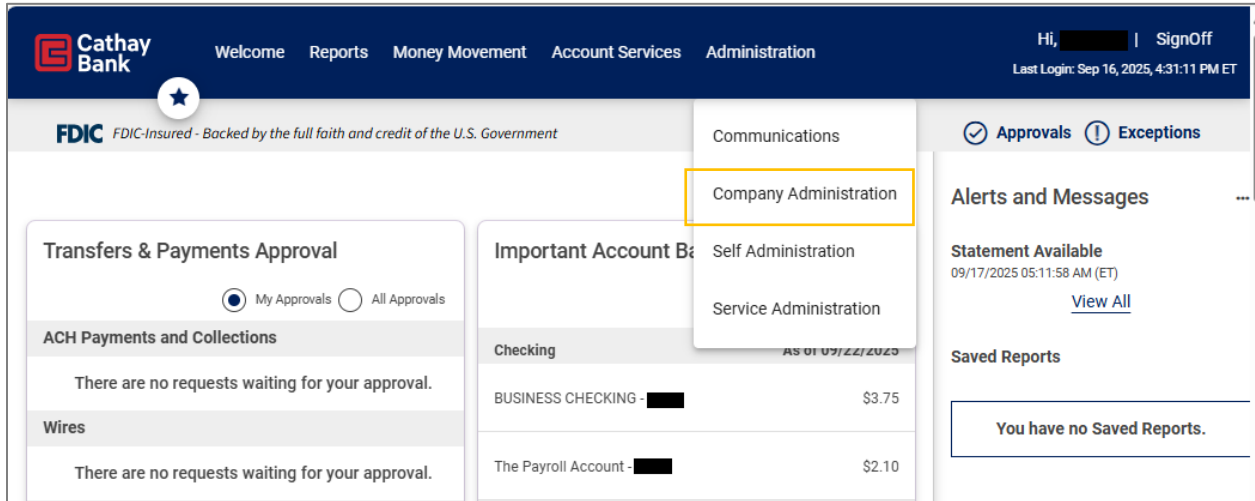


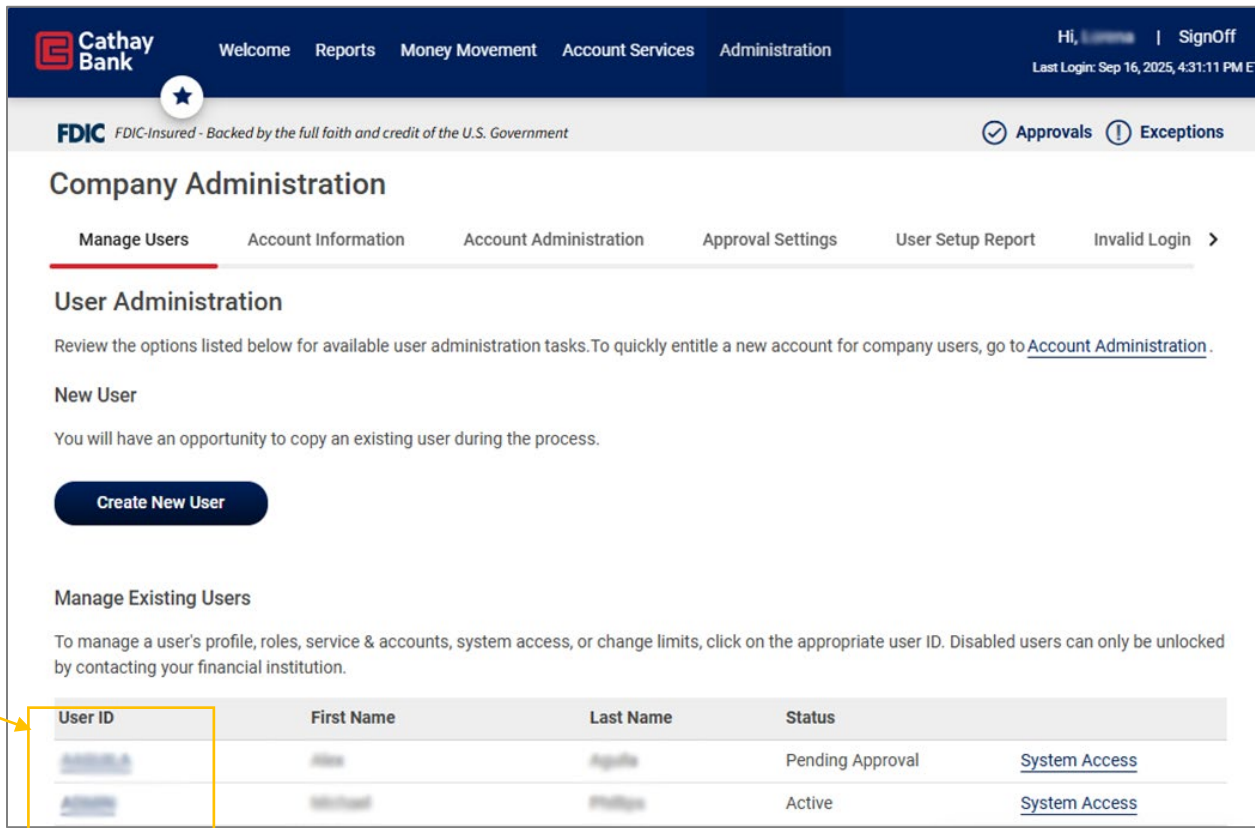
## Adding ACH Uploads to Users

**Step 1:** Hover over “Administration” and click on “Company Administration”



The screenshot shows the Cathay Bank portal navigation bar with 'Administration' selected. A dropdown menu is open, highlighting 'Company Administration'. Other options in the menu include 'Communications', 'Self Administration', and 'Service Administration'. The main content area shows 'Transfers & Payments Approval' and 'Important Account Balances'.

**Step 2:** Click on User to be edited under “User ID”





The screenshot shows the 'Company Administration' page. The 'Manage Users' tab is active. Below the 'User Administration' heading, there is a 'New User' section with a 'Create New User' button. The 'Manage Existing Users' section contains a table of users. The 'User ID' column in the table is highlighted with a yellow box and an arrow.



User ID	First Name	Last Name	Status	
123456	Alice	Apple	Pending Approval	<a href="#">System Access</a>
789012	Michael	Phillips	Active	<a href="#">System Access</a>

**Step 3: Click on the “Notepad” Icon for Edit**

Name: Business Mobile Test Do NOT Delete  
 User ID: BUSMOBTEST  
 User Status: Active  
 Token Device Fulfillment Date: N/A  
 Token Device Serial Number:

**Contact Information**  



Primary E-mail Address: [business.mobile.test@cathay.com](mailto:business.mobile.test@cathay.com)  
 Secondary E-mail Address: No secondary e-mail address on file  
 Telephone Number: Mobile: +1 212 260 2606  
 Mobile2: +1 212 260 2606

**Roles**  

**Roles**

Setup

Approval

**Services & Accounts**  

**Service**

ACH File Upload	Service enabled, accounts not applicable.
ACH Positive Pay	Service enabled, accounts entitled.
CCD Collection	Service enabled, accounts entitled.
CCD Payment	Service enabled, accounts entitled.

**Step 4: Click on the “+” symbol under ACH File Upload and then “Save changes”**

**Company Administration**

[Manage Users](#) [Account Information](#) [Account Administration](#) [Approval Settings](#) [User Setup Report](#) [Invalid Login](#) >

**Edit Services & Accounts**

Edit services and accounts by clicking the appropriate links below.

[Return to User Profile](#)




User: BUSMOBTEST (Business Mobile Test Do NOT Delete)

**Services & Accounts**

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

A green dot (●) indicates that you have added or changed a service. The red (x) indicates that you have removed a service. To submit changes click "Save Changes" at the bottom of the screen.

32 of 42 services enabled [Clear All](#)

Service		
✓ ACH File Upload	Service enabled, accounts not applicable.	
✓ ACH Positive Pay	Service enabled, accounts entitled.	 
ACH Reporting		