

ADMINISTRATION QUICK START GUIDE

This Administration Quick Start Guide will help the Administrator of multiple authorized users to set up and entitle their privileges.



ADMINISTRATION BASICS

- **Primary User:** One Administrator is designated as the Primary User. Primary User will be automatically entitled to new accounts and services as they are added.
- **Administrator:** Can create, change, delete, and copy another User's profile to create new Users. Administrators can entitle themselves and others to accounts and services.
- **User:** Their access is entitled by Primary User or Administrator.

User Roles (optional): When Users are set up they can be set up for the following Roles:

- Allow this user to setup 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 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.)
 - Administrators must entitle Users to the Role, Services, and Accounts they will have access to.
 - Limits and additional approval requirements can be established for the:
 - **Company** (See *Manage Approval Settings* below) and
 - **User** (See *LIMITS* section below).

Create New User

Steps: Profile>Roles>Services & Accounts>Limits>Verification

1. Rollover **Administration** tab, under **Company Administration**, click **Manage Users**
2. Click **Create new user**
3. Enter User Information:
 - User ID (*Maximum 26 alphanumeric characters*)
 - Password (*Temporary Password- User will be prompted to change at initial login.*)
 - Confirm Password
 - Confirm UserName
 - Primary e-mail address
 - Secondary e-mail address and Additional information are optional
 - User Telephone Number (*Please input at least 2 phone numbers for each User, mobile and direct line. These are the phone numbers that will be presented to the User during initial log-in and to approve transactions with Out of Band Authentication.*)
4. Click **Continue**
5. Select the appropriate boxes for Copy Existing User (*optional*) and User Roles.
6. Click **Continue**

ADMINISTRATION QUICK START GUIDE



7. For each service the User will be entitled to, click **Add**; entitle appropriate accounts.
8. Click **Continue**
9. If the User will be entitled to Bill Pay, ACH, Wire, or, enter Limits for each service, click **Continue**
NOTE: See LIMITS section below for more information about User Limits
10. Verification page is displayed, click **Create User**
11. Confirmation page is displayed

Edit User

Edit roles, Services, and Accounts; and change contact information.

1. Rollover **Administration** tab, under **Company Administration**, click **Manage Users**
2. Click on the User ID that is to be edited and User Profile is displayed
3. Click **Edit User Information, Edit Contact Information, Edit Roles, Edit Services & Accounts***, or **Edit Limits** link
NOTE: See LIMITS section below for more information about User Limit
4. Enter information; click **Save Changes** and confirmation page will be displayed

Express Account Management

1. Rollover **Administration** tab, under **Company Administration**, click **Express Account Management**
2. Select a **User** and **Account** that will be entitled to the new service
3. Click **Go**
4. Select the Services, Entitle Account and Allow Transmit as appropriate
5. Click **Save Changes**

Unlock or Reset User Password

1. Rollover **Administration** tab, under **Company Administration**, click **Manage users**
2. Click **System access** for the User ID
3. To unlock User, uncheck box beside User Locked
4. To assign User a temporary password, enter new password in Password field and again in Confirm password field
5. Click **Save Changes**

ADMINISTRATION QUICK START GUIDE



Company Level Administration Functions

Manage Approval Settings

1. Rollover **Administration** tab, under **Company Administration**, click **Approval Setting** *Note: If multiple Approvals are required, you must entitle the User's role to approve transactions.*
2. For each Transaction type, enter dollar amount, number of required approvals to initiate a transaction Less than or Greater than amount, and indicate if separate Users are required to approve a transaction.
3. Click **Save changes**

Account Information- Add account nicknames

NOTE: Only Administrators have this functionality. Account Descriptions will display to all Users.

1. Rollover **Administration** tab, under **Company Administration**, click **Account Information**
2. Click Account and enter **Description**
3. Click **Save changes**

LIMITS

- If User has been entitled to ACH, Wire, or Bill Pay Services, limits can be established for each Service.
- If no limits are entered, User's limits will default to Company's limits.
- Note: Each day means 12:00 a.m. to 11:59 p.m. ET.

Limit	Description
Daily limit	The maximum cumulative amount of all transactions per day.
Daily Service Limit	The maximum cumulative amount of each transaction type per day.
Daily Account Limit	The maximum cumulative amount of all transactions per account, per day.
Individual Transaction Limit	The maximum transaction amount per account.
User transaction approval limit	The maximum amount a user can approve for a bill payment transaction.

ADMINISTRATION QUICK START GUIDE



Dependent Services

Dependent services are services that must be enabled together. For example, when enabling the Deposit reporting service for a company user the Information Reporting service must also be enabled.

If Enabled	Also Enable
Account Reports, Deposit Reporting, or Deposit Account Reporting	Information Reporting
Loan Advance and/or Loan Payment	Loan
Incoming Wire Report	Account Reports or Deposit Reporting or Deposit Accounting Reporting