



**Business e-Banking User Entitlements
Admin Guide**

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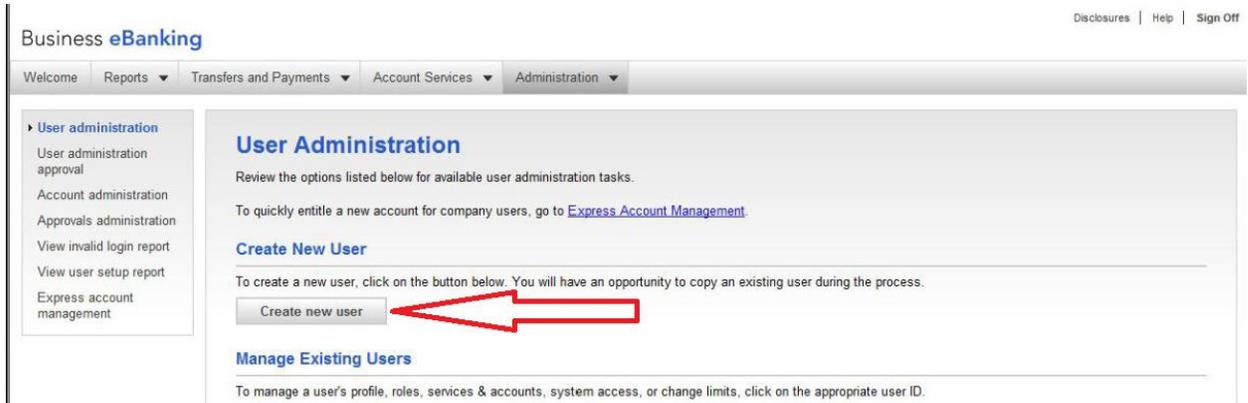
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Business e-Banking

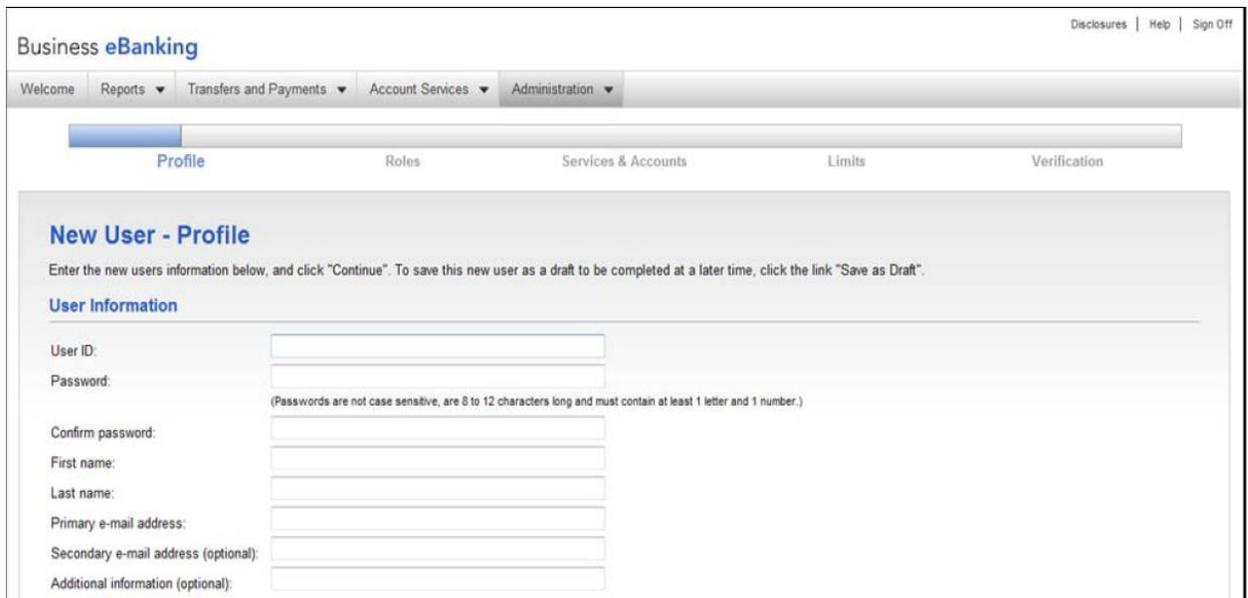
Adding Users and Services

To add new Business eBanking users and the services they will use, complete the following:

1. In the Administration tab, click Manage Users in the Company Administration section. The User Administration page will appear on screen:



2. Click the Create new user button. The New User – Profile page will appear:



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- Complete the field as required.

Fields	Description
User ID	Enter the ID that the user will use to sign on Business eBanking
Password	Enter a starter password that follow the on screen instruction. (Passwords are not case sensitive, are 8 to 12 characters long and must contain at least 1 letter and 1 number).
Confirm Password	Enter the same starter password again.
First Name	Enter the new user's first name.
Last Name	Enter the new user's last name
Primary e-mail	Enter the email address of the new user.
User Telephone Number	Enter the DIRECT telephone number of the new user. If no direct telephone number available, please contact Cash Management Services.

- Click Continue. The New User – Roles page will appear on screen:

Business eBanking Disclosures | Help | :

Welcome | Reports | Transfers and Payments | Account Services | Administration

Profile | **Roles** | Services & Accounts | Limits | Verification

New User - Roles

Select roles for this new user, and click "Continue." To save this new user as a draft to be completed at a later time, click the link "Save as Draft."

New user: Tom Banker (TBANKER) [Edit](#)

Copy Existing User (optional)

To save time in creating a new user, copy roles, services, and accounts from an existing user. Select the appropriate option and link below. Roles, services, and accounts will be selected to match the copied user, and can be edited as required.

Do not copy user.

Copy user: [Select user](#)

User Roles (optional)

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.)

[Save as Draft](#)

How Do I... | Terms | FAQs

- Optional – Check the boxes under the User Roles column that you want to assign to the new user.
- Click Continue.
- The New User – Services & Accounts page will appear on screen.
- Select the services you want to enable and accounts you want to entitle to the user.

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The screenshot shows the 'Business eBanking' interface. At the top right, there are links for 'Disclosures', 'Help', and 'Sign Off'. Below the header is a navigation bar with 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. A secondary navigation bar contains 'Profile', 'Roles', 'Services & Accounts' (which is highlighted), 'Limits', and 'Verification'. The main content area is titled 'New User - Services & Accounts'. It includes instructions: 'Select services and accounts for this new user and click "Continue." To save this new user as a draft to be completed at a later time, click the link "Save as Draft."' Below this, it says 'New user: Arthur Admin (ADMIN25) Edit'. There is a section for 'Services & Accounts (optional)' with instructions: 'To enable a service and assign accounts, click on the appropriate link. To disable all services and accounts, click "Clear all."'

9. Click Continue.
10. The New User – ACH Limits page will appear on screen.

The screenshot shows the 'Business eBanking' interface. At the top right, there are links for 'Disclosures', 'Help', and 'Sign Off'. Below the header is a navigation bar with 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. A secondary navigation bar contains 'Profile', 'Roles', 'Services & Accounts', 'Limits' (which is highlighted), and 'Verification'. The main content area is titled 'New User - ACH Limits'. It includes instructions: 'Enter or make appropriate changes to ACH limits for this new user, and click "continue". To save this new user as a draft, to be completed at a later time, click the link "Save as draft."' Below this, it says 'New user: Tom Banker (TBANKER) Edit'. There are three sections: 1. 'ACH Daily Maximum Limit' with instructions: 'Enter the maximum daily amount allowed for the sum of all user's ACH transactions. The limits must be no greater than the company limit set by the bank. View Company Limits.' It has a text input field for 'User daily limit' with a value of '\$ 1,500,000.00'. 2. 'ACH Daily Maximum Service Limits' with instructions: 'Enter the maximum daily amount for each of the user's ACH services or select the No limit checkboxes. The limits must be no greater than the company limit set by the bank. View Company Limits.' It has a table with columns 'ACH Service', 'No Limit', and 'User Daily Service Limit'. The row 'ACH File Upload' has a checked checkbox under 'No Limit'. 3. 'ACH Account Limits' with instructions: 'No accounts are currently entitled for the services that utilize ACH user limits.' At the bottom, there are 'Continue' and 'Save as Draft' buttons. The footer contains 'How Do I...', 'Terms', and 'FAQs'.

11. Set the ACH Daily Maximum Limit, ACH Daily Maximum Service Limits, and ACH Accounts Limits.
12. Click Continue.
13. The New User – Wire Limits page will appear:
14. Set the Wire Daily Maximum Limit (top left empty box), Wire Daily Maximum Service Limits (two empty boxes, mid right), and Wire Account Limits (bottom section).

Business e-Banking

Business eBanking Disclosures | Help | Sign Out

Welcome | Reports | Transfers and Payments | Account Services | Administration

Profile | Roles | Services & Accounts | **Limits** | Verification

New User - Wire Limits

Enter or make appropriate changes to Wire limits for this new user, and click "continue". To save this new user as a draft, to be completed at a later time, click the link "Save as draft."

New user: Tom Banker (TBANKER) [Edit](#)

Wire Daily Maximum Limit

Enter the maximum daily amount allowed for the sum of all user's Wire transactions. The limits must be no greater than the company limit set by the bank. [View Company Limits](#).

User daily limit: \$

Wire Daily Maximum Service Limits

Enter the maximum daily amount for each of the user's Wire services. The limits must be no greater than the company limit set by the bank. [View Company Limits](#).

Wire Service	User Daily Service Limit
Wire Domestic One Time	\$ 1,000,000.00
Wire USD Intl One Time	\$ 1,000,000.00

Wire Account Limits

Enter limit amount for each of the user's Wire accounts.

Account Number	No Limit	User Individual Transaction Limit	No Limit	User Daily Account Limit
*1166 - south account	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
*1346 - corporate	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
*2244 - checking 8	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
*2518 - expense account	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
*2910 - OPERATING ACCOUNT	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
*2911 - CHECKING 2	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

15. Click Continue.
16. The New User – Verification page will appear on screen:
17. Review & finalized the information on this page before clicking submit.
18. Click Submit.

Business e-Banking

Business eBanking Desktop | Help | Sign Off

Welcome | Reports | Transfers and Payments | Account Services | Administration

Profile | Roles | Services & Accounts | Limits | Verification

New User - Verification

The new user you have entered is now complete. Review summary information below and click "Submit." To save this new user as a draft to be completed at a later time, click the link "Save as Draft." To make changes, click on the section in the progress bar at the top of the page, or the appropriate link below.

Profile [Change Profile](#)

Name: Tom Banker
Userid: TBANKER
Primary e-mail address: tom.banker@abcbank.com
Telephone number: 414-952-2222

Roles [Change Roles](#)

Enabled roles: Administration
Setup
Approval

Services & Accounts: [Change Services & Accounts](#)

Enabled services: 8 of 37 available

Limits: [Change Limits](#)

Limits completed: ACH
Wire

[Save as Draft](#)

[How Do I...?](#) [Terms](#) [FAQs](#)

Note: For companies that do not require multiple approvals for Administration, clicking Submit creates and activates the user. For companies that require multiple approvals for Administration, clicking Submit submits the user profile for approval by other Administrators in the company.

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Copying Users

To copy a user's access and create a new user, complete the following:

1. From the User Admin page, click the Create new user button. The New User – Profile page appears:

Business eBanking

Welcome | Reports | Transfers and Payments | Account Services | Administration

Profile | Roles | Services & Accounts | Limits | Verification

New User - Profile

Enter the new users information below, and click "Continue". To save this new user as a draft to be completed at a later time, click the link "Save as Draft".

User Information

User ID:

Password:
(Passwords are not case sensitive, are 8 to 12 characters long and must contain at least 1 letter and 1 number.)

Confirm password:

First name:

Last name:

Primary e-mail address:

Secondary e-mail address (optional):

Additional information (optional):

User Telephone Number

The telephone number is used to contact or notify the user for security reasons. An extension is required when needed to reach the user within an office phone system.

Label	Country/Region	Area/City Code & Number	Extension
Work	UNITED STATES	<input type="text"/>	<input type="text"/>

[Add additional telephone number](#)

[Save as Draft](#)

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2. Complete all the fields on this page.
3. Click Continue. The New User – Roles page appears.

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Welcome | Reports | Transfers and Payments | Account Services | Administration

Profile | Roles | Services & Accounts | Limits | Verification

New User - Roles

Select roles for this new user, and click "Continue." To save this new user as a draft to be completed at a later time, click the link "Save as Draft."

New user: Tom Banker (TBANKER) [Edit](#)

Copy Existing User (optional)

To save time in creating a new user, copy roles, services, and accounts from an existing user. Select the appropriate option and link below. Roles, services, and accounts will be selected to match the copied user, and can be edited as required.

Do not copy user.

Copy user: [Select user](#)

User Roles (optional)

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.)

[Save as Draft](#)

How Do I... | Terms | FAQs

4. Under the Copy Existing User section, click the remote button next to Copy user.
5. Click the link Select User. A pop up window will appear:

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Copy Existing User

Select the appropriate existing user to copy, and click "copy user". Roles, services and accounts will be selected to match the user selected, and can be edited as required. To return to the new user roles pages, click "Do not copy user".

User ID	First Name	Last Name	Additional Information
<input type="radio"/> ADMIN	Admin	Admin	
<input type="radio"/> ADMIN104	KEN	STUDENT	BACK UP ADMIN
<input checked="" type="radio"/> TOMUSER	Tom	User	

6. Select the existing user that will be copied.
7. Click the Copy user button. The window will close. The User Profile page will appear with the selected user to be copied:

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Business eBanking Disclosures | Help | Sign Off

Welcome | Reports | Transfers and Payments | Account Services | Administration

Profile Roles Services & Accounts Limits Verification

New User - Roles

Select roles for this new user, and click "Continue." To save this new user as a draft to be completed at a later time, click the link "Save as Draft."

New user: Tom Banker (TBANKER) [Edit](#)

Copy Existing User (optional)

To save time in creating a new user, copy roles, services, and accounts from an existing user. Select the appropriate option and link below. Roles, services, and accounts will be selected to match the copied user, and can be edited as required.

- Do not copy user.
- Copy user: Tom User [Change user](#)

User Roles (optional)

- 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.)

[Save as Draft](#)

How Do I... | Terms | FAQs

8. Click Continue.
9. The New User- Service & Accounts page will appear.
10. Add, enable, and modify the services and accounts on this page.
11. Click Continue.
12. The New User ACH Limits page will appear.
13. Set the ACH Daily Maximum Limit, ACH Daily Maximum Service Limits, and ACH Account Limits.
14. Click Continue.
15. The New User – Wire Limits page will appear.
16. Set the Wire Daily Maximum Limit, Wire Daily Maximum Service Limits, and ACH Account Limits.
17. Click Continue.
18. The New User – Verification page will appear.
19. Review the information on this page.
20. Click Submit. The New User – Confirmation page will appear.

Note: For companies that do not require multiple approvals for Administration, clicking Submit creates and activates the user. For companies that require multiple approvals for Administration, clicking Submit submits the user profile for approval by other Administrators in the company.

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Deleting Users

To delete an existing user, complete the following:

1. From the User Administration page, click the User ID of the user you wish to modify. The User Profile page will appear.

The screenshot shows the Business eBanking interface. At the top, there's a navigation bar with "Business eBanking" and "Databases | Help | Sign Off". Below that is a menu with "Welcome", "Reports", "Transfers and Payments", "Account Services", and "Administration". A sidebar on the left lists "User administration" options like "User administration approval", "Account administration", "Approvals administration", "View invalid login report", "View user setup report", "Express account management", and "User administration".

The main content area is titled "User Profile" and includes instructions: "To edit the user's profile, click the appropriate edit link. To delete this user, click 'Delete user.' To modify the user's system access, click 'Edit User Information.'" It also says "To view a different user profile, return to [User Administration](#)".

There are four main sections:

- User Information:** Name: Tom User, User ID: TOMUSER, User status: Active. Links: [Edit User Information](#), [Delete user](#).
- Contact Information:** Primary e-mail address: tom.user@bank.com, Secondary e-mail address: No secondary e-mail address on file, Telephone number: Work: +1 (414) 962-1551. Link: [Edit Contact Information](#).
- Roles:** Administration, Setup, Approval. Link: [Edit Roles](#).
- Services & Accounts:** Account Reports (Service enabled, accounts not applicable), ACH File Upload (Service enabled, accounts not applicable), ACH Positive Pay (Service enabled, accounts entitled), Wire USD Intl One Time (Service enabled, accounts entitled), Wire USD Intl Template Based (Service enabled, accounts entitled). Link: [Edit Services & Accounts](#).
- Limits:** ACH (Edit), Wire (Edit).

At the bottom, there are links for "How Do I...", "Terms", and "FAQs".

2. Click the Delete user link. The Delete User page appears:

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The screenshot shows the Business eBanking interface. At the top, there is a navigation bar with "Business eBanking" on the left and "Disclosures | Help | Sign Off" on the right. Below this is a secondary navigation bar with "Welcome", "Reports", "Transfers and Payments", "Account Services", and "Administration". A left sidebar contains a "User administration" menu with options like "User administration approval", "Account administration", "Approvals administration", "View invalid login report", and "View user setup report". The main content area is titled "User Administration - Delete User" and contains a message: "You have requested to delete the following user. Once deleted, the user cannot be recovered. Scheduled requests set up by this user will be deleted." Below this is a "User Information" section with fields for Name (Tom Banker), User ID (TBANKER), and User status (Active). A "Contact Information" section lists Primary e-mail address (tom.banker@abcbank.com), Secondary e-mail address (No secondary e-mail address on file), and Telephone number (Work: +1 (414) 962-2222). A "Roles" section lists Administration, Setup, and Approval. A "Services & Accounts" section lists various services with their status: Account Reports, ACH File Upload, ACH Positive Pay, Deposit Account Reporting, Positive Pay, Reverse Positive Pay, Wire Domestic One Time, and Wire USD Intl One Time. At the bottom of the main content area are two buttons: "Delete user" and "Do not delete". The footer contains "How Do I...", "Terms", and "FAQs".

3. Click Delete User. The User Administration page appears, the deleted user is no longer listed.

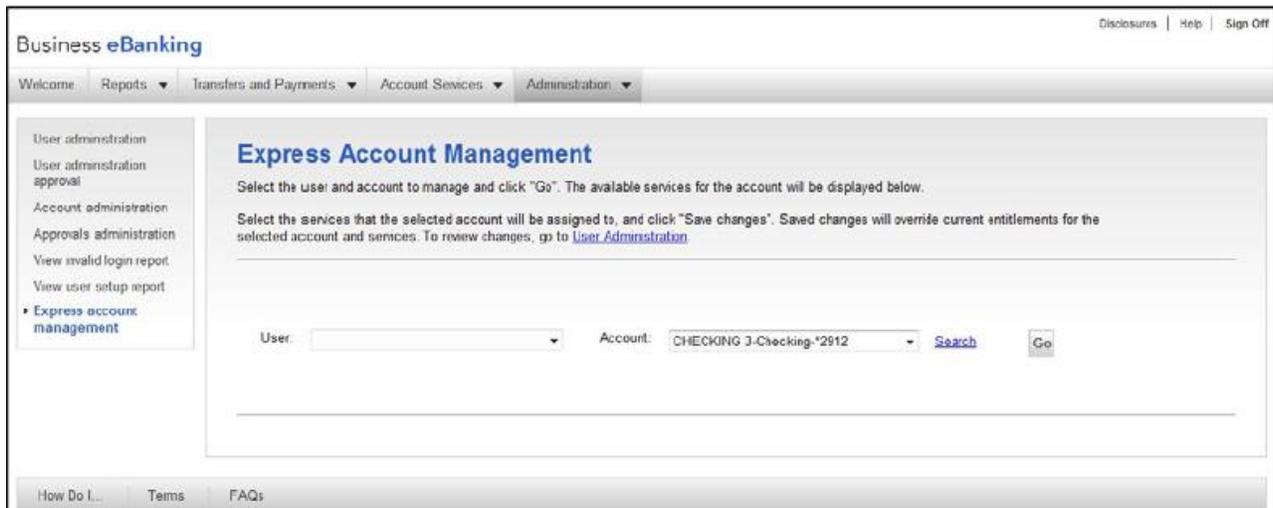
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Express Account Management

Company users with administrator roles also have access to the Express Account Management page. This page allows company users to quickly entitle a new account for multiple company users without having to go through the entire account for multiple company users without having to go through the entire account setup process.

To get to the Express Account Management page:

1. In the Administration tab, click Express Account Management in the Company Administration section. The Express Account Management page will appear:



2. Find a user by clicking the User drop-down list and clicking on the name.

Note: If the company has more than 20 accounts, a Search link appears next to the Account drop-down list.

3. Click Go.
4. The Express Account Management page will appear, showing the service entitled for the user.

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Business eBanking Disclosures |

Welcome Reports Transfers and Payments Account Services Administration

Manage users

Approve user changes

Manage account information

Manage approval settings

Invalid login report

User setup report

▶ Express account management

Manage SEC codes - ACH files

Express Account Management

Select the user and account to manage and click "Go". The available services for the account will be displayed below.

Select the services that the selected account will be assigned to, and click "Save changes". Saved changes will override current entitlements for the selected account and services. To review changes, go to [User Administration](#).

User: Account: [Search](#)

Services for KEN STUDENT (ADMIN104) - Checking - *2912

<input type="checkbox"/>	Service	Entitle Account	Allow Transmit
<input checked="" type="checkbox"/>	CCD Collection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CCD Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Federal Tax	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Full Account Recon	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Information Reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Internal Transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Multiple Account Transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Partial Account Recon	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Positive Pay	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Positive Pay Exception Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Positive Pay Issue Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	PPD Collection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	PPD Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	State Tax	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stop Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wire Domestic One Time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wire Domestic Template Based	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wire FX Intl One Time	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wire FX Intl Template Based	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wire USD Intl One Time	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wire USD Intl Template Based	<input type="checkbox"/>	<input type="checkbox"/>

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Note: The services that are displayed will depend on the services that are enabled for the account by the bank. If the service does not have the Transmit functionality, the check box in that column will

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not be shown. If the service is not enabled, the entitlement check boxes are disabled. If the user does not have the Approval role, the Allow Transmit column is not shown.

5. Once changes have been made, click Save Changes. A confirmation message will appear on the top of the page.

Note: If multiple approvals are required for Administration, modified user profiles will be submitted to the User Administration Approval queue.