

1. MANAGE USERS

From the Welcome screen hover over the "Administration" Tab and choose "Company Administration."

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Company Administration	ons D Patandar	PROCESSING SCHEDULE	
Self Administration		Express (Internal) Transfer Cut-Off: 8:00 pm	
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2. CREATE

Your list of users will appear on the screen. Click the "Create new user" button.

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3. NEW USER PROFILE

For the user information you will assign a user ID and initial password. Once you have entered all the information required click "Continue."

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Continue Save as Draft			Got Questions? We can help +
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4. ROLES

If you choose not to copy another user you will need to decide what Roles you wish the new user to have. **Setup** entitles the user to template setup capabilities. If you wish to have the user **approve** transactions you will need to check the second box. If you would like them to do both click both boxes.

* Please note: We recommend that you do not give other users administrative privileges.

Click "Continue" when done.

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Allow this user to approve transactions		
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Grant this user administration privileges		
	olea, services and account access, rename accounts, and modify the number of approves required for requests.)	
Continue Save as Draft		
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Disclosure Privacy Notice		

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5. NEW USER SERVICES & ACCOUNTS

The next screen allows you to enable individual services for the user. This screen will vary depending on the services you have elected. Click on the plus sign to enable a service for this user. An additional line will appear to choose accounts for the service that should be enabled for this user (as indicated with arrow). Click Continue.

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6. LIMITS

The Limits screen will allow you to set limits on certain services; if no limit is entered it will default to the maximum amount allowed for those services. Click "Continue" when done. To Change a limit click on the pencil icon and enter the limits.

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7. VERIFICATION

The final screen is a summary of the steps you have just completed. Verify that the information is correct and click "Create User." If any of the information needs to be changed click on the pencil and paper icon next to the topic and make the corrections.

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7. CONFIRMATION

The final screen will be the confirmation page and if a second approval is required for setting up new users it will show pending approval in the user status.

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ronic Banking Services		Approvals () Exceptions
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Manage Users Account Information Express Acc	ount Management Approval Settings User Setup Report Invalid Login Report ACH File SEC Codes	
lew User - Confirmation		
 New user has been successfully created. Security settings may require additional approvals before the set of the set	is User ID is active. Review the user status fields below. To manage an existing user, complete a seved user, or create a new user, go fo User Administration	ten.
ubmitted User Summary		
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Disclosure Privacy Notice		Got Questions? We can help +-

The new user will now be able to access Online Business Banking following the "Logging In" instructions and using the user id and password that you just created.

*If you use tokens follow the instructions for creating a new user above, when finished please call the Treasury Management Member FDIC Support

at 608-232-5938 to request a new token.