



Guardian

WEB TRANSFER CLIENT USER GUIDE

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Treasury Management Service | 800-844-1720



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About Guardian

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.

Guardian may be accessed using server-to-server secure file transfer capabilities or by direct login to the Guardian Web Transfer Client (WTC).

This guide covers how to use Guardian WTC and will teach you:

- How to access Guardian Web Transfer Client
- How to use Guardian Web Transfer Client

Note: This guide was created from Google Chrome V88 on a Windows 10 PC. Menu options and appearance of Guardian may vary with different operating systems and web browsers.

System Requirements

To use Guardian Web Transfer Client, your system must meet or exceed the following requirements:

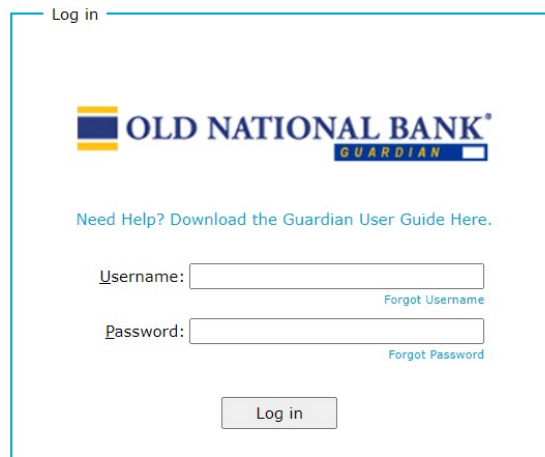
- The browser running the client must have cookies enabled
- The WTC will work with most modern browsers that support HTML 5
- 1280x800 resolution or higher display
- JavaScript must be enabled in the browser

User Credentials

Upon enrolling in Guardian, you will be sent two automated emails – one with your Guardian Username and one with a Temporary Password. You will be prompted to change your password during your initial login.

Logging In

To access Guardian WTC, navigate to <https://onbguardian.oldnational.com>. Enter your Username and Password for Guardian, then click **Log in** to continue.



The screenshot shows the login interface for the Guardian Web Transfer Client. At the top, it says "Log in" in a small font. Below that is the Old National Bank logo, which includes the text "OLD NATIONAL BANK" and "GUARDIAN" in a smaller font below it. Under the logo, there is a link: "Need Help? Download the Guardian User Guide Here." Below this link are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. To the right of the Username field is a link "Forgot Username", and to the right of the Password field is a link "Forgot Password". At the bottom center of the form is a "Log in" button.

Password Requirements

Your Guardian Password must meet the following requirements:

- Minimum 1 upper case letter
- Minimum 1 lower case letter
- Minimum 1 number
- Minimum 1 special character
- No more than 3 characters from your Username
- No more than 3 repeated characters
- No complete words from a common dictionary

Forgot Username

If you forget your Username, click the **Forgot Username** link on the login page. Enter the email address associated with your Guardian account and click **Submit**. You will receive an email with your Username.

Note: If you use the same email address for multiple Guardian Usernames, the Forgot Username feature will not work. Contact Treasury Management Service at 800-844-1720 for assistance.

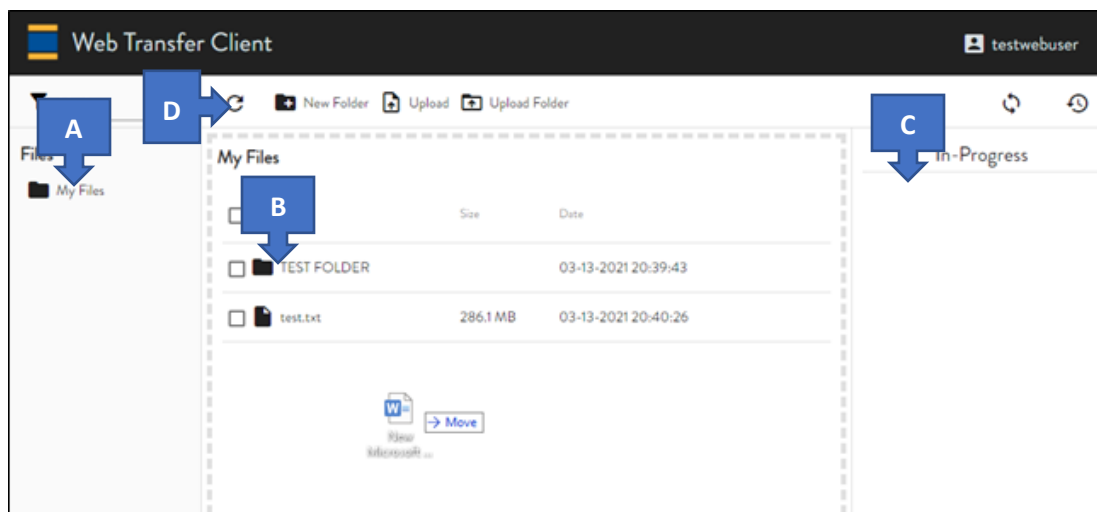
Forgot Password

If you forget your Password, click the **Forgot Password** link on the login page. Enter your Username and email address associated with that Username and then click **Submit**. You will receive an email with a link to reset your Password.

Using Guardian Web Transfer Client

After logging in, you will be taken to the home screen. This screen contains:

- A. Your file list in Guardian
- B. Contents of the current folder
- C. List of In-Progress file transfers
- D. Utility bar to filter, search, refresh data, create folders and upload files









Files List


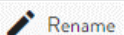


A list of available folders established for you in Guardian will appear in this list. Click on the folder name to display the contents in the main pane of the screen.

My Files

In the center of the screen, you will see the contents of the folder that is currently selected in the Files list. Above this pane in the dark blue bar, you will see the following system buttons:

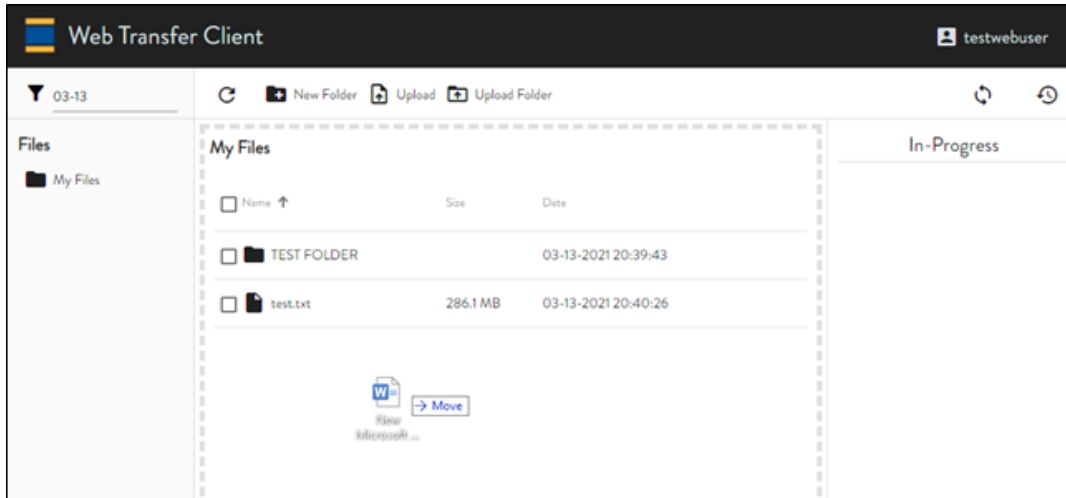
	Refresh: Refresh the files displayed
	Upload: Move a selected file from your computer to Guardian
	Upload Folder: Move a selected folder from your computer to Guardian
	New Folder: Create a new folder; however, it is not recommended that you modify the folder structure on Guardian <i>(Please note this option may not be available.)</i>
	In-Progress View: Displays the In-Progress pane for files that are in the process of being uploaded or downloaded
	History View: Displays all completed file transfers during the current login session

When a file or folder is selected, the following buttons will be displayed:

	Download: Move a selected file from Guardian to your computer
	Rename: Rename a file or folder <i>(Please note that 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. This option may not be available.)</i>
	Move: Move the selected file(s) to another folder
	Delete: Delete the selected file(s) or folder(s) <i>(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. This option may not be available.)</i>

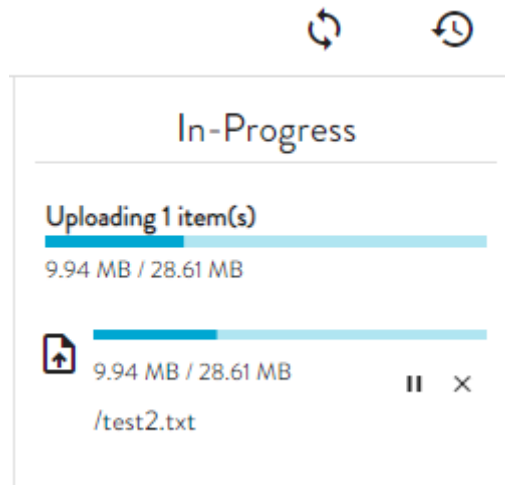
Uploading Files to Guardian

Guardian uses a “drag-and-drop” interface to allow you to easily move files from your computer to the Guardian server. Open your file explorer, locate the file(s) you wish to upload then click and drag them to your browser window. Release your mouse button to drop the files and they will start their upload.



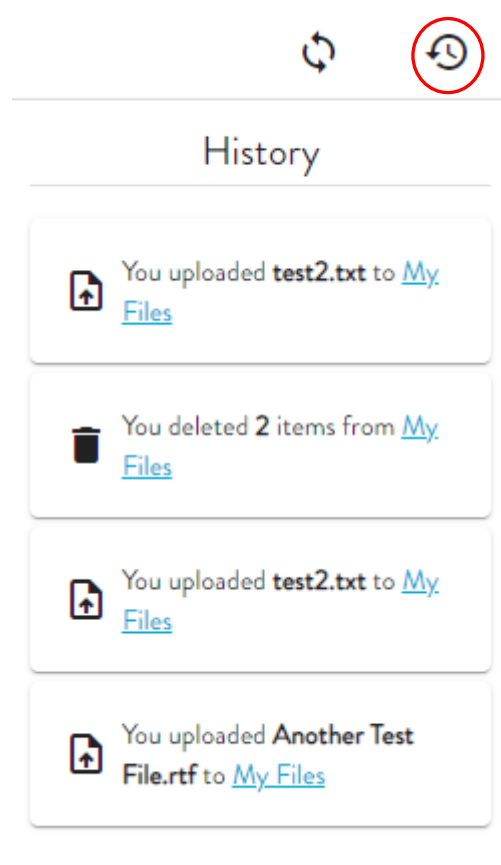
In-Progress

This utility allows you to quickly identify any uploads that are in progress, pending or completed. You should remain logged in to your Guardian session while files are **In Progress** or **Pending** to ensure you have completed the upload prior to logging out.



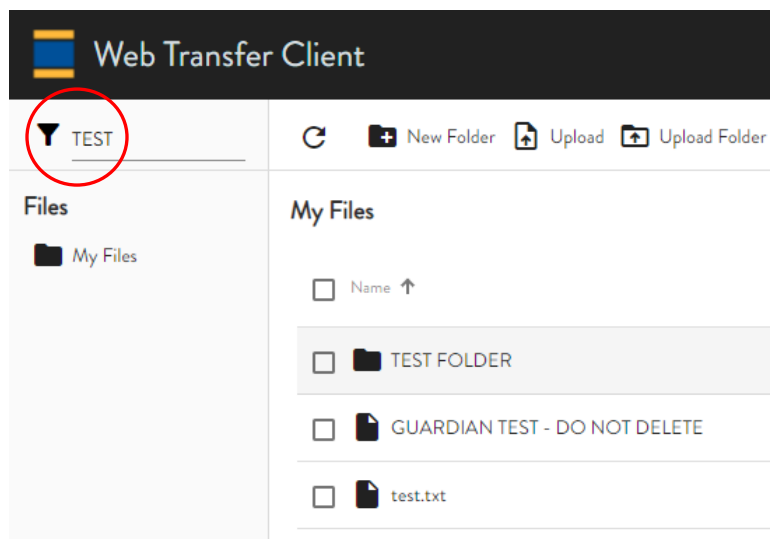
History

To display files uploaded during the current session, click the History View button in the menu bar. A list of completed actions will be displayed.



Search & Filter

To find specific files or folders by keyword, use the Filter tool located in the upper-left corner of the window:



Profile Menu

Click your Username in the upper-right corner of the screen to display the Profile menu. From this menu, you can:

- A. Set system preferences such as language, date and currency format display
- B. Reset your Guardian Password
- C. Access information about Guardian



Logging Out

To end your Guardian session, simply close your browser window.

Resources

Contact Us

If you have questions, please contact our Treasury Management Service team.

Hours: Monday-Friday 8am-6pm ET / 7am-5pm CT

Phone: 800-844-1720

Email: tmservice@oldnational.com