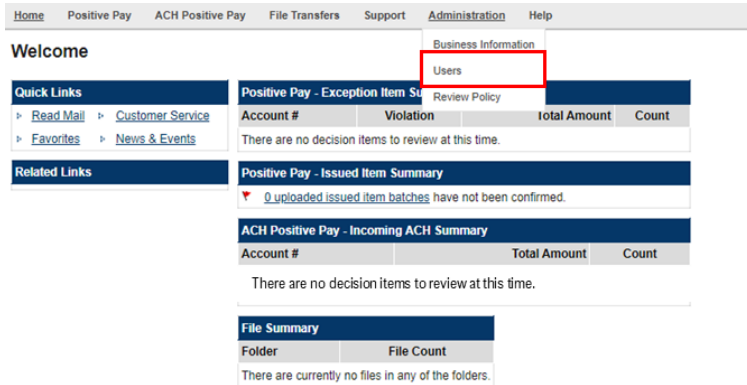


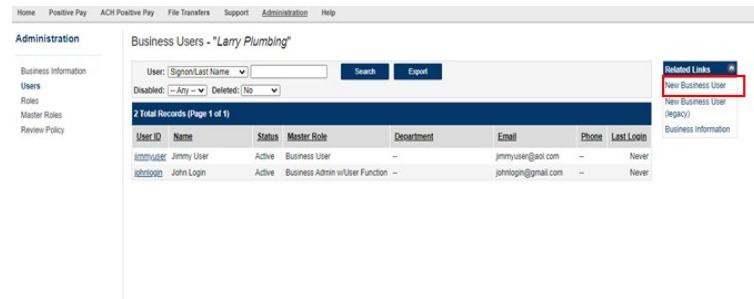
## POSITIVE PAY – USER MANAGEMENT

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



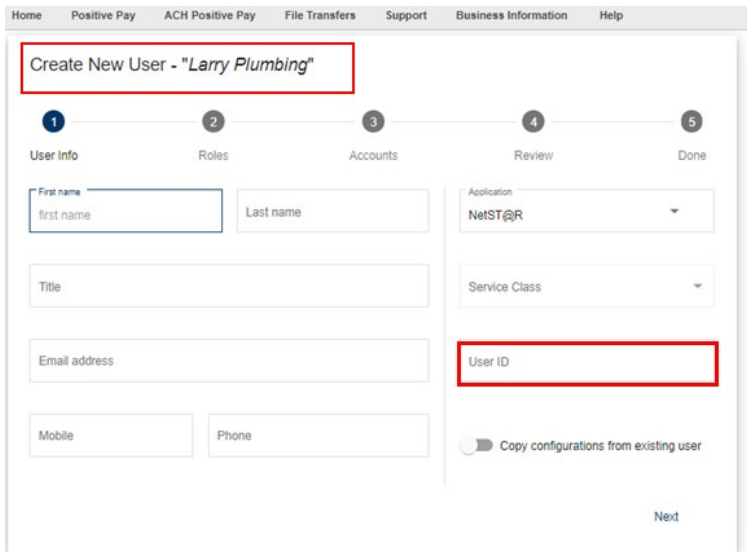
### Viewing Users

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.

Create New User - "Larry Plumbing"

1 User Info   2 Roles   3 Accounts   4 Review   5 Done

Master Role

- Customer User - Business User
- Customer Admin - Business Admin
- Customer Admin - Business Admin w/User Function
- Customer Admin - Collections Admin

select all / none

ACH Pos Pay - Filter Maintenance

Business Admin with User Functionality

Collections - Decision Maker

Collections -View Only

File Transfer - Uploader

Pos Pay - Decision Maker

Pos Pay - View Only

View All

Back   Next

**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.

Create New User - "Larry Plumbing"

1 User Info   2 Roles   3 Accounts   4 Review   5 Done

Master Role

Customer User - Business User

Roles

select all / none

ACH Pos Pay - Decision Maker

ACH Pos Pay - Filter Maintenance

ACH Pos Pay - View Only

Business Admin with User Functionality

Collections - Decision Maker

Collections Admin

Collections -View Only

File Transfer - Downloader

File Transfer - Uploader

File Transfer - View Only

Pos Pay - Decision Maker

Pos Pay - Issue Items

Pos Pay - View Only

Return Items

View All

Back   Next

**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.

The screenshot shows the 'Accounts' step (3) of a 5-step process. The steps are: 1. User Info, 2. Roles, 3. Accounts, 4. Review, and 5. Done. A 'Quick search' box is present. Below it, the 'Accounts' section has a 'select all / none' link and a checkbox for 'main account - xxx5678'. At the bottom, there are 'Back' and 'Next' buttons, with 'Next' highlighted by a red box.

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

The screenshot shows the 'Review' step (4) of the 5-step process. The steps are: 1. User Info, 2. Roles, 3. Accounts, 4. Review, and 5. Done. The 'Review' step is highlighted. On the left, user details for Paul Sigon are shown: Paul Sigon, Larry Plumbing, User ID: paulsigon, Email address: paulsigon@gmail.com, and Phone numbers: (245) 334-6678 Mobile. A toggle switch for 'Enable user after creation' is checked. On the right, a 'Summary of entitlements' table is shown:

Summary of entitlements	
Roles	8
Accounts	1

At the bottom, there are 'Back' and 'Create User' buttons, with 'Create User' highlighted by a red box.

STEP 6:  
Click on the arrow to the right of Roles and accounts 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.

The screenshot shows the 'Create New User - "Larry Plumbing"' interface. At the top, a progress bar indicates five steps: User Info, Roles, Accounts, Review, and Done. The 'Done' step is highlighted with a blue circle and the number 5. Below the progress bar, the word 'Success' is displayed in green. The text reads: 'Paul Sigon (paulsigon@gmail.com) was successfully created'. Underneath, there is a section titled 'Distribute credentials to this user' with two input fields: 'User ID' containing 'paulsigon' and 'Temporary password' containing '\*\*\*\*\*'. A 'Copy credentials to clipboard' button is located below these fields. At the bottom right, there is a 'Go to user' link.

The screenshot shows the 'Create New User - "Larry Plumbing"' form. The progress bar shows steps 1 through 5, with step 4 'Review' highlighted. The form contains several input fields: 'First name' (Peter), 'Last name' (Login), 'Application' (NetST@R), 'Title' (Sales Reps), 'Service Class', 'Email address' (Peterlogin@yahoo.com), 'User ID' (PetLog), 'Mobile' ((234) 456-7865), and 'Phone'. A radio button labeled 'Copy configurations from existing user' is selected and highlighted with a red box. Below this radio button is a dropdown menu titled 'User to copy' with a search field 'Find user...'. The dropdown list contains three entries: 'Jimmy User (Business User) jimmyuser', 'John Login (Business Admin w/User Function) johnlogin', and 'Paul Sigon (Business User) paulsigon'.

### 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.

Create New User - "Larry Plumbing"

1 User Info    2 Roles Informational    3 Accounts Informational    **4 Review**    5 Done

**Peter Login**  
Larry Plumbing

User ID:  
PetLog

Email address:  
Peterlogin@yahoo.com

Phone numbers:  
(234) 456-7865 Mobile

Copy configurations from "Jimmy User"

**Summary of entitlements**

Roles	14
Accounts	1

Enable user after creation

Back Copy User

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

Click *Copy User*.

Create New User - "Larry Plumbing"

1 User Info    2 Roles Informational    3 Accounts Informational    4 Review    **5 Done**

Success

**Peter Login (Peterlogin@yahoo.com)**  
was successfully created

**Distribute credentials to this user**

User ID:  
PetLog

Temporary password:

[Go to user](#)

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

Home Positive Pay ACH Positive Pay File Transfers Support Administration Help

**Administration**

Business Users - "Larry Plumbing"

User: (SignOn/Last Name) Search Export

Disabled: (Any) Deleted: (No)

**Related Links**  
New Business User  
New Business User (Regist)  
Business Information

User ID	Name	Status	Master Role	Department	Email	Phone	Last Login
J225002	Jimmy User	Active	Business User	--	jimmyuser@aol.com	--	Never
J225003	John Login	Active	Business Admin w/User Function	--	johnlogin@gmail.com	--	Never
0861003	Paul Signon	Active	Business User	--	paulsignon@gmail.com	--	Never
PetLog	Peter Login	Active	Business User	--	Peterlogin@yahoo.com	--	Never

## Modifying User

**STEP 1:**  
Select *New Business User*.

Home Positive Pay ACH Positive Pay File Transfers Support Administration Help

**Administration**

Business Users - "Larry Plumbing"

User: (SignOn/Last Name) Roles Search Export

Disabled: (Any) Deleted: (No)

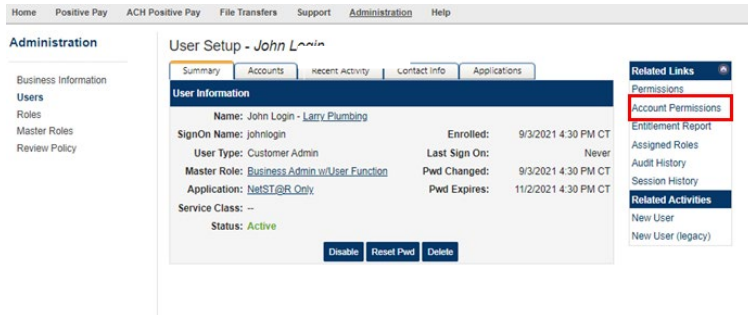
**Related Links**  
New Business User  
New Business User (Regist)  
Business Information

**Users**

User ID	Name	Status	Master Role	Department	Email	Phone	Last Login
J225002	Jimmy User	Active	Business User	--	jimmyuser@aol.com	--	Never
J225003	John Login	Active	Business Admin w/User Function	--	johnlogin@gmail.com	--	Never
0861003	Paul Signon	Active	Business User	--	paulsignon@gmail.com	--	Never
PetLog	Peter Login	Active	Business User	--	Peterlogin@yahoo.com	--	Never

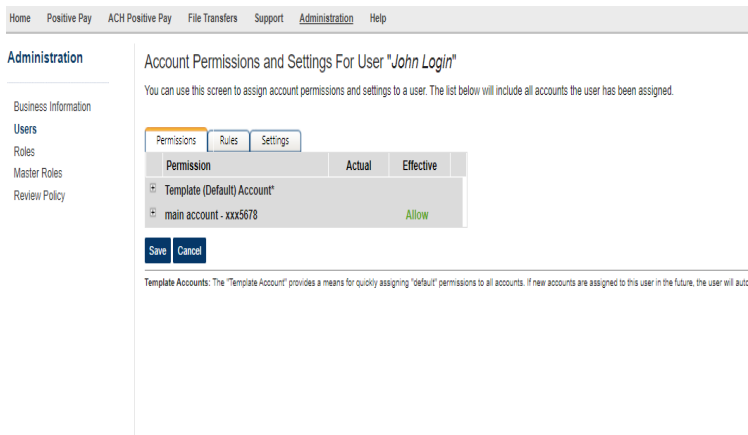
**STEP 2:**  
Click Administration and select *Users* to modify a user.

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



**STEP 3:**

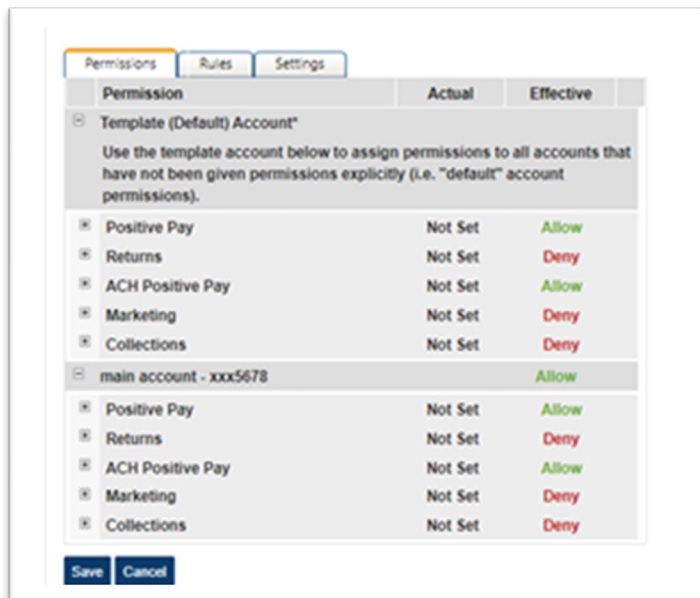
Once you have clicked into the user to edit, click on *Account Permission*.



**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.

