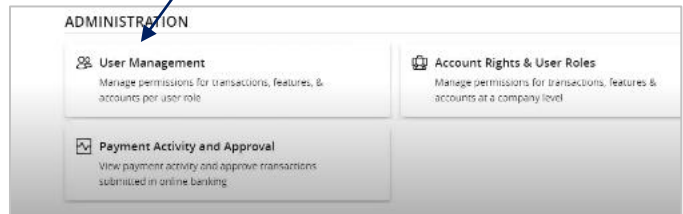
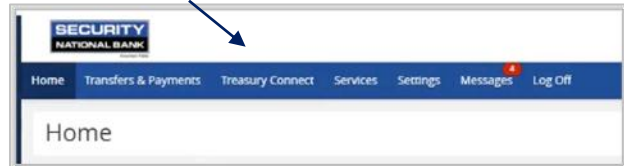


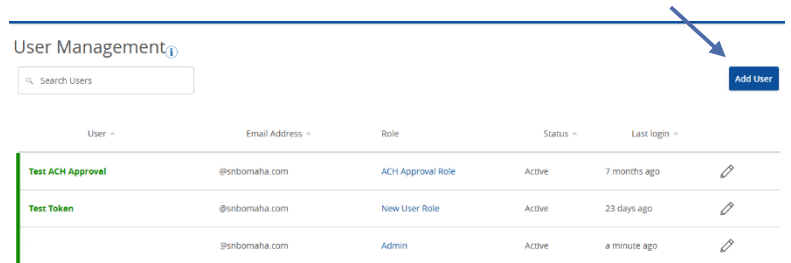


Managing Existing Online Users

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



2. Select the 'Add User' button.



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



3. Complete all fields.
4. Click the 'Save New User Detail' button when done.
5. **NOTE:** Reference the User Roles setup guide for assistance with setting up a 'User Role'. A user cannot access any functions unless a role is assigned.

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:

USER LOGINS

Login Name	Channel	Status	Last Logon	Actions
JimmyJ1232	Internet	Password Change Required		<input type="button" value="Delete"/>

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