



Portal Guide

Walk-through portal

Search for accounts

Entering new account/claim

Entering new account/claim - Bulk

Adding documentation - Client

Adding documentation - Debtor

Reports

1. Navigating Reports
2. Accounts Report
3. Payments w/ Client Disbursement
4. Portfolio Dashboard report
5. Status Report



Portal Walk -Through

Portal Log-in

Access the client portal through <https://www.morgancohenbach.com/portal>



Login to your client portal:

Username:
Password:

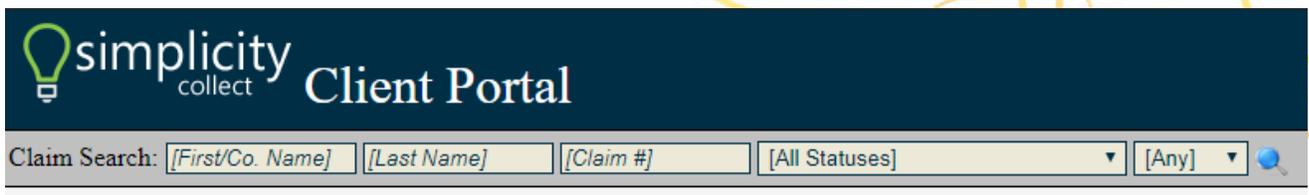
Using the username and password provided to you by MCB, fill out the fields.

Fields are case sensitive

Login to your client portal:

Username:
Password:

Portal Accounts Bar



The top left is the search field for accounts placed in our office.

To find accounts choose your desired criteria and click the magnifying glass.
 To view all accounts, do not enter any search fields and click the magnifying glass.

A bar should appear below the search bar with the results matching your search criteria.
 From there you can view details about the claim or upload files for that account.

Name	Claim #	Details	Upload Files
Morgan Cohen & Bach	123456	Filter Transactions by: Start Date <input type="text" value="08/10/2018"/> End Date <input type="text" value="08/23/2018"/> <input type="button" value="Apply Date Filter"/>	

1 of 1 Find | Next

Morgan Cohen & Bach Morgan, Cohen & Bach
 8880 Rio San Diego Drive
 San Diego, CA 92108 Entered: 8/10/2018 Debtor Pmt ID: [9040301000018076](#)

Account #: 2018-MCB-11096 Total Payments: \$100.00
 Current Status: 06. Follow Up Call - Seeking Resolution - as of 8/21/2018 Total Costs: \$0.00
 Current Balance: 1240.96 Interest Accrued: \$5.82

Payments received from 08/10/2018 to 08/23/2018

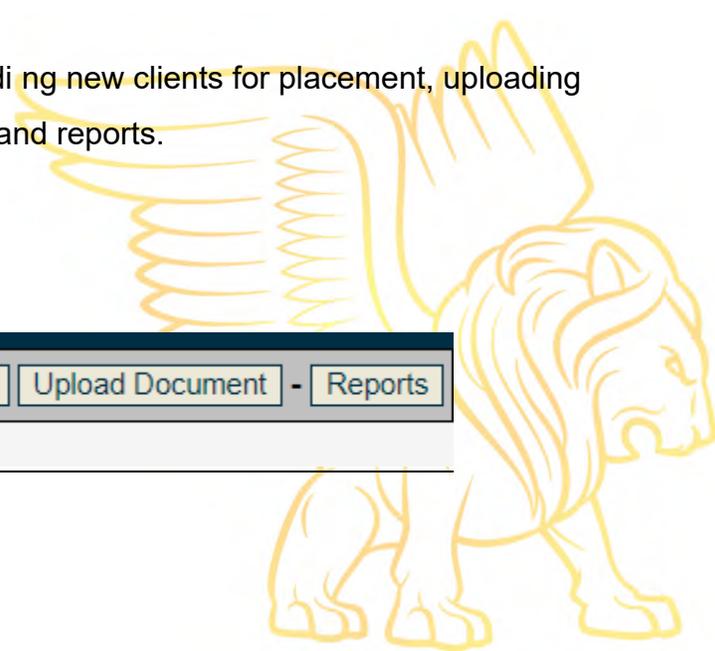
Date	Amount	Costs	Interest	Principal	Client	Balance Due
8/11/2018	\$100.00	\$0.00	\$0.00	\$100.00	\$75.00	\$1,235.63
	\$100.00	\$0.00	\$0.00	\$100.00	\$75.00	

Co-Debtors:

The top right has everything else including adding new clients for placement, uploading documents for MCB regarding your business, and reports.

Submitting new accounts to MCB

Enter New Claims	Upload Accounts in Bulk	Upload Document	-	Reports
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Primary Debtor
Co-Debtor

CoDebtor Info

Individual Company
 Co-Debtor is Guarantor
 Same address as debtor

Company Name:

Contact Title: Contact Name:

Street1:

Street2:

City: State: Zip:

Contact Cell #: Contact Home #: Fax #:

Email:

Notes:

Claim Info

Claim Number: NONCOMM ▾

Interest Start Date: Interest (%): Amount (\$): Note:

8/24/2018

Upload File(s)

*Multiple files can be uploaded. Select files one at a time.

No file chosen

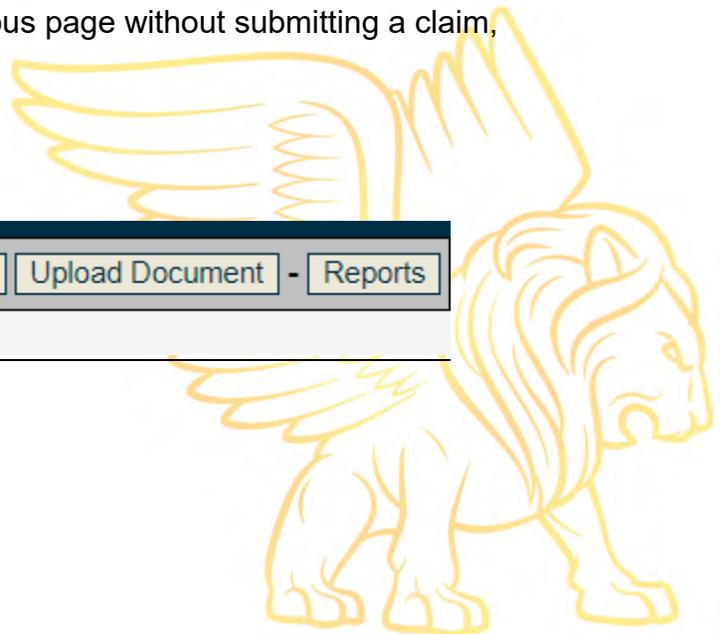
File Note:

To submit a new account, fill out the information and then insert claim.

If you would like to exit and return to the previous page without submitting a claim, simply hit "Cancel".

Upload Accounts in bulk

Enter New Claims
Upload Accounts in Bulk
Upload Document
-
Reports



Account Uploader

Select Excel (xls/xlsx) or comma separated values (csv):

Drop files here

Please select file(s) to upload.

If you would like to add several accounts for placement you can use the Account Uploader. Using an Excel (xls/xlsx) or comma separated values (csv) simply load the file then select upload.

You must select upload after adding your document(s) to complete the upload.

To return to the previous page select "Go Back".

Upload Documents for your Business

This is for your business only not for accounts placed with MCB.

-

Upload File

No file chosen

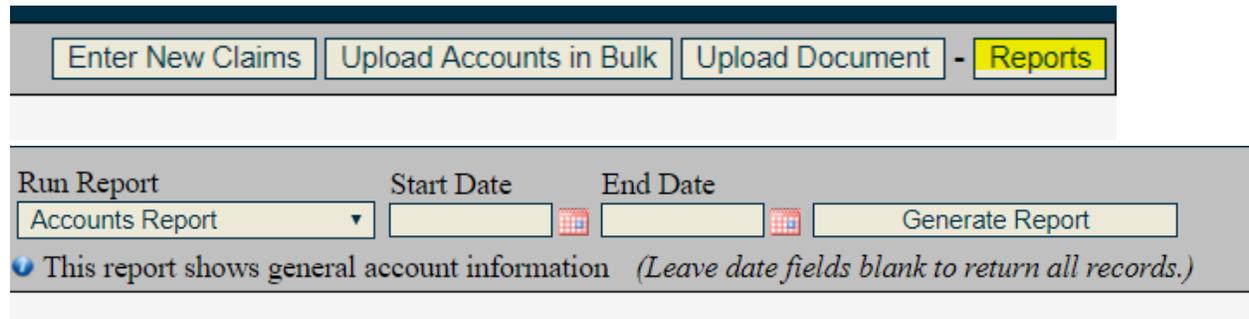
File Note:

Choose the file(s) that you would like to upload from your computer.

In the file note you can provide a brief description of the document(s).



Reports

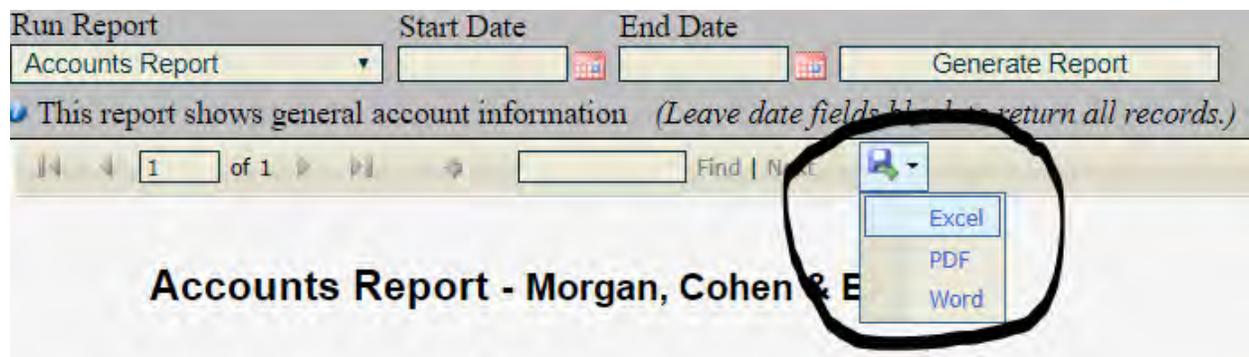


The screenshot shows a navigation bar with buttons for "Enter New Claims", "Upload Accounts in Bulk", "Upload Document", and "Reports". Below this is a form for generating a report. It includes a "Run Report" dropdown menu set to "Accounts Report", "Start Date" and "End Date" fields with calendar icons, and a "Generate Report" button. A blue information icon and text state: "This report shows general account information (Leave date fields blank to return all records.)"

Choose a report from the dropdown list.

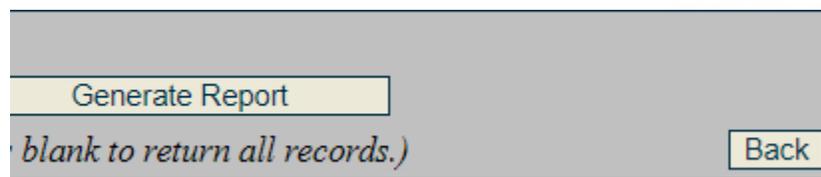
Select a start and end date. To receive results from all time leave blank.

Click Generate Report.



This screenshot shows the same report generation form as above. A download icon in the top right corner is circled in black, and a dropdown menu is open showing options for "Excel", "PDF", and "Word". Below the form, the text "Accounts Report - Morgan, Cohen & E" is visible.

To save the report choose the desired report format and you will have the option to download to your computer.



This screenshot shows a portion of the report generation form, specifically the "Generate Report" button and the "Back" button. The text "blank to return all records.)" is partially visible.

To return select the "Back" Button on the right side of the page.

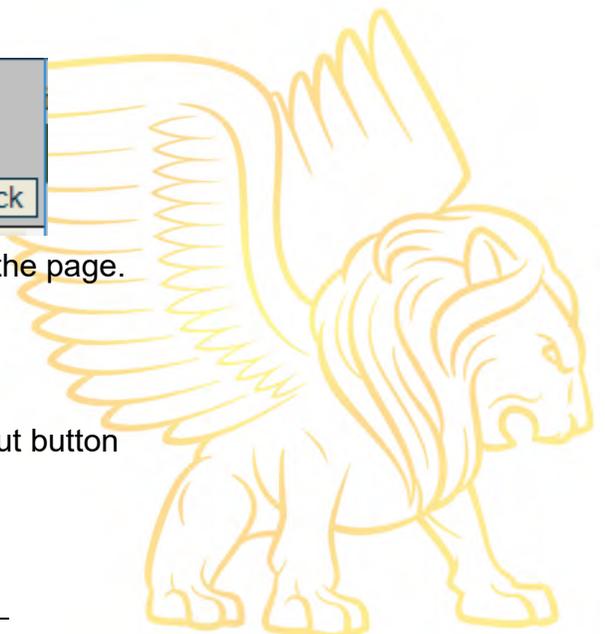
To Log-out



The screenshot shows a dark blue bar with the text "Morgan, Cohen & Bach, LLC" in white, followed by "Logged in as MCB [logout]" in a smaller font.

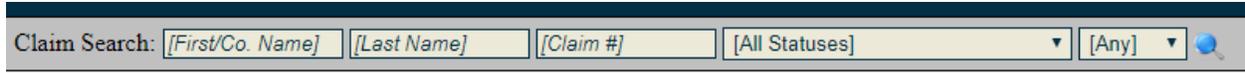
Click the log out button

You will be redirected to www.morgancohenbach.com



Account Search

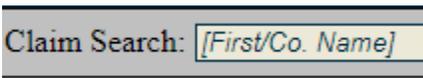
Using the search field bar you can access account information



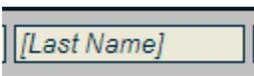
Claim Search: [First/Co. Name] [Last Name] [Claim #] [All Statuses] [Any] 🔍

Using this search you can search by:

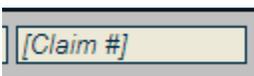
- Client Name/ Client's First Name.

- 

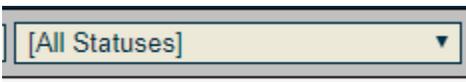
- Client's Last Name.

- 

- The claim number MCB was provided by you. Typically, your client number, invoice number or other similar identifier.

- 

- The account statuses used by MCB.

- 

- Open accounts.

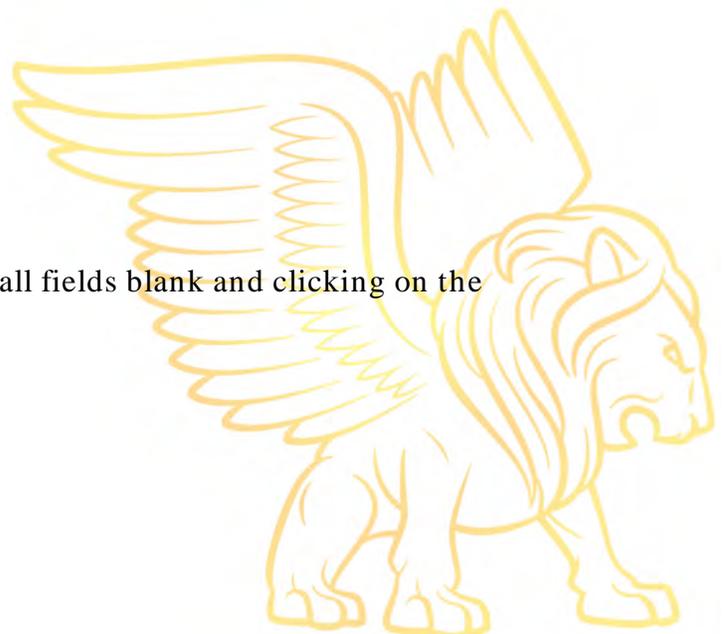
- 

- Closed accounts.

- 

- **Search all.** This can be done by leaving all fields blank and clicking on the magnifying glass.

- 



Once you have chosen your selected search criteria click the magnifying glass.

A bar should appear below the search bar with the results matching your search criteria.

Claim Search:

Name	Claim #
Morgan Cohen & Bach	123456

If no results are found matching the criteria selected the return result is “No claims found in search”

Claim Search:

No claims found in search.

You can then select the account name from the bar to see the account information

Claim Search:

Name	Claim #
Morgan Cohen & Bach	123456

Filter Transactions by: Start Date End Date

1 of 1

Morgan Cohen & Bach Morgan, Cohen & Bach
8880 Rio San Diego Drive
San Diego, CA 92108 Entered: 8/10/2018 Debtor Pmt ID: [9040301000018076](#)

Account #: 2018-MCB-11096 Total Payments: \$0.00
Current Status: 06. Follow Up Call - Seeking Resolution - as of 8/21/2018 Total Costs: \$0.00
Current Balance: 1340.56 Interest Accrued: \$5.42

Payments received from 08/21/2018 to 08/21/2018

Date	Amount	Costs	Interest	Principal	Client	Balance Due
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Co-Debtors:

Search results



Morgan Cohen & Bach

8880 Rio San Diego Drive
San Diego, CA 92108

Morgan, Cohen & Bach

Entered: 8/10/2018

Debtor Pmt ID: [9040301000018076](#)

Account #: 2018-MCB-11096

Total Payments: \$100.00

Current Status: 06. Follow Up Call - Seeking Resolution - as of 8/21/2018

Total Costs: \$0.00

Current Balance: 1240.96

Interest Accrued: \$5.82

Payments received from 08/10/2018 to 08/23/2018

Date	Amount	Costs	Interest	Principal	Client	Balance Due
8/11/2018	\$100.00	\$0.00	\$0.00	\$100.00	\$75.00	\$1,235.63
	\$100.00	\$0.00	\$0.00	\$100.00	\$75.00	

Co-Debtors:

Test Company #1

To upload documentation regarding the account select "Upload Files".

Name	Claim #	Details	Upload Files
Morgan Cohen & Bach	123456	Filter Transactions by: Start Date <input type="text" value="08/10/2018"/> End Date <input type="text" value="08/23/2018"/> <input type="button" value="Apply Date Filter"/>	

1 of 1

Find | Next

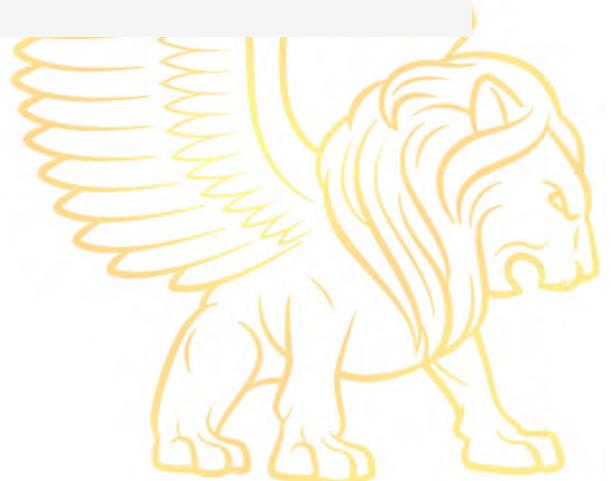
Morgan Cohen & Bach Morgan, Cohen & Bach
8880 Rio San Diego Drive
San Diego, CA 92108 Entered: 8/10/2018 Debtor Pmt ID: [9040301000018076](#)

Account #: 2018-MCB-11096 Total Payments: \$100.00
Current Status: 06. Follow Up Call - Seeking Resolution - as of 8/21/2018 Total Costs: \$0.00
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Date	Amount	Costs	Interest	Principal	Client	Balance Due
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	\$100.00	\$0.00	\$0.00	\$100.00	\$75.00	

Co-Debtors:
Test Company #1

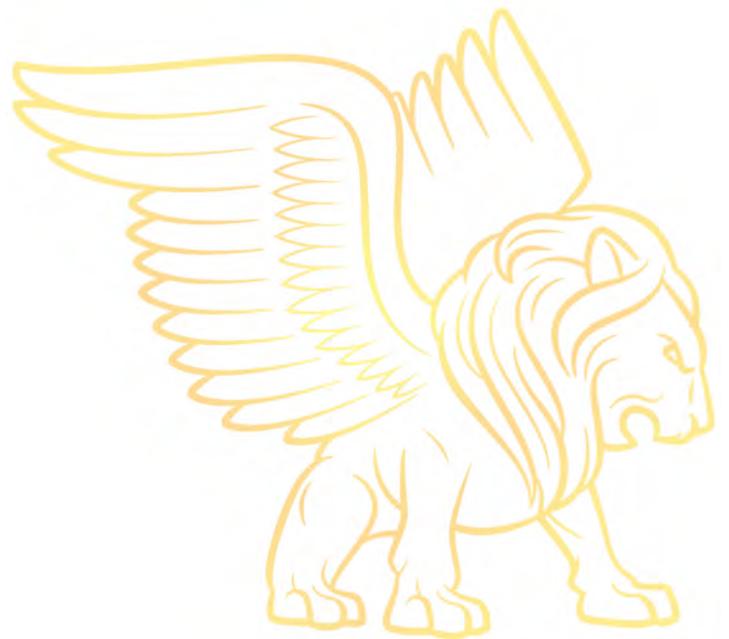


Upload File

No file chosen

File Note:

Choose the file that you would like to upload from your computer.
In the file note you can provide a brief description of the document.



Submitting New Accounts to MCB

Enter New Claims | Upload Accounts in Bulk | Upload Document - Reports

Primary Debtor | Co-Debtor

Debtor Info

Individual Company

Company Name:

Contact Title: Contact Name:

Street1:

Street2:

City: State: Zip:

Contact Cell #: Contact Home #: Fax #:

Email:

Notes:

Claim Info

Claim Number: NONCOMM ▾

Interest Start Date: Interest (%): Amount (\$): Note:

8/24/2018

Upload File(s)

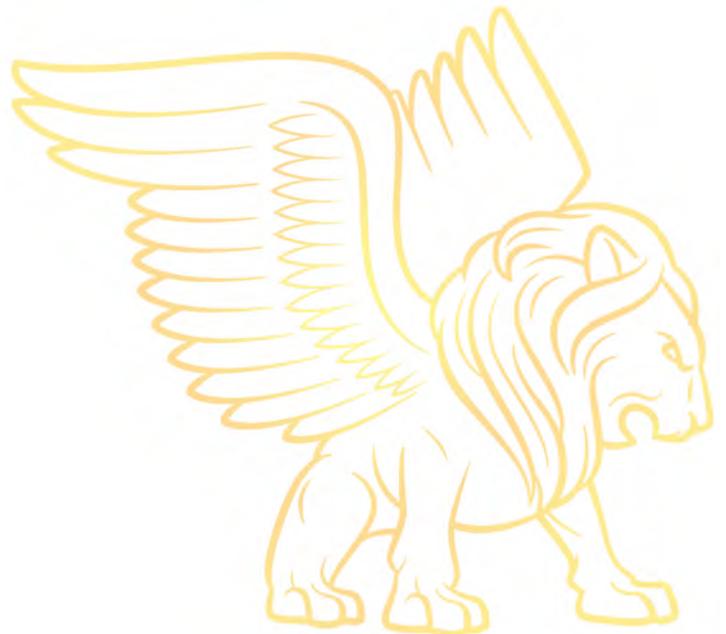
*Multiple files can be uploaded. Select files one at a time.

Choose Files No file chosen

File Note:

Insert Claim | Cancel

First, on the left, under primary debtor change the option to Company (if the account is retail, leave as Individual)



Primary Debtor Co-Debtor

Debtor Info

Individual Company

Company Name:

Contact Title: Contact Name:

Street1:

Street2:

City: State: Zip:

Contact Cell #: Contact Home #: Fax #:

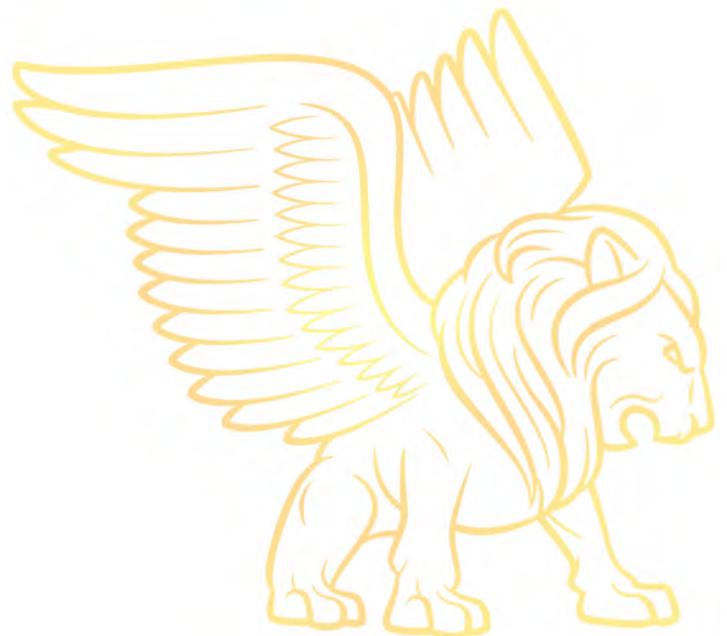
Email:

Notes:

Fill out the information for the company. Including any additional information in the notes section.

If there is a Co-debtor or a Personal Guarantor on the account select Co-Debtor at the top.

If the account has no co-debtor you can skip this section and proceed to Claim Info.



Primary Debtor **Co-Debtor**

CoDebtor Info

Individual Company
 Co-Debtor is Guarantor
 Same address as debtor

Company Name:

Contact Title: Contact Name:

Street1:

Street2:

City: State: Zip:

Contact Cell #: Contact Home #: Fax #:

Email:

Notes:

Select whether the co-debtor is an individual or company.

If it is a Personal Guarantor, select the box “Co-Debtor is a Guarantor”

Fill out the information for the Co-Debtor. Including any additional information in the notes section.

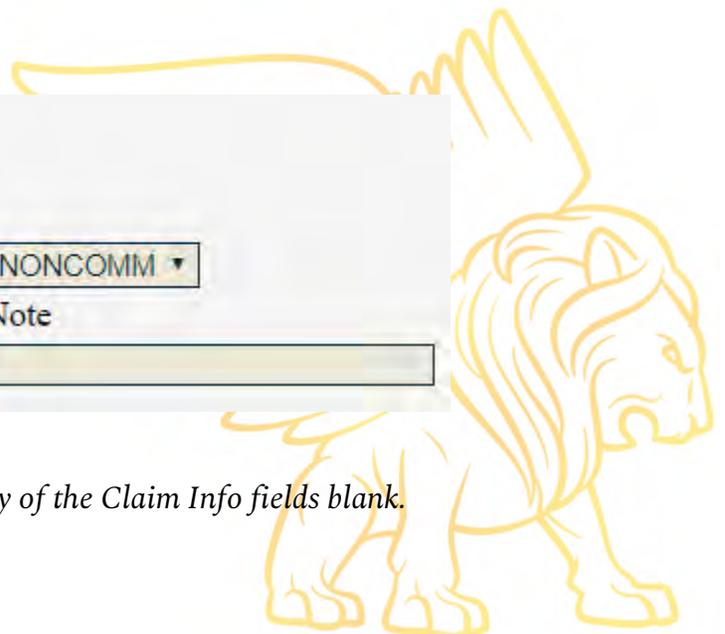
Claim Info

Claim Number

Interest Start Date	Interest (%)	Amount (\$)	Note
8/24/2018		<input type="text"/>	<input type="text"/>

On the right fill out the Claim Info

If you do not know or are unsure, you can leave any of the Claim Info fields blank.



- Claim Number - The claim number is the account number that you use to identify the account.
- Interest Start Date - Is the last day you have charged any interest to the account.
- Interest % - If you use a standard interest rate you can input the percentage here.

Interest Start Date	Interest (%)	Amount (\$)	Note
8/24/2018			

- **The Amount field is where you enter the amount to be collected.**
- In the note field you can add a brief description of the amount i.e. “Invoice #12345,12346,12347”, “Amount due for equipment”

Below the claim info is the option to upload files concerning the account you are entering.

Upload File(s)

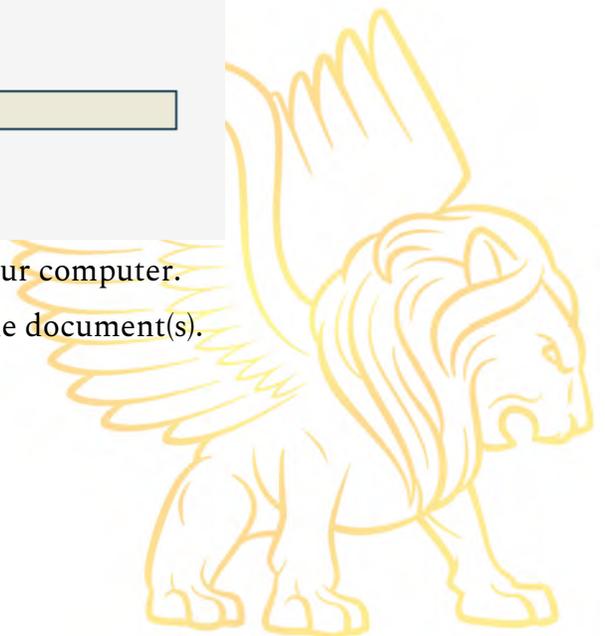
*Multiple files can be uploaded. Select files one at a time.

No file chosen

File Note:

Choose the file(s) that you would like to upload from your computer.

In the file note you can provide a brief description of the document(s).



Primary Debtor **Co-Debtor**

CoDebtor Info

Individual
 Company
 Co-Debtor is Guarantor
 Same address as debtor

First Name: Middle Name: Last Name:
 A.K.A. (Also Known As):
 Street1:
 Street2:
 City: State: Zip:
 Cell #: Home #: Fax #:
 SSN: DOB:
 Email:
 Notes:

Claim Info

Claim Number: NONCOMM ▾

Interest Start Date Interest (%) Amount (\$) Note

8/24/2018

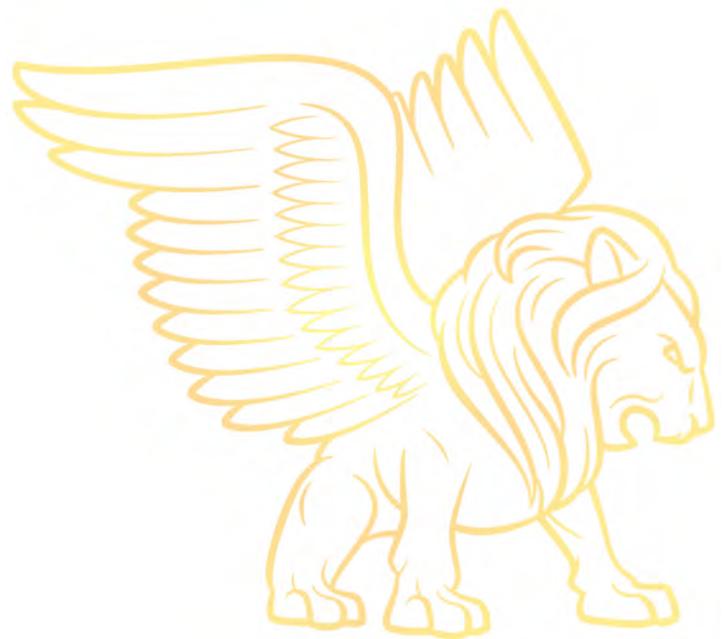
Upload File(s)

*Multiple files can be uploaded. Select files one at a time.

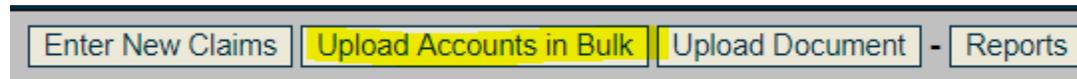
File Note:

To submit a new account, fill out the information and then insert claim.

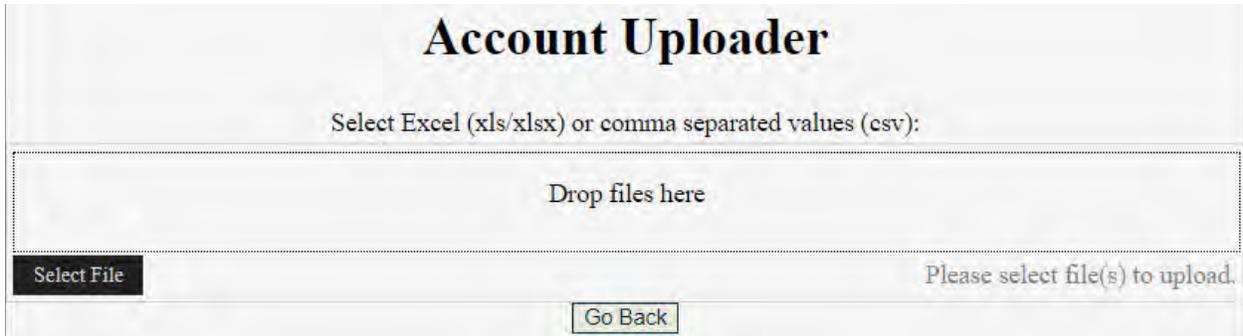
To Complete your submission you MUST select Insert Claim.



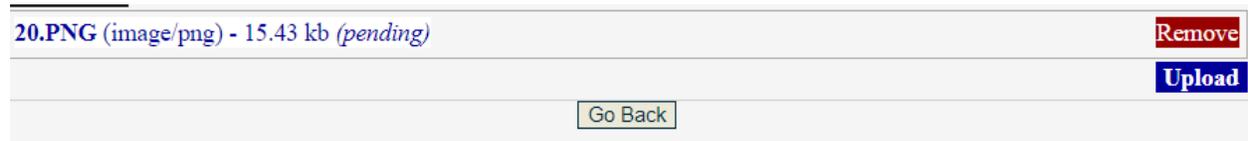
Bulk Upload Accounts



Selecting the Upload Accounts in Bulk button on the right side of the client portal.



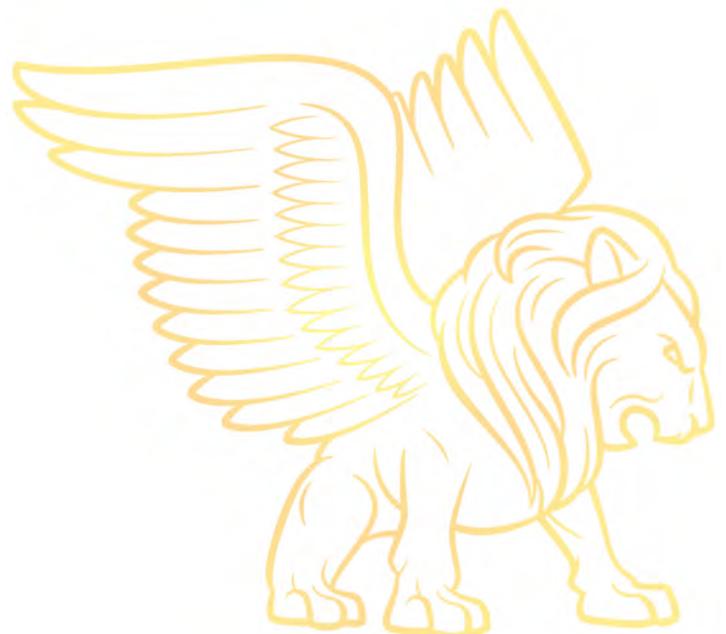
Drop an excel or csv file into the dropbox or select a file from your computer.



Choose Upload to upload the file.

Remove to delete the file and not upload

Wait until the upload changes color for the upload to be completed.



Adding Documentation to an Existing File

Claim Search:

Using the search field bar go to the account which you would like to add documentation.

Claim Search:

Name	Claim #
Morgan Cohen & Bach	123456

Filter Transactions by: Start Date End Date

1 of 1 Find | Next

Morgan Cohen & Bach Morgan, Cohen & Bach
 8880 Rio San Diego Drive
 San Diego, CA 92108 Entered: 8/10/2018 Debtor Pmt ID: [9040301000018076](#)

Account #: 2018-MCB-11096 Total Payments: \$0.00
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 Current Balance: 1340.56 Interest Accrued: \$5.42

Payments received from 08/21/2018 to 08/21/2018

Date	Amount	Costs	Interest	Principal	Client	Balance Due

Co-Debtors:

You can then select the account name from the bar to see the account details.

Name	Claim #	Details	Upload Files
Morgan Cohen & Bach	123456		

Filter Transactions by: Start Date End Date

1 of 1 Find | Next

Morgan Cohen & Bach Morgan, Cohen & Bach
 8880 Rio San Diego Drive
 San Diego, CA 92108 Entered: 8/10/2018 Debtor Pmt ID: [9040301000018076](#)

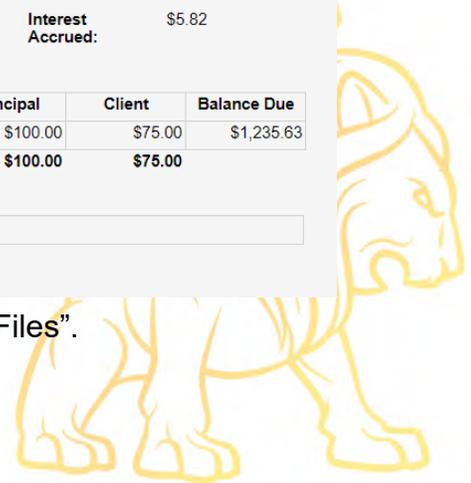
Account #: 2018-MCB-11096 Total Payments: \$100.00
 Current Status: 06. Follow Up Call - Seeking Resolution - as of 8/21/2018 Total Costs: \$0.00
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Date	Amount	Costs	Interest	Principal	Client	Balance Due
8/11/2018	\$100.00	\$0.00	\$0.00	\$100.00	\$75.00	\$1,235.63
	\$100.00	\$0.00	\$0.00	\$100.00	\$75.00	

Co-Debtors:

To upload documentation regarding the account select "Upload Files".

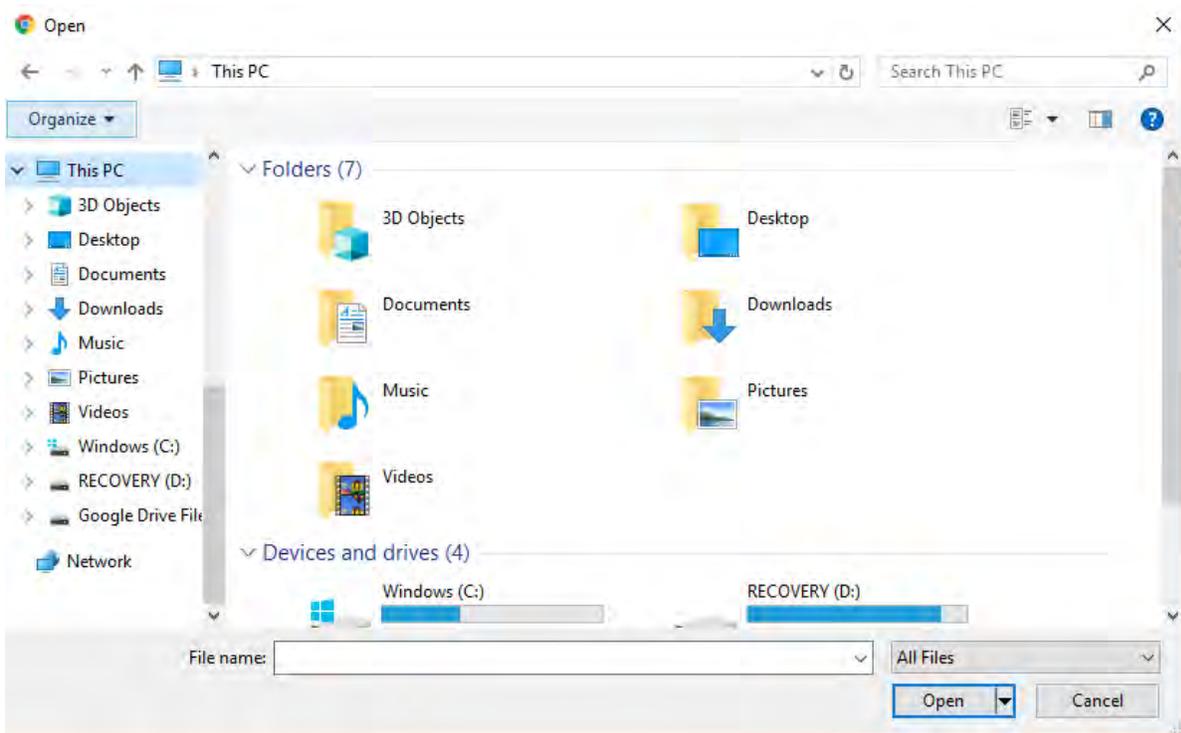


Upload File

No file chosen

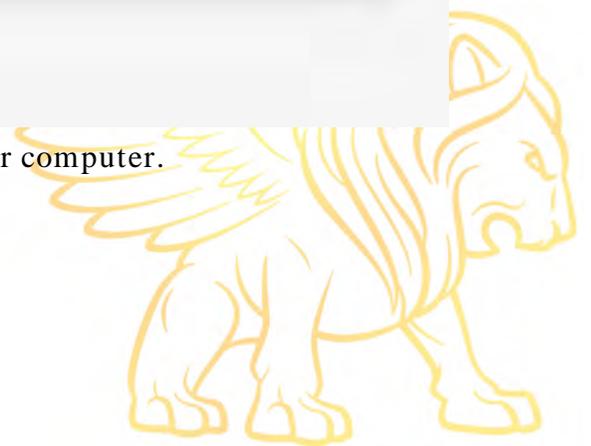
File Note:

Choose the Upload Documents button.



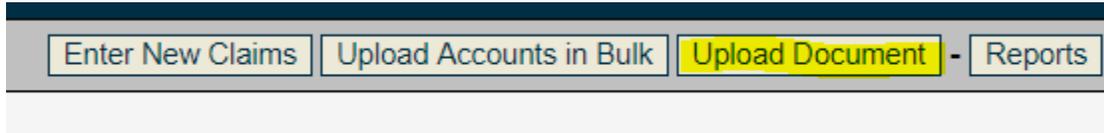
Choose the file(s) that you would like to upload from your computer.

Select Upload Files to complete your upload.



Upload Documents for your Business

This is for your business only not for accounts placed with MCB.

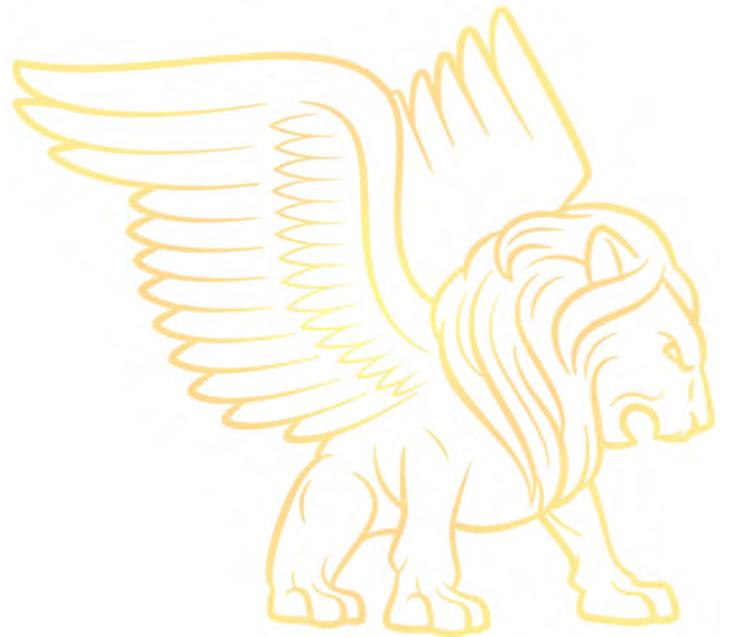


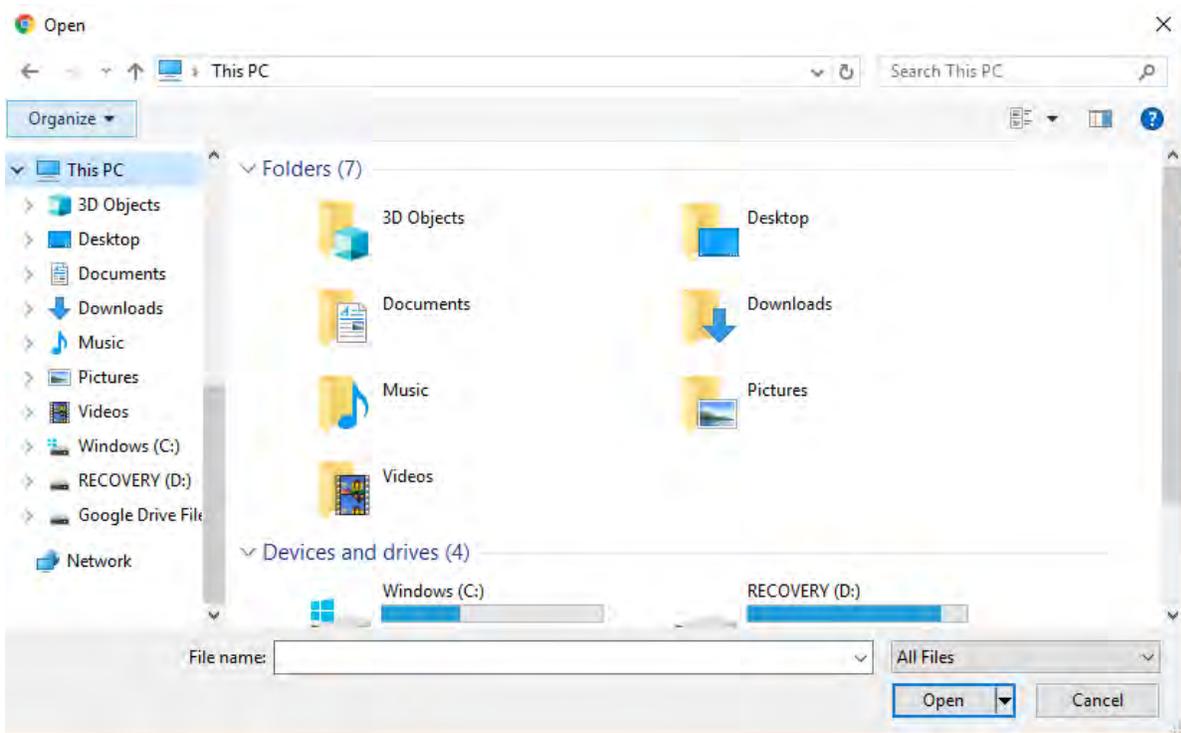
Choose the Upload Documents button.

Upload File

No file chosen

File Note:





Choose the file(s) that you would like to upload from your computer.

Upload File

Choose File example.png

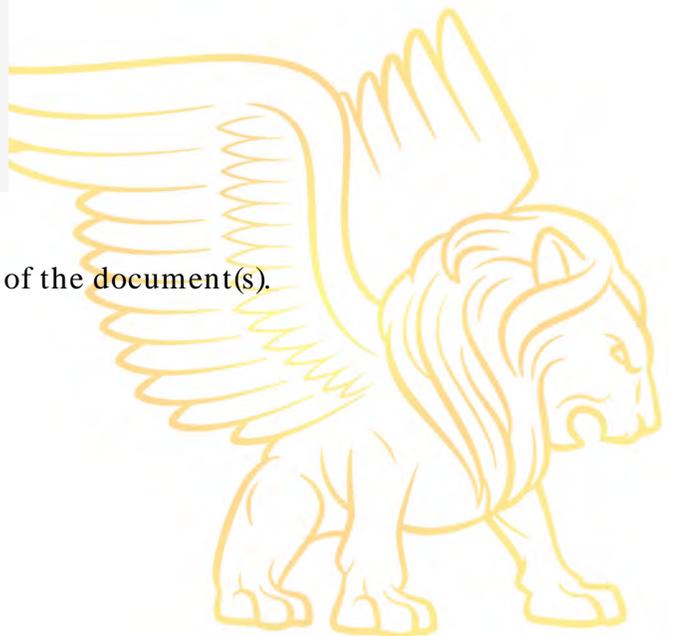
File Note:

e.g. Our Contact Info

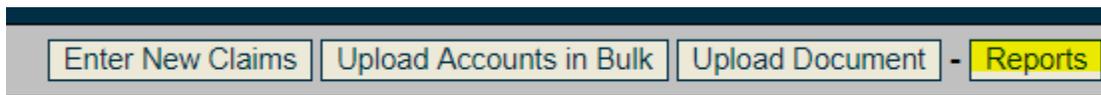
Upload Files

In the file note you can provide a brief description of the document(s).

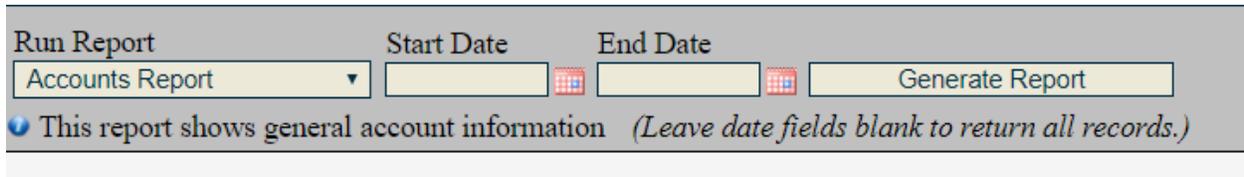
Select Upload Files to complete your upload.



Navigating Reports



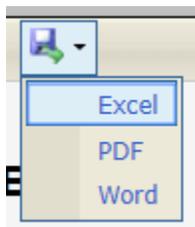
Access the reports by selecting the reports button on the right side of the client portal.

A form titled 'Run Report'. It features a dropdown menu with 'Accounts Report' selected, two date input fields labeled 'Start Date' and 'End Date' with calendar icons, and a 'Generate Report' button. Below the form, there is a blue circular icon and the text: 'This report shows general account information (Leave date fields blank to return all records.)'

Choose a report from the dropdown list.

Select a start and end date. To receive results from all time leave blank.

Click Generate Report.



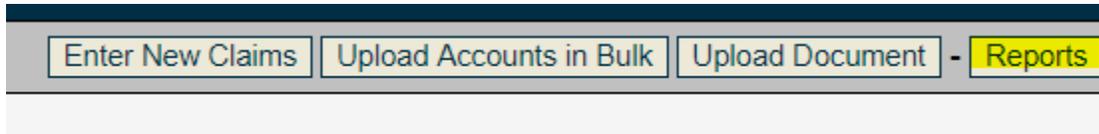
To save, print, or export the report, you can click the **Export** button to choose which type of program you'd like to open the report in.

You can export, open, or save the report in either Microsoft Excel, Microsoft Word, or PDF format.

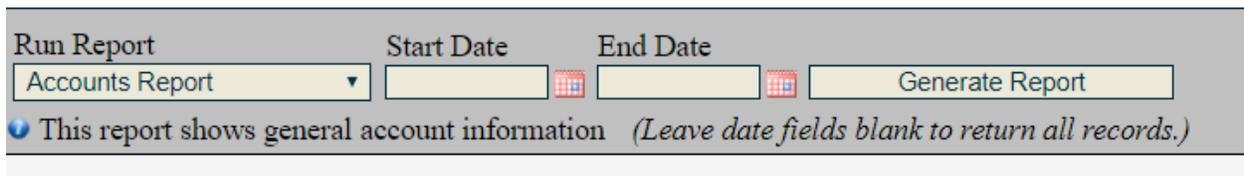


Accounts Report

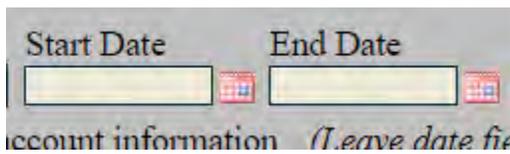
This report shows general account information



Access the reports by selecting the reports button on the right side of the client portal.

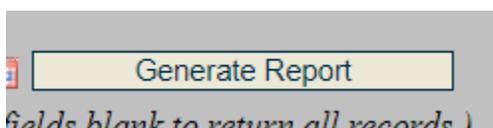


Choose the "Accounts Report" from the dropdown list.

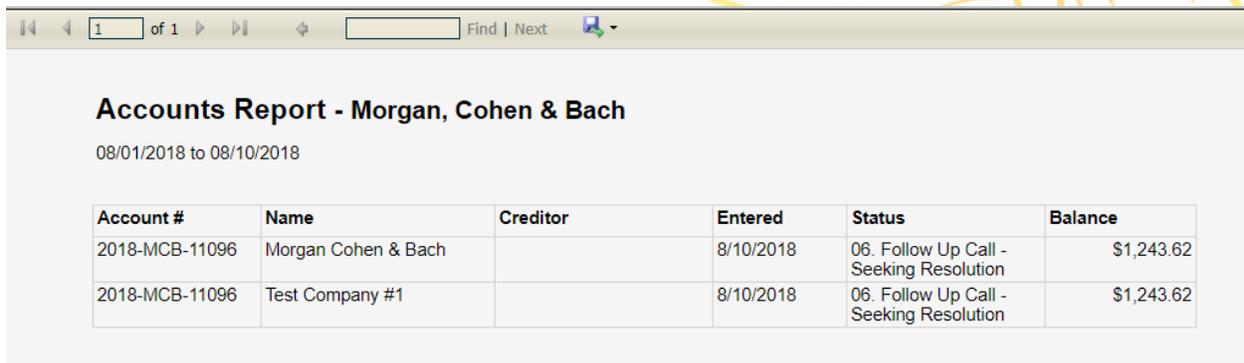


To choose receive data from a certain time period select a start and end date.

To receive results from all time leave blank.



Click Generate Report.

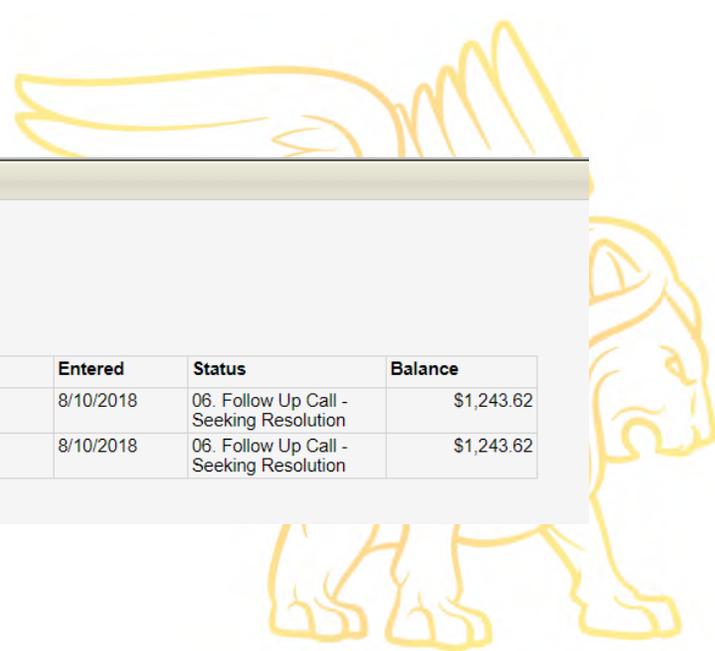


1 of 1 Find | Next

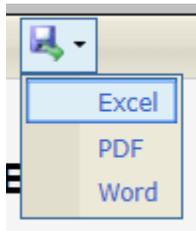
Accounts Report - Morgan, Cohen & Bach

08/01/2018 to 08/10/2018

Account #	Name	Creditor	Entered	Status	Balance
2018-MCB-11096	Morgan Cohen & Bach		8/10/2018	06. Follow Up Call - Seeking Resolution	\$1,243.62
2018-MCB-11096	Test Company #1		8/10/2018	06. Follow Up Call - Seeking Resolution	\$1,243.62

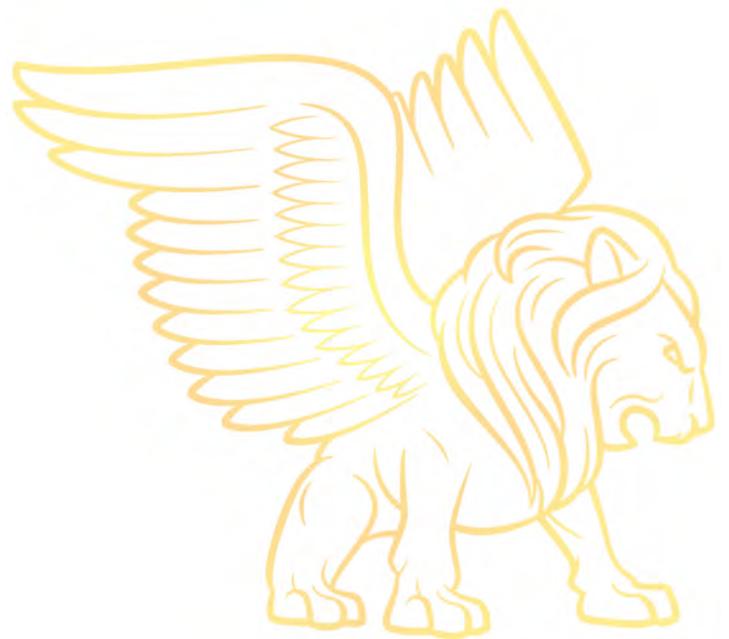


Report Viewer



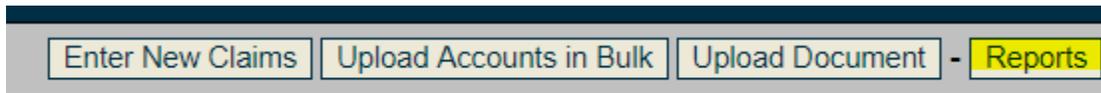
To save, print, or export the report, you can click the **Export** button to choose which type of program you'd like to open the report in.

You can export, open, or save the report in either Microsoft Excel, Microsoft Word, or PDF format.

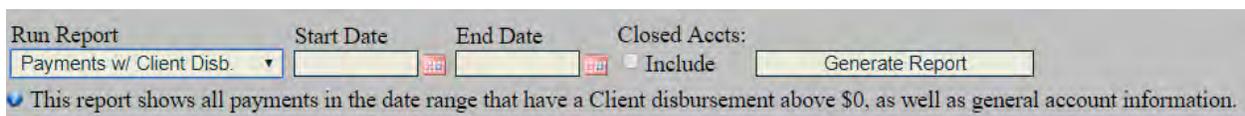


Payments w/ Client Disbursement

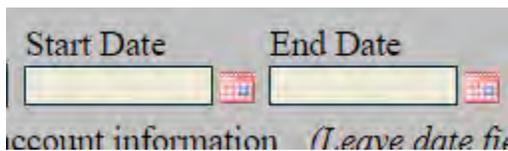
This report shows all payments in the date range that have a Client disbursement above \$0, as well as general account information.



Access the reports by selecting the reports button on the right side of the client portal.

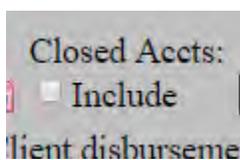


Choose the "Payments w/ Client Disb." from the dropdown list.



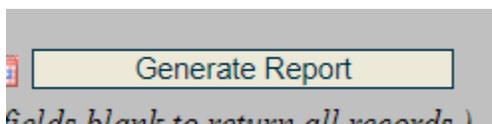
To choose receive data from a certain time period select a start and end date.

To receive results from all time leave blank.



To view accounts open accounts leave blank.

To include accounts that have been closed click the checkbox.



Click Generate Report.



1 of 2 Find | Next

SimplicityCollect - Payments with Client Disbursement

Creditor:

Debtor: Morgan Cohen & Bach		Assn Date:		Client Remaining Bal. Due: \$900.00					
Acct #: 2018-MCB-11096		Client Amount Placed: \$1,000.00		Comm. %: 0.250					
Client Acct: 123456									
Date	Description	Amount	Cost	Principal	Att. Alloc.	Advanced	Att. Disb.	Agency	Client
8/11/2018	Payment - Check	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$25.00	\$75.00
Total:		\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$25.00	\$75.00
Creditor Totals:		\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$25.00	\$75.00

Report printed on 08-29-2018 12:43:29

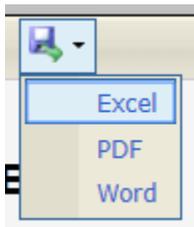
Report Viewer

2 of 2 Find | Next

	Amount	Cost	Principal	Att. Alloc.	Advanced	Att. Disb.	Agency	Client
TOTAL:	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$25.00	\$75.00

Report printed on 08-29-2018 12:44:34

Totals are provided on the last page for all the previous pages.



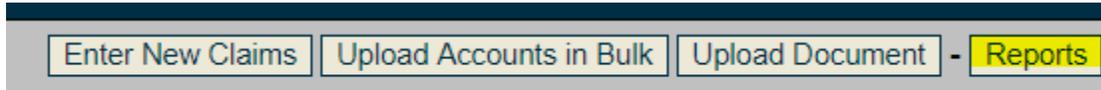
To save, print, or export the report, you can click the **Export** button to choose which type of program you'd like to open the report in.

You can export, open, or save the report in either Microsoft Excel, Microsoft Word, or PDF format.

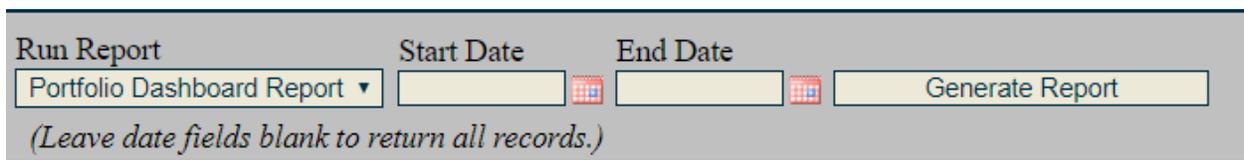


Portfolio Dashboard Report

This report shows the overall historical records of business that has been placed in MCB's office.

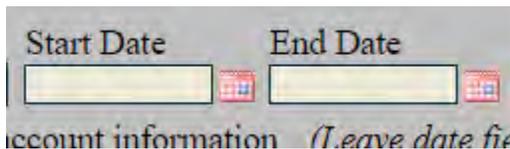


Access the reports by selecting the reports button on the right side of the client portal.



Run Report Start Date End Date
Portfolio Dashboard Report Generate Report
(Leave date fields blank to return all records.)

Choose the "Portfolio Dashboard Report" from the dropdown list.



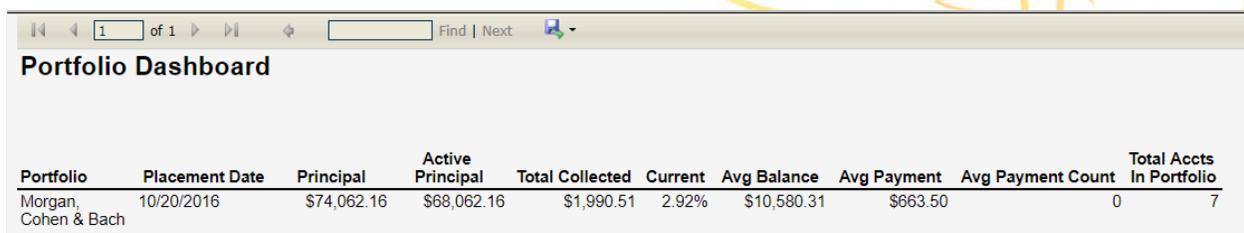
Start Date End Date

account information *(Leave date fields blank to return all records.)*

To choose receive data from a certain time period select a start and end date.

To receive results from all time leave blank.

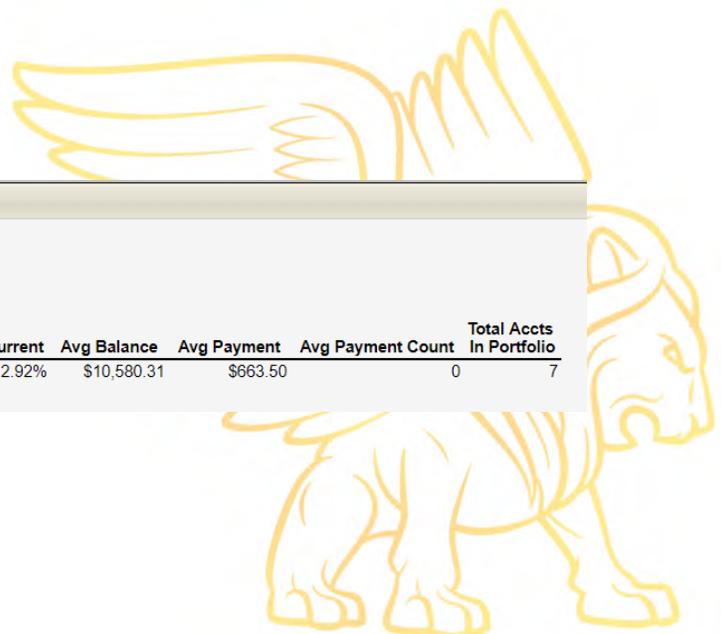
Click Generate Report.

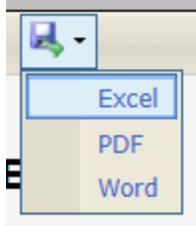


Portfolio Dashboard

Portfolio	Placement Date	Principal	Active Principal	Total Collected	Current	Avg Balance	Avg Payment	Avg Payment Count	Total Accts In Portfolio
Morgan, Cohen & Bach	10/20/2016	\$74,062.16	\$68,062.16	\$1,990.51	2.92%	\$10,580.31	\$663.50	0	7

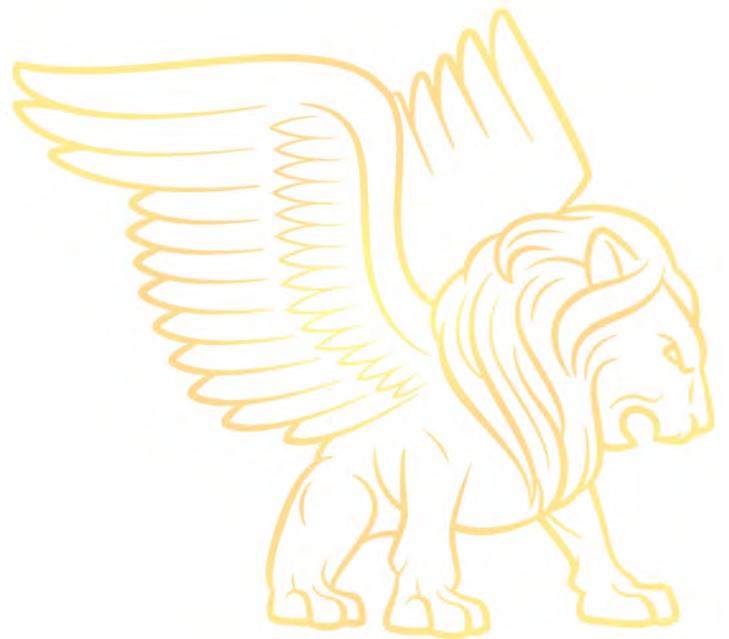
Report Viewer





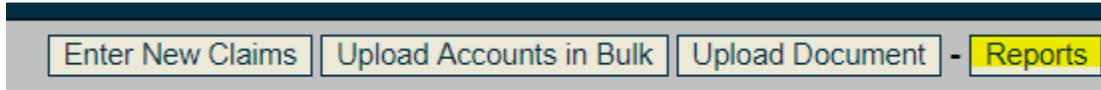
To save, print, or export the report, you can click the **Export** button to choose which type of program you'd like to open the report in.

You can export, open, or save the report in either Microsoft Excel, Microsoft Word, or PDF format.

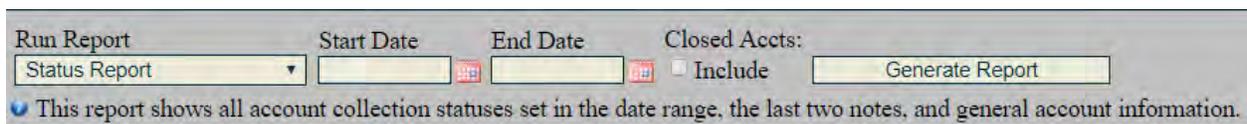


Status Report

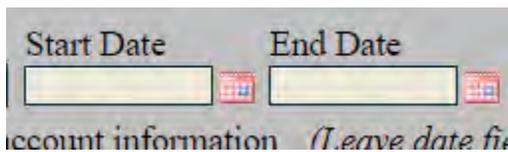
This report shows all account collection statuses set in the date range and general account information.



Access the reports by selecting the reports button on the right side of the client portal.

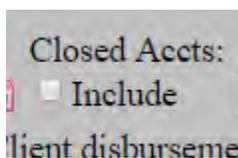


Choose the "Payments w/ Client Disb." from the dropdown list.



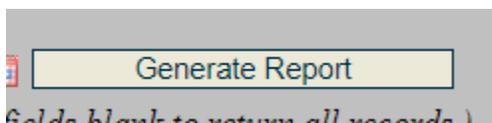
To choose receive data from a certain time period select a start and end date.

To receive results from all time leave blank.



To view accounts open accounts leave blank.

To include accounts that have been closed click the checkbox.



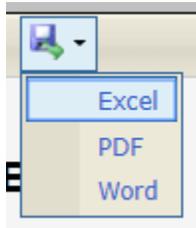
Click Generate Report.



Morgan, Cohen & Bach Status Report									Morgan, Cohen & Bach, LLC
Morgan Cohen & Bach 8880 Rio San Diego Drive Suite 800 San Diego CA 92108		Co-Debtors: Test Company #1	Client Claim # : 123456 Creditor Name :	Account # : 2018-MCB-11096					
Status Type	Status	Status Date	Account Open Date	Initial Balance	Interest Accrued	Last Pmt Date	Last Pmt Amount	Current Balance	
Collection Steps	06. Follow Up Call - Seeking Resolution	8/21/2018		\$1,000.00	\$8.48	8/11/2018	\$100.00	\$1,243.62	
Total Number of Debtors:								1	
Total Initial Balance:								\$1,000.00	
Total Money Owning:								\$1,243.62	

Report Viewer

Please Note: “Total Money Owning” is invalid. To see if you owe any money please contact your rep.



To save, print, or export the report, you can click the **Export** button to choose which type of program you'd like to open the report in.

You can export, open, or save the report in either Microsoft Excel, Microsoft Word, or PDF format.

