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Tips: In the First Horizon Lockbox application, users can adjust where certain fields appear on this report by going to the Customer Delivery tab and choosing "My Profile." In this screen, you can choose the order of fields as well as control if rear images will display.
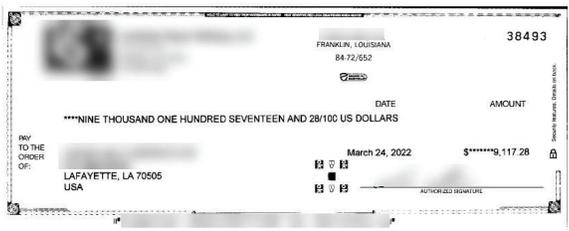
To create the Lockbox PDF Download in the First Horizon Lockbox Image Archive, click on the Search tab. Select the appropriate customer, work source/lockbox, and date or date range, then press Search. When the search is complete, there are icons which can be used to download the report in PDF, XML, Excel or HTML. Detailed instructions and screen shots can be found in the First Horizon Lockbox User Guide.

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