Online User Management

Creating Online Users

1. Select the 'Users' option under the 'Commercial Functions' menu.

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

3. Enter the required fields for the new user.

4. Click the 'Save' button on the bottom right hand corner of the screen.

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

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User Policy

| Overview | Features | Accounts |

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft	Approve	Cancel	View
ACH Collection	$99	30 / $99	30 / $99	30 / $99	✓	✓	✓	👤
ACH Passthru	$99	30 / $99	30 / $99		✓	✓	✓	⊘
ACH Payment - Single	$99	30 / $99	30 / $99	30 / $99	✓	✓	✓	👤
ACH Payments	$99	30 / $99	300 / $99	30 / $99	✓	✓	✓	👤
ACH Receipt - Single	$99	30 / $99	30 / $99	30 / $99	✓	✓	✓	👤
Bill Payment								
Change Address		30	30	30	✓	✓	✓	👤
Check Reorder		30	30	30	✓	✓	✓	👤
EFTPS	$99	30 / $99	30 / $99	30 / $99	✓	✓	✓	👤

6. Select the user's transaction rights.

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User Policy

ⓘ

Overview   Features   Accounts

ACH COLLECTION Change   Enabled ☑

Rights   Approval Limits

Draft	✓	Can draft.
Approve	✓	Can approve.
Cancel	✓	Can cancel.
View Online Activity	👤	Can view own transactions.

7. Enter the user's transaction dollar and count limits.

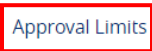Tester McTest
User Policy

ⓘ

Overview   Features   Accounts

ACH COLLECTION Change   Enabled ☑

Rights   Approval Limits

MAXIMUM AMOUNT		Maximum transaction amount	
Per transaction $99 ✎			99 ×
Per Account Per Day $99 ✎	1	2	3
Per Day $99 ✎	4	5	6
Per Month $99 ✎	7	8	9
MAXIMUM COUNT			
Per Account Per Day 30 ✎	Delete	0	Clear
Per Day 30 ✎			
Per Month 30 ✎			

8. Select the appropriate non-transactional features.

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User Policy

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Overview   **Features**   Accounts

FEATURES

RIGHTS

Manage Templates		Manage Users	
Manage Recipients		Allow one-time recipients	✓
Can view all recipients		Enable Recipient Upload	✓
Enable Wire Upload	✓	View Wire Activity	✓
Access Incoming/Outgoing Wire Alerts	✓	Enable Recipient Upload from Batch	✓
Enable Wire Upload from Batch	✓		

GENERATED TRANSACTION

Enable Multi-Transfer	✓	Enable Multi-Wire	✓

TRANSACTIONS

Allow ACH Company Entry Description Entry	✓

CUSTOM FEATURES

feature.item.FeatureGroupCustUser/BaiFileExport	✓

9. Designate the user's account rights.

10. Click the 'Save' button in the top right corner of the screen.

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User Policy

Save   ⓘ

Overview   Features   **Accounts**

ACCOUNTS

Hide unassigned accounts

Number	Name	View ☐	Deposit ☐	Withdraw ☐	Labels
xxx3456	External Checking	🔒	✓	⊘	
xxx3456	External Checking	🔒	✓	⊘	
xxx3456	External Checking	🔒	✓	⊘	
2001800064	Business Value Checking	⊘	🔒	🔒	
42867	Business Value Checking	⊘	✓	✓	
42864	Business Analysis Checking	⊘	⊘	✓	
42865	Business Value Checking	⊘	⊘	✓	
5003413557	Commercial Non-Real Estate Loan	⊘	⊘	✓	
12345	United Savings	⊘	⊘	✓	