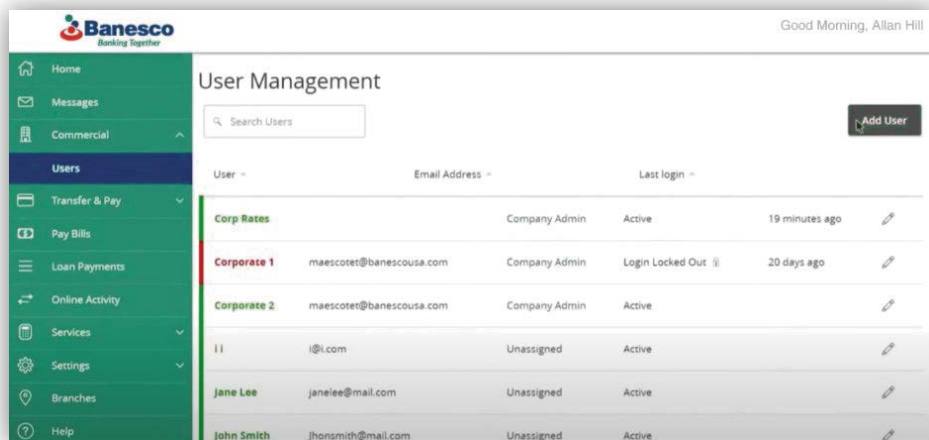
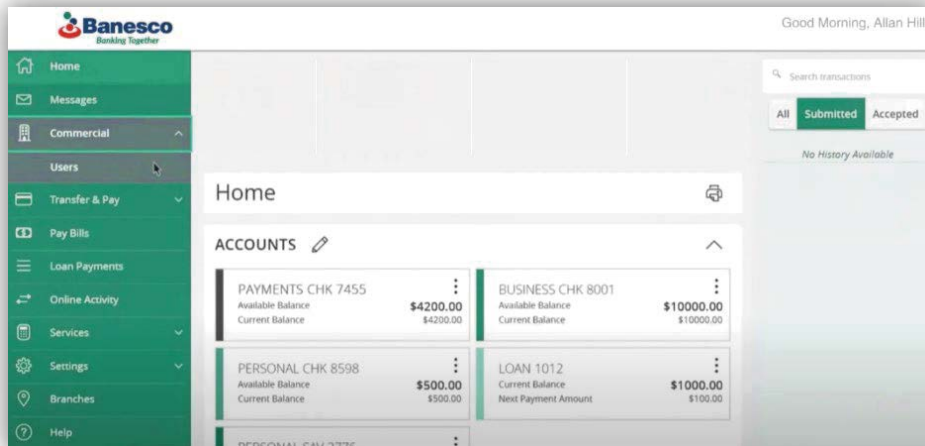
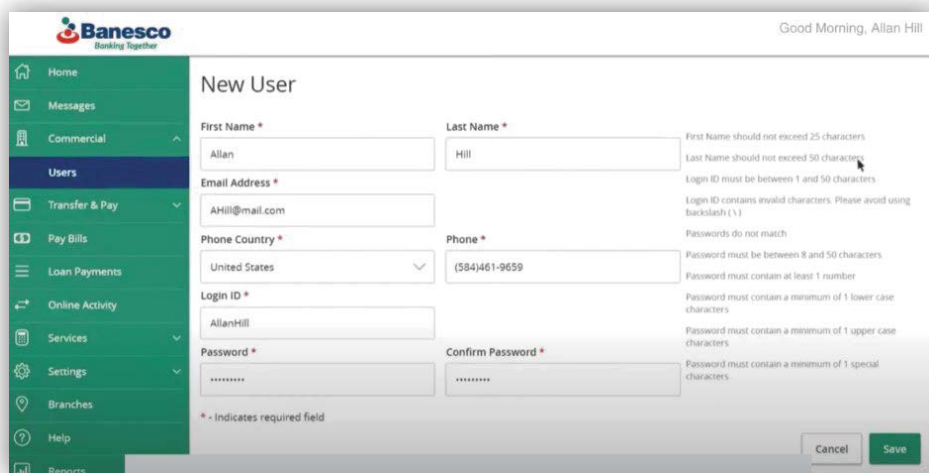


Add authorized users.

1. From the menu click
“Commercial” and then click “Users.”



2. Click the add user button
on the right side of the screen.



3. Enter the required fields marked
with a red asterisk for the new user.

4. Click the save button on the bottom
right-hand corner of the screen.

5. Click on each transaction type listed to configure the user's entitlements and limits.

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft	Approve	Cancel	View
Bill Payment								
Change Address		999	999	999	✓	✓	✓	Own
Check Reorder		999	999	999	✓	✓	✓	Own
Payroll	\$50,000.00	1,000 / \$50,000.00	1,000 / \$50,000.00	1,000 / \$50,000.00	✓	✓	✓	Own
Stop Payment		999	999	999	✓	✓	✓	Own

6. On the rights tab, click the user's draft, approve and cancel rights by toggling the check marks on or off.

Rights

Draft ☒ Can draft.

Approve ☒ Can approve.

Cancel ☒ Can cancel.

View Online Activity

7. Click on the drop-down menu next to the "View Online Activity" to establish the necessary view rights.

The "Can view all transactions" option allows viewing of transactions initiated by any online banking user within the company.
 The "Can view own transactions" option allows viewing of the user's own transactions.
 The "Cannot view any transactions" option allows no transactions to be viewed.

Approval Limits

MAXIMUM AMOUNT

Per transaction \$50,000.00

Per Account Per Day \$50,000.00

Per Day \$50,000.00

Per Month

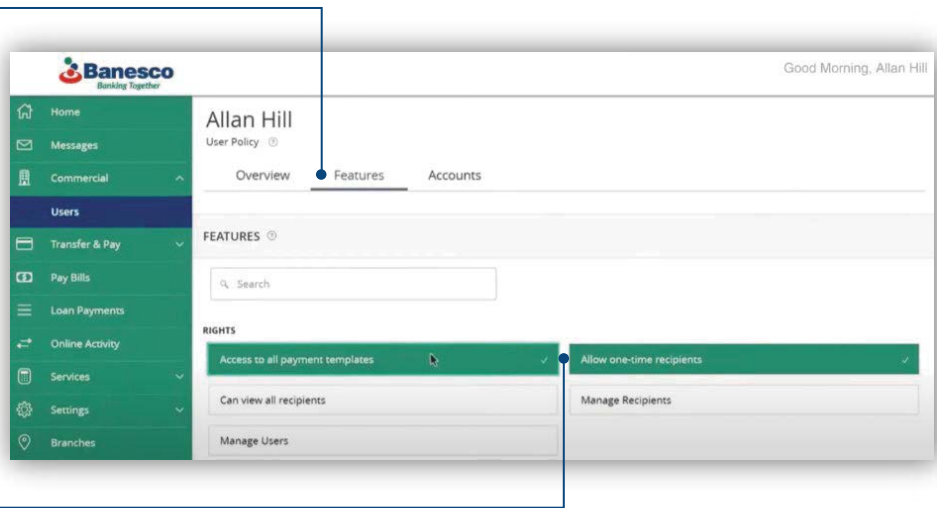
Maximum transaction amount

1 2 3

4 5 6

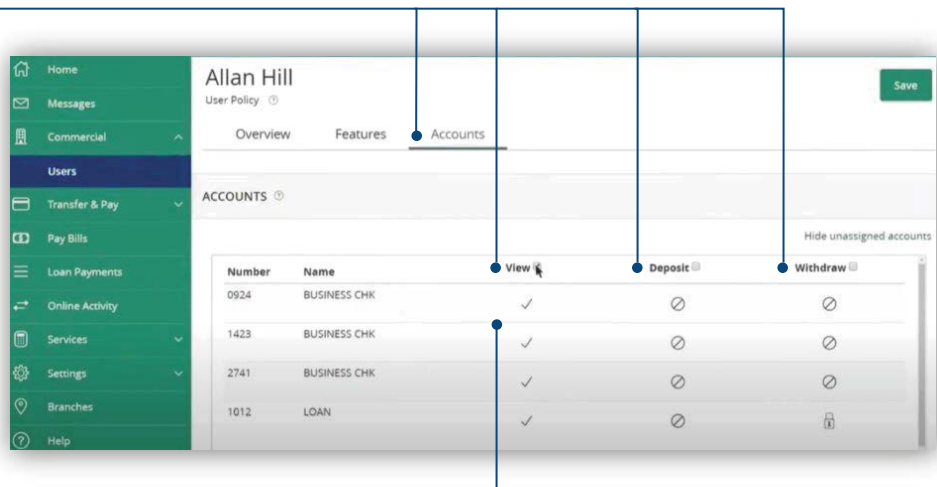
8. On the "Approval limits tab", enter the user's transaction dollar and count limits.

9. Once all transaction types have been configured, click on the “Features” tab.

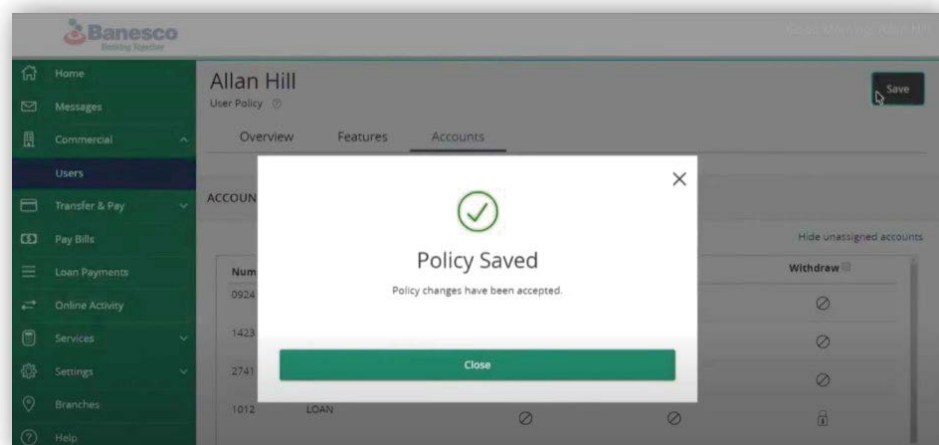


10. Click the appropriate non-transactional features the user should have access to.

11. Click the “Accounts” tab to view and modify the account entitlements under “View”, “Deposit” or “Withdraw.”



12. Click the icon to change between allow check mark and disallow symbol.



13. Click the save button when complete to save the user role.