Introduction to LaserPro®
Commercial Document Preparation (Virtual)

February 4, 2021 • 9:00am - 4:00pm

Register early. Limited seats available!

This program will be a virtual program through WebEx. Registered participants will use their own computer with their own bank’s LaserPro for the training. Some pre-work is required by bank LaserPro Administrator for registered participants. Limited seats available. Please register early.

This is a beginner’s course that focuses on how to use LaserPro to produce commercial documentation. Current LaserPro processors will also benefit from the instruction. It is important to continually enhance your skills and ensure that you are using LaserPro to its fullest capacity.

Main Objectives
- Learn program-navigational skills
- Understanding various options
- Understand how to create unique language within the documents

Agenda
- Steps for Processing Commercial Loan Transactions including UCC
- Navigation and Keyboard Shortcuts
- Additional Resources Available for Loan Processors

New Prerequisites
To participate in this session, Participants will need access to the following basic items:
- A Computer with a stable internet connection
- Access to join a WebEx Session (invitation to join the session will be provided)
- Audio capability with access to mute feature (could consist of dialing a from a phone OR utilizing functioning speakers and microphone on the computer
- Access to your financial institution’s LaserPro software with access to the Consumer Module

To ensure participant has a successful hands-on training session, the LaserPro Administrator of each financial institution will be required to complete the following admin work PRIOR to the training session:
- Ensure that the person participating in the training is setup as a user in General System Setup (GSS) and that they know their login credentials for LaserPro
- Ensure that the participant has access to the Commercial Module with access to Document Prep (Closing) and access to Add Commercial Transactions
- Create a new Commercial template for use during the training (specific information relating to details of how this template needs to be setup will be communicated after registration, prior to the training date)

Who Will Benefit
Individuals responsible for preparing Commercial loan documents using LaserPro

Registration Fee
$399, per LBA member
$599, per non-member

Class size is limited to twelve.

Workshop Instructor
Teresa Uptain is a Software Training Advisor for Finastra. Prior to joining Finastra, she has an extensive 15 year background working in the banking industry in which she holds many accomplishments. Teresa joined Finastra, the world’s 3rd largest Fintech company, in 2016. She joined the company as a LaserPro Trainer. She has since evolved in her position and currently trains many of the company’s software’s. She remains a Subject Matter Expert with the LaserPro software.
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Registration Form

<table>
<thead>
<tr>
<th>Registrant 1</th>
<th>Registrant 2</th>
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</thead>
<tbody>
<tr>
<td>Mr./Mrs./Ms.</td>
<td>Mr./Mrs./Ms.</td>
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<tr>
<td>Bank</td>
<td>Bank</td>
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<tr>
<td>Email Address</td>
<td>Email Address</td>
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<tr>
<td>Branch Street Address</td>
<td>Branch Street Address</td>
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<td>City, State, Zip</td>
<td>City, State, Zip</td>
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<td>Phone</td>
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Payment Options

- [ ] Check (Made payable to the Louisiana Bankers Association)
- [ ] Visa  [ ] MasterCard  [ ] American Express

Card # ___________________________________________ Expiration Date ____________________________

Credit Card Billing address

Name on Card (Please Print) ________________________________________ Amount to be Charged on Card __________

☐ This training will be covered under SBET (Small Business Employee Training Program). Please provide an email address on the line below to receive the necessary documentation for reimbursement:

______________________________________________

Registration Fee
$399, per LBA member
$599, per nonmember

Registrant 1
Registrant 2

- Mr./Mrs./Ms. ________________________________________ Mr./Mrs./Ms. ________________________________________
- Bank_______________________________________________ Bank_______________________________________________
- Email Address_______________________________________ Email Address_______________________________________
- Branch Street Address________________________________ Branch Street Address________________________________
- City, State, Zip______________________________________ City, State, Zip______________________________________
- Phone_______________________________________________ Phone_______________________________________________
- Cell________________________________________________ Cell__________________________________________________

Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:45 a.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Program Begins</td>
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<tr>
<td>Noon</td>
<td>Lunch</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>Program Adjourns</td>
</tr>
</tbody>
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Submit registration and view rosters in the Education Section of LBA’s Website, www.lba.org.

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Cancellation Policy

Due to commitments we must make to secure a class, we need your help. If you must cancel your registration, please do so by January 25, 2021 to avoid a $150 cancellation fee. Any registrant who does not cancel will be billed the full registration fee. Substitutions welcome at no additional charge.