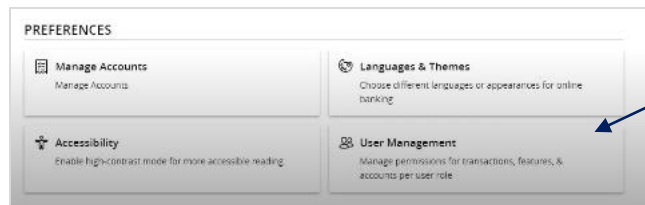
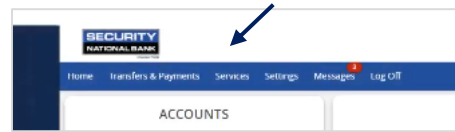


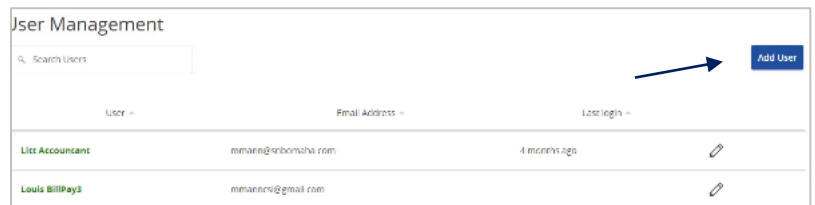


Creating New Users

1. Select 'Settings' then the 'User Management' tile.



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: Password assignment is temporary. Users must login and change password within 5 days before the password expires.

4. Click the 'Save New User Details' button on the bottom right-hand corner of the screen.

New User Details

PERSONAL DETAILS

First Name Last Name Email Address

Phone Country Phone

LOGIN DETAILS

Login ID Password Confirm Password

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



- 5. Once the new user is saved, click on the 'Assign Rights' button to add the accounts and configure transaction rights for the user.

The screenshot shows a user profile page with sections for Status, Personal Details, and User Logins. At the bottom right, there are three buttons: 'Cancel', 'Delete', and 'Assign Rights'. A blue arrow points to the 'Assign Rights' button.

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

The screenshot shows the 'New User' configuration page. Under the 'Transactions' tab, there are three transaction types: 'Check Reorder', 'Funds Transfer', and 'Stop Payment'. The 'Check Reorder' type is selected, and its 'Rights' are configured with checkboxes for 'Draft', 'Approve', and 'Cancel', and a 'View' dropdown set to 'Own'. Below this, 'Approval Limits' are set for 'Daily Per Account' (1), 'Daily' (1), and 'Monthly' (2).

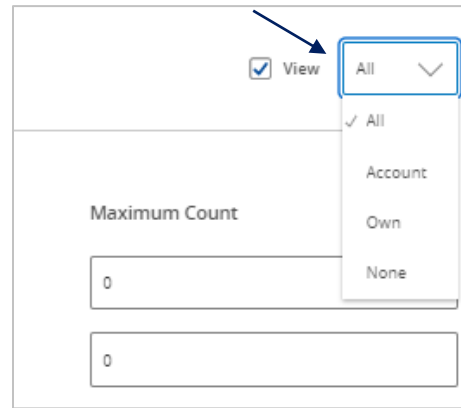
- 7. On the 'Rights' tab, select the user's transaction rights by toggling the checkmarks on/off.

This is a close-up of the 'ACH COLLECTION' configuration page. The 'Rights' section has checkboxes for 'Draft', 'Approve', and 'Cancel', all of which are checked. A blue arrow points to the 'Draft' checkbox. The 'Approval Limits' section shows 'Maximum Amount' set to '\$ 0.00' and 'Maximum Count' set to 'Per Transaction'.

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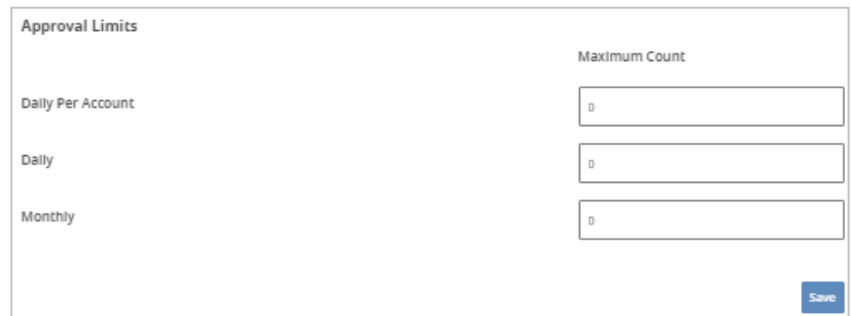


- 8. Click on the drop-down menu to adjust the view rights.
 - a. Can view transactions initiated by any online banking user within the company.
 - b. Can only view the user's own transactions.
 - c. Can view transactions to or from entitled accounts.
 - d. Cannot view any transactions.



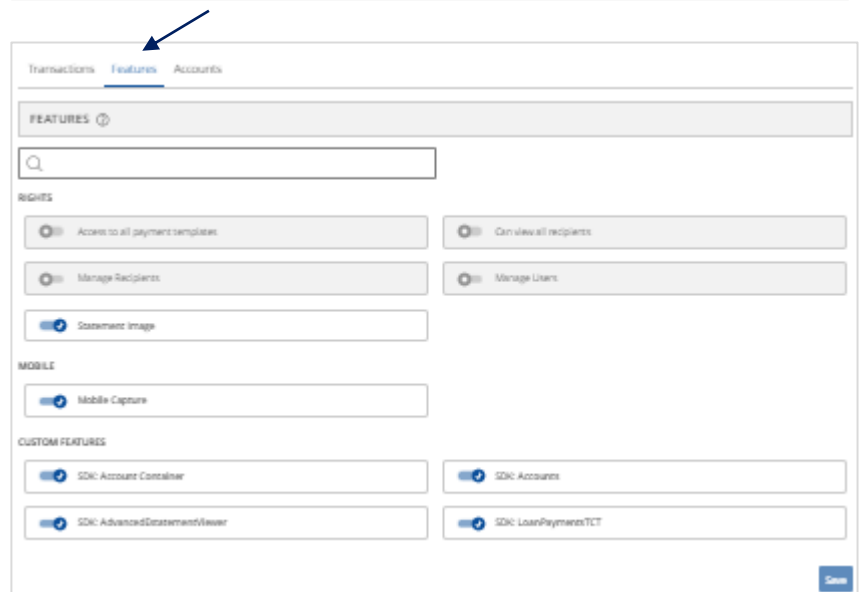
- 9. On the 'Approval Limits' tab, enter the user's transaction dollar and count limits.

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



- 10. Click on the 'Features' tab.

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



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- 12. On the 'Accounts' tab, designate the user's account rights.
- 13. Click the 'Save' button in the top right corner of the screen.

Jan Doe Save

User Policy (2)

Transactions Features Accounts

ACCOUNTS ⓘ

3 of 3 accounts shown

[Hide unassigned accounts](#)

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>
1884	Small Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4527	Small Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5522	Commercial Checking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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