

Creating a New Small Business Online Banking User

Only Company Administrators and/or Users who have been granted Administrator permissions will have the ability to create a new User profile in Business Online Banking. Instructions for how to create a new User in Business Online Banking are outlined below.

Step 1:

From the Dashboard homepage, click the Administration tab and select User Admin from the dropdown menu.

| Cambridge | e | | | | | MY LEBIBURIU | LIGH |
|-------------------------------|--------------------------|--------------------------|-------------------|------------------------------|----------------------------|--|------|
| Dashboard | <u>Transfers</u> • | Activities & Reporting ~ | <u>Payments</u> ↔ | Administration ~ | | | |
| inancial Overview (A3 balance | ns as of 12/12/2017 08:1 | 4:11 EST) | | Administration Self Admin | Manage Users User Admin | Management Reports Management Reports Audit Report | |
| | | | | Self Admin | Admin Report | A STORE AND A STORE AND A | |
| Deposits | | | | Change Password | SSO | | |
| Account Name ► | | Account Number + | | | Support Center | | |

Step 2:

For security purposes, you will have to enter a One-Time Passcode before you're able to proceed with creating the new User.

From the screen below, select the method in which you want to receive your One-Time Passcode by clicking the *Send to* link under either Text Message or Voice Call. Please make sure your phone is on and accessible before you click the link.

| How would you like to receive your one time passcode? | |
|---|---|
| Text message | Voice call |
| Please make sure your phone is on. Message and data rates may apply. | Please make sure your phone is on and your ringer is turned up. |
| Send to | Send to |
| | |

Step 3:

Your One-Time Passcode will be sent to you via the method you selected. **Enter** the code provided into the *This code is* field and click *Continue* to proceed.

| Enter the code provided. This code is: Continue Cancel | One Time Passcode | | | |
|--|--------------------------|----------|--------|--|
| This code is: Continue Cancel | Enter the code provided. | | | |
| | This code is: | Continue | Cancel | |



Step 4:

From the User Admin page, click the Add User link located on the top right side of the page to get started.

| <u>Dashboard</u> | <u>Transfers</u> | Activities & Reporting V | <u>Payments</u> | Administration × | | | | |
|--|------------------|--------------------------|-----------------|------------------|---------|------|--------|----------|
| User Administration | | | | | | | | |
| Target Market: Default Market Segment: Corporate Nav Customer Name: Teds BP Test C | D | | | | | | | |
| 2 | | | | | | | _ | |
| Users | | | | | | | L | Add User |
| Show 25 V entries | | | | | Search: | | | |
| UserId | User Name | 🐥 User Type | 🍦 Go To Use | r | Detail | Edit | Delete | Сору |

Step 5:

On the Add New User page, the Company Administrator will need to:

- 1. Complete all of the required User Login Information fields that are highlighted in red
- 2. Check the Generate Password box
- 3. Select all of the appropriate User permissions under the **Service Info section** (Administrators will have the ability to copy permissions from another User by clicking the **Copy permissions from an existing user** drop down box and selecting the User from whom they want to copy permissions.)
- 4. Once all of the User information has been added, scroll to the bottom of the page and click the *Submit* button at the bottom of the page
 - A system generated email will be sent to the new User with their password information at this time.
 - The Administrator who set up the new user will need to provide the user with their User name.

Establishing User Permissions & Limits for non-Wire/ACH Users

Company Administrators must establish User Permissions and User Limits for new User profiles by completing the required information on the *Permissions/ACH Permissions* and *Limits* tabs located at the top of the page.

Permission Terminology Notes:

Money Transfer permission: This grants Wire Transfer permissions

SB Payment Admin and Small Business ACH: This grants ACH permissions

*Company Administrators should uncheck the box next to Wire Approval and Payment Approvals (ACH) to remove access to that permissions from a User's profile.



Permissions Tab

To set the User's permissions, the Administrator must **select** which accounts the User has permission to access, as well as the capability within each account. Once the accounts and capabilities are selected, click the **Submit** button.

Important: If the User's profile was copied, there may already be checkmarks in some of the capabilities boxes. Please pay special attention to copied profiles to ensure that the appropriate permissions have been set. If copying an Admin profile, be sure to review the "User Type" and select either Admin or User, as appropriate. Please be aware that if you establish Admin profiles, these individuals will be authorized to establish or change other User's permissions.

| Jser Info and Services | ACH Permissions | * Limits | Return to Us | ers | | | | | |
|-----------------------------|-----------------|----------|--------------|----------------|---------------|---------------|----------|--------|-------|
| User Account Permissions | | | | | | | | | |
| how 50 ▼ entries | | | | | | Sea | rch: | | |
| | Acct Name | Ac | ct | Mobile Deposit | BR - Previous | BR - Same Day | Book | | |
| Bank 🍦 Acct Num | ACCT Name | ту | pe | Capture | Day Rpt. | Rpt. | Transfer | Loans | Stop |
| | | | | | | | | | |
| CSB | test | SA | v 🗆 | | | | | | |
| CSB | Checking | DD | A 🗌 | | | | | | |
| showing 1 to 2 of 2 entries | | | | | | First | Previous | 1 Next | t La: |

ACH Permissions Tab:

The Administrator must select which ACH companies the User has permission to access (if applicable). Once selected, click the *Submit* button.

Important: If the User's profile was copied, there may already be checkmarks in some of the capabilities boxes. Please pay special attention to copied profiles to ensure that the appropriate permissions have been set. If copying an Admin profile, be sure to review the "User Type" and select either Admin or User, as appropriate.

| ustomer Info: bfstestcobil - ser Info: Test1test - test1test | BP Test Co | | | | | |
|---|---------------|-----------------|----------|-----------------|----------------------|----------|
| User Info and Services | * Permissions | ACH Permissions | * Limits | Return to Users | | |
| User ACH Permissions | | | | | | Select A |
| | | | | | Transaction Types | |
| ACH Companies | | | | | transaction types | |
| ACH Companies | | | | | BIZCO - CCD, Credits | |
| | | | | | | |
| | | | | | BIZCO - CCD, Credits | |
| | | | | | BIZCO - CCD, Credits | |





Limits Tab: Review and set limits for any permitted service where limits are appropriate.

The final step is for the Administrator to set the User's **Book Transfer Limits** as well as **Wire Limits (if applicable)** for the accounts permissioned above. Once the limits have been entered for each account, click the **Submit** button to complete the process. The administrator has successfully set up the user after this point.

If the User's profile was copied, there may already be limits established in some of the capabilities boxes. Please pay special attention to copied profiles to ensure that the appropriate permissions have been set.

Please Note:

- For Small Business ACH Limits: The *Entry/Day, Approval/Txn* and *Approval/Day* fields will be prepopulated based on the Company Limits. These can be changed at this point for each individual User.
- For Small Business ACH Limits: The *Approval Txn* and *Approval/Day* fields will be pre-populated, but the User will only have approval authority if they have been granted the permission (*see page 3*).
- Wire Limits: Limits will be pre-populated based on the Company Limits. These can be changed at this
 point for each individual User.
- Wire Limits: The Approval Txn and Approval/Day will be pre-populated, but the User will only have approval authority if they have been granted the permission (see page 3).

| ▲ Small Business ACH L | imits | | | | |
|--|----------------------|---------------|---------------|---------------|---|
| ACH Company | Transaction Type | Entry/Txn | Entry/Day | Approval/Txn | Approval/Day |
| 111 | | Apply To All | | | |
| Test Pre Fund | BIZCO - CCD, Credits | 99,999,999.99 | 99,999,999.99 | 99,999,999.99 | 99,999,999.99 |
| Test Pre Fund | BIZDO - CCD, Debits | 99,999,999.99 | 99,999,999.99 | 99,999,999.99 | 99,999,999.99 |
| Test Pre Fund | PAYCO - PPD, Credits | 99,999,999.99 | 99,999,999.99 | 99,999,999.99 | 99,999,999.99 |
| Test Pre Fund | PAYDO - PPD, Debits | 99,999,999.99 | 99,999,999.99 | 99,999,999.99 | 99,999,999.99 |
| Test Pre Fund | TAXCO - CCD, Credits | 99,999,999.99 | 99,999,999.99 | 99,999,999.99 | 99,999,999.99 |
| | | | | | |
| Book Transfer Limits | | | | | |
| | | | | | |
| Wire Limits | | | | Note: Cu | stomer Level Wire Limits are currently enabled for this Customer. |
| Customer Level Limits | | 1.00 | 1.00 | 1.00 | 1.00 |

| Custome | er Level Limits | | 1.00 | 1.00 | 1.00 | 1.00 |
|---------|-----------------|--------------|--------------|-----------|--------------|--------------|
| Bank | Account | Account Name | Entry/Txn | Entry/Day | Approval/Txn | Approval/Day |
| | | | Apply To All | | | |
| CSB | 350 | test infc | 0.00 | 0.00 | 0.00 | 0.00 |
| CSB | 568 | Checking | 0.00 | 0.00 | 0.00 | 0.00 |

Submit Reset