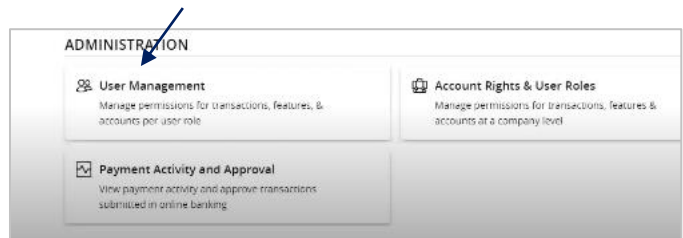
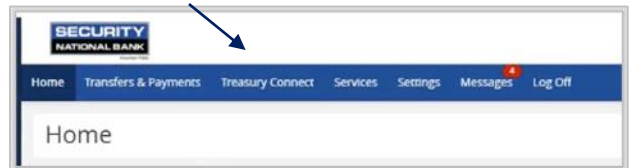


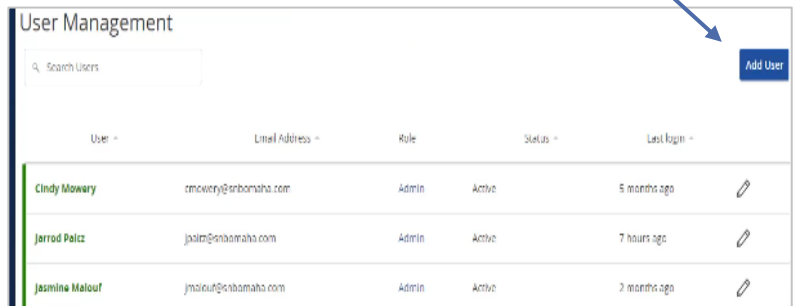


Managing Existing Online Users

1. Select 'Treasury Connect' then click on the 'User Management' tile.



2. Select the 'Add User' button.



Questions? Please call our Customer Care Center toll-free at 855-614-4061.



3. Complete all fields.
4. Click the 'Save New User Detail' button when done.

NOTE: Reference the User Roles setup guide for assistance with setting up a 'User Role'.

New User Details

PERSONAL DETAILS

First Name Last Name Email Address

Phone Country Phone

LOGIN DETAILS

Login ID Password Confirm Password

User Role

Managing Existing Online Users

1. One of three update actions may be made to an existing user:
 - a. Select 'Deactivate User' to disallow a user from logging in without completely deleting the user.
 - b. Select the 'User Role' drop down menu to update the 'User Role' for a user. Click 'Update Role' upon completion.
 - c. Select the 'Delete' button to permanently delete the online user. This action cannot be undone.

NOTE: The User Role update will go into effect upon the user's subsequent logon after the change has been made.

User Details

Status: Active

PERSONAL DETAILS

First Name: Jimmy Last Name: Jones Email Address: jimmy@sample.com

Phone Country: United States Phone: (111)111-1111

USER ROLE [Manage User Roles](#)

Current Role: Company Admin

USER LOGINS

Login Name	Channel	Status	Last Logon	Actions
Jimmy1232	Internet	Password Change Required		

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