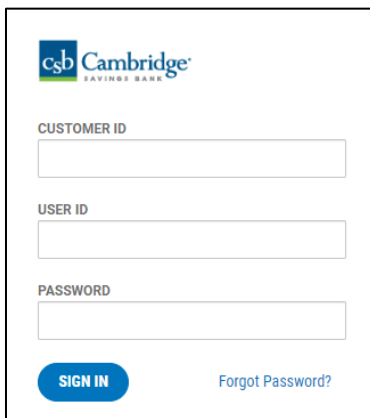


Originated ACH NOC Report – Permissions Guide

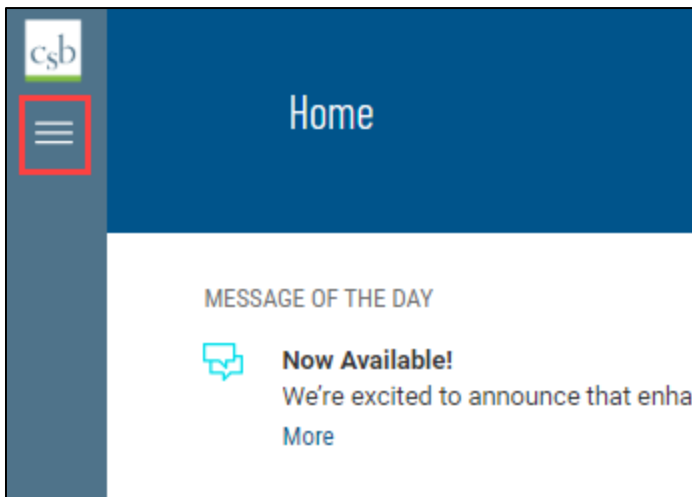
This guide shows the steps needed to grant permissions for the **Originated ACH Return NOC Report** for users in Business Online Banking.

1. Log in to Business Online Banking by navigating to URL:
<https://businessonlinebanking.cambridgesavings.com/dbi qp>.
2. Enter your Customer ID, User ID and password. Click “Sign In”.

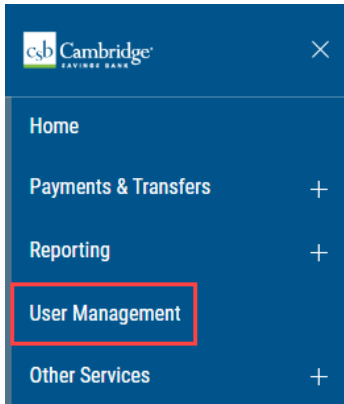


The login form features the CSB Cambridge SAVINGS BANK logo at the top left. Below the logo are three input fields labeled 'CUSTOMER ID', 'USER ID', and 'PASSWORD'. At the bottom left is a blue 'SIGN IN' button, and at the bottom right is a blue link that says 'Forgot Password?'.

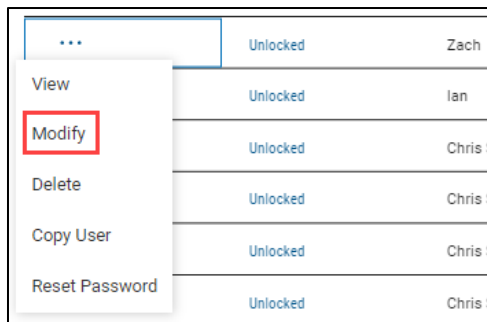
3. Navigate to the slide out menu on the left side of the screen.



- Click **"User Management"**.



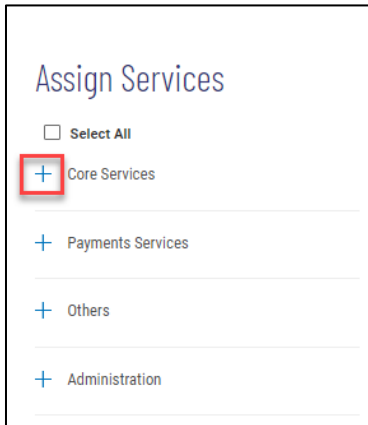
- Locate the user requiring changes, click the (...) menu and select **"Modify"**.



- Click **"Next"**.

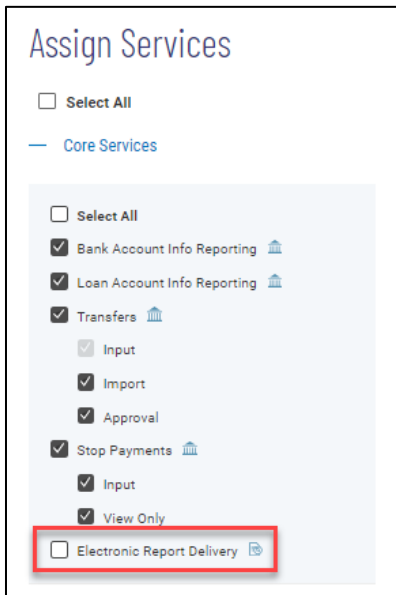
A screenshot of the 'Modify User' screen in the Cambridge Savings Bank mobile app. The screen is titled 'Modify User' and has a blue header bar. Below the header, there are two main sections: 'DEFINE USER' and 'CONTACT INFORMATION'. The 'DEFINE USER' section contains fields for 'USER ID' (bttest2), 'USER NAME' (Ryan), 'CONTACT NAME' (Test Name), and 'DIRECTCONNECT ID' (bwbttestco0bttest2). The 'CONTACT INFORMATION' section contains fields for 'EMAIL' (RyanTest@gmail.com) and 'PHONE' ((617) 441-4398). Below these sections, there are 'USER SETTINGS' including 'ENABLE DATE' (06/06/2022) and 'USER TYPE' (Admin). At the bottom right, there is a 'Cancel' button and a 'NEXT' button. The 'NEXT' button is highlighted with a red rectangular border. Below the 'NEXT' button, there is a link 'Continue to Summary'.

7. Expand the **Core Services** Menu.



The screenshot shows the 'Assign Services' form. At the top, there is a 'Select All' checkbox. Below it, the 'Core Services' menu is expanded, indicated by a red box around the plus icon. The expanded menu shows four sub-items: 'Payments Services', 'Others', and 'Administration', each with its own plus icon. The 'Core Services' menu is currently collapsed.

8. Check the box for **Electronic Report Delivery**.



The screenshot shows the 'Assign Services' form with the 'Core Services' menu expanded. The 'Electronic Report Delivery' checkbox is checked, indicated by a red box around it. The form also shows a 'Select All' checkbox and a list of services with checkboxes: 'Bank Account Info Reporting', 'Loan Account Info Reporting', 'Transfers', 'Input', 'Import', 'Approval', 'Stop Payments', 'Input', and 'View Only'. Each service has a small icon next to it.

9. Under **Report Permissions**, Check the box associated with each account needed by the user for the **Originated ACH Return NOC Report**.

ACCOUNT LEVEL PERMISSIONS **REPORT PERMISSIONS**

ERD REPORT PERMISSIONS

ACCOUNTS	REPORT NAME
<input type="text" value="Search"/>	ORIGINATED ACH RETURN NOC REPORT
<input type="checkbox"/> [Redacted]	<input type="checkbox"/>
<input type="checkbox"/> 5 Year Statement CD - ****7560	<input type="checkbox"/>
<input type="checkbox"/> [Redacted]	<input type="checkbox"/>
<input type="checkbox"/> [Redacted]	<input type="checkbox"/>
<input checked="" type="checkbox"/> Analyzed Business Checking - ...	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Cambridge 1 - ****2555	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Chris - ****1623	<input checked="" type="checkbox"/>
<input type="checkbox"/> [Redacted] Construction Co Pay...	<input type="checkbox"/>
<input checked="" type="checkbox"/> Small Business Checking - ***...	<input checked="" type="checkbox"/>
<input type="checkbox"/> [Redacted] Company Payrol...	<input type="checkbox"/>
<input checked="" type="checkbox"/> test info image nickname - ***...	<input checked="" type="checkbox"/>

10. Click **“Next”** in the bottom right corner of the screen.

ACCOUNT LEVEL PERMISSIONS **REPORT PERMISSIONS**

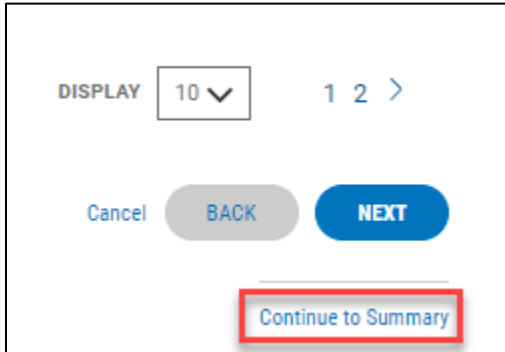
ERD REPORT PERMISSIONS ☐ Select All

ACCOUNTS	REPORT NAME
<input type="text" value="Search"/>	ORIGINATED ACH RETURN NOC REPORT
<input type="checkbox"/> [Redacted]	<input type="checkbox"/>
<input type="checkbox"/> 5 Year Statement CD - ****7560	<input type="checkbox"/>
<input type="checkbox"/> [Redacted]	<input type="checkbox"/>
<input type="checkbox"/> [Redacted]	<input type="checkbox"/>
<input checked="" type="checkbox"/> Analyzed Business Checking - ...	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Cambridge 1 - ****2555	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Chris - ****1623	<input checked="" type="checkbox"/>
<input type="checkbox"/> [Redacted] Construction Co Pay...	<input type="checkbox"/>
<input checked="" type="checkbox"/> Small Business Checking - ***...	<input checked="" type="checkbox"/>
<input type="checkbox"/> [Redacted] Company Payrol...	<input type="checkbox"/>
<input checked="" type="checkbox"/> test info image nickname - ***...	<input checked="" type="checkbox"/>

VIEW 1-11 OF 11 DISPLAY 11 1

Cancel BACK **NEXT**

11. Click **"Continue to Summary"** in the bottom right corner of the screen.



The screenshot shows a user interface with the following elements:

- A "DISPLAY" label followed by a dropdown menu showing "10" and a downward arrow.
- Page navigation links: "1", "2", and a right-pointing chevron ">".
- A "Cancel" link in blue text.
- A "BACK" button in a grey rounded rectangle.
- A "NEXT" button in a blue rounded rectangle.
- A "Continue to Summary" button in a grey rounded rectangle, which is highlighted with a red rectangular border.

12. Review the user permissions, if correct then click **"Save"** at the bottom of the screen.