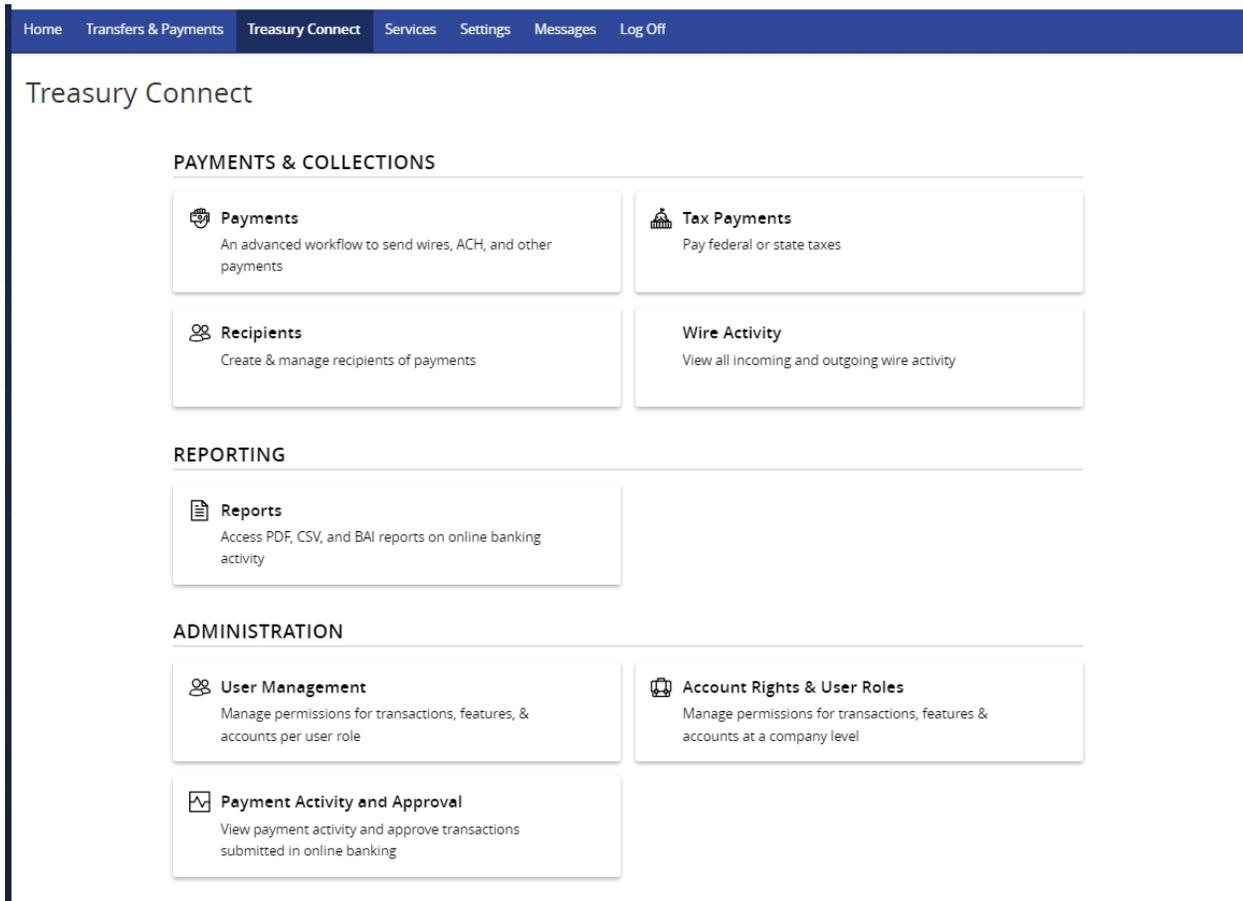


Creating a User Role and Online Banking User

The User Roles page contains a list of User Roles. You can create a new role or copy an existing role.

1. To create a User Role In the navigation menu, select Treasury Connect > Account Rights and User Roles.



The screenshot shows the Treasury Connect navigation menu. The top navigation bar includes: Home, Transfers & Payments, Treasury Connect (selected), Services, Settings, Messages, and Log Off. The main content area is titled "Treasury Connect" and is organized into three sections:

- PAYMENTS & COLLECTIONS**
 - Payments**: An advanced workflow to send wires, ACH, and other payments.
 - Tax Payments**: Pay federal or state taxes.
 - Recipients**: Create & manage recipients of payments.
 - Wire Activity**: View all incoming and outgoing wire activity.
- REPORTING**
 - Reports**: Access PDF, CSV, and BAI reports on online banking activity.
- ADMINISTRATION**
 - User Management**: Manage permissions for transactions, features, & accounts per user role.
 - Account Rights & User Roles**: Manage permissions for transactions, features & accounts at a company level.
 - Payment Activity and Approval**: View payment activity and approve transactions submitted in online banking.

2. Select User Roles.



The screenshot shows the "User Roles" page for "Execubanc Test Company". The page title is "Execubanc Test Company" with a "Save" button in the top right corner. Below the title is a "Company Policy" link. The navigation tabs are: Transactions (selected), Features, Accounts, and User Roles. A "Transaction Filter:" dropdown menu is visible, with a "Filter:" label and options for "All", "Enabled", and "Disabled".



3. Select Create Role.

User Roles ?

Search

USER ROLE TEMPLATES

USER ROLES

Create Role

Name ^	Description	Users ^			
Company Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights. The Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	9			
Copy of Payables Admin	Has access to non-User or Company Policy related features, all accounts, and enabled payables GT trx types (ACH Single Payment, ACH Payments, ACH Payroll, Pass Thru, Domestic Wire Transfer, & Intl Wire Transfer) with full allowed amount (per Bank policy) for draft, approve, cancel trx rights. The Payables Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	1			
Full Company Non Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights.	None			
View Only	View Accounts, Stop Payments, Documents	2			
View Only	View Only	None			
Wire Only	View Accounts, Wire Only, Documents	1			

4. Enter a Role Name. (Optional) Enter a Description.

New User Role

Role Name

Test Role

Description (optional)

Cancel Ok



5. Click on Ok.

6. Set the entitlements for the User Role created and save the changes made.

User Roles > Test Role

Save

User Role Policy

Transactions Features Accounts

Transaction Filter:

Filter: **All** Enabled Disabled

ACH Collection
Can view all transactions
Can Draft/Approve/Cancel
\$10,000.00

ACH Payment
Can view all transactions
Can Draft/Approve/Cancel
\$10,000.00

Check Reorder
Can view all transactions
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions
Can Draft/Approve/Cancel
\$10.00

Funds Transfer
Can view all transactions
Can Draft/Approve/Cancel
\$99,999,999.99

ACH COLLECTION Enabled

[Rights](#) [Allowed Actions](#)

View

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ <input type="text" value="10,000.00"/>	
Daily Per Account	\$ <input type="text" value="10,000.00"/>	<input type="text" value="10000"/>
Daily	\$ <input type="text" value="10,000.00"/>	<input type="text" value="10000"/>
Monthly	\$ <input type="text" value="30,000.00"/>	<input type="text" value="10000"/>



Policy Saved

Policy changes have been accepted.

[Close](#)

- You can also copy a default User Role Template if you want to create a role with the same traits as an existing template.

Note: User Role Templates must be created by a CSR before a user can view, edit, or copy them. If a CSR does not create a template, users with rights to create roles must copy existing roles or free form the desired role.

To create a User Role based on an existing or default role

- In the navigation menu, select Treasury Connect > Account Rights and User Roles.
- Select the copy icon () to copy the role and enter a new name and description.

User Roles ?

USER ROLE TEMPLATES ▼

USER ROLES Create Role

Name ^	Description	Users ^	
Company Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights. The Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	9	  
Copy of Payables Admin	Has access to non-User or Company Policy related features, all accounts, and enabled payables GT trx types (ACH Single Payment, ACH Payments, ACH Payroll, Pass Thru, Domestic Wire Transfer, & Intl Wire Transfer) with full allowed amount (per Bank policy) for draft, approve, cancel trx rights. The Payables Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	1	  
Full Company Non Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights.	None	  
View Only	View Accounts, Stop Payments, Documents	2	  
View Only	View Only	None	  
Wire Only	View Accounts, Wire Only, Documents	1	  

- Enter a Role Name. (Optional) Enter a Description.

New User Role

Role Name

Description (optional)

11. Select Save.

User Roles > Test Role

Save

User Role Policy 

Transactions Features Accounts

Filter: **All** Enabled Disabled

ACH Collection
 Can view all transactions
 Can Draft/Approve/Cancel
 \$10,000.00

ACH COLLECTION Enabled

[Rights](#) Allowed Actions

ACH Payment
 Can view all transactions
 Can Draft/Approve/Cancel
 \$10,000.00

View

Check Reorder
 Can view all transactions
 Can Draft/Approve/Cancel

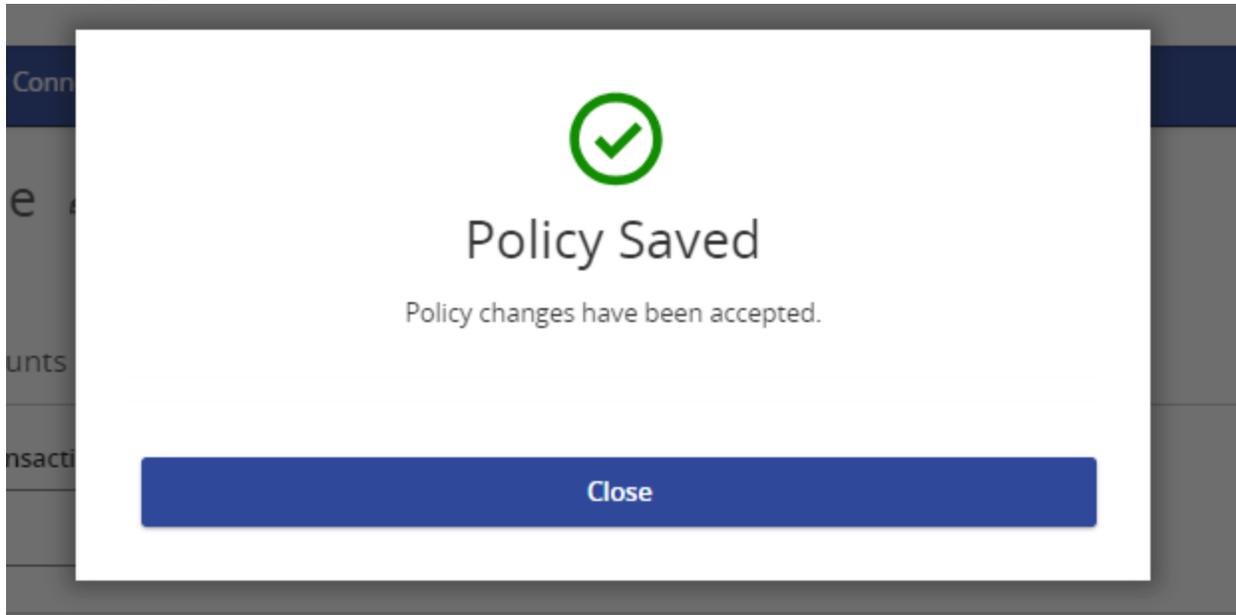
Domestic Wire
 Can view all transactions
 Can Draft/Approve/Cancel
 \$10.00

Funds Transfer
 Can view all transactions
 Can Draft/Approve/Cancel
 \$99,999,999.99

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 10,000.00	
Daily Per Account	\$ 10,000.00	10000
Daily	\$ 10,000.00	10000
Monthly	\$ 30,000.00	10000

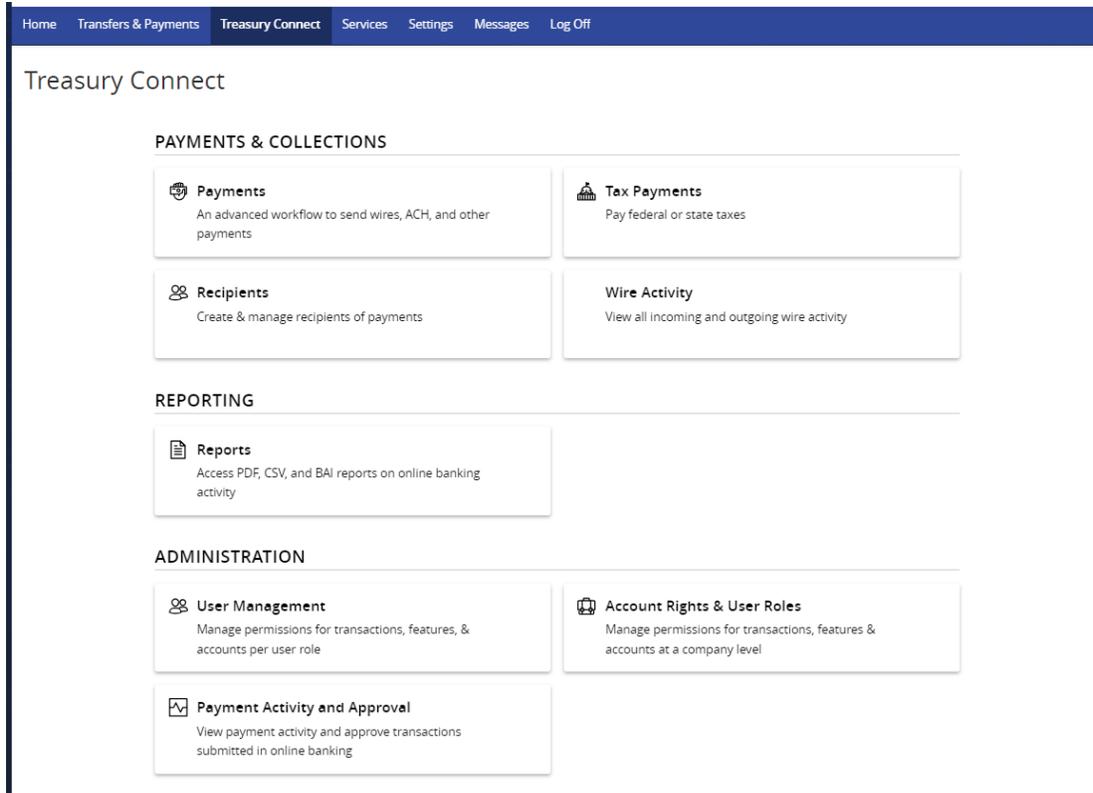
12. The Policy Saved page confirms the policy changes.



13. Select Close.

Creating a new online banking user

1. To create a User Role In the navigation menu, select Treasury Connect > User Management





2. Click on Add User

3. Input the new user information, create the login ID and temporary password, and select the User Role:

When adding a new user, please be sure to add a phone number that can utilize text messages. ✕

PERSONAL DETAILS

First Name Last Name Email Address

Phone Country Phone

LOGIN DETAILS

Login ID Password Confirm Password

User Role

4. Click on Save New User Details to add the user to the system. Once completed, send out the login ID and temporary password to the user. Please note, the system will not send this information automatically.
5. If sending the Login ID and temporary password via email, it is recommended to send two separate emails.