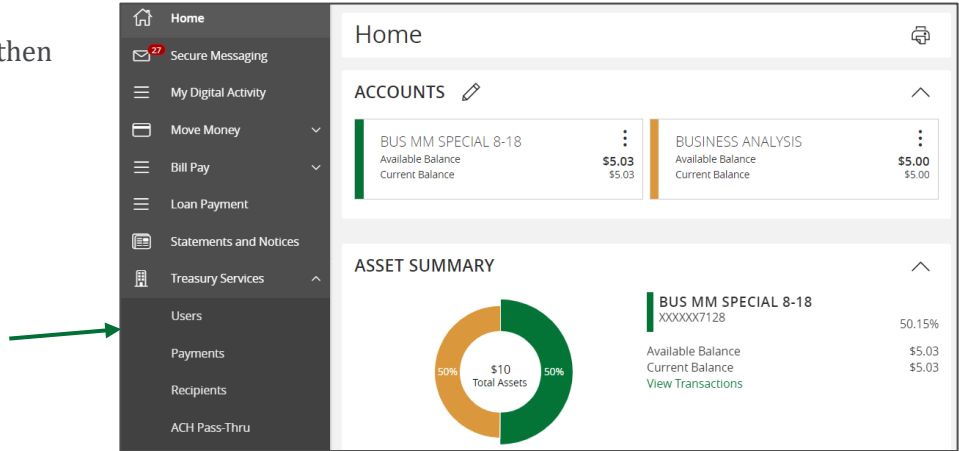


Creating New Users

1. Select the 'Treasury Services' menu and then 'Users'.



2. Click the 'Add User' button on the right side of the screen.



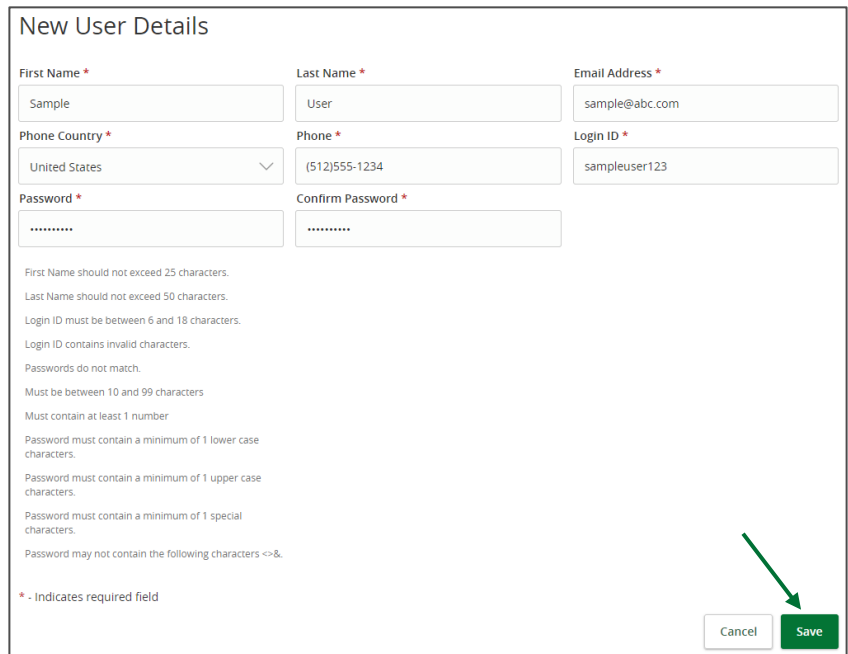
3. Enter the required fields for the new user.

NOTE: If the chosen user ID is already in use it will not allow you to save.

NOTE: User will be disabled and cannot login until the bank confirms the New User's permissions with the company administrator.

NOTE: Password assignment is temporary. User must login and change password within 72 hours before the password expires.

4. Click the 'Save' button on the bottom right hand corner of the screen.



5. Click on each Transaction Type to configure the user's entitlements and limits.

Sample User								
User Policy ⓘ								
Overview Features Accounts								
Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft	Approve	Cancel	View
ACH Collection	\$99,999,999.99	1,000 / \$99,999,999.99	1,000 / \$50,000.00	1,000 / \$99,999,999.99	✓	✓	✓	All
ACH Passthru	\$99,999,999.99	100,000,000 / \$99,999,999.99	100,000,000 / \$99,999,999.99		✓	✓	✓	All
ACH Payment - Single	\$99,999,999.99	100,000,000 / \$99,999,999.99	100,000,000 / \$99,999,999.99	100,000,000 / \$99,999,999.99	✓	✓	✓	All

6. On the 'Rights' tab, select the user's transaction rights by toggling the checkmarks on/off.

7. Click on the ⓘ icon to adjust the view rights.

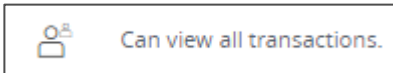
Overview Features Accounts

ACH COLLECTION Change Enabled

Rights Approval Limits

Draft	✓	Can draft.
Approve	✓	Can approve.
Cancel	✓	Can cancel.
View Online Activity		Can view all transactions ⌵

a. Can view transactions initiated by any online banking user within the company.



b. Can only view the user's own transactions.



c. Cannot view any transactions.



8. On the 'Approval Limits' tab, enter the user's transaction dollar and count limits.

NOTE: Repeat steps 5- 8 for each transaction type.

9. Click on the 'Features' tab.

10. On the 'Features' tab, select the appropriate non-transactional features.

11. On the 'Accounts' tab, designate the user's account rights.



Access is disabled, but can be enabled.



Access is disabled for the company & cannot be enabled.



Access is enabled.

Number	Name	View	Deposit	Withdraw
xxx7128	BUS MM SPECIAL 8-18	✓	✓	⊘
xxx7060	BUSINESS ANALYSIS	✓	✓	✓

12. Click the 'Save' button in the top right corner of the screen.

Maintaining Existing Users

1. Click the pencil icon to edit the existing user.

User	Email Address	Last login	
Jane Smith	jane@abc.com		
John Smith	john@abc.com		
Sample Consumer	sample@abc.com	9 minutes ago	

- Click on 'Assign Rights' towards the bottom right corner of the screen.
- Follow steps 5-12 in the 'Creating New Users' section above.

User Details

Status
Active
[Edit Status](#)

First Name * Jane	Last Name * Smith	Email Address * jane@abc.com
Phone Country * United States	Phone * (512)555-1234	

USER LOGINS

Login Name	Channel	Status	Last Logon	Actions
janesmith123	Internet	Password Change Required		⋮

* - Indicates required field