

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.

The screenshot shows the 'User Administration' page with a navigation bar containing 'Dashboard', 'Transfers', 'Activities & Reporting', 'Payments', and 'Administration'. Below the navigation bar, there is a 'User Administration' section with metadata: Target Market: Default, Market Segment: Corporate Market Segment, and Customer Name: John Smith Company. A 'Users' table is displayed with columns for User Id, User Name, User Type, Go To User, Detail, Edit, Delete, and Copy. The table contains three entries: 'jsmith' (Admin), 'mjones' (User), and 'ssullivan' (User). The 'Edit' icon for the 'mjones' user is highlighted with a red box, and a red arrow points to it.

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.

The screenshot shows the 'Edit User Information' page for 'John Smith Company' and user 'jsmith'. The 'User Info and Services' tab is selected and highlighted with a red box. The 'Service Info' section is expanded, and the 'Loans' section is checked and highlighted with a red box. Within the 'Loans' section, 'Loan Payment Service' is checked and highlighted with a red box. Other checked options include 'Dashboard', 'Dynamic Link Services', 'Bill Pay', 'EIRD Report', 'Mobile App', 'Mobile Deposit Capture', 'Money Transfer', 'Bank Short List', 'Multiple Wire Input', and 'Wire Approval'. At the bottom left, there are 'Submit' and 'Reset' buttons, with a red arrow pointing to the 'Submit' button.