. 			
FAQ Template	• Set the number of Advance and Past Due Notification Emails, as well as the time interval between Notification Emails.			
FAQ URL Upload	 Gather suggested content for an FAQ page that you will post on your website and upload the URL for that page. 			

That's it for the Institution Dashboard demo, any questions about what you've seen so far? Next, we'll look at where all of the data comes from and how your customers experience the LexAlign solution.

LexAlign Customer Dashboard

The best way to show you what your customers will have access to is to show you a brief video demo as it would be too lengthy to go through an entire assessment. This will show you where the data comes from that we saw in your dashboard.

After the video demo we'll wrap up and discuss next steps.

PLAY VIDEO

After the video

Do you have any questions about what your customers would have access to?

That completes our demo of the LexAlign Solution.

Demo Recap

Summarize the demo and discuss next steps.