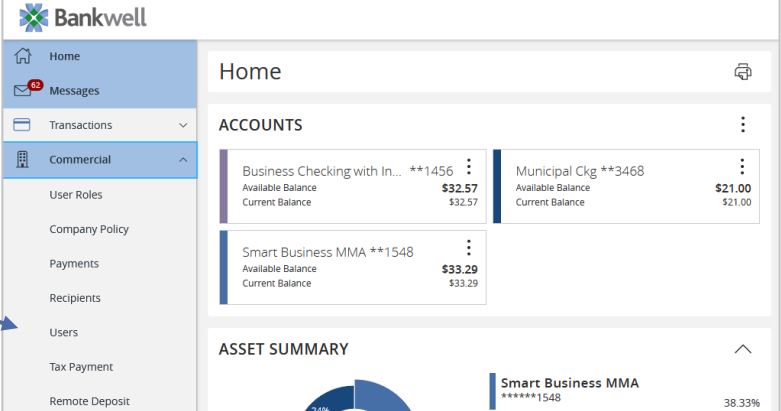


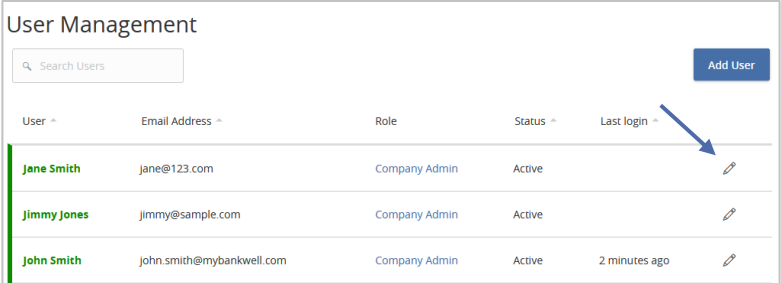
Managing Existing Online Users

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



The screenshot shows the Bankwell dashboard. On the left, a navigation menu is open with 'Commercial' selected. Under 'Commercial', the 'Users' option is highlighted with a blue arrow pointing to it. The main content area shows account balances and an asset summary.

2. Click on the pencil icon next to the user you wish to edit.

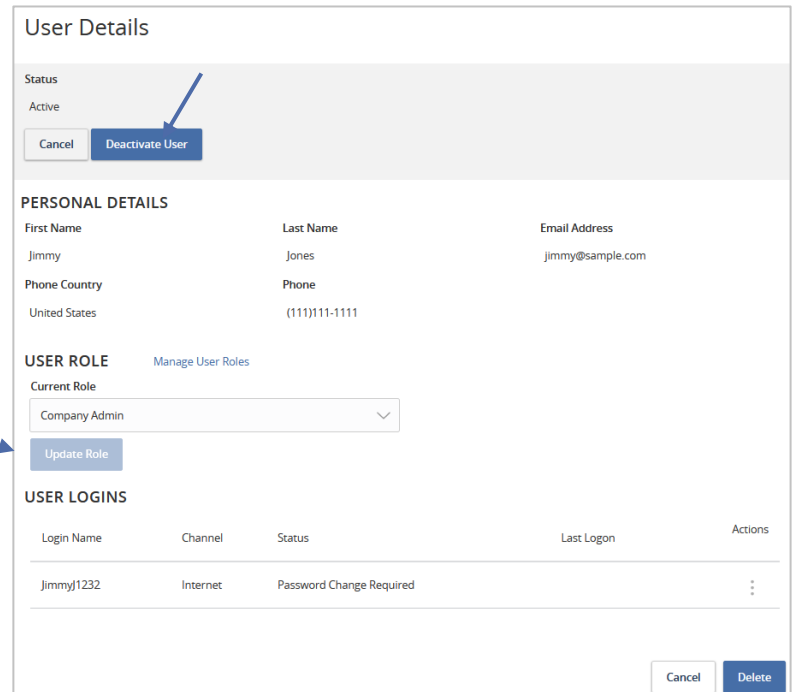


The screenshot shows the 'User Management' page. It features a search bar, an 'Add User' button, and a table of users. A blue arrow points to the pencil icon next to the user 'Jane Smith'.

User	Email Address	Role	Status	Last login	
Jane Smith	jane@123.com	Company Admin	Active		
Jimmy Jones	jimmy@sample.com	Company Admin	Active		
John Smith	john.smith@mybankwell.com	Company Admin	Active	2 minutes ago	

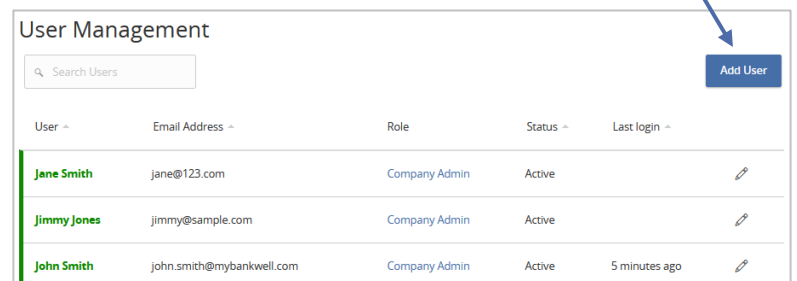
3. One of three update actions may be made to an existing user:
 - a. Select 'Deactivate User' to disallow a user from logging in without completely deleting the user.
 - b. Select the 'User Role' drop down menu to update the 'User Role' for a user. Click 'Update Role' upon completion.
 - c. Select the 'Delete' button to permanently delete the online user. This action cannot be undone.

NOTE: The User Role update will go into effect upon the user's subsequent logon after the change has been made.



Creating New Online Users

1. Click the 'Add User' button.



User	Email Address	Role	Status	Last login
Jane Smith	jane@123.com	Company Admin	Active	
Jimmy Jones	jimmy@sample.com	Company Admin	Active	
John Smith	john.smith@mybankwell.com	Company Admin	Active	5 minutes ago

2. Complete all fields.
3. Click the 'Save New User Detail' button when done.

NOTE: Reference the User Roles setup guide for assistance with setting up a 'User Role'.

New User Details

PERSONAL DETAILS

First Name	Last Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Country	Phone	
<input type="text"/>	<input type="text"/>	

LOGIN DETAILS

Login ID	Password	Confirm Password
<input type="text"/>	<input type="text"/>	<input type="text"/>
User Role		
<input type="text" value="Unassigned"/>		