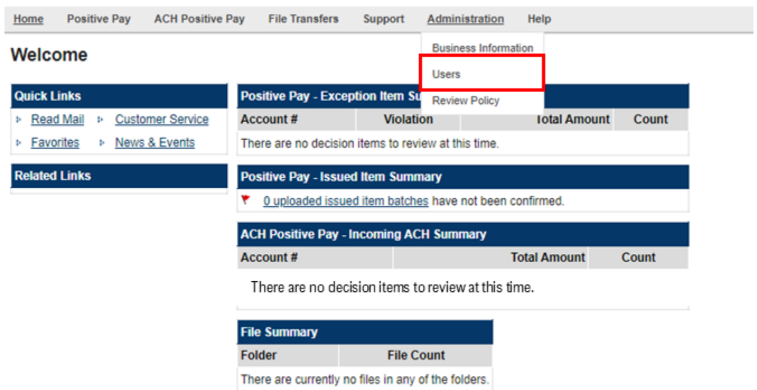
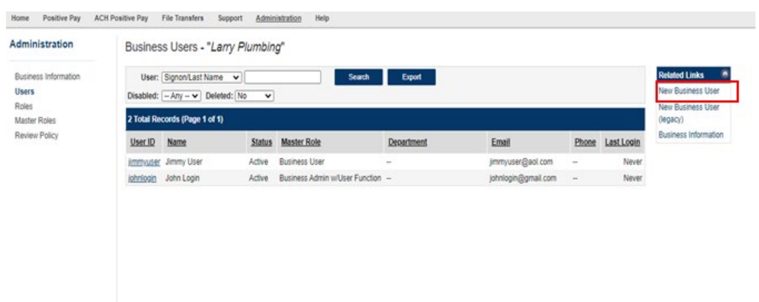
POSITIVE PAY – USER MANAGEMENT

This guide provides instructions for viewing and adding users and updating permissions.



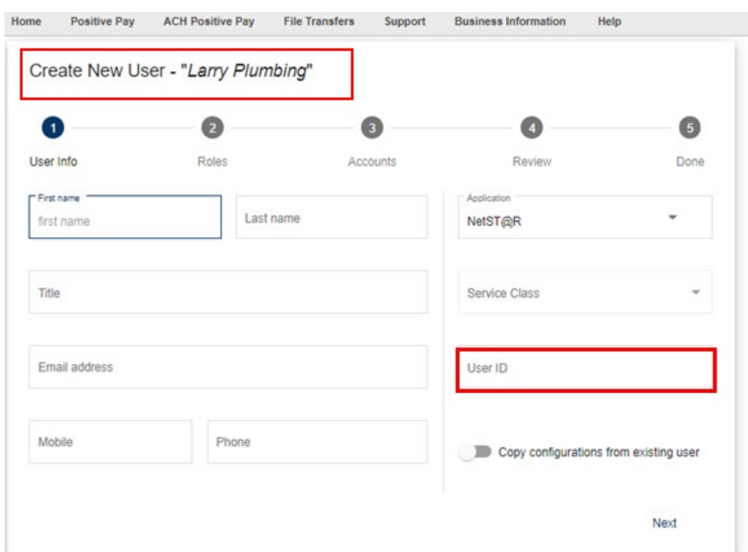
Viewing Users

Click Administration and select *Users.*



Adding Users

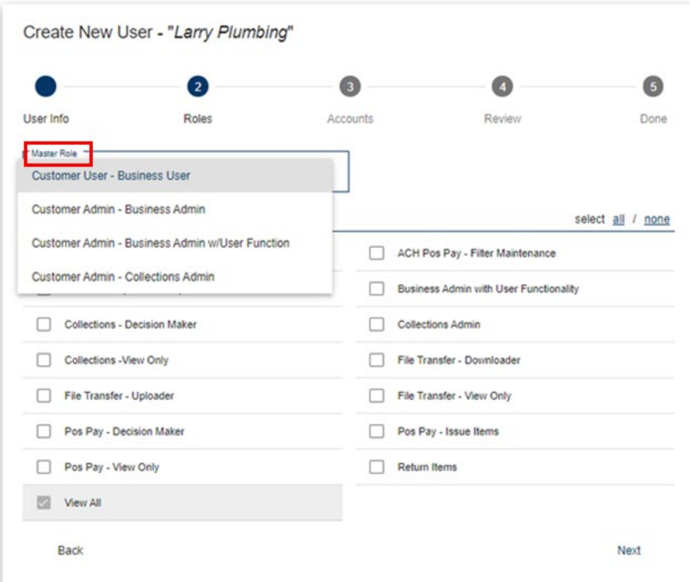
STEP 1:
Select *New Business User* under the Related Links options. A list of all users is displayed, including a general overview of the Master Roles for each user.



STEP 2:
The first and last names, email address and a phone number are required. Providing a mobile number allows the user to set up SMS/Text alerts.

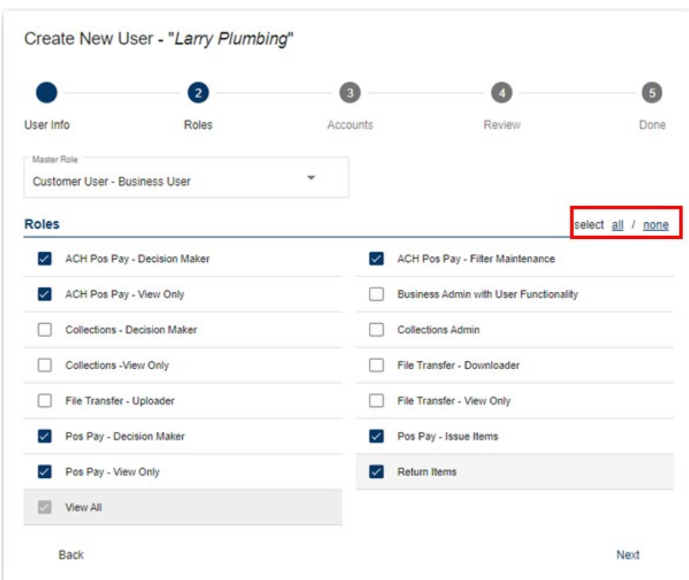
Enter a unique User ID or select one of the recommended options displayed by the system.

The Application and Service class are set by the system and do not need to be updated.



STEP 3:
Establish the Master Role and roles for the user.

- **Customer Admin – Business Admin**: Users have administrative functions to provision access.
- **Customer User – Business User**: Users have general access and can further add permissions to decision items and enter issued checks in the system.
- **Customer Admin – Business Admin w/ User Function**: Users have provisioning functions and can further add permissions to decision items and enter issue information.



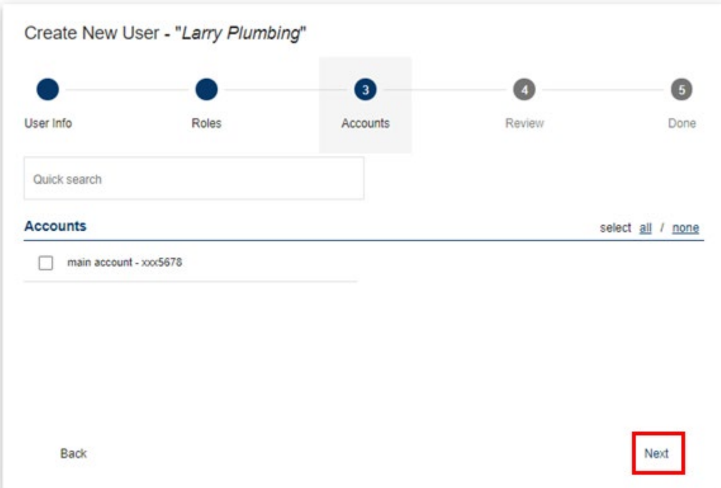
STEP 4:
Assign roles once the Master Role has been selected, and then click *Next.*

You can select all to give a new user the ability to have all the roles for that account.

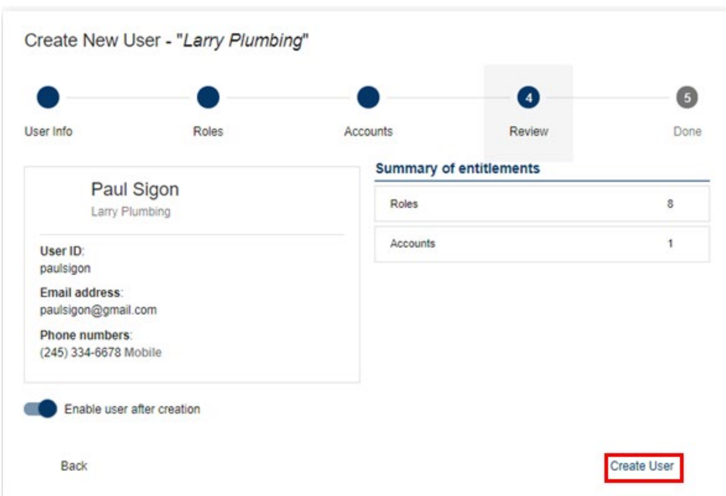
Roles:

- **ACH Pos Pay - Decision Maker**: Ability to decision ACH items.
- **ACH Pos Pay - Filter Maintenance**: Ability to create ACH filters for items.
- **ACH Pos Pay - View Only**: Ability to view any items that clear.
- **Business Admin w/User Functionality**: User provisioning functions to add/remove users and perform maintenance.
- **Pos Pay - Decision Maker**: Ability to decision check items.
- **Pos Pay - Issue Items:** Ability to enter issued check items or import issued check files.
- **Pos Pay - View Only:** Ability to view items.

Note: The File Transfer and Return Items roles are not applicable when enrolling a user for Positive Pay and ACH Positive Pay only.



STEP 5:
Select the desired accounts for the user, then click *Next*

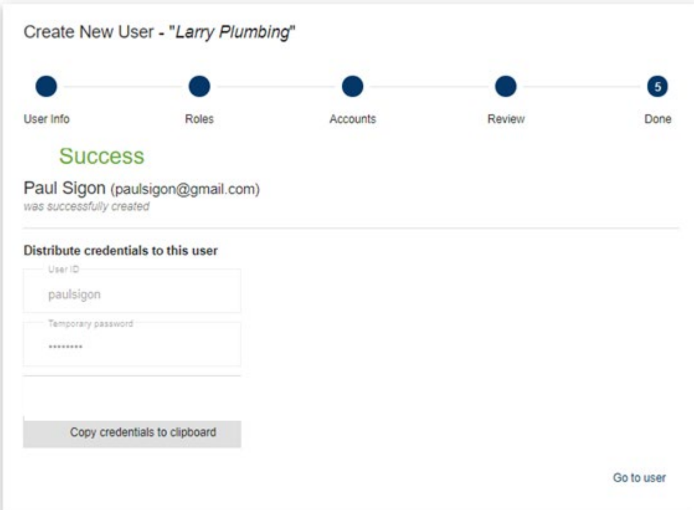


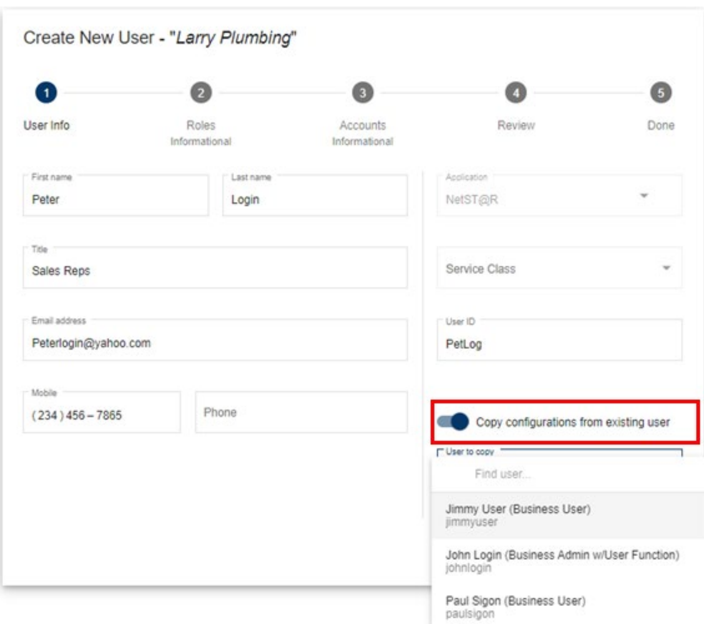
STEP 6:
Click on the arrow to the right of Roles and accounts to to review the entitlements. You can designate specific roles by expanding the Positive Pay and ACH Positive Pay sub-menus.

Note: Permissions should match the roles that were assigned earlier. Review the polices for the items listed below.

Click *Create User*.

STEP 7:
A confirmation will appear indicating the permissions were successfully updated (In Green). *Send the activation email to your new user and copy the credentials to a clipboard if needed.

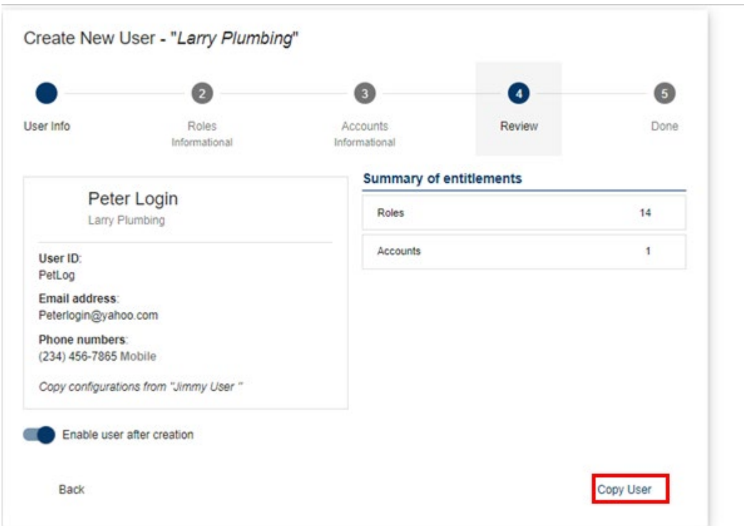




Adding New User –
(Copy Existing User)

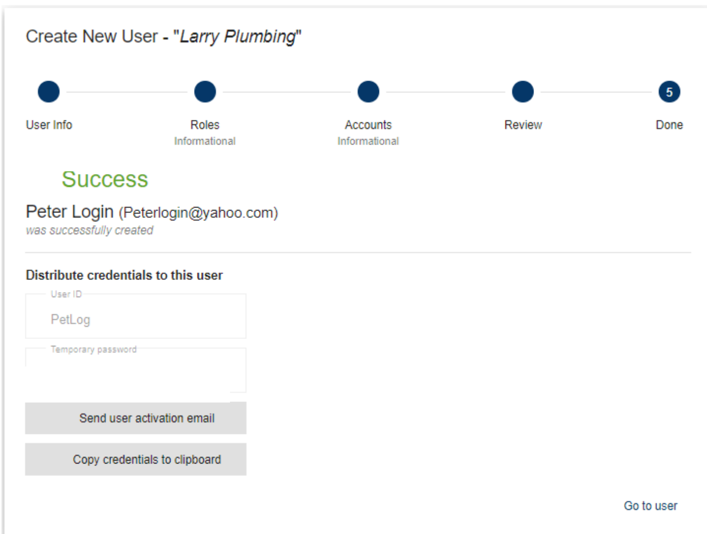
Use the Copy User feature to quickly create a new user with the same roles and account entitlements as another user.

STEP 1:
After entering the new user's name, email address, mobile phone number, and unique user ID, select *Copy Configurations from Existing User* radio button and select a user from the drop down list.



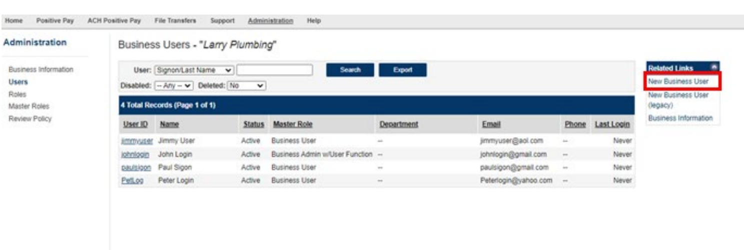
STEP 2:
Review the summary of entitlements and User Information.

Click *Copy User*.

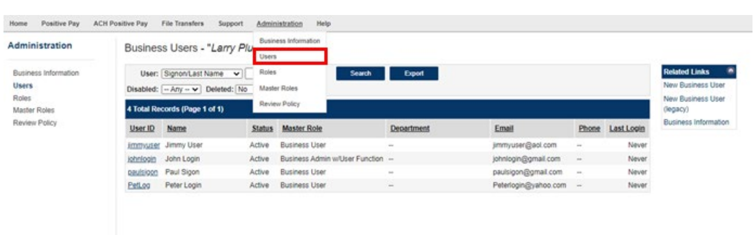


STEP 3:
A confirmation will appear indicating the user was successfully created.

Modifying User

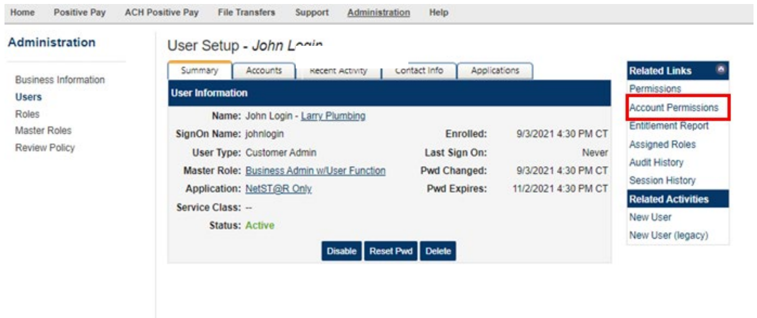


STEP 1:
Select *New Business User*.

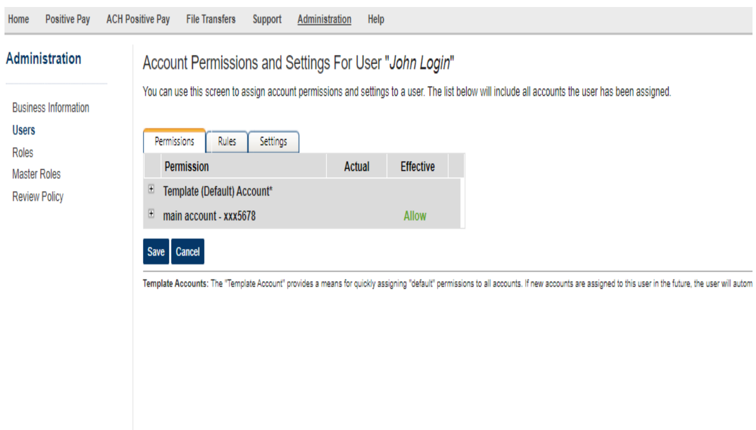


STEP 2:
Click Administration and select *Users* to modify a user.

Click the user's name displayed as a blue link.

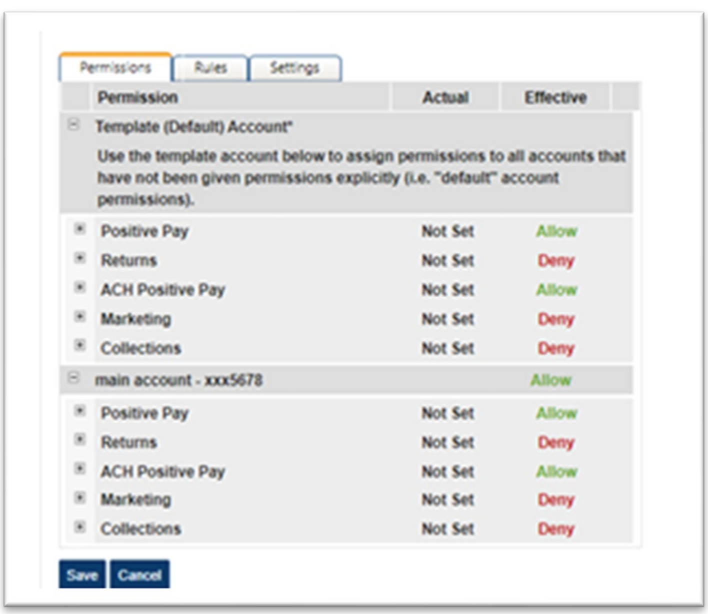


STEP 3:
Once you have clicked into the user to edit, click on *Account Permission*.



STEP 4:
Click the plus sign to the left of each permission to expand the menu.

Designate specific roles by expanding the Positive Pay and ACH Positive Pay sub-menus.



STEP 5:
Based on the Master Role established in the beginning of the setup, general access is defaulted for such roles and will appear as Not Set", indicating it is set with the default access of Allow or Deny. Modifications can be granted to specific roles by clicking the *Not Set* drop down and then selecting *Allow* or *Deny*.

Select Save to apply changes. A confirmation will appear indicating the permissions were successfully updated.