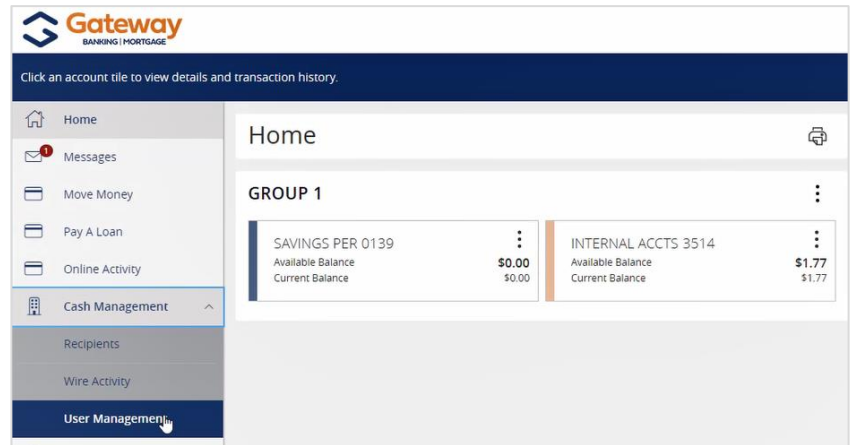
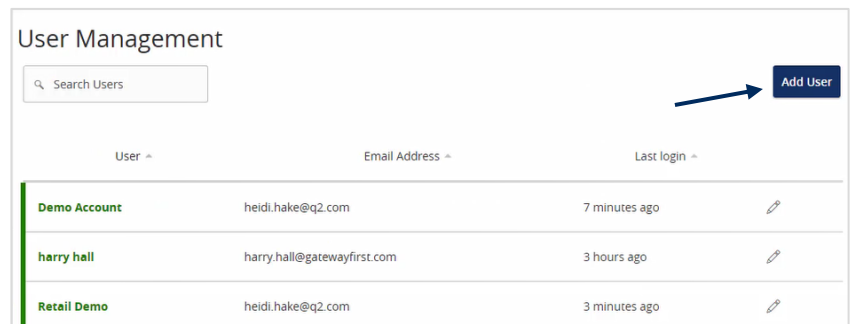


Creating New Users

1. Select the 'Cash Management' menu and then select 'User Management'

2. Click the 'Add User' button on the right side of the screen.

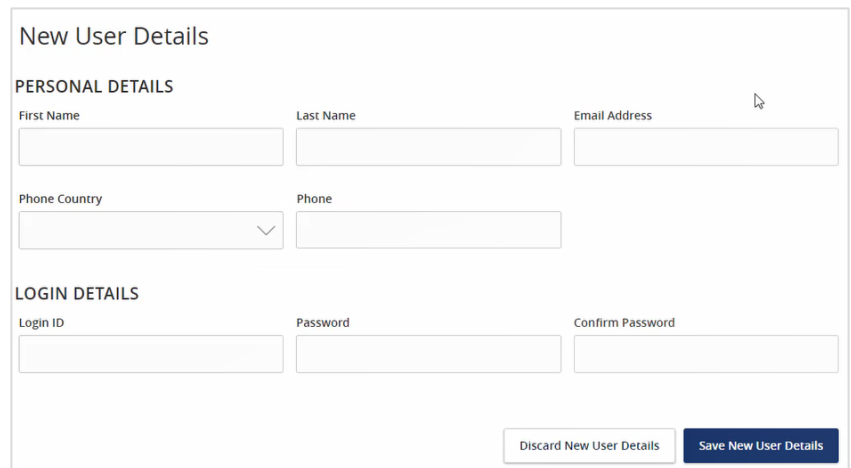
3. Enter the required fields for the new user.

NOTE: If the chosen user ID is already in use it will not allow you to save.

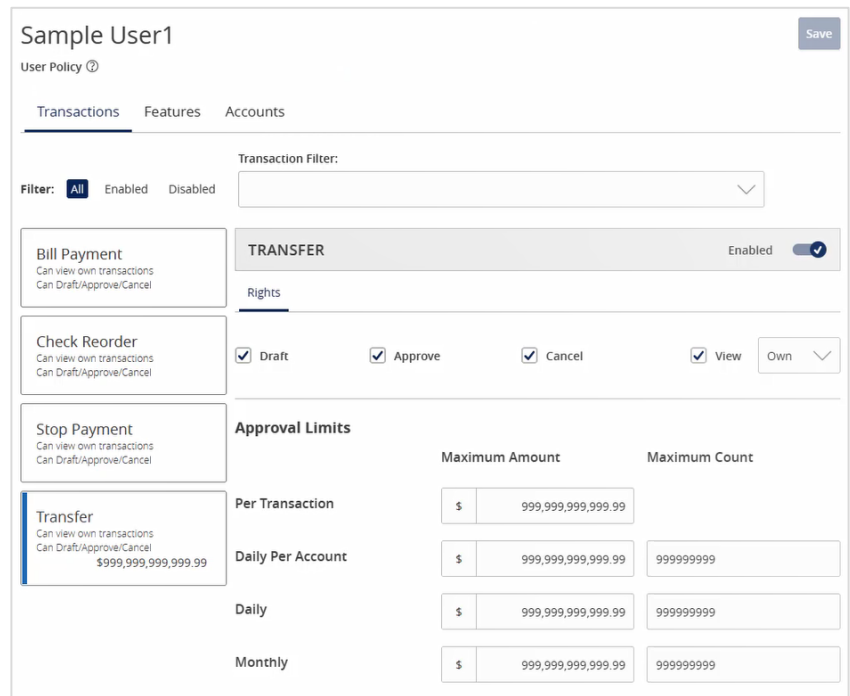
NOTE: User will be disabled and cannot login until the bank confirms the New User's permissions with the company administrator.

NOTE: Password assignment is temporary. User must login and change password within 72 hours before the password expires.

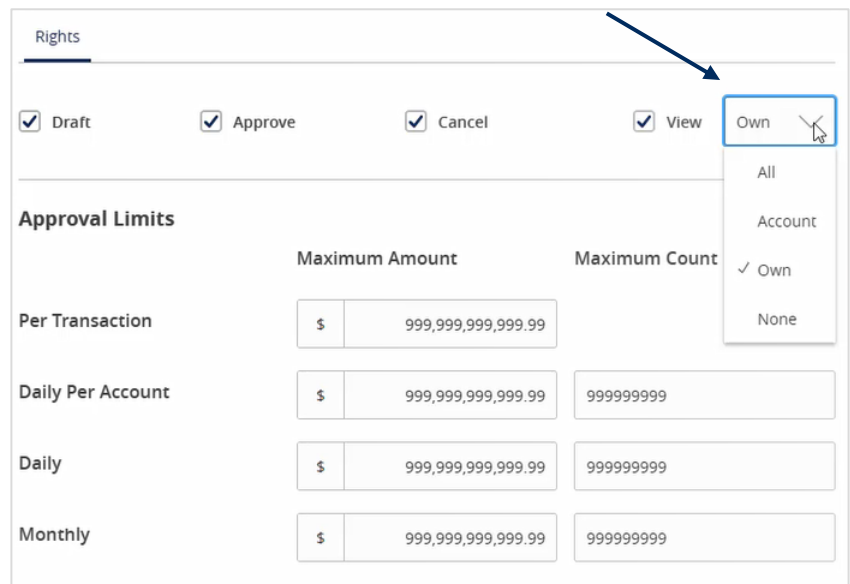
4. Click the 'Save New User Details' button on the bottom right-hand corner of the screen.



5. Click on each Transaction Type to configure the user's entitlements and limits.



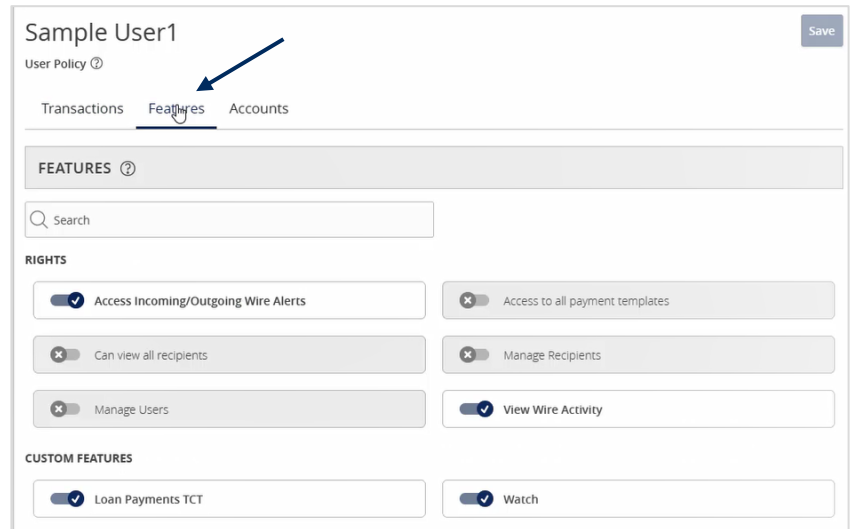
6. Click on the drop-down menu to adjust the view rights.
 - a. All: Can view transactions initiated by any user within the company.
 - b. Account: Can view transactions initiated within accounts the user is entitled to within digital banking
 - c. Own: Can only view the user's own transactions.
 - d. None: Cannot view any transactions.



7. In the 'Approval Limits' section, enter the user's transaction dollar and count limits.

NOTE: Repeat steps 5- 8 for each transaction type.

8. Click on the 'Features' tab.
9. On the 'Features' tab, select the appropriate non-transactional features.



Sample User1

User Policy ?

Transactions Features Accounts

FEATURES ?

Search

RIGHTS

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

☐ Can view all recipients ☐ Manage Recipients

☐ Manage Users ☒ View Wire Activity

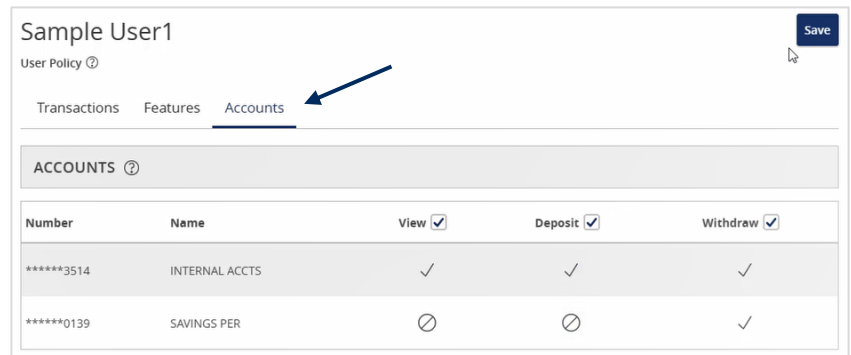
CUSTOM FEATURES

☒ Loan Payments TCT ☒ Watch

Save

10. On the 'Accounts' tab, designate the user's account rights.
 - a) Circle with slash: Access is disabled but can be enabled.
 - b) Checkmark: Access is enabled.

11. Click the 'Save' button in the top right corner of the screen.



Sample User1

User Policy ?

Transactions Features Accounts

ACCOUNTS ?

Number	Name	View <input checked="" type="checkbox"/>	Deposit <input checked="" type="checkbox"/>	Withdraw <input checked="" type="checkbox"/>
*****3514	INTERNAL ACCTS	✓	✓	✓
*****0139	SAVINGS PER	⊘	⊘	✓

Save