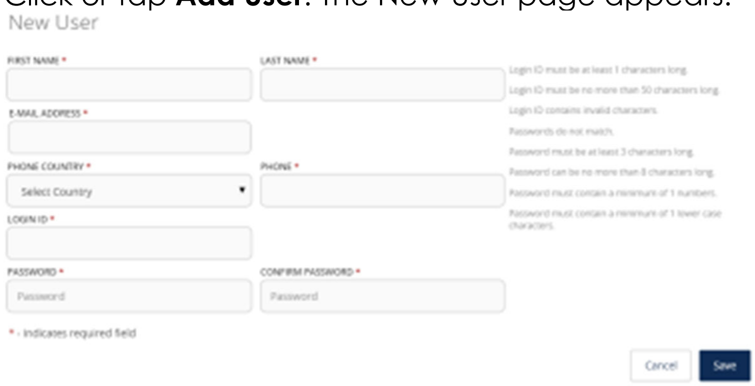
FAIRWINDS

Creating an Authorized User

A user who has the Manage Users feature assigned can create other users on the User Management page.

To add a user

1. In the navigation menu, click or tap **Manage Users** > **Add/Edit Users**. The User Management page appears.
2. Click or tap **Add User**. The New User page appears.



3. Complete the following:

    1. In the **First Name** and **Last Name** fields, enter names.
    2. In the **E-Mail Address** field, enter a valid email address.
    3. In the **Phone Country** drop-down list, select the country.
    4. In the **Phone** field, enter a valid phone number.
    5. In the **Login ID** field, enter a login name.
    6. In the **Password** field, enter a default password, and re-enter it in the **Confirm Password** field.
    7. Click or tap **Save**. The Save User page appears.
4. Click or tap **Close**.
5. Click or tap a **Transaction Type**.
6. Do the following:
    1. Click or tap **Enable** to enable the Transaction Type.
    2. Click or tap the icons for **Draft**, **Approve**, **Cancel**, and **View Online Activity** to assign rights to the user.
7. (Optional) If the type is a financial transaction and the user can approve the type, click or tap the **Approval Limits** tab. Click or tap a limit, then enter the limit.
8. (Optional) Click or tap **Overview** and repeat steps 7-10 to assign additional Transaction Types to the user role.

9. Click or tap Features to enable business online banking rights

Note: Enabling **Card Management** will give the user rights to all features within card management, including but not limited to card activation, lock/unlock card, adjust spending limit, order replacement card, submit travel notification, and submit a balance transfer.

10. Click or tap Accounts to assigned account rights.

11. For each account, click or tap the icon in each of the following columns to configure access:
    - **View**
    - **Deposit**
    - **Withdraw**
12. Click or tap **Save**.
13. On the success message, click or tap **OK**.

Note: Some features require Account Rights in addition to the feature. **Mobile Capture** requires view and deposit rights, and **Bill Pay** requires view and withdrawal rights. **Statemen**t rights will display the monthly statement that includes all accounts and loans for the business.