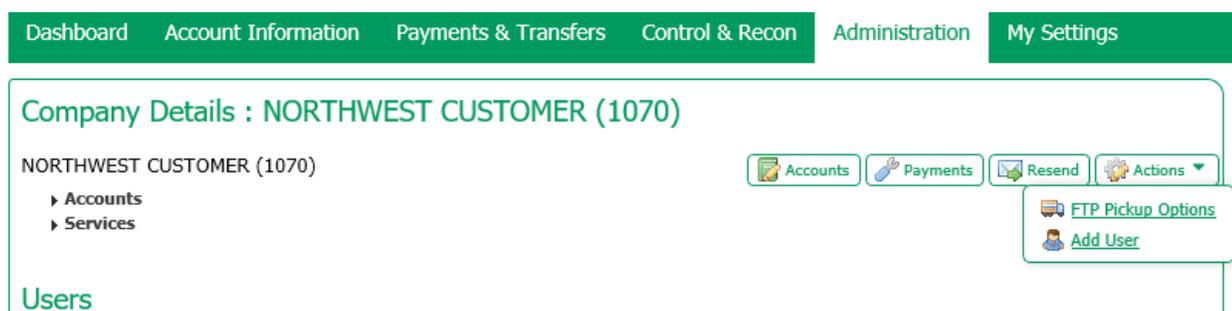


Commercial Banking Administration

User Administration

From the Administration tab in the company details page, business administrators can Create, Edit, or Clone a User.



The screenshot shows a navigation bar with tabs: Dashboard, Account Information, Payments & Transfers, Control & Recon, Administration (selected), and My Settings. Below the navigation bar is a header for 'Company Details : NORTHWEST CUSTOMER (1070)'. Underneath, there is a sub-header 'NORTHWEST CUSTOMER (1070)' with a list of items: Accounts and Services. To the right of this list are several action buttons: Accounts, Payments, Resend, and Actions. The Actions button is expanded to show two options: FTP Pickup Options and Add User. Below the main content area, the word 'Users' is displayed in a green font.

User Information

- **Users:** The first heading under the User Details area is the user name, with the user ID, also listed in parenthesis. A user that is an administrative user will be indicated with the words “Administrator” listed to the right of the User Name/ID.
- **User Details:** User details are displayed here, including the users email address, phone number, as well as display the date the account was created, and the last time the user logged in.
- **Services:** Services associated with the user are displayed when clicked. This provides an “at a glance” review of all services, including, the sub services that are associated with the company. Services that can be adjusted will display a “pencil” icon for editing the service preferences, and/or a “briefcase” for editing accounts for the specific service.

Creating a User

First, create a new user by selecting Actions and then selecting Add User.

The following fields are available for entry:

- **User ID:** This is an identifiable word that is associated with name of the User. This can be the User name, an abbreviation or any word.
- **First and Last Name:** This is the first and last name of the User.

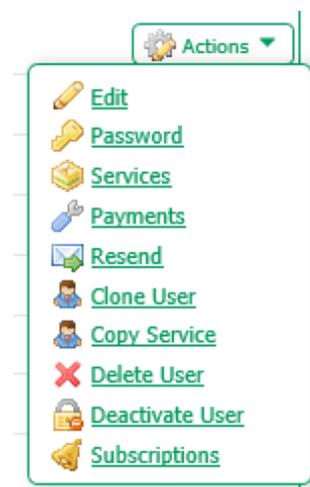
- **Administration User:** This box will enable this User to grant permissions to and edit other users' profiles.
- **Lock Profile Fields from Company Edit:** This box will only allow FI users to edit this user's profile.
- **Enable Date:** A date for the User's profile to take effect within the system.
- **Desktop Last Login:** The last Desktop login date will be displayed. The Test button, when selected will cause a message to be sent to the User's Desktop.
- **Email Address:** Enter the User's email address. The Test button, when selected will cause the system to send a message to the User's email address.
- **Encrypted Report Password:** This is a unique password that will be needed when an encrypted PDF file or report is emailed to the User.
- **Phone Number:** The User's contact number.
- **Message Enabled Cell Phone Number:** The User's SMS-enabled cell phone number.
- **Fax Number:** This is the User's Fax Number
- **Business Unit:** This is the type of business unit for this company. Primarily used to identify large companies that have multiple divisions or functions, and may have more than one listing within the system.
- **Address/City/State/Postal Code/Country:** This is the company address.
- **Time Zone:** This is the time zone for the company location.
- **Language:** English is the default language.
- **Ignore Password Expiration:** Check this box to enable or leave blank to ensure that the User is prompted to change their password after a set period of time.
- **Authentication Type:** Various authentications are available for use based on how the company was set up. The Bank Default authentication will be an option, based on how the Bank was set up. Check with the Bank administrator to identify the Bank security settings.
- **Company Zip Code:** This is one of the registration questions for Commercial Center Mobile. The value entered here will be needed for the installation of Commercial Center Mobile.
- **Last four Digits of Business Tax ID:** This is one of the registration questions for Commercial Center Mobile. The value entered here will be needed for the installation of Commercial Center Mobile.

Advanced User Settings

- **Thousand Delimiter:** This function determines the character used when displaying amounts in the thousands.
- **Decimal Delimiter:** This function determines the character used as the separator between whole and partial currency amounts.
- **Web Date Input Format:** The date can be displayed in either North American format or International format.
- **Set Password:** Set a temporary password. The User will be prompted create a new password, unique to them, upon first log in. This field appears when creating a user, only.
- **Online Bulletin Service:** Users receive notifications for services to which they are assigned. Once a User is authorized, the type and format of notification is to be selected from the Bulletin Channel. Notifications can also be sent via Cell Phone.
- **SMS Notification:** SMS Notification is available to select which days of the weeks and which hours available notifications are to be sent. Left and Right arrows select the time field to adjust and the Up and Down arrows scroll through the time.

If cloning an existing user, the following cloning preferences will be available:

- **Do not copy permissions from user/Copy service permissions from user:** This checkbox button controls whether the new User will be entitled to the services currently entitled to the original user.
- Selecting **"Do not copy permissions..."** will result in the new User having no entitled services such that an administrator must individually entitle services to the User.



- **Edit:** This allows for the users preferences to be edited.
- **Credentials:** The credentials button allows for the users password to be reset, by providing a new password.
- **Services:** The service area allows for the enabling or disabling or service permissions for the user.
- **Payments:** The payments area allows for payment limits to be set for services like ACH, Wire Transfers, and Account Transfers on a company level. The maximum limits are determined by a company administrator.
- **Resend:** Resend allows for the resending of distribution notifications to the intended users. These notifications detail out service transactions such as ACH Batches, Account Transfers and Wire Transfers.
- **Actions:** User actions gives a variety of options to select from, including cloning a user, deleting a user, deactivating a user and adjust the user's notification subscriptions.

Permitting Services

Services are provided based upon the services that are permitted to the company. The services must be enabled at a company level, in order to allow the service to be active for a User.

User Services : Test User 01 of NORTHWEST CUSTOMER (1070/TestUser1)

Users

Select All Unselect All Filter:

<input type="checkbox"/> Alerts	<input type="checkbox"/> Balance Reporting
<input type="checkbox"/> Delivery Template Maintenance	<input type="checkbox"/> File Vault
<input type="checkbox"/> Mobile	<input type="checkbox"/> NACHA Detail File Report
<input type="checkbox"/> NACHA Notification of Change Report	<input type="checkbox"/> NACHA Return File Report
<input type="checkbox"/> Quick View	<input type="checkbox"/> Secure Browser
<input type="checkbox"/> Secure Browser Destinations	<input type="checkbox"/> Tablet
<input type="checkbox"/> Transaction Groups	<input type="checkbox"/> Transaction Search
<input type="checkbox"/> Web Report Maintenance	

Save Cancel

* indicates required fields
Page generated on 09/24/2018 at 3:50 PM PDT

Changes to the Services entitlement tables are preserved when the **Save** button is selected and are discarded when the **Cancel** button is selected.

To configure services for each user, accounts will need to be enabled.

Users		
<p><input checked="" type="checkbox"/> Administration</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Balance Reporting</p> <p><input checked="" type="checkbox"/> Delivery Template Maintenance</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> NACHA Detail File Report</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Quick View</p> <p><input checked="" type="checkbox"/> Secure Browser Credential Maintenance</p> <p><input checked="" type="checkbox"/> Transaction Groups</p> <p><input checked="" type="checkbox"/> User Maintenance</p>	<p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Alerts</p> <p><input checked="" type="checkbox"/> Company Account Permissions</p> <p><input checked="" type="checkbox"/> File Vault</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> NACHA Notification of Change Report</p> <p><input checked="" type="checkbox"/> Secure Browser</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Secure Browser Destinations</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Transaction Search</p> <p><input checked="" type="checkbox"/> User Service Permissions</p>	<p><input checked="" type="checkbox"/> Audit Service</p> <p><input checked="" type="checkbox"/> Company Maintenance</p> <p><input checked="" type="checkbox"/> Mobile</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> NACHA Return File Report</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Secure Browser Administration</p> <p><input checked="" type="checkbox"/> Tablet</p> <p><input checked="" type="checkbox"/> User Credentials Maintenance</p> <p><input checked="" type="checkbox"/> Web Report Maintenance</p>

To do so, select the green briefcase. If the user was created with “cascading” turned on, entitled accounts will automatically be entitled to each service. And, when new accounts are added, they will automatically be entitled to the service. If “cascading” is disabled for the company, none of this automatic entitlement will occur and accounts will have to be manually added to each service.

Once account numbers are enabled for the appropriate service, select **Save**. Selecting **Cancel** will return the user to the company overview page.

User Payment Settings

Use this screen to configure payment services for company users. Company administrators configure the payment settings based upon the user's needs. Once determined and set, the payment will be ready for use. Users who are not company administrators will not have access to this area.

User Payment Settings : Test User 01 of NORTHWEST CUSTOMER (1070/TestUser1)

<input checked="" type="checkbox"/> ACH Payments <input checked="" type="checkbox"/> Wire Transfer <input checked="" type="checkbox"/> Account Transfer <input checked="" type="checkbox"/> Payee Maintenance <input checked="" type="checkbox"/> Import Maintenance <input checked="" type="checkbox"/> Stop Payments <input type="checkbox"/> Check Positive Pay <input type="checkbox"/> Remote Deposit Capture	<p style="text-align: right;">Help</p> <div style="border: 1px solid #008000; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> ACH Batch Options User is eligible to add, edit and delete ACH batches </div> <div style="border: 1px solid #008000; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Allow ACH maintenance User is eligible to maintain ACH for use by all corporate users </div> <div style="border: 1px solid #008000; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Allow ACH Batch approval User is eligible to approve ACH Batches for total amounts between the specified lower limit and upper limit </div> <div style="border: 1px solid #008000; padding: 5px;"> <input type="checkbox"/> Allow ACH Payments activity audit User is eligible to view and be notified of ACH Payments activity for users in their company </div>
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User Payments Available

These services are available for configuration by a company administrator: ACH Payments, Wire Transfer, Account Transfer, Payee Maintenance, Import Maintenance, and Stop Payments. Each payment can be configured with the following subset of permissions.

- **Allow Entry:** The 'Allow entry' must be checked to allow the user to initiate payments and further define how those payments can be created. Enabling this option allows for users to edit/cancel/release/approve payments.
- **Account Permissions:** Limits set here define the user's daily limits for accounts selected. To customize different limits for different accounts, select the Add a Permission button, and additional limit fields will be displayed.
 - **Accounts:** Accounts must be added before the service is available for use. The Select Accounts link will display available accounts to be added. Accounts can be removed by selecting the red x next to the account.
 - **Daily Transaction Amount per Account:** This field defines the maximum dollar amount available for a company user, per each account. The maximum company limit is displayed next to the input field.

- **Daily Transaction Count per Account:** This field defines the maximum number of transactions available for a company user, per each account, on a daily basis. The maximum company limit is displayed next to the input field.
 - **Single Transaction Amount:** This field defines the maximum amount available for a company user, per each account and each transaction. The maximum company limit is displayed next to the input field.
 - Additional security can be added by requiring 1 or 2 approvers, based upon the minimal amount of the transfer.
 - When checked, one approver will be required if the payment exceeds the set dollar amount.
 - When checked, two approvers will be required if the payment is higher than the set dollar amount.
 - **Allow Maintenance:** This option allows the user to create, modify and delete templates and mappers for the accounts / ACH companies listed.
- Note:** Users cannot set edit their own permissions. Bank users or a company administrator must enable the permissions for them.*
- **Allow Approval:** Enabling this option allows the user to approve payments for the on selected account(s)/ACH company.