



Editing User Role accounts

If you want to change a User's ability to view, deposit to, or withdraw from accounts, you can edit access to accounts by editing the User Role assigned to the User. Changes take effect the next time that the User logs in.

To edit accounts

1. In the navigation menu, select Treasury Connect > Account Rights and5 User Roles.

The screenshot shows the Treasury Connect interface. At the top is a navigation bar with links: Home, Transfers & Payments, Treasury Connect (selected), Services, Settings, Messages, and Log Off. Below the navigation bar is the 'Treasury Connect' section, which is divided into three main categories: PAYMENTS & COLLECTIONS, REPORTING, and ADMINISTRATION. Each category contains several menu items with icons and brief descriptions.

Category	Item Name	Description
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 the edit icon in the desired User Role row.



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			

3. Select the Accounts tab to see a list of accounts.

User Roles > Copy of Payables Admin

Delete Save

User Role Policy ?

Transactions Features Accounts

ACCOUNTS ?

5 of 5 accounts shown

[Hide unassigned accounts](#)

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
4565	Commerical Checking				
0006	Rewards Checking				
7391	11 month Personal				
4567	Small Business				Holding
3439	ATM Test Account				

Delete Save

4. Edit one or more of the following access rights:



- View—View balances and history for the account on the Home page, on the Account Details page, and in reports.
- Deposit—Deposit funds into the account. This is applicable to the ACH Receipt and ACH Collections Transaction Types.
- Withdraw—Withdraw funds from the account. This is applicable to the ACH Single Payment, ACH Payments, Payroll, Domestic Wire, International Wire, and Tax Payment Transaction Types.

Home Transfers & Payments Treasury Connect Services Settings Messages Log Off

User Roles > Copy of Payables Admin Delete Save

User Role Policy ?

Transactions Features Accounts

ACCOUNTS ? 5 of 5 accounts shown

Number	Name	View <input checked="" type="checkbox"/>	Deposit <input checked="" type="checkbox"/>	Withdraw <input checked="" type="checkbox"/>	Labels
4565	Commerical Checking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
0006	Rewards Checking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7391	11 month Personal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4567	Small Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Holding
3439	ATM Test Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Delete Save

5. Select Save. The Policy Saved page appears confirming the changes.

Policy Saved

Policy changes have been accepted.

Close

6. Select Close to return to the Accounts page. Another User may have to approve changes.

Note: Accounts that have lock icons have been locked by the FI and can't be edited.

Editing User Role features



Users can select which rights and features to associate with their accounts. Depending on the configuration, some User Roles may need to have another User approve or reject the changes. Changes take effect the next time the User logs in.

To edit features for a User Role:

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

The screenshot shows the Treasury Connect dashboard with a navigation bar at the top containing: 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.
 - Recipients:** Create & manage recipients of payments.
 - Tax Payments:** Pay federal or state taxes.
 - 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 the edit icon in the desired User Role row.

The screenshot shows the 'User Roles' management page. It includes a search bar, a 'Create Role' button, and a table of user roles. The table has columns for Name, Description, and Users. Each row includes edit, copy, and delete icons.

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

3. Select the Features tab to see a list of features.



User Roles > Copy of Payables Admin

Delete Save

User Role Policy

Transactions **Features** Accounts

FEATURES

RIGHTS

<input checked="" type="checkbox"/> Access Incoming/Outgoing Wire Alerts	<input type="checkbox"/> Access to all payment templates
<input checked="" type="checkbox"/> Allow one-time recipients	<input type="checkbox"/> Can view all recipients
<input type="checkbox"/> Manage Recipients	<input type="checkbox"/> Manage Users
<input checked="" type="checkbox"/> Recipient upload from batch	<input checked="" type="checkbox"/> View Wire Activity

GENERATED TRANSACTION

<input type="checkbox"/> Enable Multi-Transfer	<input type="checkbox"/> Enable Multi-Wire
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ACH

<input type="checkbox"/> Enable Same Day ACH Credits	<input type="checkbox"/> Enable Same Day ACH Debits
<input type="checkbox"/> Enable Same Day ACH Payroll	

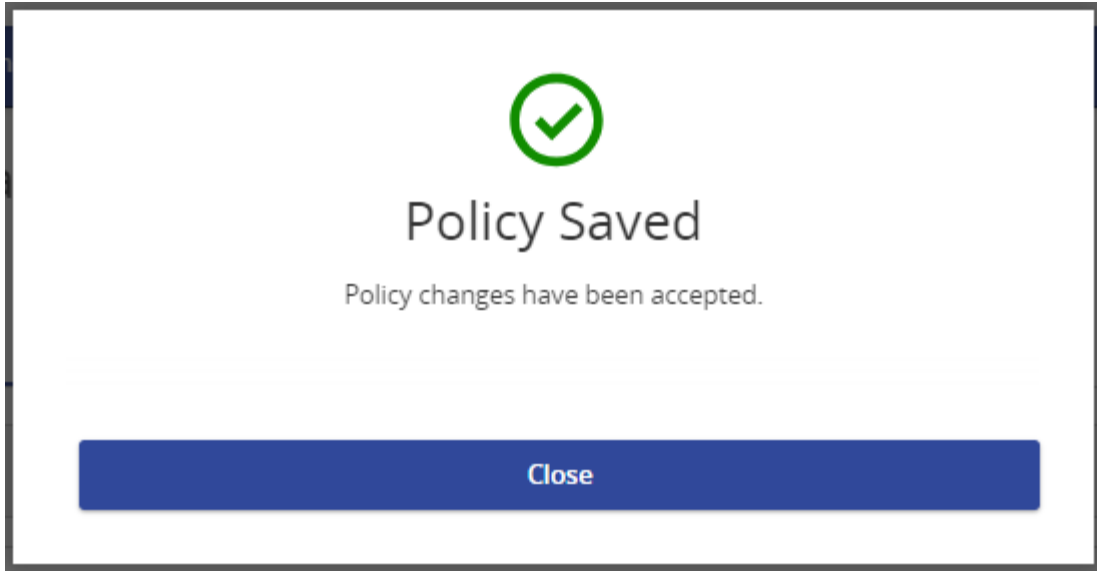
CORPORATE

<input checked="" type="checkbox"/> Information Reporting (0 of 18 selected)	<input checked="" type="checkbox"/> Manage Company Policy
<input type="text"/>	
<input checked="" type="checkbox"/> Manage User Roles	

CUSTOM FEATURES

<input checked="" type="checkbox"/> feature.item.featureGroupCustUser/CardHubSSO	<input checked="" type="checkbox"/> feature.item.featureGroupCustUser/LoanPaymentsTCT
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4. Select the desired Feature. The feature categories will vary depending on your configuration and may include:
 - Rights
 - Transactions
 - ACH
 - System Values
 -
5. Select Save. The Policy Saved page appears confirming the changes.



6. Select Close to return to the Accounts page. Another User may have to approve changes.

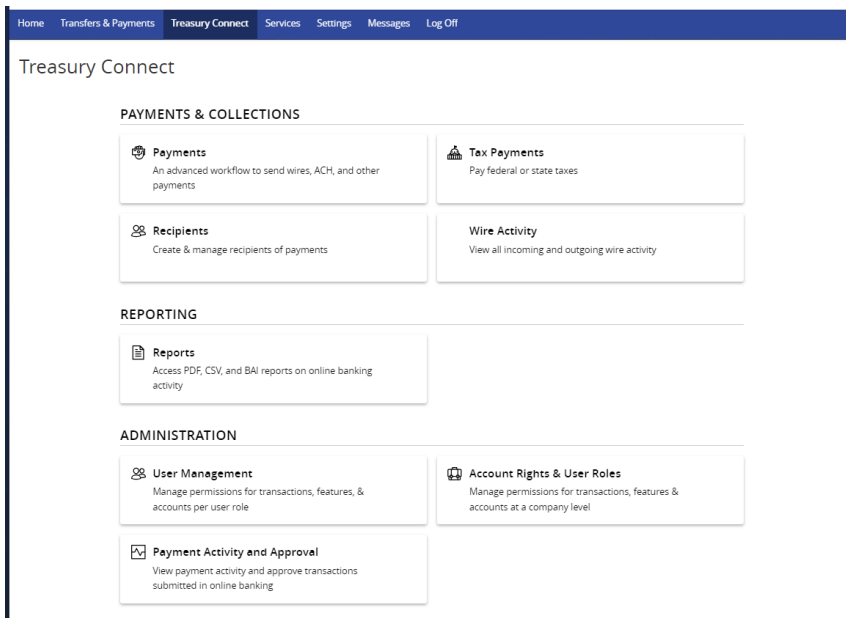
Deleting a User Role

When the User Role is deleted, the user will move into an unassigned role status and won't have access to accounts.

Caution: Deletion is permanent, so use caution before deleting a User Role.

To delete a User Role:

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



2. Select the delete icon.



User Roles ?

USER ROLE TEMPLATES

USER ROLES

Create Role

Name ^	Description	Users ^			
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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			

3. Select Delete to confirm deletion.



Delete User Role

Are you sure you want to delete this user role?

Cancel

Delete



Policy Deleted

Your policy has been deleted

Ok

4. Select Ok. The User Role page appears