

# 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
  - First Name
  - Last Name
  - 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**

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7. For each service the User will be entitled to, click **Add**; entitle appropriate accounts; then click **Save Changes**
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 **Submit**
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

\*Under **Edit Services & Accounts**, do one or more of following:

- Click the **Add** link beside each service to enable and select the accounts to entitle; click **Save Changes** for each
- To remove a service that does not have entitled accounts, click the **Remove** link beside it
- To remove a service and entitled accounts, click the **Change** link beside the service and then click the **Remove** link; click **Save changes**
- To remove account entitlements for a service, click the **Change** link beside the service; select the accounts to remove, and then click **Save changes**

## **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

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5. Click **Save Changes**

## **Company Level Administration Functions**

### **Manage Approval Settings**

1. Rollover **Administration** tab, under Company Administration, click **Manage 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 **Manage 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.

<b>Limit</b>	<b>Description</b>
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.

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## 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

## SAMPLE ENTITLEMENTS

- User can view account information and eStatements:  
 Role: **Setup**  
 Services:  
 - Entitle User for **Deposit Account Reporting** and **Information Reporting** - check box(es) for “Account to View” as appropriate  
 - For eStatements, input their User ID in the box above the account, and then check the box(es) for the appropriate accounts

### Transaction Initiation Roles:

- User can input (enter) Transactions  
 Role: **Setup**  
 Services:  
 - For Internal Transfer - check box for “Entitle Account” as appropriate
- User can Input and Transmit transactions (no other User is required to approve a transaction)  
 Role: **Setup** and **Approval**  
 Services:  
 - For Internal Transfer - check boxes for “Entitle Account” and “Allow Transmit”

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- User is an Approver Only  
Role: **Approval**  
Services:
  - For Internal Transfer - check box for "Allow Transmit"

For additional instructions and help, click "*How do I...*" or "*Terms*" at the bottom left of the screen or click "FAQs" for frequently asked questions. Please call TreasurySolutions at 1.866.833.0050 for assistance.