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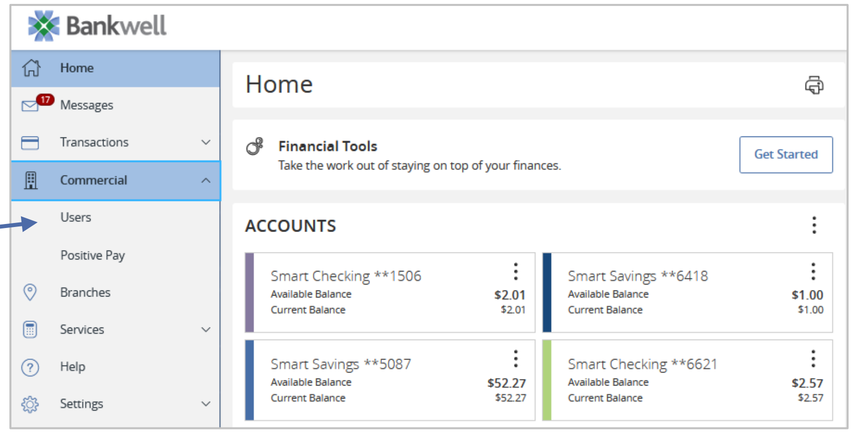
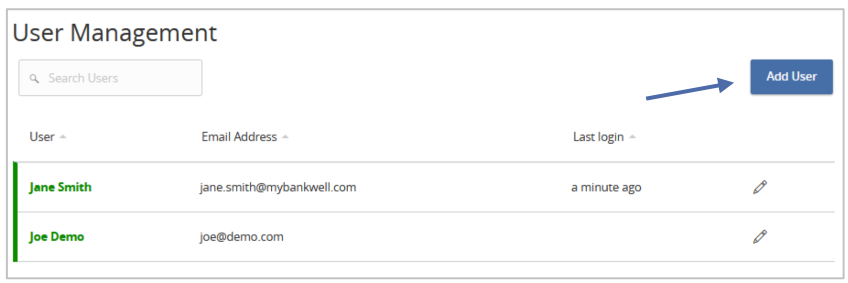
Creating New Users

1. Select the 'Commercial' menu and then select 'Users'



2. Click the 'Add User' button on the right side of the screen.



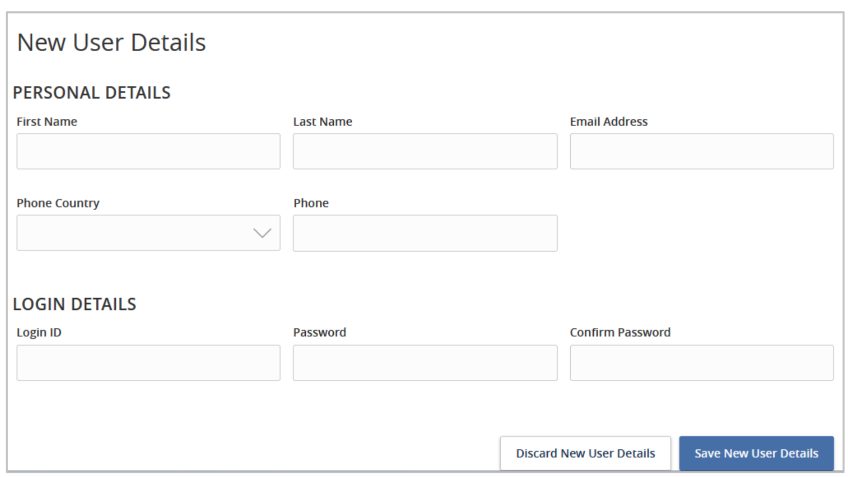
3. Enter the required fields for the new user.

NOTE: If the chosen user ID is already in use it will not allow you to save.

NOTE: User will be disabled and cannot login until the bank confirms the New User's permissions with the company administrator.

NOTE: Password assignment is temporary. User must login and change password within 72 hours before the password expires.

4. Click the 'Save New User Details' button on the bottom right-hand corner of the screen.



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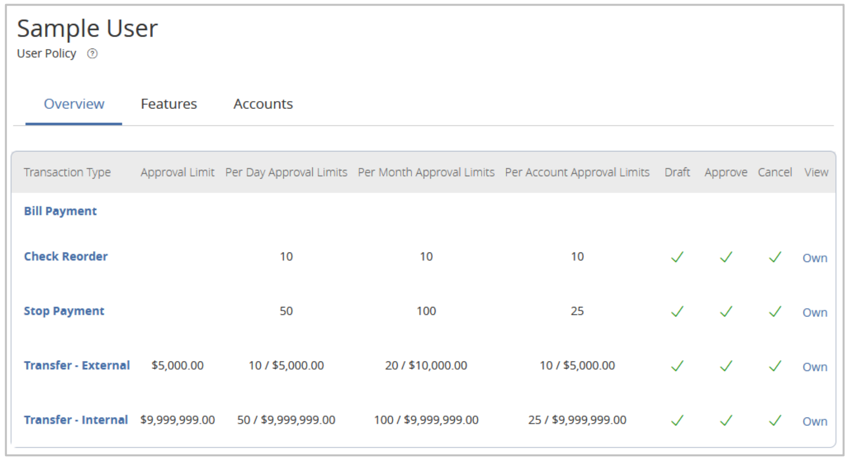
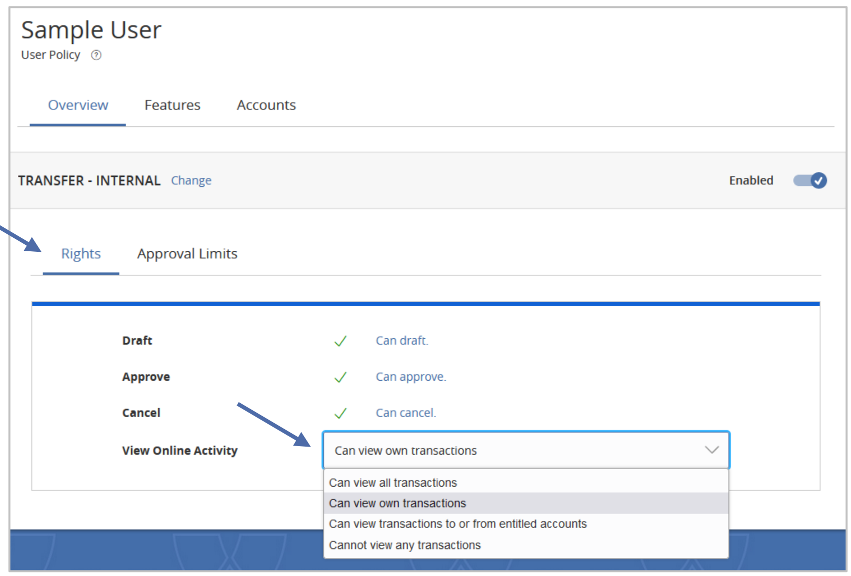
5. Click on each Transaction Type to configure the user's entitlements and limits.



Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft	Approve	Cancel	View
Bill Payment								
Check Reorder		10	10	10	✓	✓	✓	Own
Stop Payment		50	100	25	✓	✓	✓	Own
Transfer - External	$5,000.00	10 / $5,000.00	20 / $10,000.00	10 / $5,000.00	✓	✓	✓	Own
Transfer - Internal	$9,999,999.00	50 / $9,999,999.00	100 / $9,999,999.00	25 / $9,999,999.00	✓	✓	✓	Own

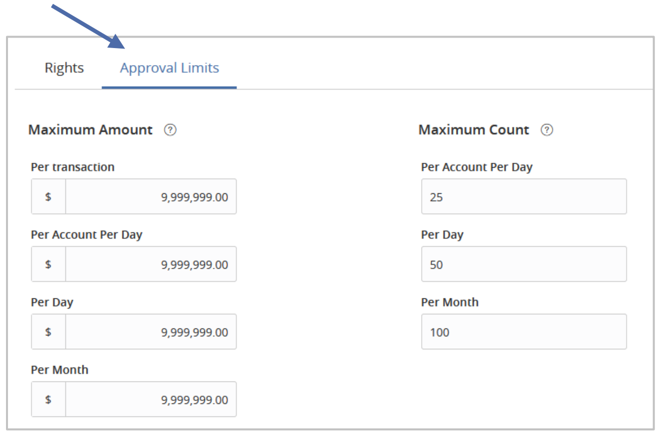
6. On the 'Rights' tab, select the user's transaction rights by toggling the checkmarks on/off.

7. Click on the drop-down menu to adjust the view rights.
   a. Can view transactions initiated by any online banking user within the company.
   b. Can only view the user's own transactions.
   c. Can view transactions to or from entitled accounts.
   d. Cannot view any transactions.



8. On the 'Approval Limits' tab, enter the user's transaction dollar and count limits.

NOTE: Repeat steps 5- 8 for each transaction type.



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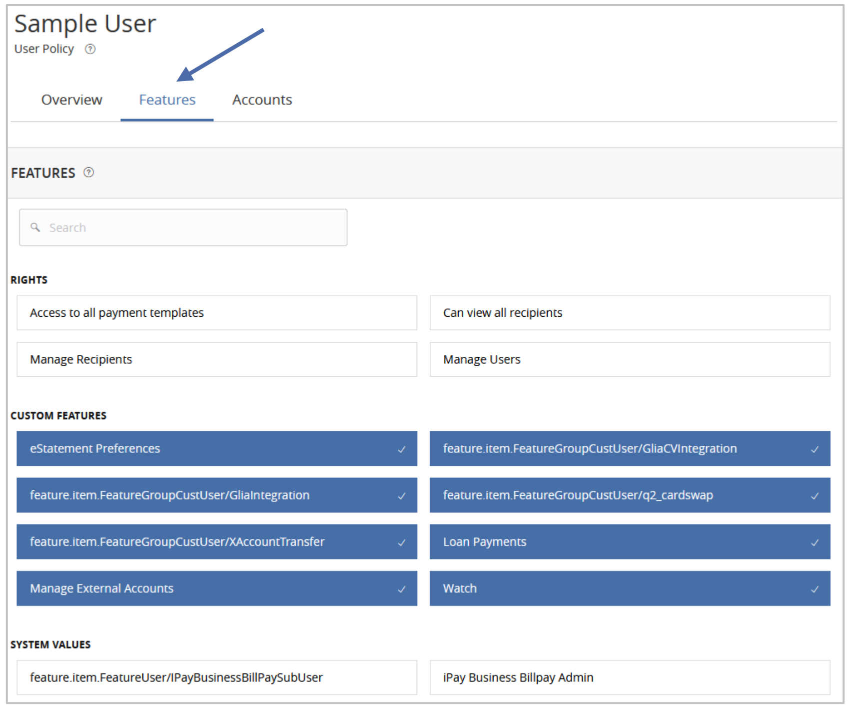
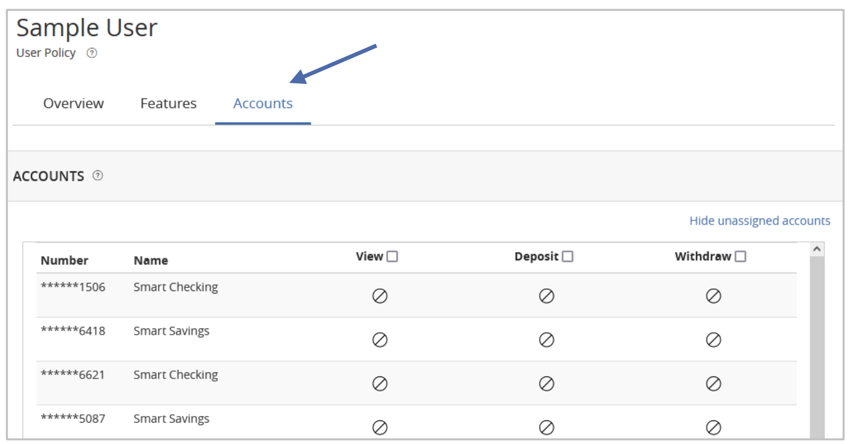
9. Click on the ‘Features’ tab.

10. On the ‘Features’ tab, select the appropriate non-transactional features.



11. On the ‘Accounts’ tab, designate the user’s account rights.

12. Click the ‘Save’ button in the top right corner of the screen.



Maintaining Existing Users

1. Click the pencil icon to edit the existing user.
2. Click on ‘Assign Rights’ towards the bottom right corner of the screen.

Follow steps 5-10 in the ‘Creating New Users’ section above.