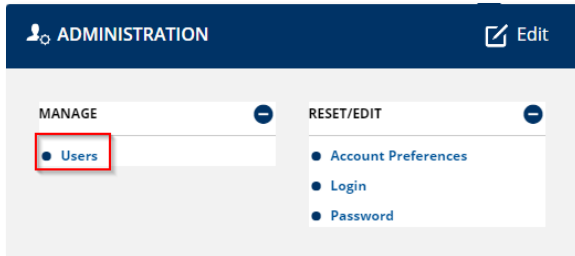


USER ADMINISTRATION

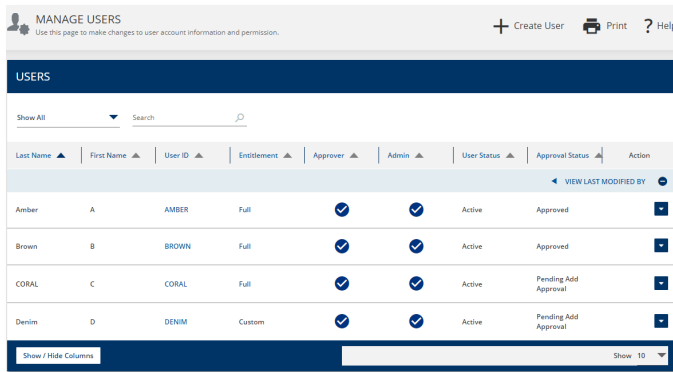
Treasury Internet Banking has many features to help you manage and customize your online banking experience. The User Administration feature controls access to accounts and services.



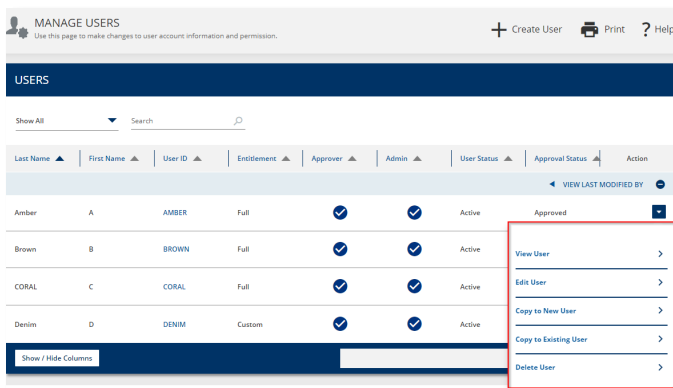
Navigation

Navigate to the *Administration* menu and select *Users* from the **Manage** submenu.

This feature allows you to independently organize and manage the level of access granted to users.



The **Manage Users** page provides a concise list of users, including an overview of their administration rights, approval privileges, account access, and service entitlements level.



The options available in the **Action** dropdown menu will help save you time when creating or modifying a user.

The *Copy to New User* and *Copy to Existing User* options allow you to easily “clone” permissions from one user to another user, making maintenance simple and fast. Users created or updated will automatically inherit all the entitlements and payment limits of the selected user.

STEP 1: CREATE NEW USER



When the *Copy* features are not the best option, select the *+ Create User* button to walk through each of the setup screens.

Decisions to consider when creating a new user include:

- Will the user be a system administrator?
- Will the user have authority to approve templates and payments?
- Will the user have access to all accounts and services or limited access to specific accounts or services?

1. On the **Create New User** screen, enter the user's contact information such as the name and email address.
2. Click Next.

You may also enter optional information such as the user's telephone numbers.

3. Create a unique User ID, then enter and confirm a temporary password.
4. Select English as the default language.

CREATE NEW USER Required Fields ? X

Step 3 of 3: Use this page to add security privileges

Security Level System Administrator
 Manage Confidential Batches

Approvals None Custom

Payment Limits Unlimited Custom

Access Schedule Unlimited Custom

User Entitlements None Custom Full

STEP 2: SETTING SECURITY LEVELS

1. In the **Security Level** section, indicate if the user will be an **Administrator**.

Only select this option if the individual should have the authority to add, modify or delete users.

Be sure to consider your company's internal risk controls before assigning system administrator rights.

CREATE NEW USER Required Fields ? X

Step 3 of 3: Use this page to add security privileges

Security Level System Administrator
 Manage Confidential Batches

Approvals None Custom

Payment Limits Unlimited Custom

Access Schedule Unlimited Custom

User Entitlements None Custom Full

2. If the user is authorized to approve transactions such as ACH or wire payments, click the *Set Approvals* button to configure approval privileges.

SET APPROVALS Expand All Collapse All ? X

Set All

US WIRE		
	Payments Approver	Templates Approver
	All <input checked="" type="checkbox"/>	All <input checked="" type="checkbox"/>
US Wire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
USD International Wire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
International Wire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TRANSFERS		
	Payments Approver	Templates Approver
	All <input checked="" type="checkbox"/>	All <input checked="" type="checkbox"/>
Internal Transfers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CHECK SERVICES		
	Approver	
	All <input checked="" type="checkbox"/>	
Stop Payment	<input checked="" type="checkbox"/>	

STEP 3: SETTING APPROVALS

1. In the **Set Approvals** screen, select the types of transactions the user can approve.
2. Use the *Expand All/Collapse All* options at the top to see more or less of the screen at a time.
3. Click the *Set All* option to grant access to all services or select them individually as needed.
4. Click the *Submit* button to continue.

STEP 4: PAYMENT LIMIT

1. Use the **Payment Limit** options to restrict payment initiation and approval amounts.

The **Unlimited** setting indicates the user is not restricted and that payments are limited by the company and account level controls.

The screenshot shows the 'CREATE NEW USER' interface at 'Step 3 of 3: Use this page to add security privileges'. The 'Payment Limits' section is highlighted with a red box, showing the 'Unlimited' radio button selected. Other options include 'None', 'Custom', and 'Full'. The 'Set Approvals' button is visible below the 'Approvals' section.

The screenshot shows the 'CREATE NEW USER' interface at 'Step 3 of 3: Use this page to add security privileges'. The 'Payment Limits' section is highlighted with a red box, showing the 'Custom' radio button selected. The 'Set Limits' button is visible below the 'Payment Limits' section.

Or you can select the *Set Custom Limits* option to define customized limits.

Customized Limits are useful if the user has lower limits than those defined at the company or account level.

For each payment type, you can restrict individual transaction amounts, the approval amount, or the total amount allowed per day.

STEP 5: ACCESS SCHEDULE

1. Use the **Access Schedule** option to restrict days of the week or time of day the user is permitted to access the system.

The **Unlimited** setting indicates the user is not restricted and may sign into the system at any time.

Or you can select the *Set Custom Access* option to define specific work hours.

Day	Access Level	Times (ET) (CDT)
	<input checked="" type="radio"/> Access <input type="radio"/> No Access	From 00:00 To 23:59
SUNDAY	<input checked="" type="radio"/> Access <input type="radio"/> No Access	From 00:00 To 23:59
MONDAY	<input checked="" type="radio"/> Access <input type="radio"/> No Access	From 00:00 To 23:59
TUESDAY	<input checked="" type="radio"/> Access <input type="radio"/> No Access	From 00:00 To 23:59
WEDNESDAY	<input checked="" type="radio"/> Access <input type="radio"/> No Access	From 00:00 To 23:59
THURSDAY	<input checked="" type="radio"/> Access <input type="radio"/> No Access	From 00:00 To 23:59
FRIDAY	<input checked="" type="radio"/> Access <input type="radio"/> No Access	From 00:00 To 23:59
SATURDAY	<input checked="" type="radio"/> Access <input type="radio"/> No Access	From 00:00 To 23:59
HOLIDAY	<input checked="" type="radio"/> Access <input type="radio"/> No Access	From 00:00 To 23:59

Access Hold Place Temporary Hold

A customized Access Schedule is useful to limit access to business information to specific work hours or to temporarily place a user on “hold” to prevent access for an indefinite period.

STEP 6: USER ENTITLEMENTS

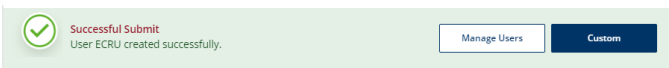
- In the User Entitlements section, choose one of the three options for account and functional entitlements:
 - Select *NONE* for an Administrator who is authorized to perform user maintenance but should not have access to account information.
 - Select *FULL ACCESS* for users who need access to all accounts and services, including those which may be added in the future.

This option is convenient for company owners, accounting managers, or others authorized to have complete access to all accounts and services.

- Selecting either *NONE* or *FULL* completes the setup.
- Click *SAVE* at the bottom of the page.
- For users with restricted access, select the *CUSTOM* setting.

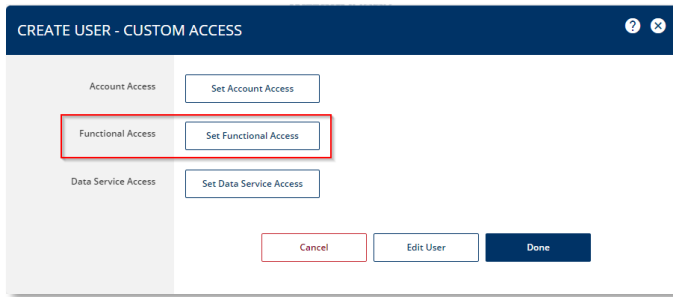
This is convenient when the user does not have a business need to have access to all accounts or services.

- Click the *Save* button to proceed.
- A *Successful Submit* message indicates the setup is complete, unless Custom entitlements were selected.
- Click the *Custom* button to complete the setup for users with customized entitlements.

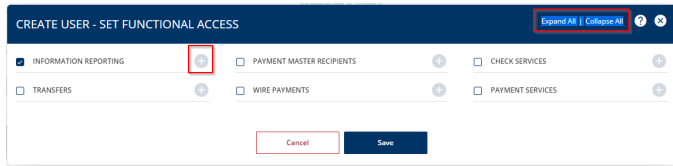


STEP 7: FUNCTIONAL ACCESS

1. For best practice, first select the **middle button** to set up **Functional Access** to enable individual services for the user.



2. For each service, define the level of access for the user.



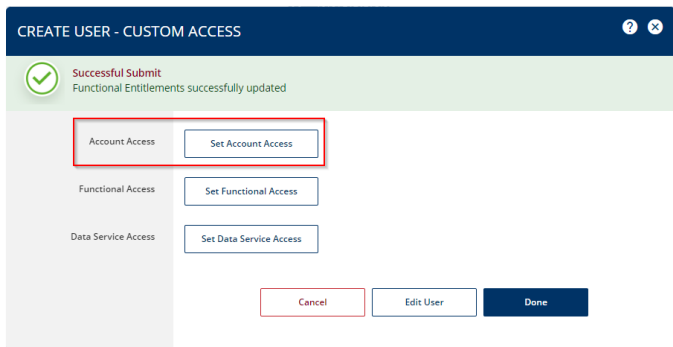
Use the *Expand All/Collapse All* options at the top, or the individual expand option next to each service, to see more or less of the screen at a time.

3. Click the check box next to service name to grant all services within that group or click the + expand icon to view and select them individually as needed.

4. Once the services have been defined, click the *Save* button at the bottom of the screen.

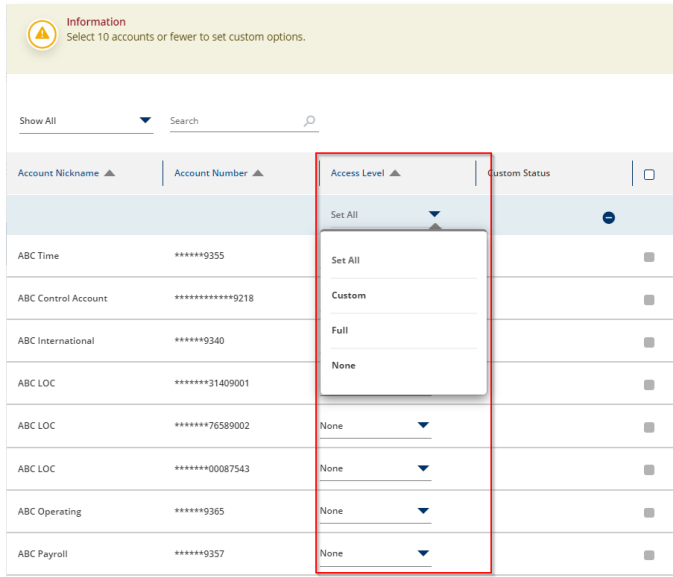
STEP 8: SETTING ACCOUNT ACCESS

1. After the user's functional access has been enabled, click the *Set Account Access* button to define the specific accounts and account services which should be entitled to the user.



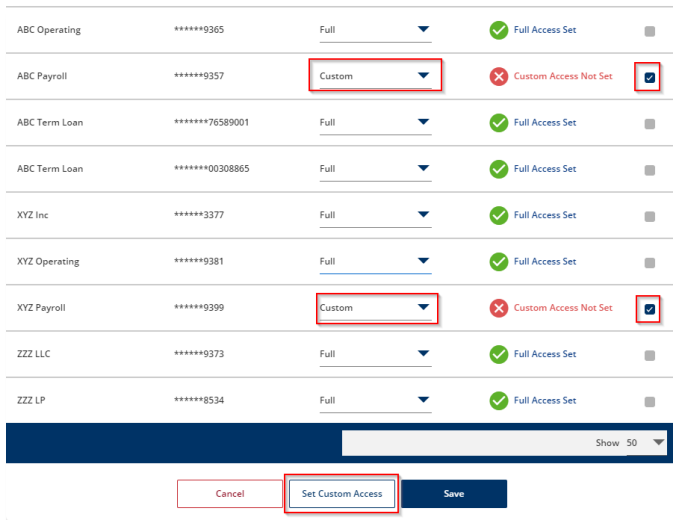
TREASURY INTERNET BANKING

QUICK REFERENCE GUIDE



2. For each account, choose the level of access the user should have.

The default setting is no access. However, you may choose to grant FULL access to all account entitlements, or customized access to just a few of the account entitlements.



3. When defining customized access, set the Access Level to *Custom* and put a check mark in the last column.
4. Click the *Set Custom Access* button to define the account entitlements.

You may customize up to ten accounts at a time.

ABC Operating	*****9365	Full	Full Access Set	<input type="checkbox"/>
ABC Payroll	*****9357	Custom	Custom Access Set	<input type="checkbox"/>
ABC Term Loan	*****00308865	Full	Full Access Set	<input type="checkbox"/>
ABC Term Loan	*****76589001	Full	Full Access Set	<input type="checkbox"/>
XYZ Inc	*****3377	Full	Full Access Set	<input type="checkbox"/>
XYZ Operating	*****9381	Full	Full Access Set	<input type="checkbox"/>
XYZ Payroll	*****9399	Custom	Custom Access Set	<input type="checkbox"/>
ZZZ LLC	*****9373	Full	Full Access Set	<input type="checkbox"/>
ZZZ LP	*****8534	Full	Full Access Set	<input type="checkbox"/>

Show 50

5. Use the *Expand All/Collapse All* options at the top, or the individual expand option next to each service, to see more or less of the screen at a time.

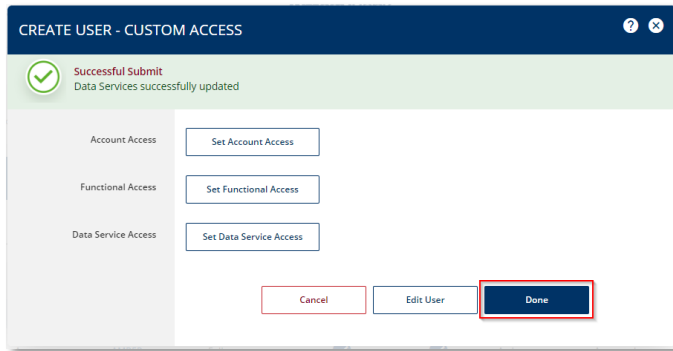
6. Click the **check box** next to service name to grant all services within that group or click the **+** expand icon to view and select them individually as needed.

7. Select the appropriate accounts and services.

8. Click *Save* at the bottom of the page.

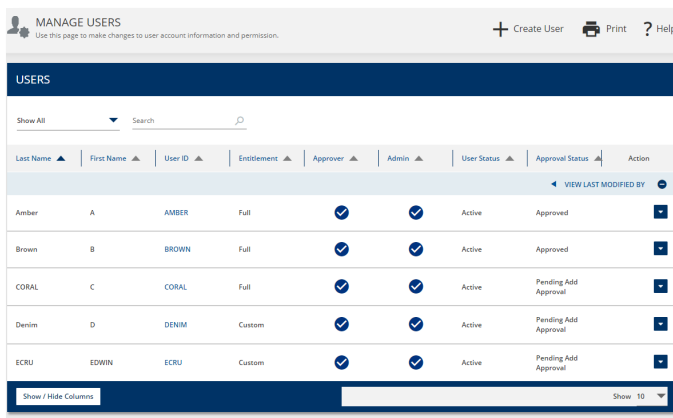
9. Once you have defined entitlements for all accounts, click the *Save* button at the bottom of the screen.

10. Next, if there are other special reports or services available, click the *Set Data Services* link to entitle these.



11. **Important:** Click *Done* on the main User Entitlement screen.

Note: All changes are lost without this final step.



The Manage Users page displays a concise overview of the user's status and key entitlement settings including:

- If the user is a system administrator;
- If the user has the authority to approve templates and payments; and
- If the user has access to all accounts and services, or limited access to specific accounts or services.