

## Granting Loan Payment Service Access

Only Company Administrators have access to Loan Payments in Business Online Banking and will need to permit User's Loan Payment access and permissions before they are able to use the Loan Payment Service. Instructions for how to grant Loan Payment access to Users are outlined below.

### Step 1:

From the Business Online Banking dashboard, click the **Administration** tab and select **User Admin** from the dropdown menu. Locate the User that you want to grant mobile banking access to and click the **Edit** icon for that User.



### Step 2:

From the **User Info & Services** tab on the **Edit User Information** screen, select the **Loan Payment Service** options under **Service Info** and click **Submit** to permission the User.

