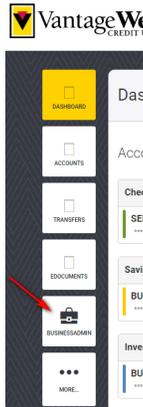


# REGISTER USERS AND SET PERMISSIONS

**Note:** Cash Management Administrators will establish users and set permissions for these users by taking the following steps.

## Business Admin

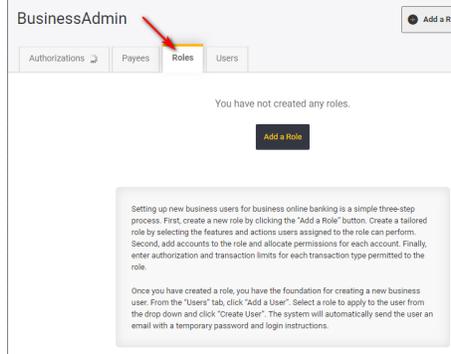
Once logged in navigate to the **Business Admin** tab.



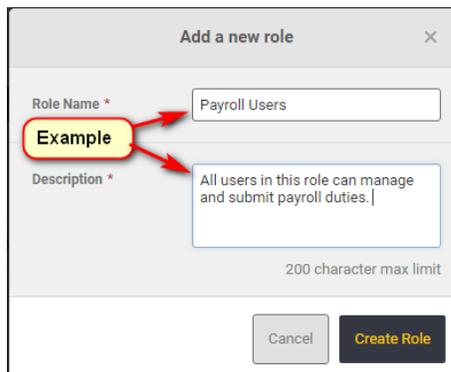
## Roles

Navigate to **Roles** first to establish roles that will be used to assign to your users.

- Click **Add a Role**



- Name your role and list the description for this role. You will have the ability to assign multiple users to a role if you choose.



## REGISTER USERS AND SET PERMISSIONS

- Establish the **Permissions** for each role.
- **Please note that all users that are assigned to a specific role will have the same permissions. For users that need different permissions, assign each user a different role.**

**Payroll Users**  
All users in this role can manage a... 0 Users

**Payroll Users** ✎

**DESCRIPTION** All users in this role can manage and submit payroll duties. ✎

**PERMISSIONS**  **click here to edit permissions**

**ADMINISTRATION**

- ✕ **Manage Users and Roles**  
Add, edit and delete business users and create roles that allow users to access banking features and accounts. Users with this permission may also add and edit transaction limits for roles.
- ✕ **Manage Payees**  
Add, edit and delete payees and payment methods including ACH and wires.

**ALLOWED TO AUTHORIZE**

**Click here to show the definitions of permissions listed**

- Once you have selected all of the requested permissions make sure to **Save Changes**.

### Accounts & Limits

- Assign accounts to this role.

**Accounts & Limits**

**ACCOUNTS**

This role has no assigned accounts.

**Add Accounts**

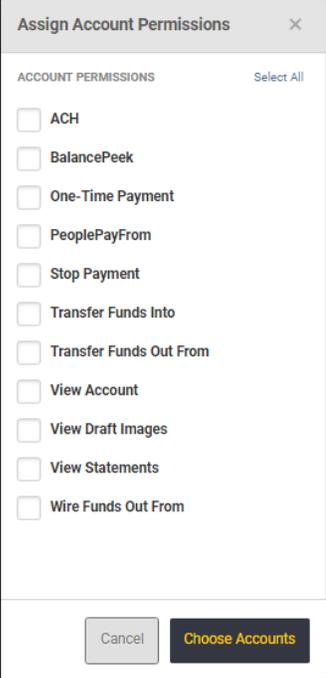
**LIMITS** ✎

You have not configured limits for your accounts.

**Edit Limits**

## REGISTER USERS AND SET PERMISSIONS

- Select permissions. Click **Choose Accounts**.



The image shows a dialog box titled "Assign Account Permissions" with a close button (X) in the top right corner. Below the title bar, the text "ACCOUNT PERMISSIONS" is displayed on the left, and "Select All" is on the right. A list of permissions follows, each with an unchecked checkbox:

- ACH
- BalancePeek
- One-Time Payment
- PeoplePayFrom
- Stop Payment
- Transfer Funds Into
- Transfer Funds Out From
- View Account
- View Draft Images
- View Statements
- Wire Funds Out From

At the bottom of the dialog box, there are two buttons: a light gray "Cancel" button and a dark gray "Choose Accounts" button with yellow text.

- Select account(s) for assignment. Click **Assign Account(s)**.

# REGISTER USERS AND SET PERMISSIONS

### Assign Accounts to this Role

ACCOUNT PERMISSIONS [Select All](#)

- ACH
- BalancePeek
- One-Time Payment
- PeoplePayFrom
- Stop Payment
- Transfer Funds Into
- Transfer Funds Out From
- View Account
- View Draft Images
- View Statements
- Wire Funds Out From

Select accounts you want to assign to the **Test** role.

Internal External Selected (1)

INTERNAL ACCOUNTS [Select All](#)

- PREMIER BUSINESS ... \*\*\*\*\*31
- BUSINESS REGULAR ... \*\*\*\*\*00
- BUSINESS LINE OF C... \*\*\*\*\*21

- Confirmation message will appear at top of web page.



## Limits

- Click **Edit Limits**.

### Accounts & Limits

ACCOUNTS [✎](#)

- PREMIER BUSINESS CHEC... \*\*\*\*\*31

LIMITS [✎](#)

You have not configured limits for your accounts.

- Select **Method**. Input desired daily, weekly, and monthly, limits. Click **Save Changes**.

## REGISTER USERS AND SET PERMISSIONS

*Note: The role must have permissions selected in order for limits to take effect.*

LIMITS

Select and apply limits to the methods you want enabled for this role.

METHOD	DESCRIPTION	DAILY	WEEKLY	MONTHLY
<input checked="" type="checkbox"/> ACH Collections	Authorized limit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Max limit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/> ACH Payments	Authorized limit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Max limit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/> External Transfers	Authorized limit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Max limit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Internal Transfers	Authorized limit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Max limit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Wire Transfers	Authorized limit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Max limit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

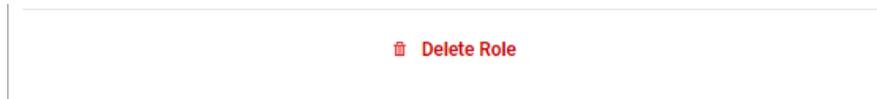
Authorized limit: Max amount that can be submitted without additional authorization or approval.  
Max limit: Max amount users with this role are able to submit.  
Can authorize: Max amount users with this role can authorize for other users.

- Confirmation message will appear at top of web page.

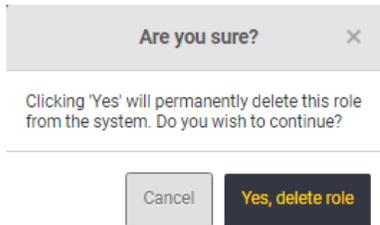


### Delete Role

- Click **Delete Role**.



- Confirm request to delete role.



- Confirmation message will appear at the top of the web page.



# REGISTER USERS AND SET PERMISSIONS

## Users

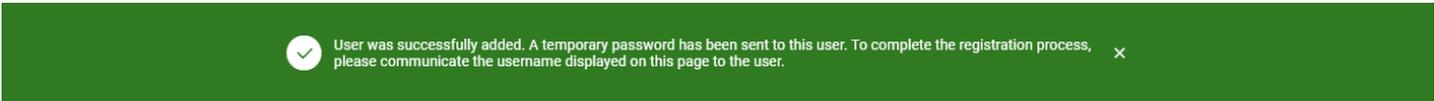
- Navigate to “Users” tab in Business Admin. Select **Add a User**.



- Enter required information for User. Click **Create User**.

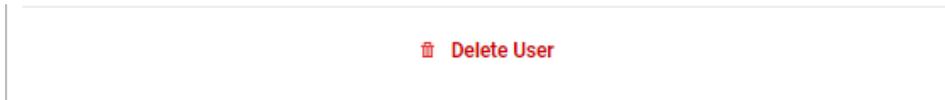
A screenshot of a modal window titled 'Add a new user'. It contains several input fields: 'Username \*' with a text box and a red warning message 'Please enter at least 8 characters.'; 'First Name \*' with a text box; 'Last Name \*' with a text box; 'Email \*' with a text box and a note 'A temporary password will be sent to the above email address.'; and 'Role \*' with a dropdown menu showing 'Accountant'. At the bottom, there are two buttons: 'Cancel' and 'Create User', with the 'Create User' button highlighted in a red box.

- Confirmation message will appear at the top of the web page.  
*Note: A temporary password will be emailed to the newly created user. Please provide the username to the user to allow access.*



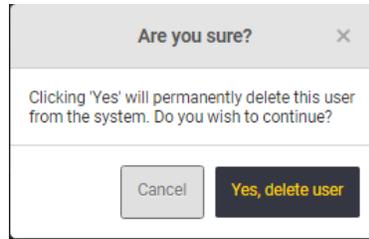
## Delete User

- Click **Delete User**.



- Confirm request to delete user.

## REGISTER USERS AND SET PERMISSIONS



- Confirmation message will appear at the top of the web page.

