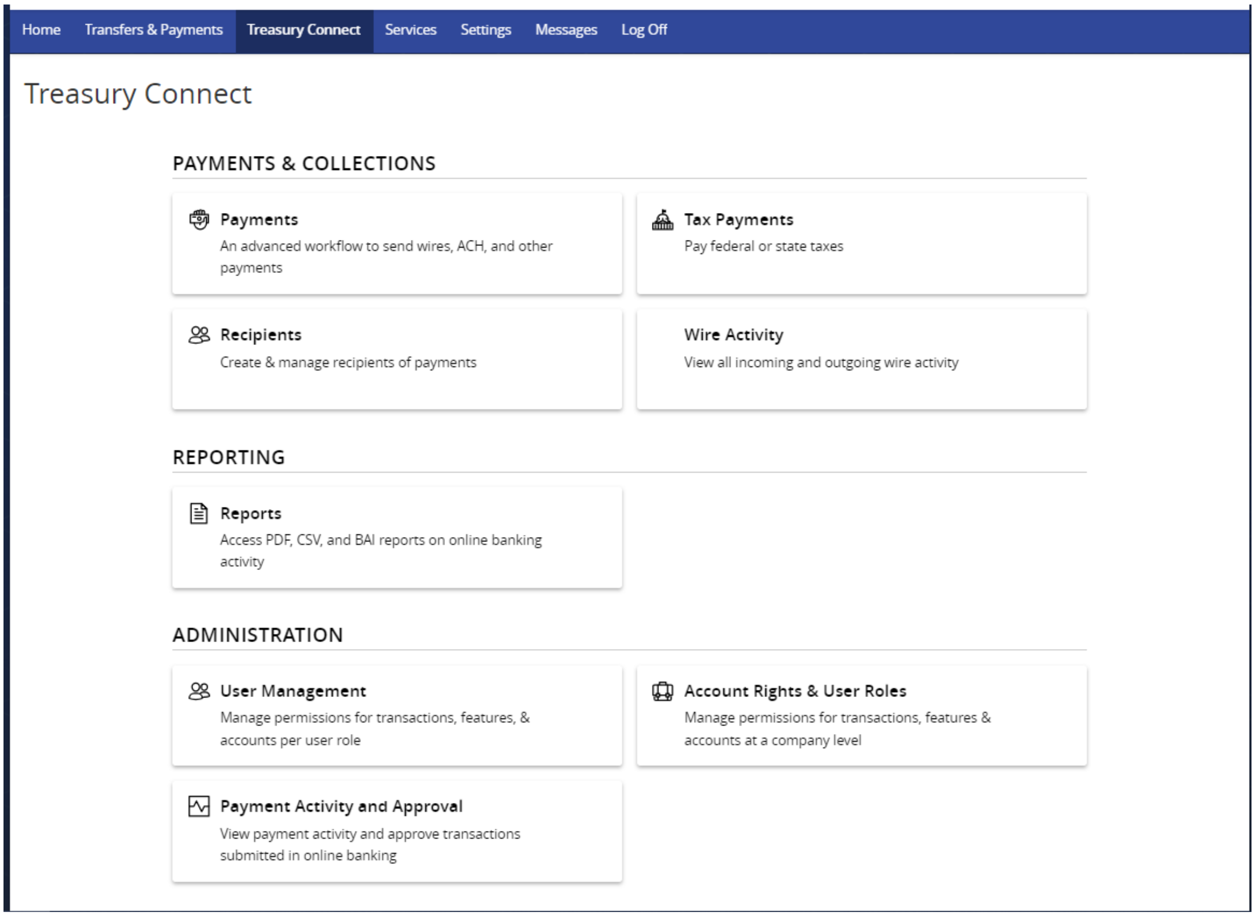
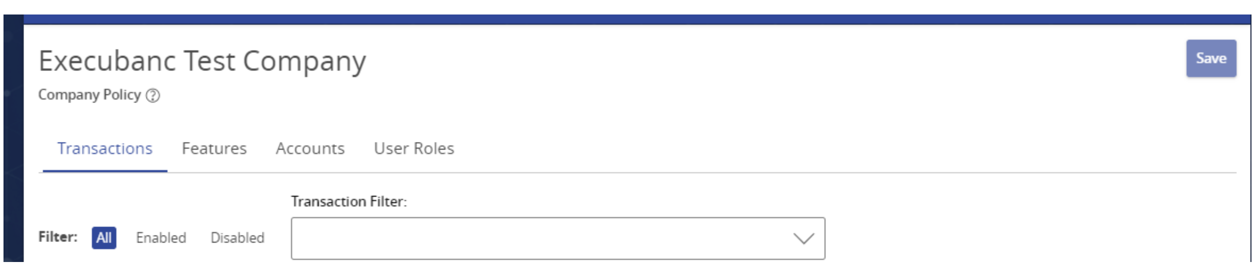
Creating a User Role and Online Banking User

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

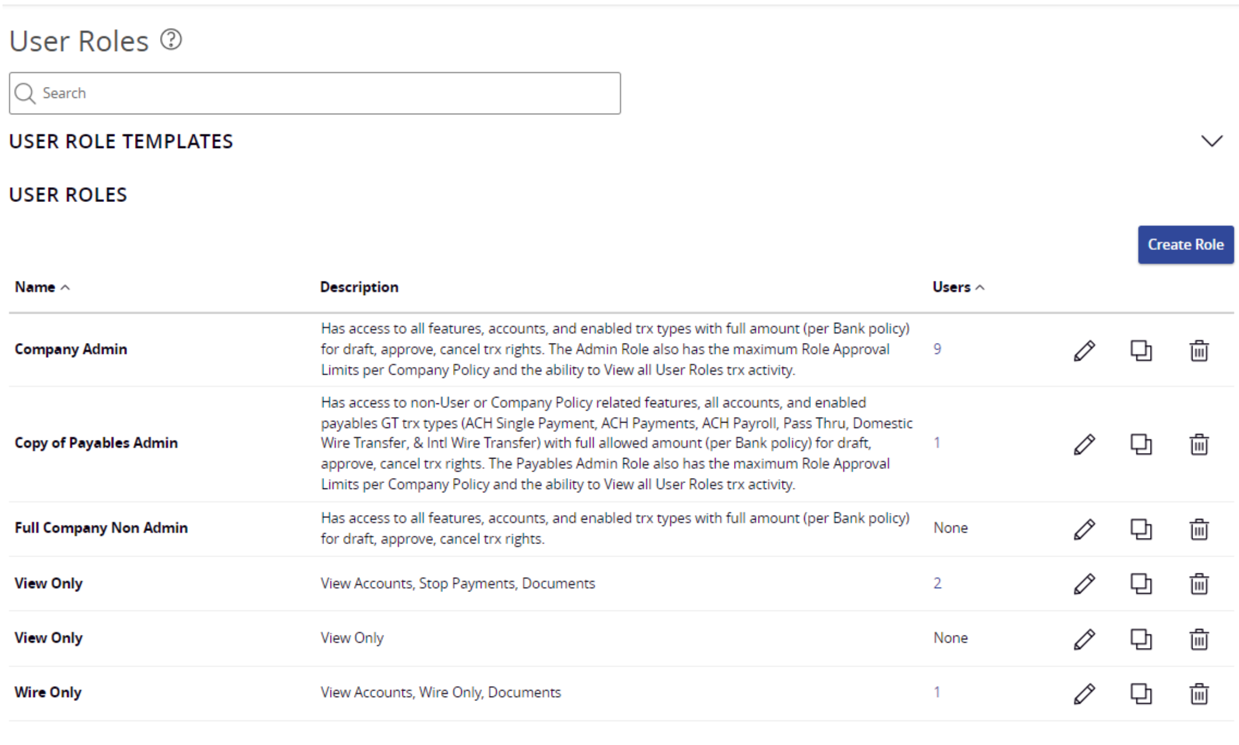
1. To create a User Role In the navigation menu, select Treasury Connect > Account Rights and User Roles.



2. Select User Roles.



3. Select Create Role.


User Roles

Search

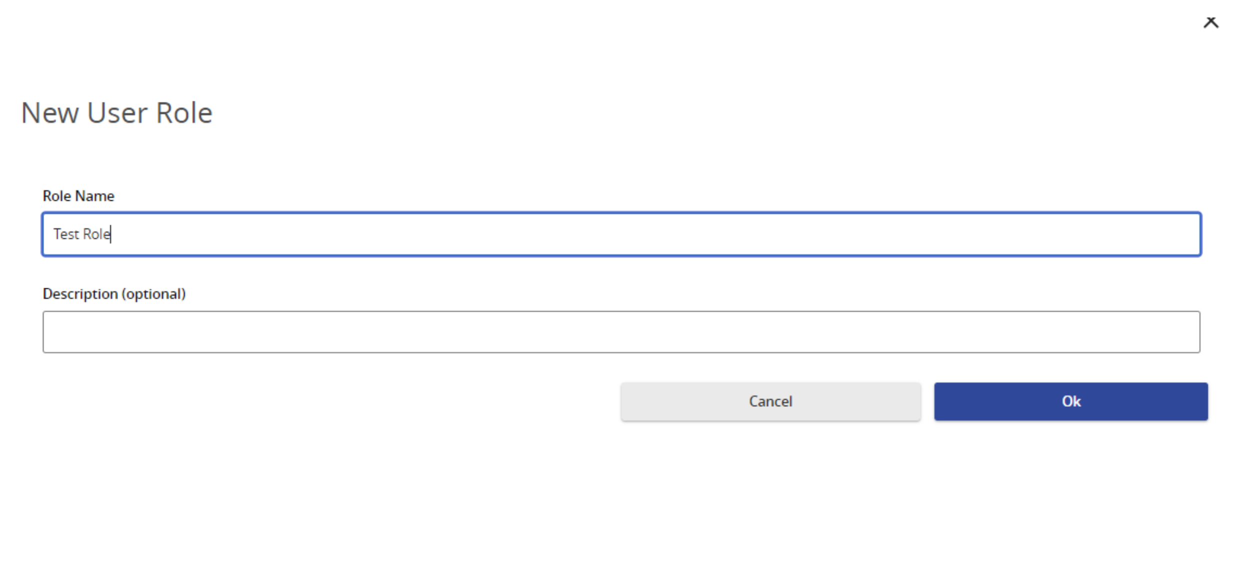
USER ROLE TEMPLATES

USER ROLES

Create Role

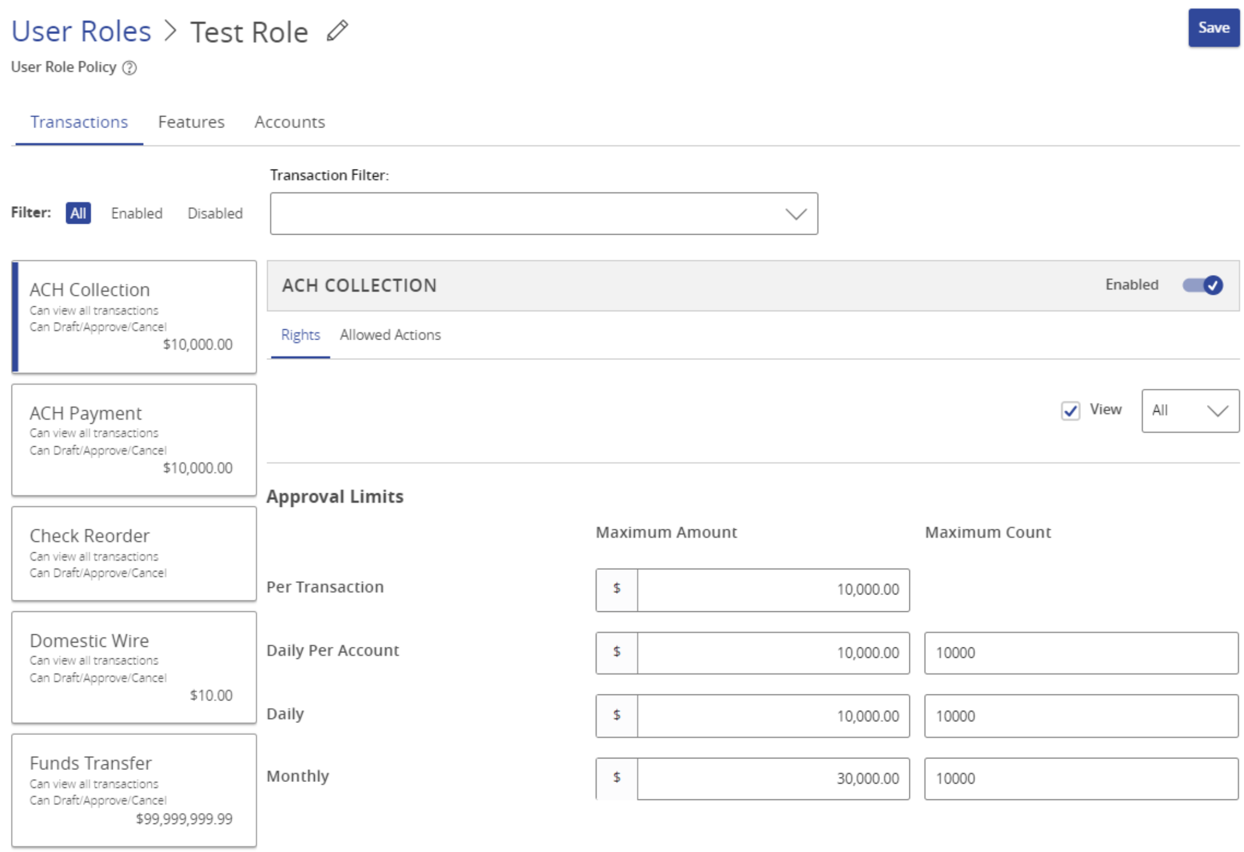
Name	Description	Users
Company Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights. The Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	9
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

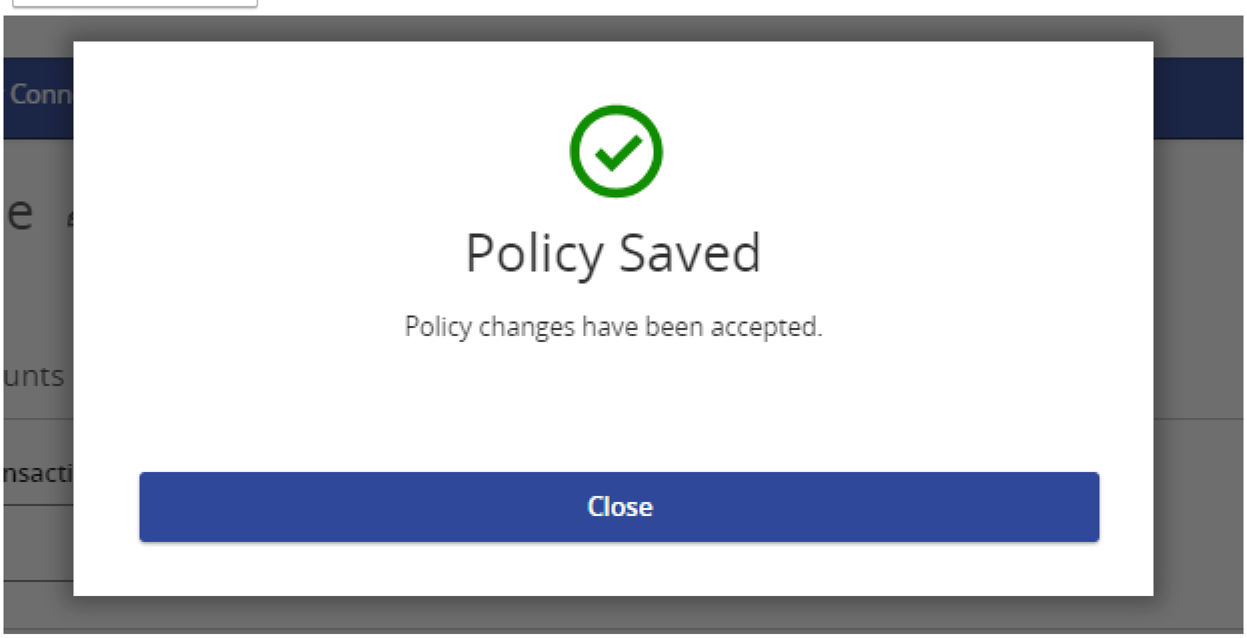
4. Enter a Role Name. (Optional) Enter a Description.



5. Click on Ok.

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



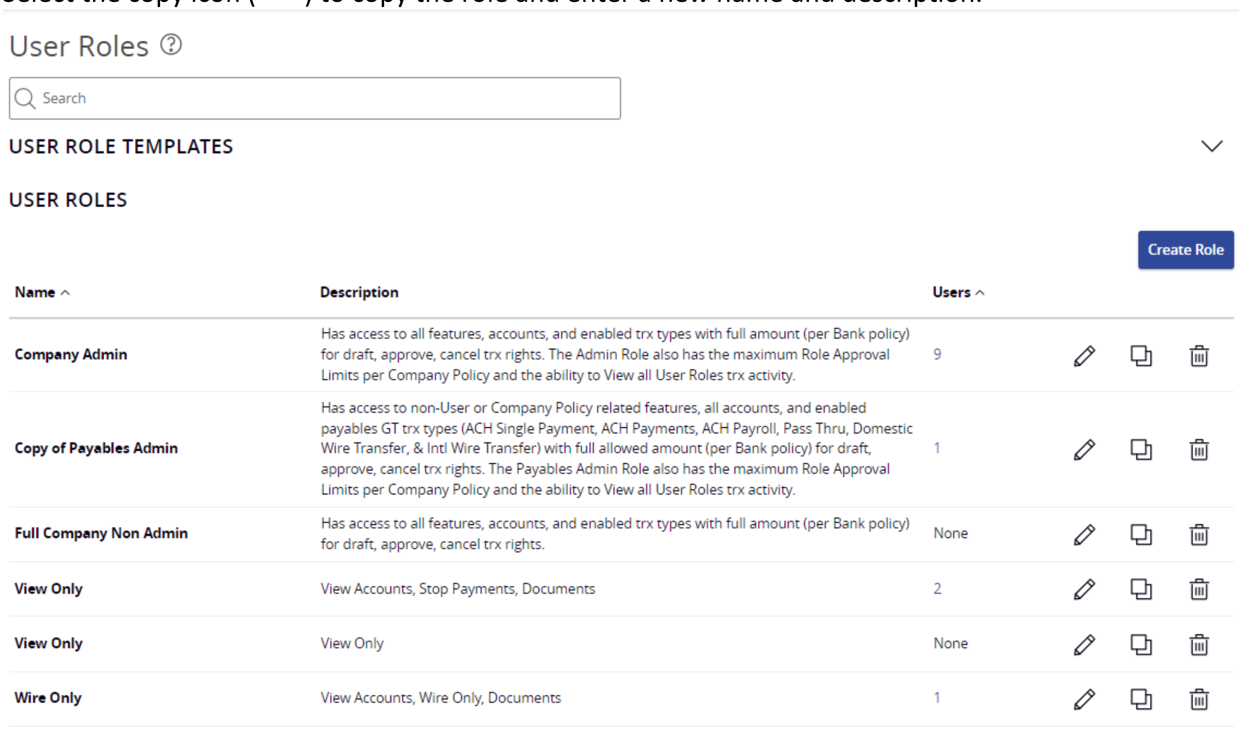


7. You can also copy a default User Role Template if you want to create a role with the same traits as an existing template.

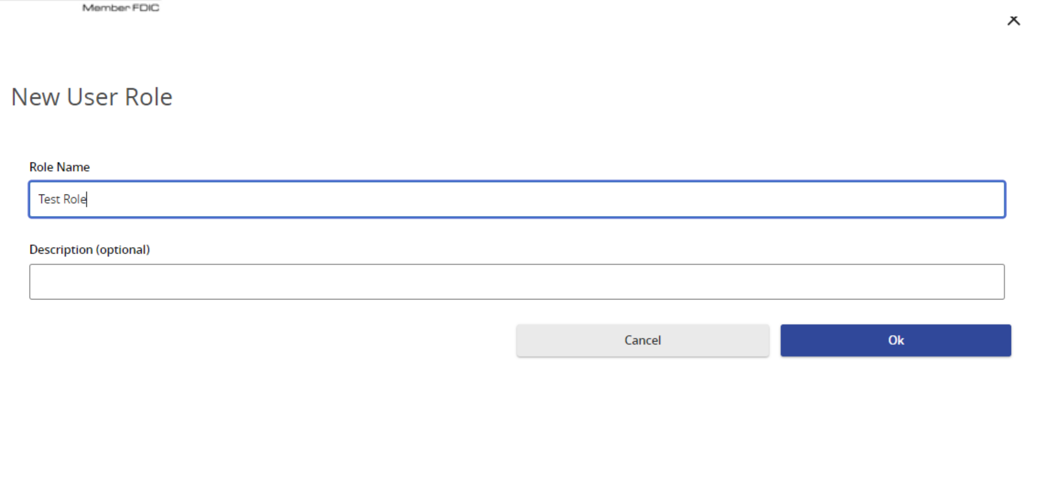
   Note: User Role Templates must be created by a CSR before a user can view, edit, or copy them. If a CSR does not create a template, users with rights to create roles must copy existing roles or free form the desired role.

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

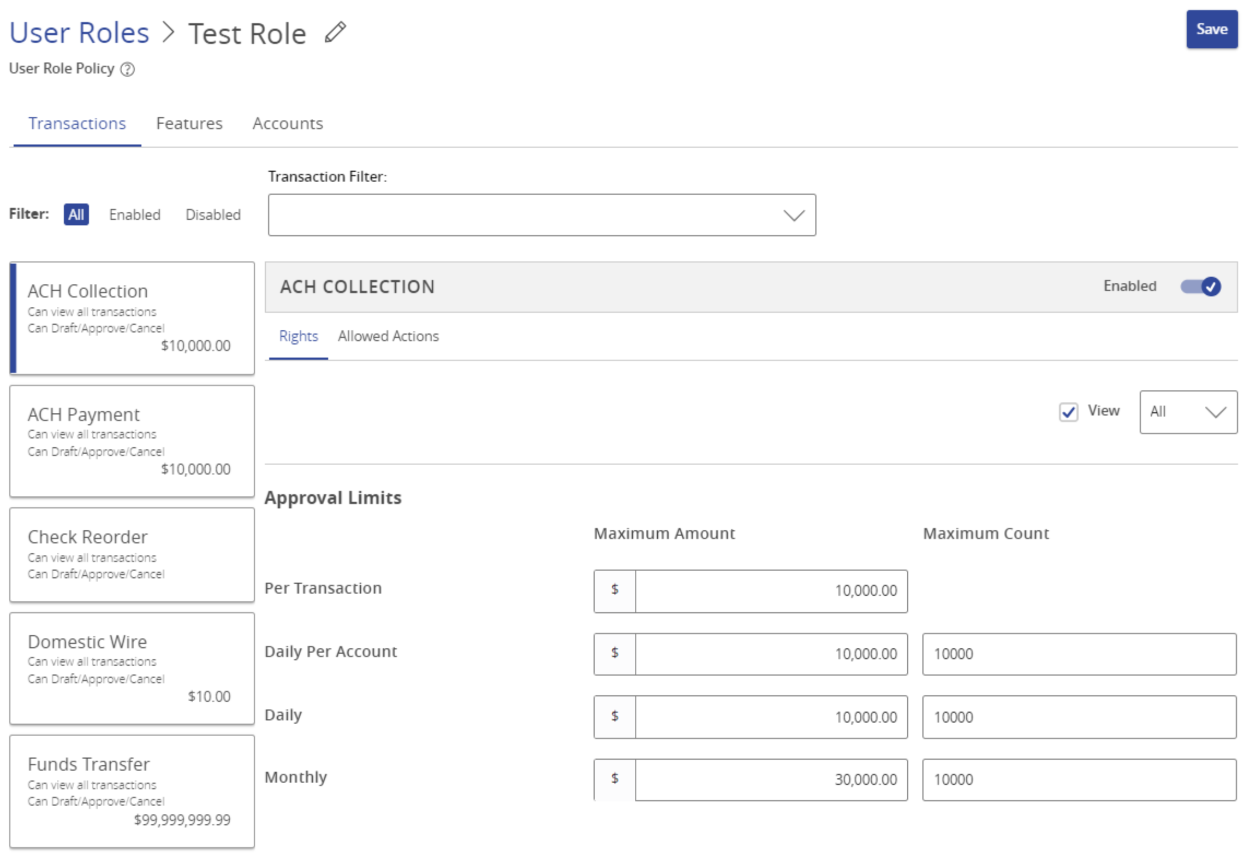
8. In the navigation menu, select Treasury Connect > Account Rights and User Roles.
9. Select the copy icon ( ) to copy the role and enter a new name and description.



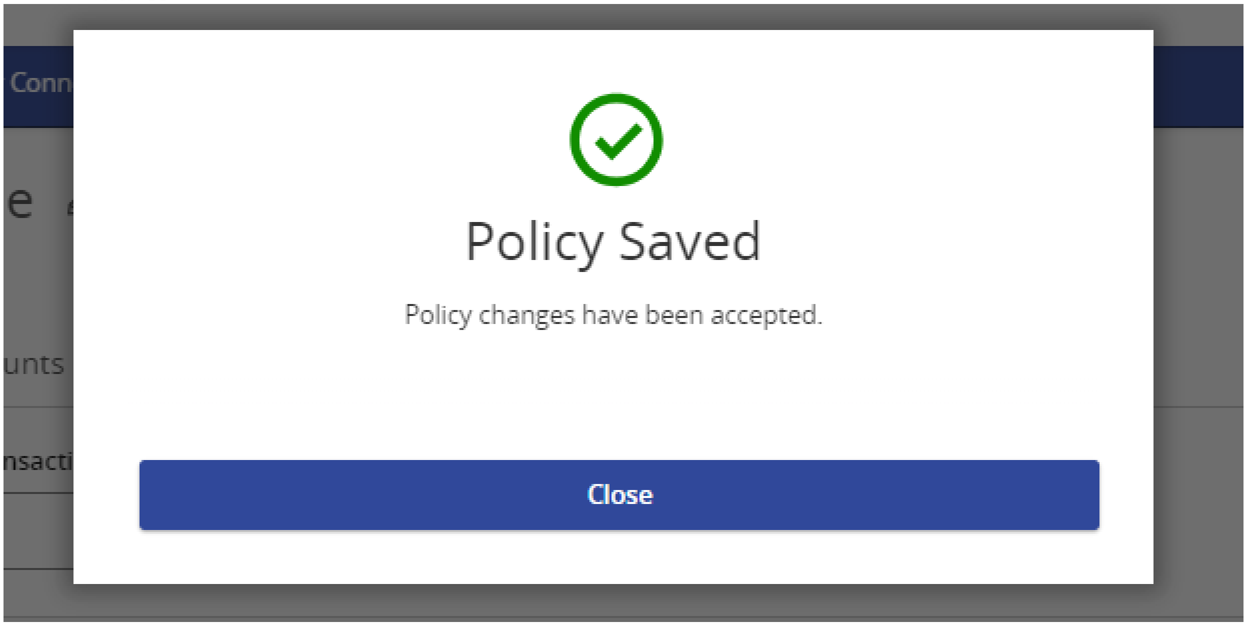
10. Enter a Role Name. (Optional) Enter a Description.



11. Select Save.



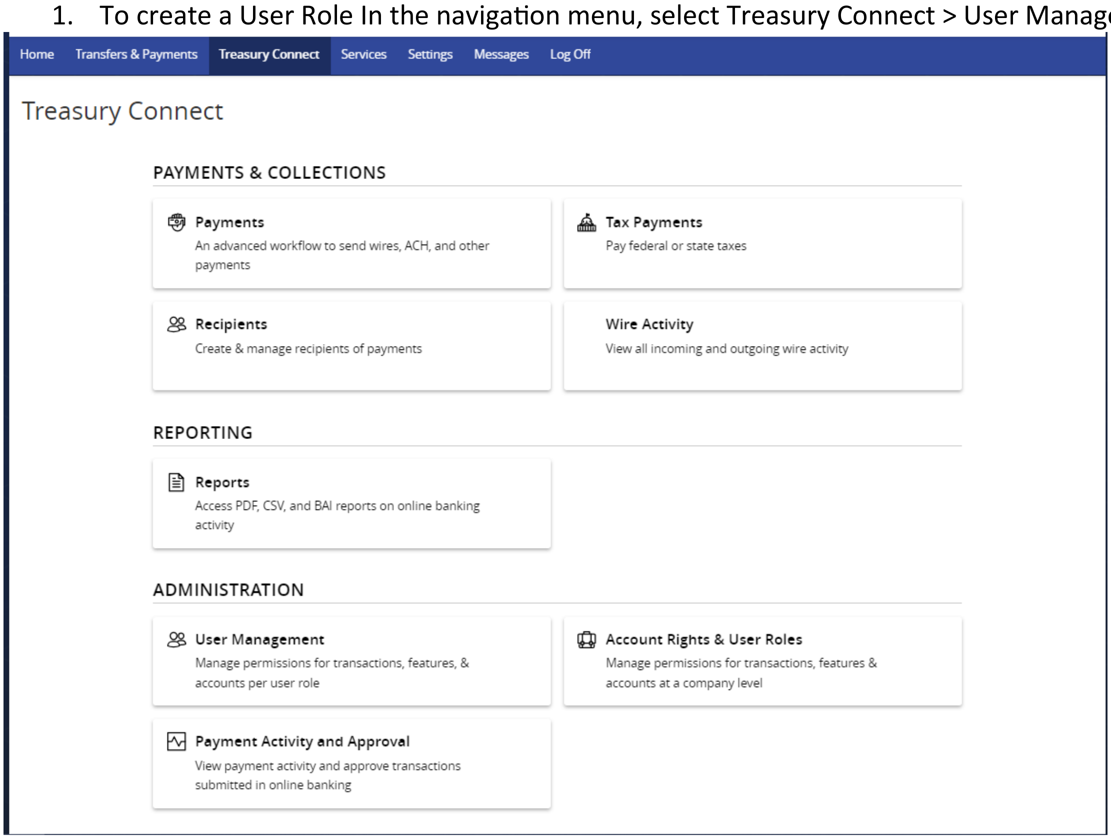
12. The Policy Saved page confirms the policy changes.



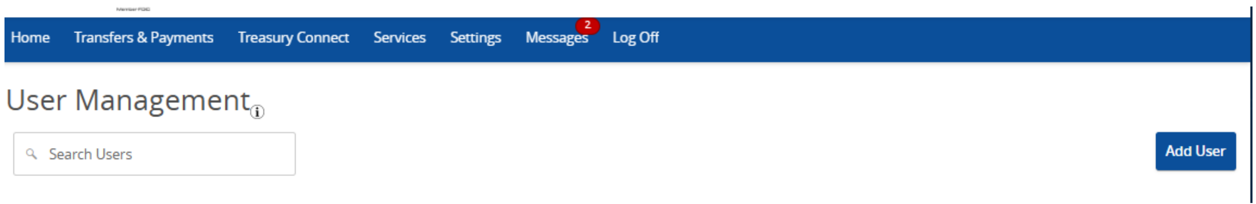
13. Select Close.

Creating a new online banking user

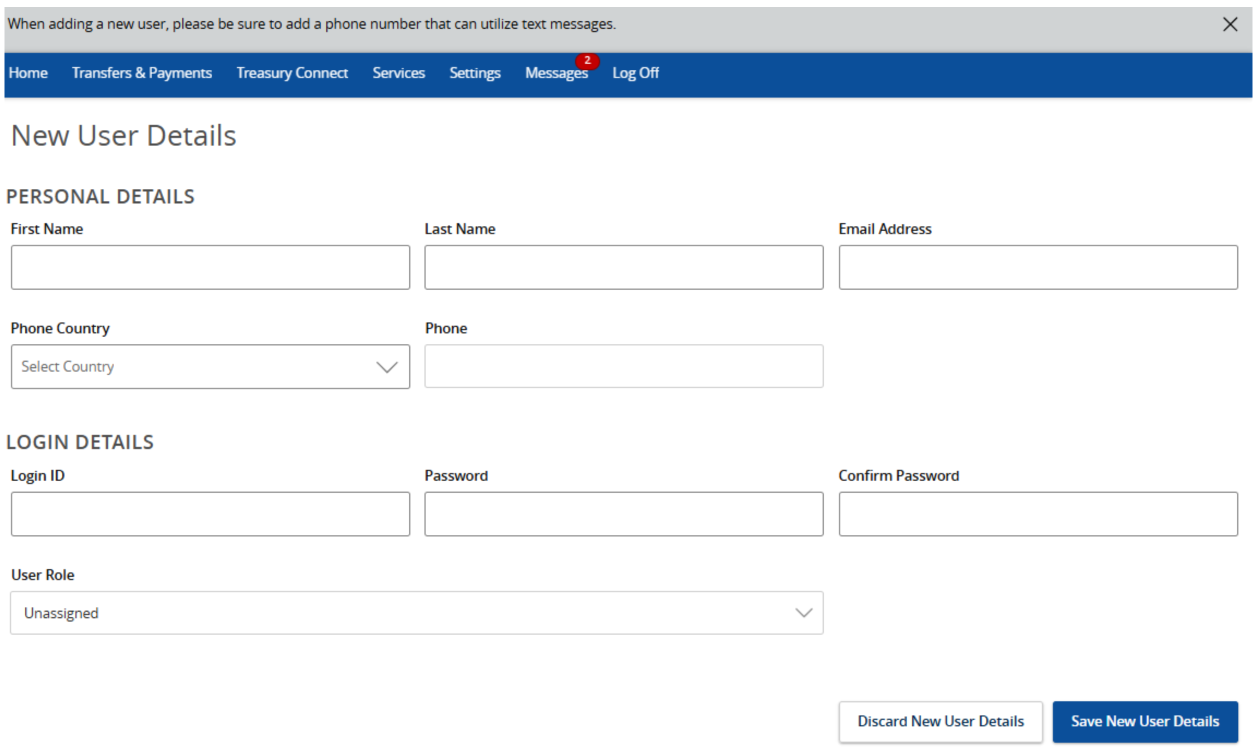
1. To create a User Role In the navigation menu, select Treasury Connect > User Management



2. Click on Add User



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



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.