

1. MANAGE USERS

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



2. LIST OF USERS

Click on the user ID hyperlink of the user you wish to delete.

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Review the options listed below to	or available user administration	I tasks. To quickly entitle a new account for compa	my users, go to Express Accour	t Management.		
New User						
You will have an opportunity to co	py an existing user during the	process.				
Create New User						
Manage Existing Users						
To manage a user's profile, roles, :	service & accounts, system ac	cess, or change limits, click on the appropriate use	er ID.			
To manage a user's profile, roles, : User ID	service & accounts, system ac	cess, or change limits, click on the appropriate use Last Name	er ID. Status			
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ONLINE BUSINESS BANKING | DELETING A NEW USER

3. DELETE USER

Click on the X inside a circle next to User Information in the User

Profile as outlined below.



4. SCROLL DOWN AND DELETE

The screen will refresh and show a message that you have requested to delete the following user. To complete the delete scroll down the page and click on gray Delete User button.

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First Business Welcome Reports Money Movement Account Bervices Administration Bank	Hi, Admin SignO Last Login: Jan 21, 2021, 11:48:54
ectronic Banking Services	Approvals (1) Exceptions
Company Administration	
Manage Users Account Information Express Account Management Approval Settings User Setup Report Invalid	Login Report ACH File SEC Codes
< Back User Details	
Delete User Profile	
(1) You have requested to delete the following user. Once deleted the user cannot be recovered. Scheduled requests set up by this user will be de	eleted.
To delete this user click "Delete User", or return to <u>User Profile</u> .	
User Information	
Name: FIS TEST USER	
User ID: FISTEST User Status: Inactive	
Contact Information	
Primary E-mail Address: karen.nolan@fisglobal.com	
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