



Brink's Complete Policy and Procedure

All Wireless Time Partners store locations are **required** to place all EOD and periodic cash deposits into the Brinks vault located in the store.

A training video on how to use the Brinks vault is below and **mandatory** for all Wireless Time Partners employees to complete prior to the assignment of a deposit id card (issued by Brinks).

<https://customerportal.brinksinc.com/user-guide/brinks-complete-b-safe>

The depositing employee(s) will follow the following procedure:

- Perform the *Deposit Drop* in the POS system
- Go directly to the Brinks vault and scan the Brinks employee ID badge assigned to you
- Once the vault indicates it is ready to accept the deposit (Green Light Indicator) feed the bills directly into the machine
- Upon completion of your deposit, scan your Brinks employee ID badge again
- Once the vault indicates it has accepted the bills (Blue Light Indicator) your deposit is complete
- You are all done!

IMPORTANT NOTES:

- The night drop door located at the bottom of the Vault has been disabled and will not work
- DO NOT attempt to place coins into the vault



District Managers and Area Sales Managers Only

District Managers and Area Sales Managers are expected to reconcile their locations cash deposits daily. Each locations daily deposits are accessed on the company site, www.wtpmwtro.com, through the following link <https://customerportal.brinksinc.com/en/home>.

MORE INFORMATION TO COME RELATED TO TRAINING and LOGINS

Please send all questions about this policy and procedure to hr@wtpmetro.com.

Please send all technical questions including login support to admin@wtpmetro.com.

Effective 11/01/2020