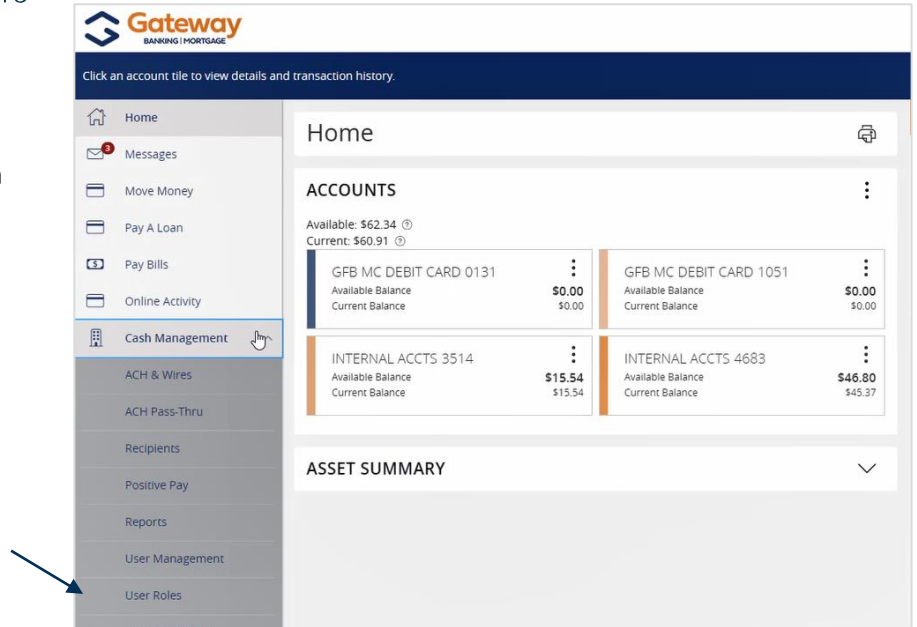


**NOTE:** User Roles are created to control feature entitlements and dollar limits for one or more company users.

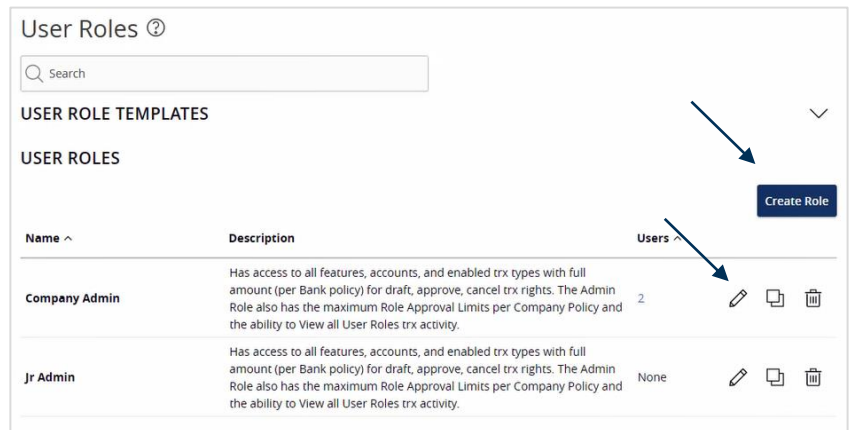
1. Select the 'Cash Management' menu, then select 'User Roles'.



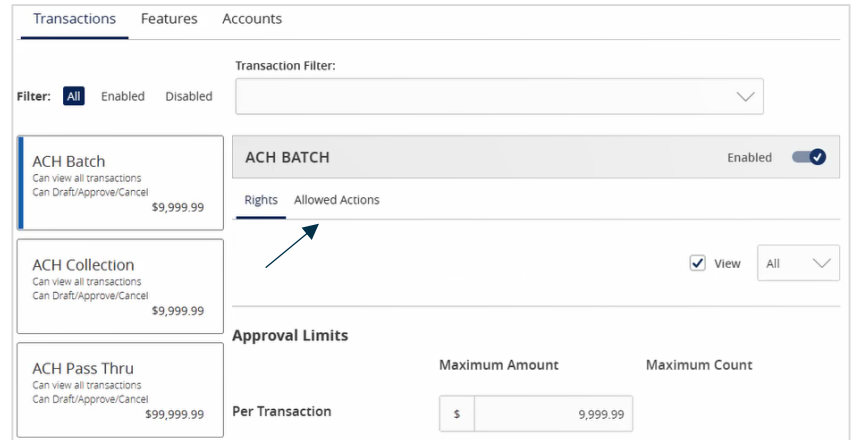
2. Click on 'Create Role' to create a new user role.

**NOTE:** Three actions can be performed on an existing User Role.

- a) Select the pencil icon to edit the user role.
- b) Select the double paper icon to copy the user role.
- c) Select the trash bin to delete the user role.



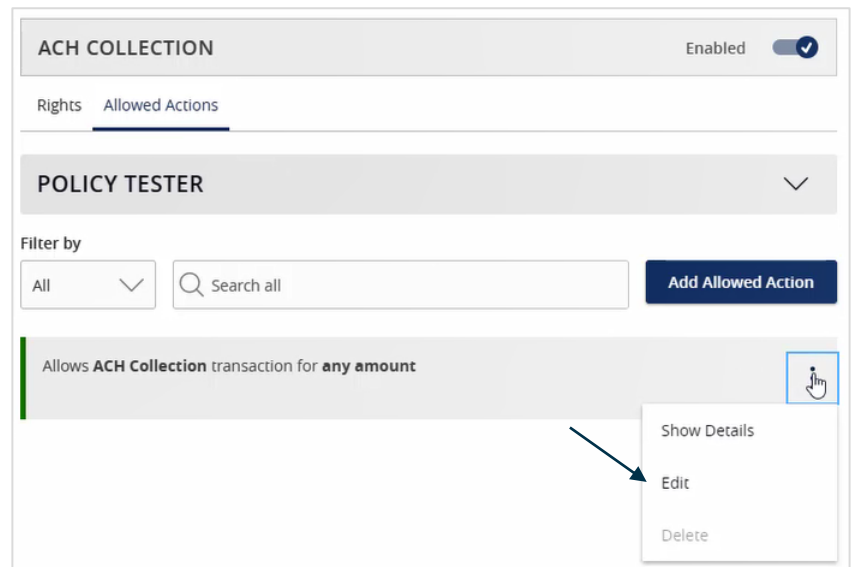
3. Select a transaction type that you would like to set parameters around by clicking on the transaction name.
4. Now select 'Allowed Actions'.



## Allowed Actions

**NOTE:** One or multiple levels may be set up to establish general or specific user limitations.

5. To specify the allowed operation(s) for the selected transaction type, click the vertical dot icon and select 'Edit'.



## Operations

6. 'Draft' allows a user to initiate a transaction.

'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.

'Approve' allows a user to authorize a transaction.

'Cancel' allows a user to cancel a drafted or authorized transaction.

Edit Allowed Action

Operations

☒ Draft
 ☐ Draft Restricted
 ☒ Approve
 ☒ Cancel

## Amount

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

Amount

☐ Any allowable amount
 ☒ Specific Amount

Draft Amount

\$

0

## Subsidiaries

8. Select the 'Any allowed subsidiaries' option or choose 'Select specific subsidiaries' to view the the subsidiary or subsidiaries allowed for this transaction type. This step applies only to organizations with more than one Tax ID number.

Subsidiaries

☒ Any allowed subsidiaries (2)
 [Select specific subsidiaries](#)

## Accounts

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

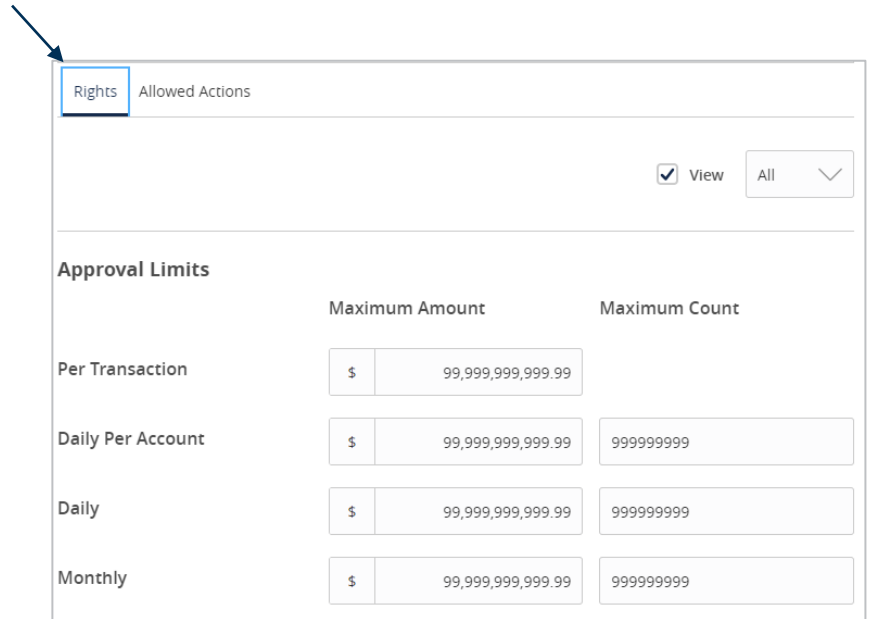
Accounts

☒ Any allowed account (0)
 [Select specific account\(s\)](#)

10. Select 'Submit'.

## Rights

- On the Rights tab, select the appropriate right for the user role's ability to view transactions in the 'Activity Center'.



**Rights** Allowed Actions

☒ View All

**Approval Limits**

	Maximum Amount	Maximum Count
Per Transaction	\$ 99,999,999,999.99	
Daily Per Account	\$ 99,999,999,999.99	999999999
Daily	\$ 99,999,999,999.99	999999999
Monthly	\$ 99,999,999,999.99	999999999

- On the Rights tab, select the appropriate right for the user role's ability to view transactions in the 'Activity Center'.

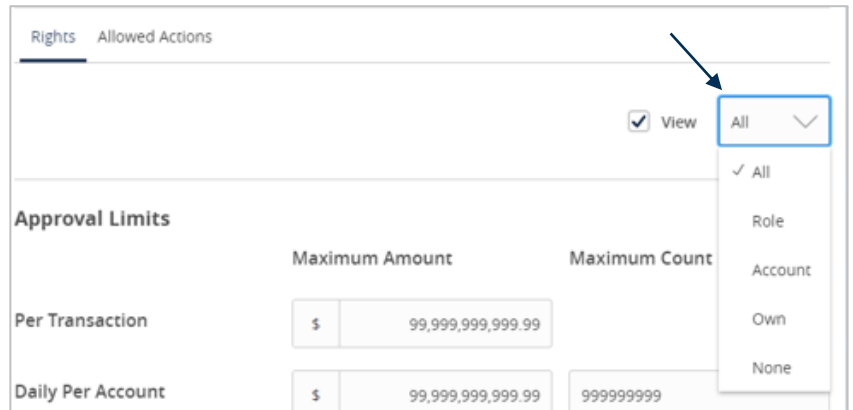
**All:** View transactions initiated by any user within the company

**Role:** View transactions initiated by users with the same role

**Account:** View online activity of accounts the user has access to

**Own:** View only your own transactions

**None:** Cannot view transactions



**Rights** Allowed Actions

☒ View All

**Approval Limits**

	Maximum Amount	Maximum Count
Per Transaction	\$ 99,999,999,999.99	
Daily Per Account	\$ 99,999,999,999.99	999999999

## Approval Limits

13. Select the 'Approval Limits' tab to view and modify the dollar and count limits assigned by Boston Private.
14. Repeat the previous steps for each transaction type.

Approval Limits		
	Maximum Amount	Maximum Count
Per Transaction	\$ 99,999,999,999.99	
Daily Per Account	\$ 99,999,999,999.99	999999999
Daily	\$ 99,999,999,999.99	999999999
Monthly	\$ 99,999,999,999.99	999999999

## Features

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

Transactions **Features** Accounts

FEATURES ⓘ

Search

RIGHTS

☒ Access Incoming/Outgoing Wire Alerts ☒ Access to all payment templates

☒ Can view all recipients ☒ Enable ACH Reversal

☒ Enable Centrix Positive Pay ☒ Manage Recipients

☒ Manage Users ☒ Recipient upload from batch

☒ Wire upload from batch (requires Multi-Wire)

CUSTOM FEATURES

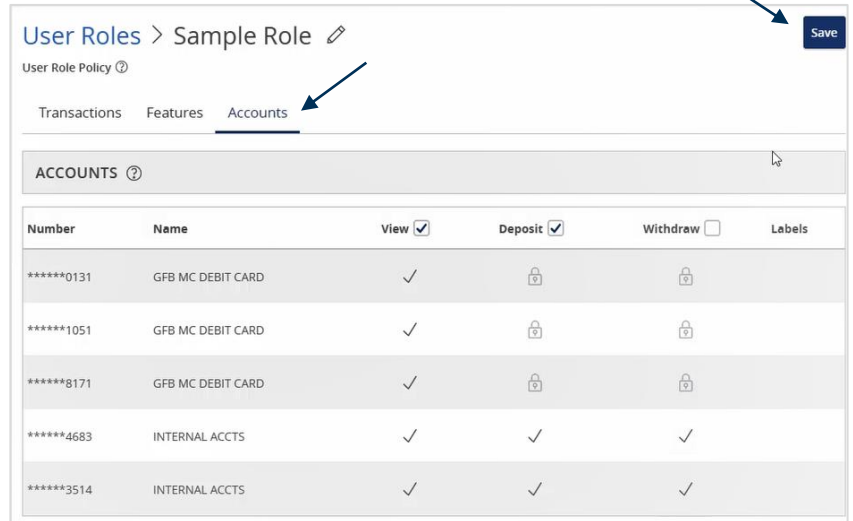
☒ Contact Info - Business Groups Only ☒ Loan Payments TCT


☒ Watch ☒ eStatement Preferences


## Accounts

16. 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'.


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



User Roles > Sample Role 

User Role Policy 

Transactions Features **Accounts**

ACCOUNTS 

Number	Name	View <input checked="" type="checkbox"/>	Deposit <input checked="" type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
*****0131	GFB MC DEBIT CARD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*****1051	GFB MC DEBIT CARD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*****8171	GFB MC DEBIT CARD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*****4683	INTERNAL ACCTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
*****3514	INTERNAL ACCTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	