

## Overview:

ePortfolio provides on-line access to security holdings, reports, and pledge addition capability.

## Login to ePortfolio website:

1. Upon initial user setup, an email notification will be sent containing your temporary username and password along with a link to the website.
2. Double click or copy/paste link: <https://investments.bbok.com/eportfolio> (Browsers will be Chrome or Microsoft Edge; Internet explorer will be compatible come live date, single sign on through ABIL will be available at a later date)
3. Login using your temporary username and password (**Investments!**)
4. Upon initial login, system will prompt you to change password > enter new password then click submit > Click "Back" to take you to the **Portfolio Home** page

### Change Password

Current Password:

Password:

Confirm Password:

SUBMIT

Password validation rule(s):

\* Password cannot include your login ID

[Back](#)

## Safekeeping Overview:

1. **Portfolio Home:** Home page for ePortfolio, lists bank name and any related sub accounts (*can navigate to Portfolio home on any screen by clicking **Portfolio** on green toolbar*)
  - a. "Safekeeping Holdings Extract" and "Pledge-Unpledge" button to the right allows you to download an Excel or csv file of the report. Simply enter date, file type then export

### Data Extract

Portfolio:

As Of Date:

File Type:

Pledge-Unpledge

Safekeeping Holdings

EXPORT

- b. On Portfolio Home, click on your bank name to pull up the "**Portfolio Detail**" page for pledging

**Portfolio Detail**– Displays your current security holdings under “*Portfolio Positions*”. You can customize viewing options using the filter options on each column and customize the number of securities per page by clicking in the upper “show records” or bottom right corner of the table

Portfolio Positions											Export to Excel (xlsx)
											Show 20 records
CUSIP ↑	Description	Maturity Date	Coupon Rate	Original Face	Par Value	Location	Pledged (Y/N)	Pledged Face	Unpledged Face	Action	

## Pledging:

1. Under column “Action” you can click “Pledge/Safekeeping” on a security to take you to the “**Pledge Detail**” screen to view further pledge information on that particular bond and add a pledge to the security.
2. In “Pledges” section click “New Pledge” to add a pledge to the security;
  - a. **Effective date:** the current date should be entered
  - b. **Pledged Face Amount:** enter Original face amount to be pledged,
  - c. **Pledgee:** select pledgee (can type or click drop down)
  - d. Click save
  - e. Pledge Addition will automatically be entered into system; receipts will go out at 3:30pm daily.

**Note:** *Approved bonds for pledging include: GO KS Muni bonds, CDs, any FED item, approved revenue bonds; to release a bond we will still require a signed pledge release through email or fax.*

## View/Download Safekeeping Reports:

1. Click “Download File” on the green toolbar (will appear on any page), Bank name and sub accounts will appear under “Portfolio List”

*All reports will appear under the main bank name so only need to click on your main bank/branch name to view/download reports*

2. Once clicked, under your banks name you should see reports uploaded for the day and previous days (can search or filter for report under column filters).
3. To download- simply click on the report name, which brings up a popup to download or print the report.