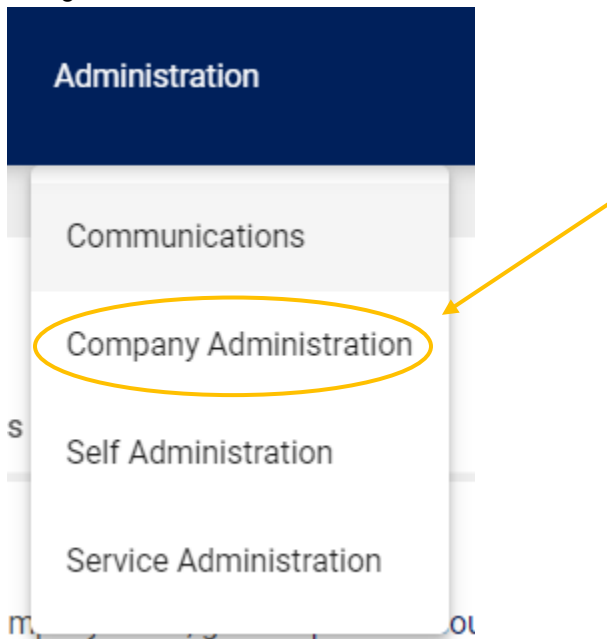


Adding Users – Business Online Banking

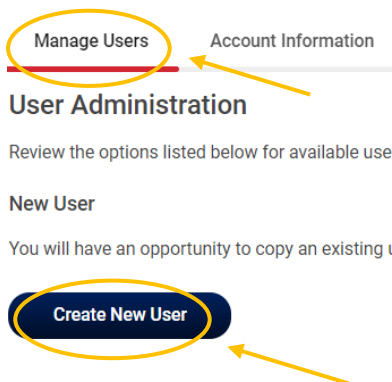


To create additional users, follow the below steps:

1. Once log in hover over “administration” and select “company administration.



2. Click on the “Create New User” button to create a new user profile.



3. Enter the new user's information. A user ID (we recommend first initial and last name), including their name, email address (required to receive their log in credentials), and cell phone number (this is only utilized to send the security code verification at their initial login, and a login from a new device).

Company Administration

[Manage Users](#) [Account Information](#) [Express Account Management](#) [Approval Settings](#) [User Setup Report](#) [Invalid Login Report](#) [ACH File SEC Codes](#)

New User

User Information

User ID

Please enter User ID

Password

Confirm Password

First Name

Last Name

Primary E-mail Address

Secondary E-mail Address (Optional)

Additional Information (Optional)

The initial password entered will be changed at the user's first log in, so we recommend something easy to remember. Cathay1, etc.

User Telephone Number

The telephone number used to contact or notify the user for security reasons. An extension is required when needed to reach the user within an office phone system.

Label	Country/Region	Area/City Code & Number	Extension
<input type="text" value="Label"/>	<input type="text" value="Country/Region"/>	<input type="text" value="Area/City Code & Number"/>	<input type="text" value="Extension"/>
<input type="text" value="Mobile"/>	<input type="text" value="UNITED STATES"/>	<input type="text" value="Area/City Code & Number"/>	<input type="text" value="Extension"/>

Enter Mobile Phone of the user for the 1st time log in verification.

- Set up the user's access permission by selecting the appropriate account access levels and transaction limits. Users can be copied based on already created users. **Please be aware copying the administrator will provide the user full access to add and remove all accounts and services.**

Roles

Copy Existing User (Optional)

Do not copy user.

Copy User: [Select User](#)

Users can be copied based on an existing user or can have customized permissions, including view only access. (See Below)

User Roles (Optional)

Allow user to setup templates.

(This entitles 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 entitles the user to transmit capabilities for only those services and accounts to which the user has been entitled.)

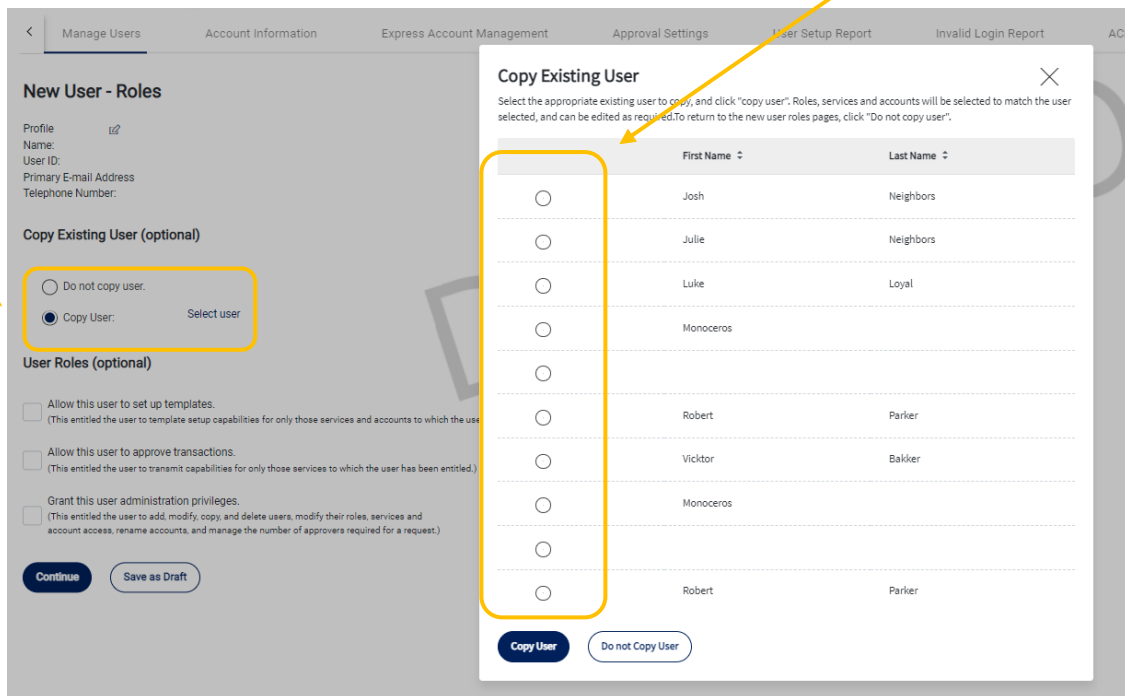
Grant this user administration privileges

(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 requests.)

[Continue](#)

[Save as Draft](#)

4a) To copy a user you will select from a list of created users already in place.



New User - Roles

Profile

Name:
User ID:
Primary E-mail Address
Telephone Number:

Copy Existing User (optional)

Do not copy user.

Copy User: [Select user](#)

User Roles (optional)

Allow this user to set up templates.
(This entitles the user to template setup capabilities for only those services and accounts to which the user has been entitled.)

Allow this user to approve transactions.
(This entitles the user to transmit capabilities for only those services to which the user has been entitled.)

Grant this user administration privileges.
(This entitles the user to add, modify, copy, and delete users, modify their roles, services and account access, rename accounts, and manage the number of approvers required for a request.)

[Continue](#) [Save as Draft](#)

Copy Existing User


Select the appropriate existing user to copy, and click "copy user". Roles, services and accounts will be selected to match the user selected, and can be edited as required. To return to the new user roles pages, click "Do not copy user".

	First Name	Last Name
<input type="radio"/>	Josh	Neighbors
<input type="radio"/>	Julie	Neighbors
<input type="radio"/>	Luke	Loyal
<input type="radio"/>	Monoceros	
<input type="radio"/>	Robert	Parker
<input type="radio"/>	Vicktor	Bakker
<input type="radio"/>	Monoceros	
<input type="radio"/>		
<input type="radio"/>	Robert	Parker

[Copy User](#) [Do not Copy User](#)

Manage Users Account Information Express Account Management Approval Settings User Setup Report Invalid Login Report ACH

New User - Roles

Profile 

Name:
User ID:
Primary E-mail Address
Telephone Number:

Copy Existing User (optional)

Do not copy user.

Copy User: Select user

User Roles (optional)

Allow this user to set up templates.
(This entitles the user to template setup capabilities for only those services and accounts to which the user has been entitled.)

Allow this user to approve transactions.
(This entitles the user to transmit capabilities for only those services to which the user has been entitled.)

Grant this user administration privileges.
(This entitles the user to add, modify, copy, and delete users, modify their roles, services and account access, rename accounts, and manage the number of approvers required for a request.)

Continue **Save as Draft**

Copy Existing User ✕

Select the appropriate existing user to copy, and click "copy user". Roles, services and accounts will be selected to match the user selected, and can be edited as required. To return to the new user roles pages, click "Do not copy user".


	First Name	Last Name
<input type="radio"/>	Josh	Neighbors
<input type="radio"/>	Julie	Neighbors
<input type="radio"/>	Luke	Loyal
<input type="radio"/>	Monoceros	
<input type="radio"/>		
<input type="radio"/>	Robert	Parker
<input type="radio"/>	Vicktor	Bakker
<input type="radio"/>	Monoceros	
<input type="radio"/>		
<input type="radio"/>	Robert	Parker

Copy User **Do not Copy User**

Once the user has been selected you will click on "Copy User"

Roles

Copy Existing User (Optional)

- Do not copy user.
- Copy User: Earvin Garcia 

User Roles (Optional)

- Allow user to setup templates.
(This entitles 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 entitles 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 requests.)

Continue **Save as Draft**

Once you have selected "Copy User" you will select "Continue" button.

4b) Once you have clicked “Continue” you will see the Services & Accounts that were copied from the user created.

DEMO

Profile ⓘ

Name: _____

User ID: _____

Primary E-mail Address: _____

Telephone Number: _____

Roles ⓘ

Enabled Roles: _____

Administration
Setup
Approval

Services and Accounts (Optional)

To enable a service and assign accounts, click the appropriate link. To disable all accounts and services, click "Clear All".

Service	Status	ⓘ	✕
Account Management	Service enabled, accounts not applicable.	ⓘ	✕
ACH File Upload	Service enabled, accounts not applicable.		✕
ACH Positive Pay	Service enabled, accounts entitled.	ⓘ	✕
ACH Reporting	Service enabled, accounts not applicable.		✕
Bill Pay	Service enabled, accounts entitled.	ⓘ	✕
OCD Collection	Service enabled, accounts entitled.	ⓘ	✕
OCD Payment	Service enabled, accounts entitled.	ⓘ	✕
Deposit Account Reporting	Service enabled, accounts not applicable.		✕
Federal Tax	Service enabled, accounts entitled.	ⓘ	✕
Incoming Wires	Service enabled, accounts not applicable.		✕
Internal Transfer	Service enabled, accounts entitled.	ⓘ	✕
Multiple Account Transfer	Service enabled, accounts entitled.	ⓘ	✕
Partial Account Recon	Service enabled, accounts entitled.	ⓘ	✕
Positive Pay	Service enabled, accounts entitled.	ⓘ	✕
PPD Collection	Service enabled, accounts entitled.	ⓘ	✕
PPD Payment	Service enabled, accounts entitled.	ⓘ	✕
Remote Deposit Check Capture	Service enabled, accounts entitled.	ⓘ	✕
State Tax	Service enabled, accounts entitled.	ⓘ	✕
Statements and Documents	Service enabled, accounts not applicable.	ⓘ	✕
Stop Payment	Service enabled, accounts entitled.	ⓘ	✕
Wire Domestic One Time	Service enabled.	ⓘ	✕
Wire USD Intl One Time	Service enabled, accounts not applicable.	ⓘ	✕

Continue
Save as Draft


You will select “Continue” button once again.

4c) Once you have reviewed and confirmed the user’s information and access permissions, click on the “Create User” button to create the new user profile.


Company Administration

Manage Users | Account Information | Express Account Management | Approval Settings | User Setup Report | Invalid Login Report | ACH File SEC Codes


New User

Profile 


Name: test user
 User ID: TEST1
 Primary E-mail Address:
 Secondary E-mail Address:
 Telephone Number:

Roles 

Enabled Roles: Administration
 Setup
 Approval

Services & Accounts 

Enabled Services: 33 of 36 available

Limits 

Limits Completed: ACH
 Bill Pay
 Wire


Create User | Save as Draft

Last step will be selecting “Create User.”

5a) Creating a new user profile for “**View Only Permissions**” follow steps 1-3 then you will do the following:

Roles

Copy Existing User (Optional)

Do not copy user.  Select “Do not copy user”

Copy User: [Select User](#)

User Roles (Optional)

Allow user to setup templates.
(This entitles 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 entitles 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 requests.)

Continue | Save as Draft

Once you have selected “Do not copy user” you will select “Continue” button.

5b) Once you have clicked “Continue” you will click on “Information Reporting” and select the accounts you would like the user to view.

Company Administration

Manage Users | Account Information | Express Account Management | Approval Settings | User Setup Report | Invalid Login Report | ACH File SEC Codes

New User

Profile

Name: test user
User ID: TEST1
Primary E-mail Address:
Secondary E-mail Address:
Telephone Number:

Roles

Enabled Roles: None assigned

Services & Accounts (Optional)

To enable a service and assign accounts, click the appropriate link. To disable all services and accounts, click "Clear All".

0 of 36 services enabled Clear All

Service	
ACH File Upload	
ACH Positive Pay	
ACH Reporting	
Autobooks	
Bill Pay	

Information Reporting Service enabled.

Description	Account Number	TRC	Entitled Account
ADVANCED BUSINESS CHECKING		122203950	<input type="checkbox"/>
Business CD		122203950	<input type="checkbox"/>
BUSINESS CHECKING		122203950	<input type="checkbox"/>
BUSINESS CHECKING		122203950	<input type="checkbox"/>
Business Checking		122203950	<input type="checkbox"/>
BUSINESS CHECKING		122203950	<input type="checkbox"/>
Company A - CHECKING Ops		122203950	<input type="checkbox"/>
Non Profit CD		122203950	<input type="checkbox"/>
Public Funds CD		122203950	<input type="checkbox"/>
Small Operations Cash		122203950	<input type="checkbox"/>
TEST BUSINESS CHECKING		122203950	<input type="checkbox"/>
The Payroll Account		122203950	<input type="checkbox"/>
UX Test Account Name Change		122203950	<input type="checkbox"/>

<input checked="" type="checkbox"/> PPD Payment	Service enabled, accounts entitled.		
<input checked="" type="checkbox"/> State Tax	Service enabled, accounts entitled.		
<input checked="" type="checkbox"/> Statements and Documents	Service enabled, accounts entitled.		
<input checked="" type="checkbox"/> Stop Payment	Service enabled, accounts entitled.		
<input checked="" type="checkbox"/> Wire Domestic One Time	Service enabled, accounts entitled.		
<input checked="" type="checkbox"/> Wire Domestic Template Based	Service enabled, accounts entitled.		
<input checked="" type="checkbox"/> Wire File Upload	Service enabled, accounts entitled.		
<input checked="" type="checkbox"/> Wire USD Intl One Time	Service enabled, accounts entitled.		
<input checked="" type="checkbox"/> Wire USD Intl Template Based	Service enabled, accounts entitled.		


You will select the accounts you would like the user to be entitled too.

Continue | Save as Draft


You will select “Continue” button once again.

5c) You will see here the services and accounts that were selected to be view only by the new user.


New User

Profile 

Name: test user
User ID: TEST1
Primary E-mail Address:
Secondary E-mail Address:
Telephone Number:

Roles 

Enabled Roles: None assigned

Services & Accounts 

Enabled Services: 1 of 36 available

Limits

None of the enabled services include user limits.


Continue **Save as Draft**

You will see the Enabled Services 1 of 36 as only accounts were selected to view.


You will select "Continue" button once again.

5d) Once you have reviewed and confirmed the user's information and access permissions, click on the "Create User" button to create the new user profile.


New User

Profile 


Name: test user
User ID: TEST1
Primary E-mail Address:
Secondary E-mail Address:
Telephone Number:

Roles 

Enabled Roles: None assigned

Services & Accounts 

Enabled Services: 1 of 36 available

Limits 

Limits Completed: None of the enabled services include user limits.

Create User **Save as Draft**

Last step will be selecting "Create User."

Once you have completed these steps, you can provide the user with their Company ID, User ID, and Password. They will have to change their password at their first login. They will be able to access the accounts and perform transactions based on the access permission that you have set up for them.

- **For customized permissions please reach out to your service team or call the support line at (800) 922-8429, Press 1.**