The Arc
Master Trust

INTrust

brought to you by
The Arc of Indiana Master Trust

Your Guide to

Deposits, Statements, Updating Account Information, and Disbursements

Introduction

The Arc of Indiana Master Trust's administration software, INtrust, is a useful tool for our beneficiaries and their key people. It allows users to see real-time transactions and balances, submit disbursement requests, submit electronic deposits, change account information and much more.

- You can access INtrust through our website at thearctrust.org. Click on the INTrust log in button on the upper right hand corner of the page. This will take you to the login page for INtrust. You can also go to the login page directly, intrust.thearctrust.org.

- You will receive an email from the INtrust system to create a password. INTrust has requirements for the password, including the length and the use of different characters.

- You will be able to have confirmation email and text alerts sent for certain actions including, deposits, disbursement approval/ denial, and reminders to check the information on the beneficiary's account.

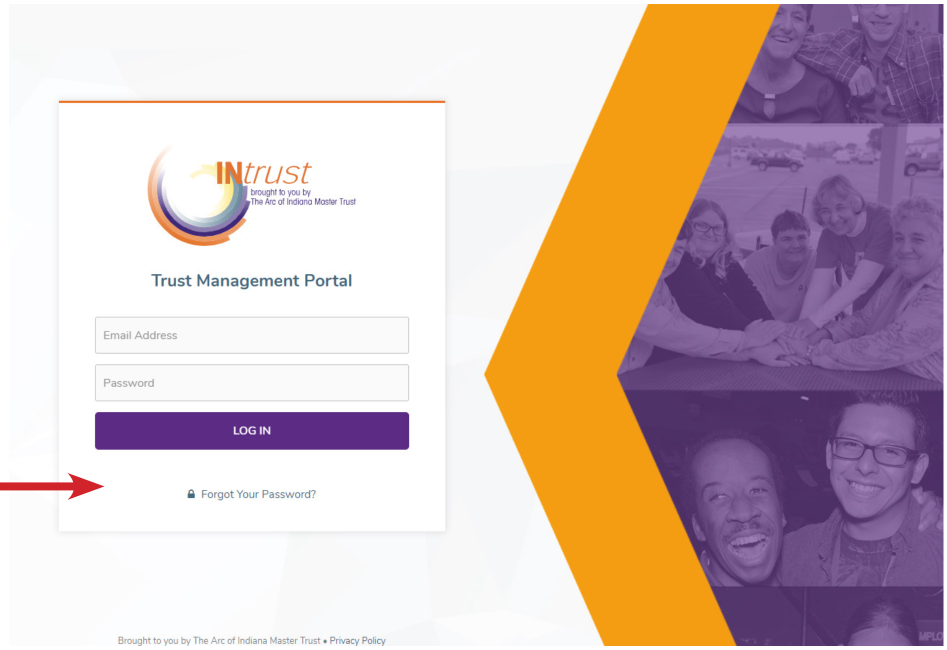
- INtrust is mobile friendly. You can perform all functions on your smart phone or tablet.

- If you have any questions, please contact your account manager.

Logging On

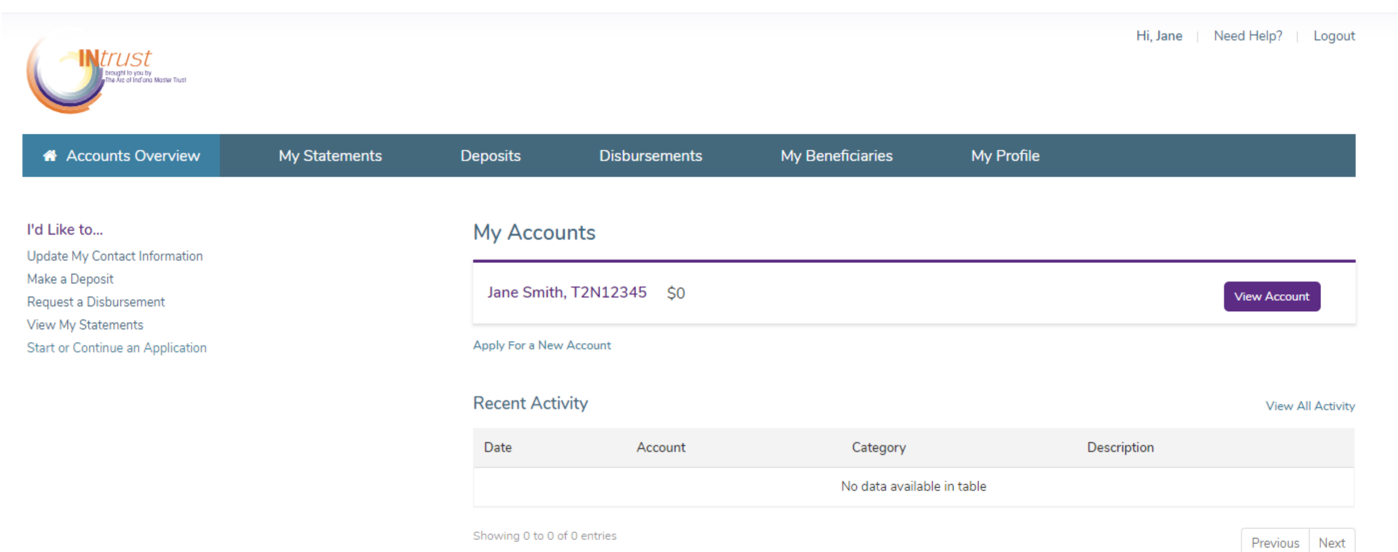
Enter your email and password

If you can't remember your password, click on ***Forgot Your Password?*** to help you through the process of resetting your password.



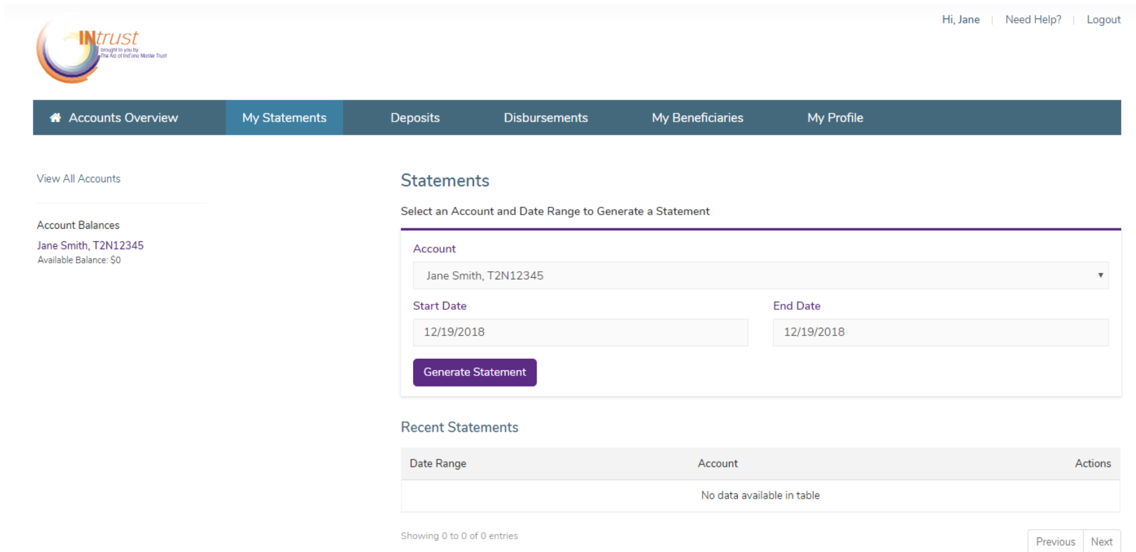
Overview

Below is the landing page you will see after logging in. If you are a key person for multiple beneficiaries, they will all be listed under ***My Accounts.*** From this page, you are able to update information, download statements, make a deposit, make a disbursement request, and view beneficiary information. ***Recent Activity*** will include all activity from all accounts. You can view each section by selecting the action from the top blue banner. You may also select ***View Account*** next to the beneficiary's name to see more details on their account. It will give you real time balances with pending disbursements, key people, statement preferences, account manager information and remainderman information.



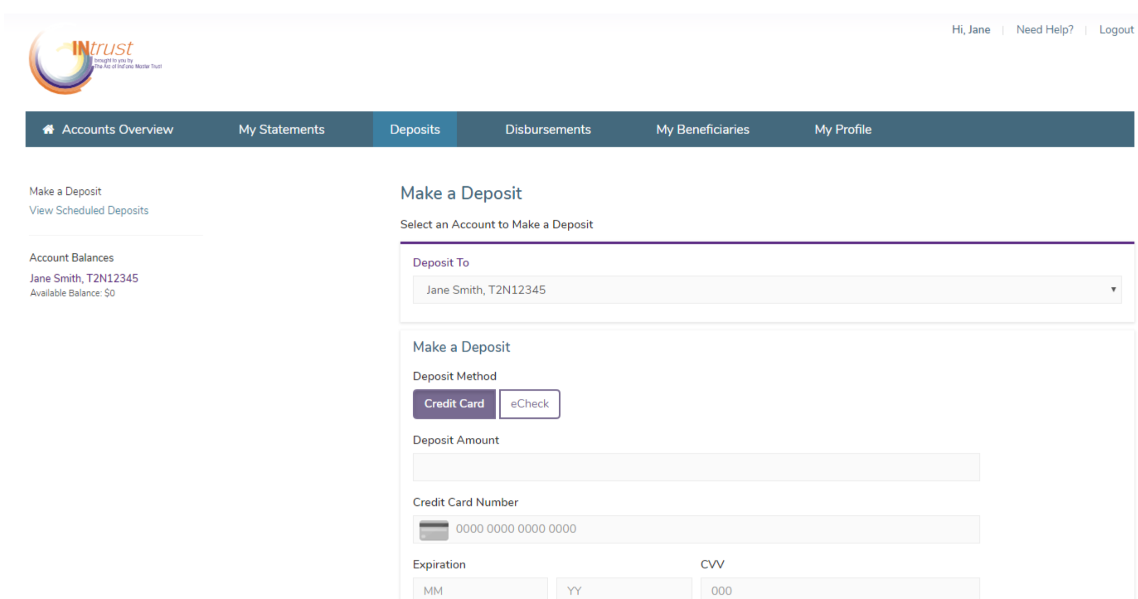
Statements

You are able to generate statements at any time. From the account drop down list, select the beneficiary, then select the date range and generate statement. This will generate a PDF to download. INtrust will save all of the statements you have requested and you may redownload them at anytime.



Deposits

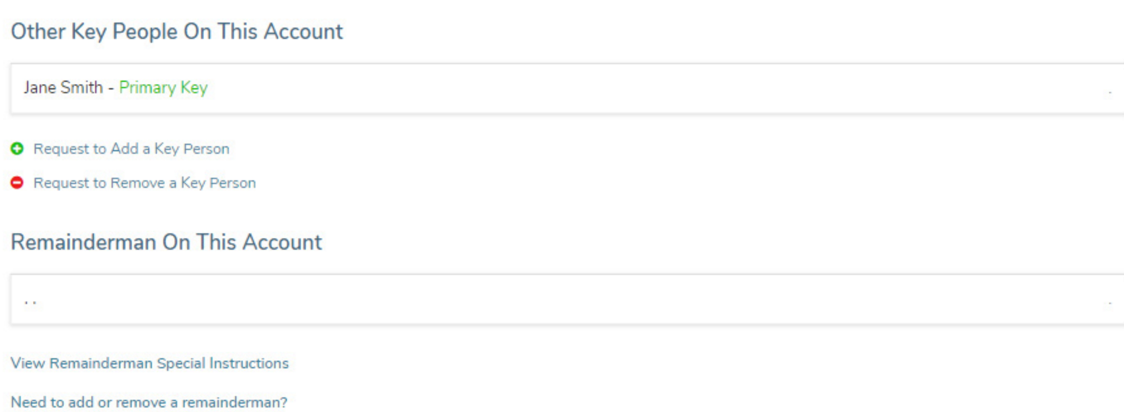
You are able to make a deposit through e-check or a credit or debit card. Please select the beneficiary in the drop down and fill out the appropriate form. You will receive an email confirmation once the deposit has been submitted.



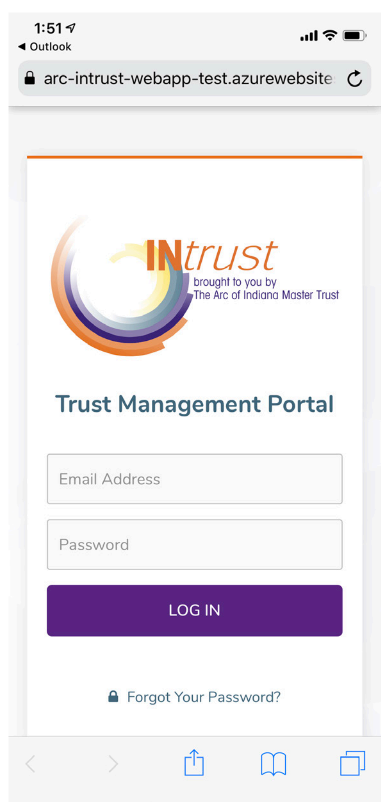
Updating Account Information

If you need to change a key person on the account, you can submit that request here. The account manager will review the request, and you will receive a confirmation email when the request has been approved.

If you need to change a remainderman on the account, you will need to contact your account manager directly.

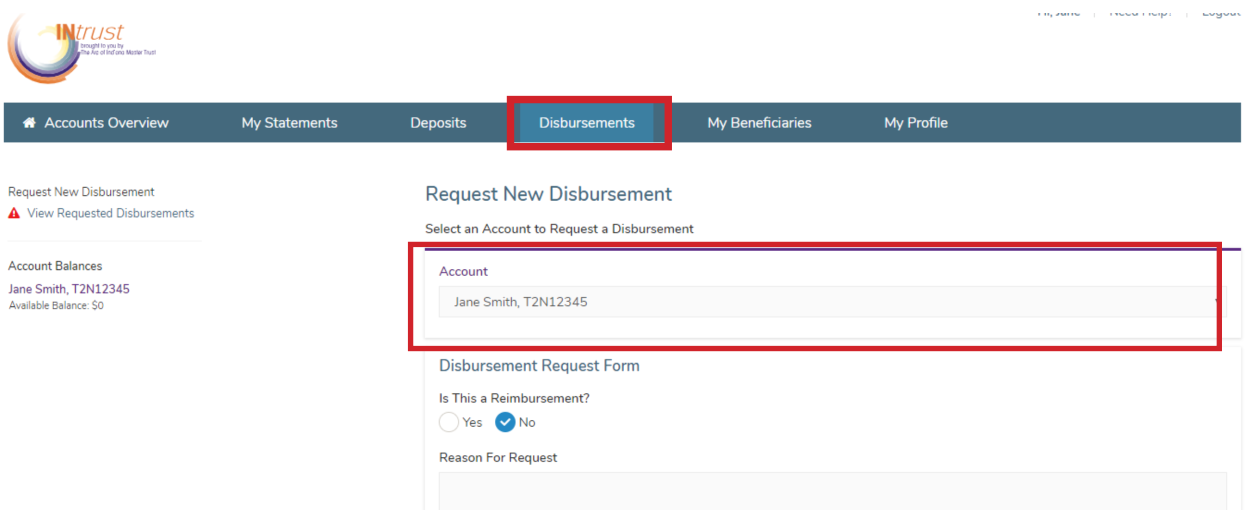


We are mobile friendly!



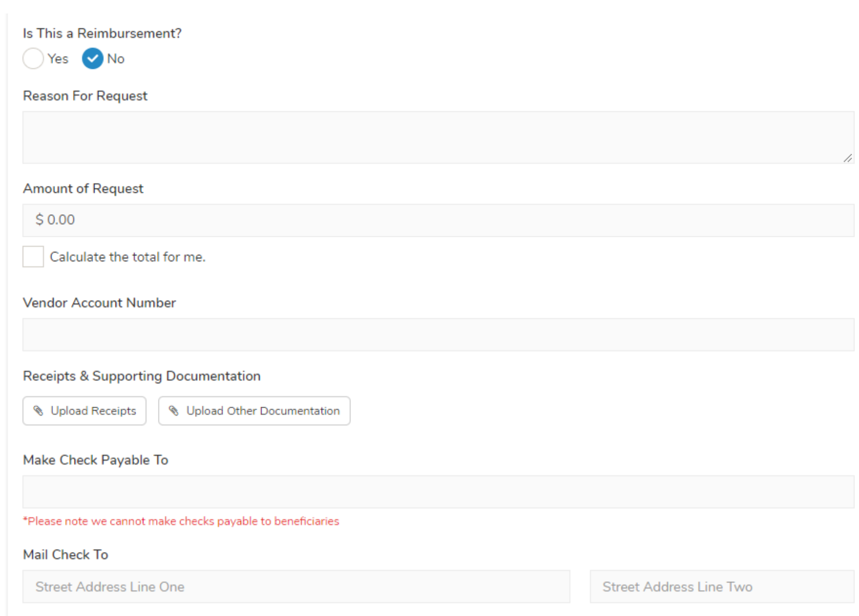
Disbursements

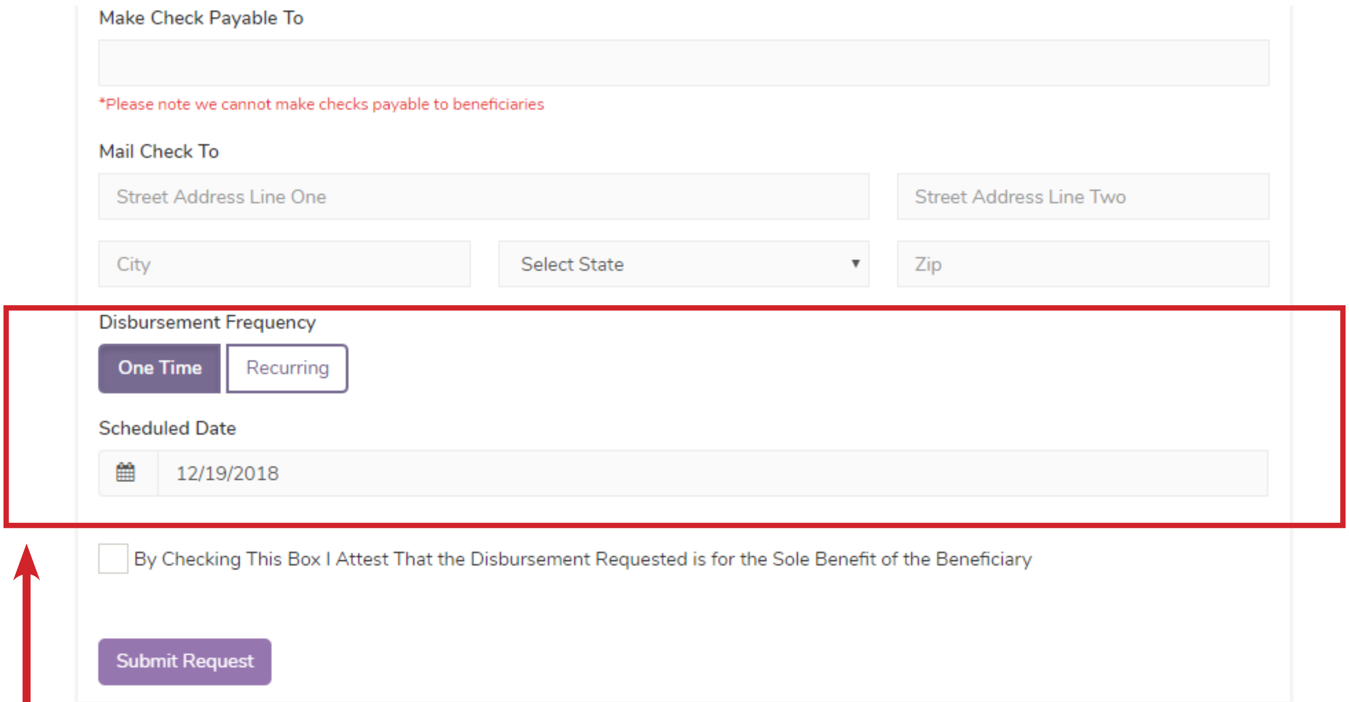
In this section, you are able to submit disbursement requests. Select the appropriate beneficiary from the drop down. Once the disbursement information has been entered and submitted to the account manager, if there is an issue with the request the account manager will send it back to you with their questions. You will receive an email notification if this happens.



For those who need assistance in adding up the total of receipts acceptable for reimbursement, you may click the ***Calculate the total for me*** box. That will alert the account manager to total your receipts.

You can also upload documentation and receipts regarding the request.




Make Check Payable To

*Please note we cannot make checks payable to beneficiaries

Mail Check To

Street Address Line One

Street Address Line Two

City

Select State

Zip

Disbursement Frequency

One Time

Recurring

Scheduled Date

12/19/2018

By Checking This Box I Attest That the Disbursement Requested is for the Sole Benefit of the Beneficiary

Submit Request

You can schedule bills and other requests for recurring payments. You will need to work with your account manager to see what documentation they will need for future disbursements.

Contact Us

If you have any questions or need assistance, please do not hesitate to contact your account manager.

317.977.2375 800.382.9100

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