

# Enhancing your reporting experience through DCS Online

Thank you for your business as a U.S. Bank document custody client. We value your partnership and are continually looking for ways to enhance the services we offer to you. We are writing to you today to update you on improvements to the DCS Online self-service reporting tool; and to inform you of changes in our reporting practices that will take effect immediately.

DCS Online has a robust self-service reporting capability, which can be used for the majority of your reporting needs. We are excited to announce that we have recently implemented this feature to the self-service portal and plan to add more reports throughout the upcoming year.

When we receive a request for a new report, we will check to see if the request can be fulfilled using self-service reporting. If a comparable report is available in the self-service tool we will work with you to set you up on DCS Online (if necessary) and point you to the right report(s).

If you are already receiving reports from U.S. Bank, you will continue to receive those reports for the foreseeable future. We may make changes in the way the reports are delivered – specifically for reports that are now sent via the U.S. Bank secure email system (Cisco Registered Envelope Service). More information on these changes will be addressed with you individually before they are made.

Reports that are in development are being reviewed to determine if there is a self-service comparable. You will be contacted individually for updates on any report requests that are in development.

DCS Online is our fulfillment of general reporting obligations under agreement. If your agreement(s) call(s) for additional reporting, we will continue to provide any reporting as per the agreement. If you have a future reporting need that cannot be solved by using DCS Online self-service reporting, contact your relationship manager to discuss options for development of a customized report.

If you are not already signed up for DCS Online, complete the documentation included in this message and send it to your relationship manager. They will schedule a call with you to review the request and answer any questions you have about the reports. Anticipate up to two weeks to be set up to use DCS Online.



If you are already signed up, or after you sign up, you can familiarize yourself with the system by taking our self-directed learning course. If you have questions following completion of the self-directed learning, please reach out to your custodial site contact(s) or your relationship manager.

DCS Online is an excellent way to make use of our range of document imaging service capabilities. If you are interested in our offerings or related fees, please reach out to your relationship manager or sales team member.

Thank you for your business. We look forward to assisting you with self-service reporting through DCS Online.

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