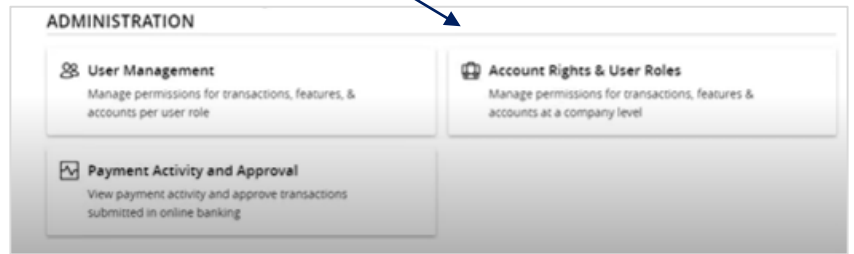
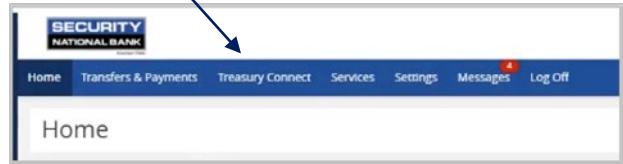


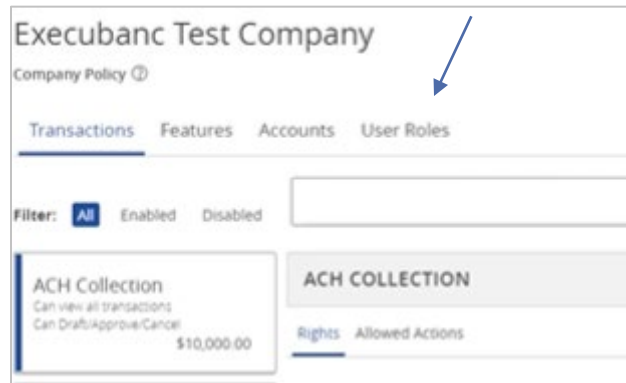


**NOTE:** User Roles are created to control feature entitlements and dollar limits for one or more company users.

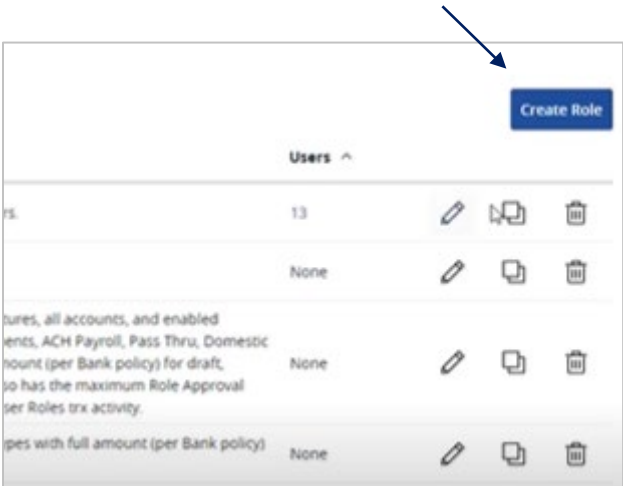
1. Click on 'Treasury Connect' then select the 'Account Rights & User Roles' tile.



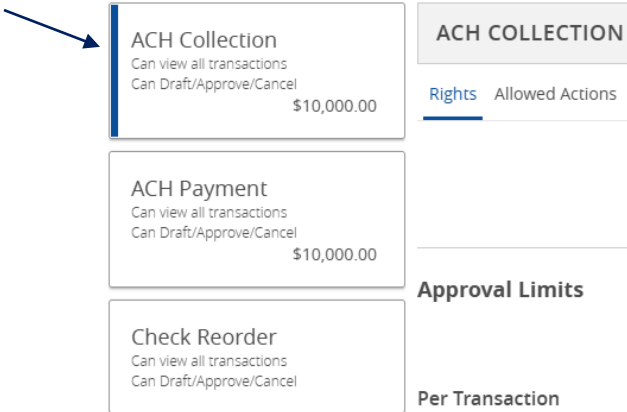
2. Under the 'User Roles' tab choose the 'Create Roles' option.



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



3. Select a transaction type that you would like to set parameters around by clicking on the transaction name.



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### Allowed Actions

- 1. One or multiple levels may be set up to establish general or specific user limitations.

The screenshot shows a configuration interface for user roles. At the top, there is a section for 'ACH COLLECTION' with a blue arrow pointing to the 'Allowed Actions' tab. Below this is a section for 'POLICY TESTER'. Under 'POLICY TESTER', there is a 'Filter by' section with a dropdown menu set to 'All' and a search box labeled 'Search all'. Below the filters, there is a list of permissions for 'ACH Collection' transactions, including 'Operations: Any', 'Amount: Any', 'Subsidiaries: Any', 'Accounts: Any', and 'Draft Hours: Any'.

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**Operations**

1. Select the 'Operations' box. Specify the allowed operation(s) for the selected transaction type.
  - a) 'Draft' allows a user to initiate a transaction.
  - b) 'Draft Restricted' allows a user to only access an assigned ACH or wire template. It does not allow a user to edit exiting templates or add new templates. One-time payments and recipient maintenance within existing templates are also not allowed.
  - c) 'Approve' allows a user to authorize a transaction.
  - d) 'Cancel' allows a user to cancel a drafted or authorized transaction.

**Amount**

1. Select the 'Any allowable amount' option or 'Specific Amount' to enter the amount for the allowed action.

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### Subsidiaries

1. Select the 'Subsidiaries' box. Choose the subsidiary or subsidiaries allowed for this transaction type.

The screenshot shows a form with three sections: 'Amount', 'Subsidiaries', and 'Accounts'. In the 'Amount' section, 'Any allowable amount' is selected. In the 'Subsidiaries' section, 'Any allowed subsidiaries (3)' is selected, and there is a link 'Select specific subsidiaries'. In the 'Accounts' section, 'Any allowed account (0)' is selected, and there is a link 'Select specific account(s)'. A blue arrow points to the 'Subsidiaries' section.

### Accounts

1. Select the 'Any allowed accounts' option or choose 'Select specific accounts' to specify the account(s) allowed for this transaction type.

The screenshot shows a form with three sections: 'Amount', 'Subsidiaries', and 'Accounts'. In the 'Amount' section, 'Any allowable amount' is selected. In the 'Subsidiaries' section, 'Any allowed subsidiaries (3)' is selected, and there is a link 'Select specific subsidiaries'. In the 'Accounts' section, 'Any allowed account (0)' is selected, and there is a link 'Select specific account(s)'. A blue arrow points to the 'Amount' section.

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### Draft Hours

1. Select the 'Draft Hours' box. Choose the days and hours allowed for this transaction type. User Administrators are authorized to make selections within approved Bank limits, which are pre-populated.

**NOTE:** Select the days of the week in grey and the hours of the day across the top to indicate days and hours for the transaction. Individual hour boxes can also be selected.



### SEC Codes

2. Select the appropriate SEC codes. If both PPD (Prearranged Deposit) and CCD (Cash Concentration Distribution) are selected at the customer level, they will be available at the user level as well.

**NOTE:** Users can be limited to only one SEC code type depending on business need.

### SEC Codes

PPD       CCD

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



**Optional:** Click 'Open Policy Tester' to validate the User Role functionality to ensure the setup is correct.

**ACH COLLECTION**

Rights Allowed Actions

---

**POLICY TESTER**

Filter by

All

---

Allows **ACH Collection** transaction for **any amount** by **Execubanc Test 2 or Security National Bank**

**Operations:** Any **Accounts:** Any

**Amount:** Any **Draft Hours:** Any

**Subsidiaries:** Execubanc Test 2 or Security National Bank

### Rights

- On the Rights tab, select the appropriate right for the user role's ability to view transactions in the 'Activity Center'.
  - Can view transactions initiated by any Online Banking user within the company.
  - Can only view the user's own transactions.
  - Can view transactions initiated by users who are assigned to the same user role.
  - Cannot view any transactions.

**ACH COLLECTION** Enabled

Rights Allowed Actions

View

All

- of All
- Role
- Account
- Own
- None

---

**Approval Limits**

	Maximum Amount	Maximum Count
Per Transaction	\$ <input type="text" value="10,000.00"/>	
Daily Per Account	\$ <input type="text" value="10,000.00"/>	<input type="text" value="10,000"/>
Daily	\$ <input type="text" value="10,000.00"/>	<input type="text" value="10,000"/>
Monthly	\$ <input type="text" value="30,000.00"/>	<input type="text" value="10,000"/>

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



### Approval Limits

1. Under 'Approval Limits' you can view and modify the dollar and count limits assigned.

	Maximum Amount	Maximum Count
Per Transaction	\$ 10,000.00	
Daily Per Account	\$ 10,000.00	10,000
Daily	\$ 10,000.00	10,000
Monthly	\$ 30,000.00	10,000

### Features

1. Select the 'Features' tab to view and modify the non-transactional features. Select features you wish to enable or disable.

Transactions **Features** Accounts

FEATURES ⓘ

Q

RIGHTS

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

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**Accounts**

1. Select the 'Accounts' tab to view and modify the account entitlements by selecting the checkmark or circle with a slash under 'View', 'Deposit' or 'Withdraw'.

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
4525	Commercial Checking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3210	Executive Line	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Demo Text
3303	Small Business	<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"/>	
4527	Small Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Holding
4527	Employee Rewards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Demo Text

Repeat steps above for each transaction type.

Save the User Role by selecting the 'Save' button.

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