

USER GUIDE: USER CREATION & ADMINISTRATION





User Guide: User Creation & Administration

Create a User.

Perform the following steps in order.

1 Hover over Administration and click Company Administration.

2 Under Manage Users, click Create New User.

3 Enter a user ID, **temporary password**, **first name**, **last name**, **email address** and **telephone number**. The phonenumber will be used the first time the user logs in to authenticate them via mobile or voice code. For them to be able to authenticate via text, **Mobile** must be selected from the label drop-down menu. Click **Continue**.

Money Movement	Account Services	Administration	
		Communications	
		Company Administration	
		Self Administration	38
G Edit account	ts and dates displayed	Service Administration	

User Administ	ration	
Peview the options lis	ted below for available user	administration tasks.To quickly entitle
	ted below for available discr	duministration tasks. To quickly churc
New User		
You will have an oppo	ortunity to copy an existing us	er during the process.

New User		
User Information		
User ID		
DemoUser		
Password		
Confirm Password		
First Name		
Demo		
Last Name		
User		



(cont'd) Create a User.

Perform the following steps in order.

- 4 On the next screen, you can **copy** an existing user's roles and entitlements. The new user's roles will populate according to the user copied.
 - If you do not have an existing user whose role or entitlements match what the new user should have, click **Do Not Copy User**.

Next you will assign the new user's roles, services and accounts.

- **5** Choose the **User Role**. (If you want to create a view-only user, see the next section.)
 - Allow this user to set up templates: Allows user to set up and approve templates for services and accounts to which user is entitled.
 - Allow this user to approve transactions: Allows user to approve transactions for services and accounts to which user is entitled.
 - Grant this user adminstration privileges: Allows user to add, modify, copy and delete users, as well as modify their roles, services and account access, rename accounts, and modify the number of approvers required for requests across all company services and accounts.

Profile 🗹
Name:
User ID:
Primary E-mail Address:
Telephone Number:
Roles
Copy Existing User (Optional)
Do not copy user.
O Copy User: Select User
User Roles (Optional)
Allow user to setup templates.
(This entries the user to template setup and template approval capabilities for only those services and accounts to which the user has been entitled)
Allow this user to approve transactions
(This entities the user to transmit capabilities for only those services and accounts to which the user has been entitled.)
Grant this user administration privileges
(This will allow the user to add, modify, copy and delete users, modify their roles, services and account access, rename accounts, and modify the number of approvers required for re-

Click Continue.

6 Entitle Services & Accounts for the new user by clicking on the (+) by each service.

o enable a service and assign accounts, click the appropriate link. To disable all services and accounts, click "Clear All".	
of 51 services enabled	Clear
Service	
Accounts	\oplus
ACH File Upload	•
ACH Positive Pay	•
ACH Reporting	①

7 Under each service added, enable **Entitled Account** and/or **Allow Transmit** capabilities, as applicable. Then click **Continue** at the bottom of the page. Note: If the user does NOT have the approver role, the **Allow Transmit** column will not appear.

CH Positive Pay			Service enabled,	accounts entitled.
Description	Account Number	TRC	Entitled Account	Allow Transmit
Test Account				



(cont'd) Create a User.

8 If the new user is an approver for ACH or wires, Limits must be set. Click the edit icon on the right.

Limits	
Limits	
ACH	ß.
Continue Save as Draft	

- 9 The user limit can be equal to or less than the company's daily limit. Limits apply as follows:
 - · Company Limit: Aggregate daily limit across accounts and services.
 - User Daily Limit: Maximum allowed cumulative total of all successful transactions daily for group of services.
 - User Daily Service Limit: Maximum allowed cumulative amount of all successful transactions daily per service.
 - · User Individual Transaction Limit: Maximum allowed amount per transaction per account.
 - User Individual Account Limit: Maximum allowed cumulative amount of all successful transactions daily per account.
- 10 Check the box for **No Limit**, or enter limits for each field and click **Continue**.
 - Note: If the user does NOT have the approver role, no limits are necessary.

iter the maximum daily amount for each of the user's whe services of t	select the No Limit checkbox. These limits must be	no greater than the company limit set by the bank. View Company	y Limits	
Service Name		No Limit		User Daily Service Limit
Wire Domestic One Time				c
count Limits				
nter the limit amounts for each of the user's accounts.				
Account Number	No Limit	User Individual Transaction Limit	No Limit	User Daily Account Limit
*2345 - Test		0		0

11 Verify the new user's details and click **Create User**. If successful, you'll see a **New User – Confirmation screen**.

New User			
Profile 🗹	Demo User	New User - Confirmation	
Valie: User ID: Primary E-mail Address: Telephone Number:	DEMOUSER DEMOUSER Mobile:	New user has been successfully created. Security settings may require additional approve	als before this User ID is active. Review the user status listed below. To manage an exist
Enabled Roles:	Administration Setup Approval	Submitted User Summary	
Services & Accounts		Name:	Demo User
Enabled Services:	4 of 51 available	User ID:	DEMOUSER
Limits 🗹 Limits Completed:	ACH Wire	Primary E-mail Address: Telephone Number:	Mobile:
	wie	User Status	
Create User Save as Draft		User Status:	Active



Create a View-Only User.

To create a new view-only user, follow steps 1 to 4 from Create a User above, then:

- 1 Do not select a role under **User Roles**. Click **Continue**.
- **2** On the Services & Accounts page, click the **(+)** beside Deposit Account Reporting, Information Reporting and Statement and Documents.
- **3** Under Information Reporting and Statements and Documents, select **Entitled Account** for any accounts the user will need to be able to view. Then scroll down and click **Continue**.

Information Reporting			Service enabled, accounts entitled.	\otimes
Description	Account Number	TRC	Entitled Account	
BUSINESS SAVINGS			. 🖻	

4 No limits are required for view-only users. Click **Continue** on the limits screen, verify the user's details and click **Create User**.

5 You'll see a **New User – Confirmation** screen.

New User - Confirmation	
New user has been successfully created. Security settings may require additional approvals before this User ID is a	active. Review the user status listed below. To manage an existing user, complete a saved user, or create a new user, go to User Administration.
Submitted User Summary	
Name:	Demo User
User ID:	DEMOUSER
Primary E-mail Address:	
Telephone Number:	Mobile:

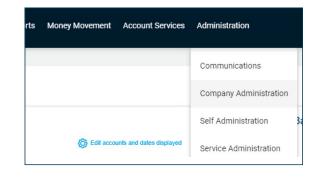


Company Administration.

In addition to creating new users, company admins can also delete, edit and lock other user profiles. They are also able to reset passwords if users lock themselves out of online banking.

To edit an existing user:

1 Hover over Administration and click Company Administration.



2 Below the **Create New User** button there is **Manage Existing Users** where all of the users on the company profile (including active and inactive) are listed. Click on the user ID of the user you wish to change.

Manage Existing Users					
manage a user's profile, roles, s	ervice & accounts, system access, or change limits, click	on the appropriate user ID. Disabled users can only be unlocked	by contacting your financial institution.		
Jser ID	First Name	Last Name	Status		
EMOUSER	Demo	User	Active	System Acces	

3 To delete this user, click the X icon next to User Information. If you want to change their password or lock their profile, click the edit icon.

To edit their contact information, roles, services and accounts, or limits click the edit icon next to those sections.

To edit the user's profile, click the appropriate edit link. To d	elete the user, click "Delete User". To modify the user's system ac
To view a different user profile, return to User Administration	<u>n</u> .
User Information 📝 🛞	
Name:	Demo User
User ID:	DEMOUSER
User Status:	Active
Token Device Fulfillment Date: Token Device Serial Number:	N/A
Contact Information	
Primary E-mail Address:	demouser@email.com
Secondary E-mail Address:	No secondary e-mail address on file
Telephone Number:	Mobile:
Roles 🗹	
Roles	
Administration	
Setup	
Approval	
Services & Accounts	
Service	
ACH File Upload	

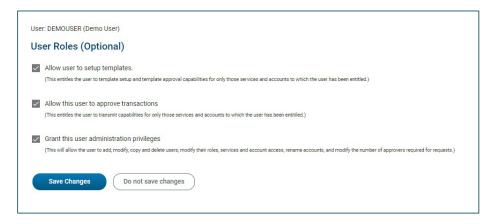


(cont'd) Company Administration.

4 If you would like to edit user entitlements by account instead of by user, click the **Express Account Management** tab in the **Company Administration** screen to display all available services for the desired account.

	Isers Account Information	Express Account Management	Approval Settings	User Setup Report Invalid Login Report ACH Fi	le SEC Codes
xpress /	Account Management				
elect the use	er and account to manage and click "	Go". The available services for the acco	ount will be displayed belo	W.	
elect the ser	rvices that the selected account will b	be assigned to, and click "Save Change	s". Saved changes will ove	rride current entitlements for the selected account and services.	Fo review these changes go to User Administration.
^{User} Demo User -	DEMOUSER			Ŧ	
Search Test 12345 -	Checking			-	
Go					
\bigcirc					
\bigcirc	for Demo User (DEMOU	ISER) - Checking			
\bigcirc	for Demo User (DEMOU Service Name	ISER) - Checking		Entitle Account	🗆 Allow Transmit
\bigcirc		ISER) - Checking		Entitle Account	Allow Transmit
Services	Service Name	ISER) - Checking			Allow Transmit
\bigcirc	Service Name Autobooks	ISER) - Checking		From	Allow Transmit

5 After making any changes to the profile, always be sure to click **Save Changes** at the bottom on the screen.





Company Administration Settings and Reports.

To edit the company's approval settings for transactions, setup and positive pay decisions/issues, click the Approval Settings tab in Company Administration. Note that some controls are defaults set by the bank. If you have questions, or wish to make further edits to your company's approval settings, please contact us.

	ormation Express Account Managemen	t Approval Settings User	Setup Report Invalid Logi	Report ACH File SEC Codes	
Anage Approval Setting	js				
nter the required approvals for the s	elected services and click "Save Changes".				
pprovals Required for Transacti	ons				
o require multiple users to approve 1	ransactions, enter a transaction amount and th	e number of approvals required when a	transaction is less than or equal 1	o, or, exceeds that transaction amount.	
	oved by a user other than the one who enters th pproval If Equal Or Greater field. The Require S				nount to be approved by a user other than the one who enters them, enter
Service Name 🛧	Request Amount	Approvals If Less or Equal	Approvals If Greater	Require Separate Entry From Approval	Separate Entry From Approval if Equal Or Greater
ACH File Upload	0	2	2	3	0
		n import Approvale for Davitive Dav Ex	antion Maintanance and Boueree	Decitive Desenant be avoid	
ter the number of approvals require	clisions d for check issue entry and import, and decisio	n import. Approvals for Positive Pay Ex	eption Maintenance and Reverse		
ervice Name ↑		n import. Approvals for Positive Pay Ex	eption Maintenance and Reverse	Approvals Required	
iter the number of approvals require		n import. Approvals for Positive Pay Ex	eption Maintenance and Reverse		
ter the number of approvals require ervice Name ↑ ull Account Recon		n import. Approvals for Positive Pay Ex	eption Maintenance and Reverse	Approvals Required	
ter the number of approvals require tervice Name ↑ ull Account Recon Positive Pay Exception Maintenance		n import. Approvals for Positive Pay Ex	eption Maintenance and Reverse	Approvals Required 1 1	
ter the number of approvals require ervice Name ↑ ull Account Recon		n import. Approvals for Positive Pay Ex	eption Maintenance and Reverse	Approvals Required	
ter the number of approvals require ervice Name ↑ ull Account Recon ositive Pay Exception Maintenance ositive Pay Issue Maintenance	d for check issue entry and import, and decisio	n import. Approvals for Positive Pay Ex	eption Maintenance and Reverse	Approvals Required 1 1	
er the number of approvals require ervice Name ↑ ull Account Recon ositive Pay Exception Maintenance ositive Pay Issue Maintenance ① Please check your approval s				Approvals Required 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

To create reports containing users' entitlements, roles and login activity, click either **User Setup Report** or **Invalid Login Report**, select your date range and user ID(s), and click **Generate Report**.

Manage Users	Account Information	Express Account Management	Approval Settings	User Setup Report	Invalid Login Re
nvalid Login R	teport Criteria				
Output To Screen (HTML)					-
Date					
O Specific Date					
Date Range					
From 01/31/2024					
To 05/31/2024					Ð
Filter					
All Users					
User Status All					*
Specific User					