

User Role Overview

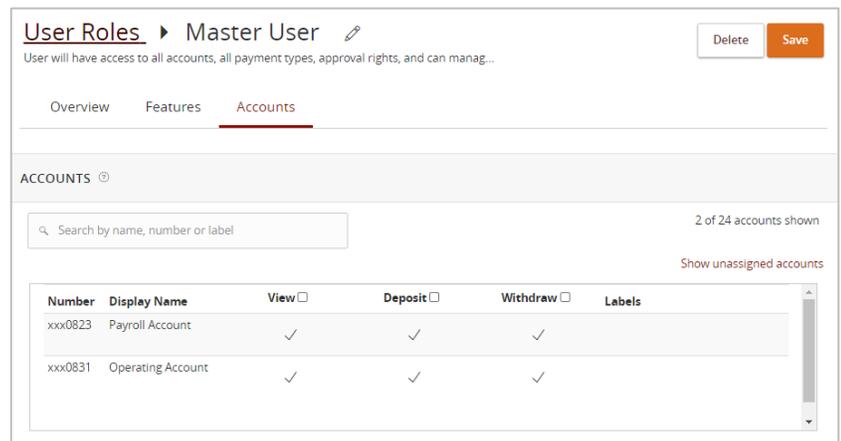
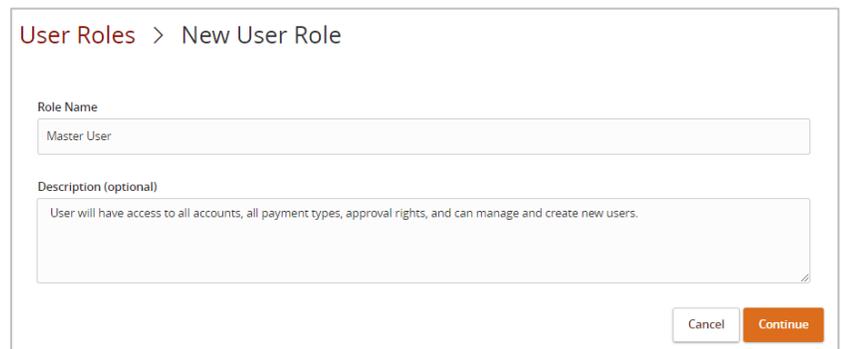
NOTE: The User Role controls feature entitlements and dollar limits for one or more company users who have the need for identical Online access.

Creating New User Role

1. Select the 'User Roles' option in the 'Commercial' menu.
2. Click on 'Create Role'.
3. Enter a 'Role Name'.
4. Enter a 'Description' describing the rights and functions of the 'User Role'.
5. Click on 'Continue'.
6. Click on the 'Accounts' tab.
7. Check the 'View', 'Deposit', or 'Withdraw' column accordingly for each account that the this 'User Role' will need access to.

NOTE: The 'View' box will allow 'User Role' to see the account on the home screen and access transaction history.

NOTE: The 'Deposit' and 'Withdraw' box will need to be checked for the 'User Role' to be able to complete 'Transfers', 'Wires', and all 'ACH' transactions even if the 'User Role' will only 'Draft' payments.



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NOTE: Click on 'Show unassigned accounts' to display additional accounts to assign to 'User Role'.

8. Click on the 'Overview' tab, select an online transaction type by clicking on the corresponding maroon link. (ex. Payroll)

User Roles ▶ Master User  Save

User will have access to all accounts, all payment types, approval rights, and can manag...

Overview Features Accounts

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions Max	Cancel Actions Max	View
ACH Collection	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any	All
ACH Payment - Single	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any	All
ACH Payments	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any	All
ACH Receipt - Single	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any	All
Change Address		2	10	2	1 Any	1 Any	1 Any	All
Check Reorder		5	5	1	1 Any	1 Any	1 Any	All
Payroll	\$50,000.00	99 / \$50,000.00	999 / \$500,000.00	99 / \$50,000.00	1 Any	1 Any	1 Any	All
Stop Payment		10	100	10	1 Any	1 Any	1 Any	All
Transfer - Internal	\$30,000,000.00	99 / \$30,000,000.00	999 / \$100,000,000.00	99 / \$30,000,000.00	1 Any	1 Any	1 Any	All

Allowed Actions

NOTE: One or multiple levels may be setup to establish general or granular user limitations.

1. 'Disable' or 'Enable' online transaction type on the right.
2. Click on the 'Operations' box.

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Overview Features Accounts

PAYROLL Change Enabled

Allowed Actions Rights Approval Limits

Open Policy Tester Add New Allowed Action

Allows **Payroll** transaction for **any amount**  

OPERATIONS  Any	AMOUNT  Any	SUBSIDIARIES  Any	ACCOUNTS  Any	DRAFT HOURS  Any
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3. Specify the allowed actions for the transaction type.

NOTE: 'Draft' will allow 'User Role' to enter payment information and save for 'Approver' to 'Approve' transaction type.

NOTE: 'Draft Restricted' will not allow 'User Role' to enter payment information.

NOTE: 'Approve' will allow 'User Role' to 'Approve' transaction type using 'Token'

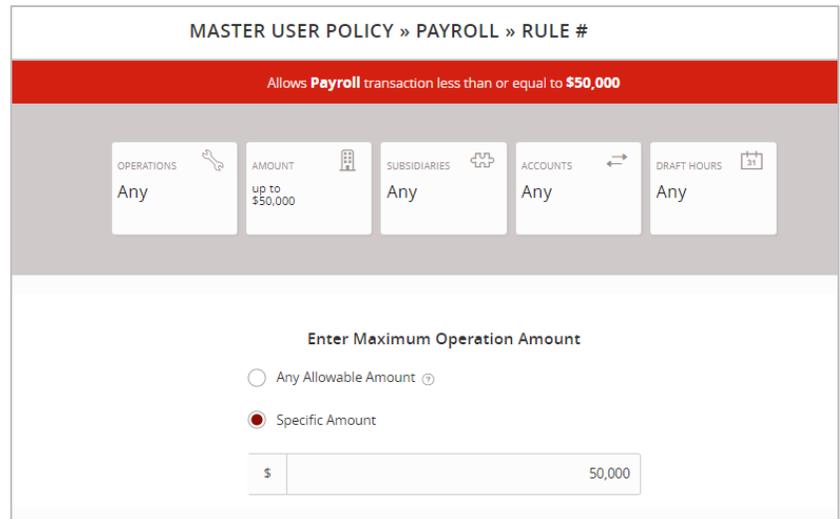
NOTE: 'Cancel' will allow 'User Role' to 'Cancel' transaction type.



4. Click on the 'Amount' box.

5. Select 'Any Allowable Amount' or 'Specific Amount'.

NOTE: If 'Specific Amount' is selected, specify the dollar amount for the allowed action.



6. Click the 'Subsidiaries' box. Select the subsidiarie(s) allowed for this transaction type.

NOTE: The subsidiary will turn orange when selected.



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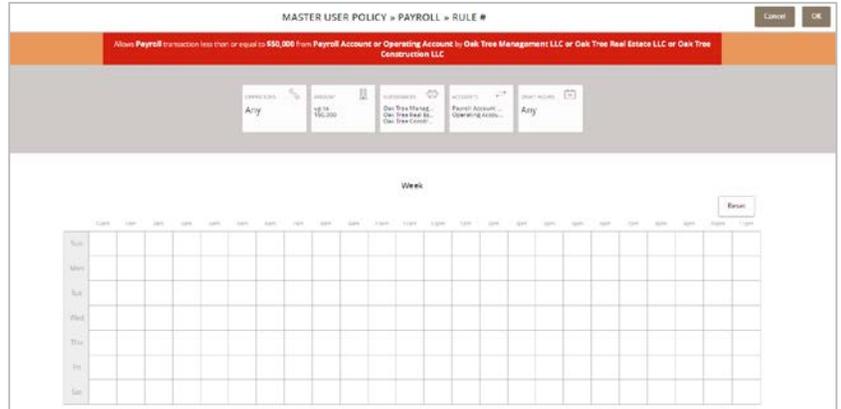
7. Click on the 'Accounts' box. Select the account(s) allowed for this transaction type.

NOTE: The account(s) will turn orange when selected.



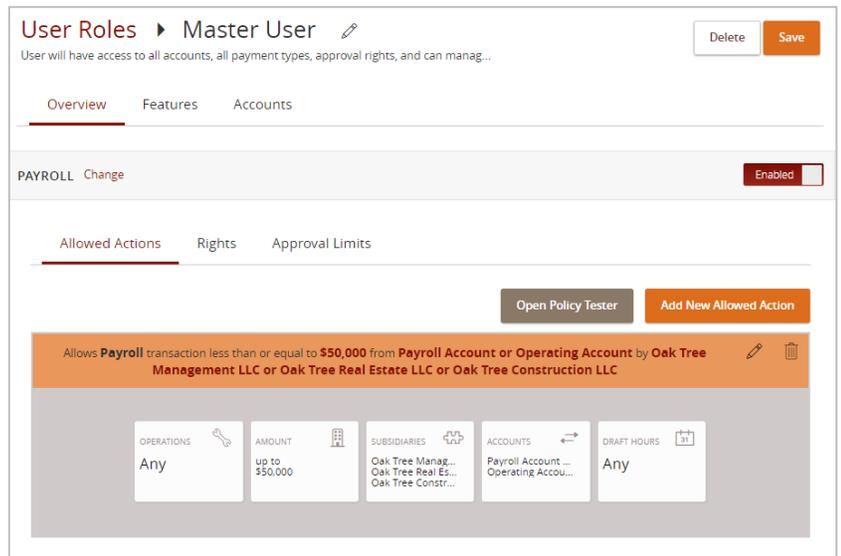
8. Click the 'Draft Hours' box. Select the days and hours allowed for this transaction type.

NOTE: The days of the week down the left side and the hours of the day across the top can be clicked to select an entire row or column. The individual boxes can also be selected or deselected.



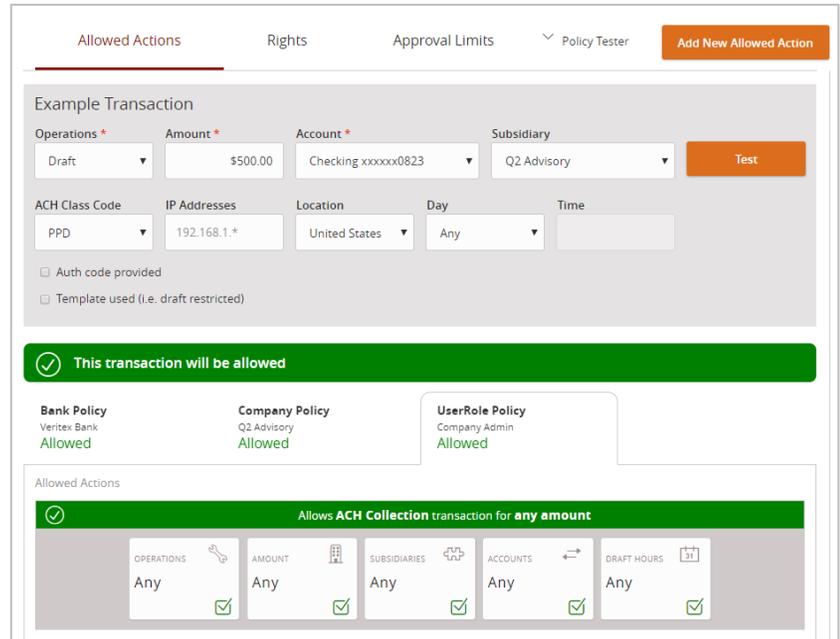
9. Click 'OK' on the top right-hand corner.

10. Click the 'Policy Tester' to validate the User Role functionality to assure the setup is as needed.



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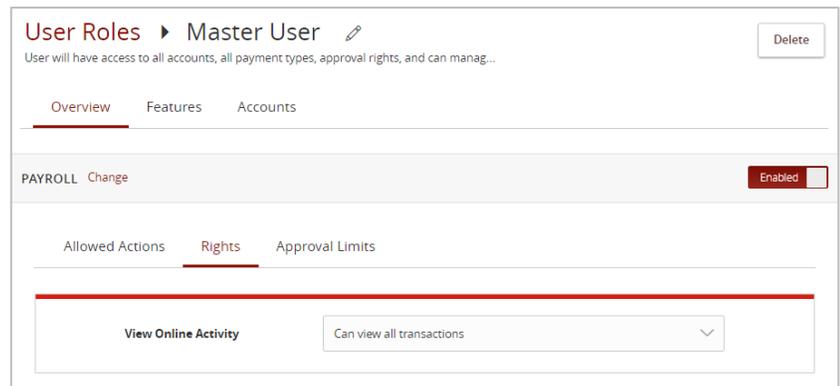
11. Enter test transaction information and click on 'Test'.



Rights

NOTE: The user role's ability to view transactions in the 'Activity Center'.

- a. **'Can view all transactions'** - Can view transactions initiated by any online banking user within the company.
- b. **'Can view own transactions'** - Can only view the user's own transactions.
- c. **'Can view transactions by others in this role'** - Can view transactions initiated by users who are assigned to the same user role.
- d. **'Cannot view any transactions'** - Cannot view any transactions at all initiated by any user.



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Approval Limits

1. Click the 'Approval Limits' tab to view and modify the dollar and count limits within the dollar and count limits allotted to company by Veritex Community Bank.

Maximum Amount

- a. **'Per Transaction'** – Maximum dollar amount for an individual transaction
- b. **'Per Account Per Day'** – Maximum dollar amount per day allotted for each entitled account
- c. **'Per Day'** – Maximum dollar amount per day allotted for the user (regardless of the account)
- d. **'Per Month'** – Maximum dollar amount per month allotted for the user (regardless of the account)

User Roles ▶ Master User ✎
Delete

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Overview
Features
Approval Limits

PAYROLL Change
Enabled

Allowed Actions
Rights
Approval Limits

Maximum Amount ⓘ

Per transaction

\$

Per Account Per Day

\$

Per Day

\$

Per Month

\$

Maximum Count ⓘ

Per Account Per Day

Per Day

Per Month

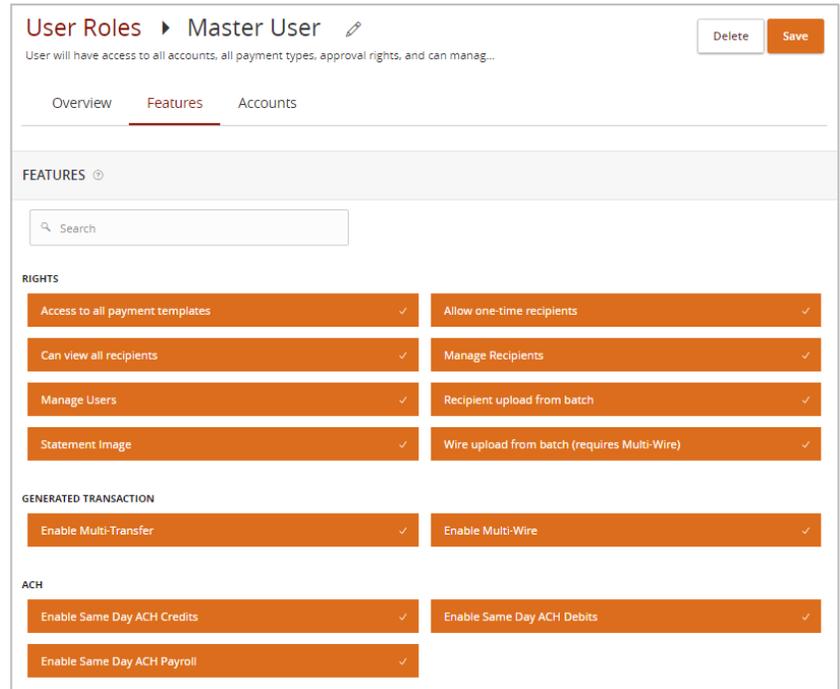
Maximum Count

- a. **'Per Account per Day'** – Maximum number of transactions per day allotted for each entitled account
- b. **'Per Day'** – Maximum number of transactions per day allotted for the user (regardless of the account)
- c. **'Per Month'** – Maximum number of transactions per month allotted for the user (regardless of the account)

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Features

1. Click on the 'Features' tab to view and modify the non-transactional features allotted to the user role by the 'Company Administrator'.



User Roles ▶ **Master User** 

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Overview **Features** Accounts

FEATURES 

Search

RIGHTS

Access to all payment templates ✓	Allow one-time recipients ✓
Can view all recipients ✓	Manage Recipients ✓
Manage Users ✓	Recipient upload from batch ✓
Statement Image ✓	Wire upload from batch (requires Multi-Wire) ✓

GENERATED TRANSACTION

Enable Multi-Transfer ✓	Enable Multi-Wire ✓
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ACH

Enable Same Day ACH Credits ✓	Enable Same Day ACH Debits ✓
Enable Same Day ACH Payroll ✓	

Saving User Role

1. Click on 'Save' in the upper right-hand corner to 'Save' all entitlements and dollar limits selected.
2. 'Policy Saved' message will appear on screen. Click on 'Close'.

NOTE: You can now assign 'User Role' to existing or new 'Users'.

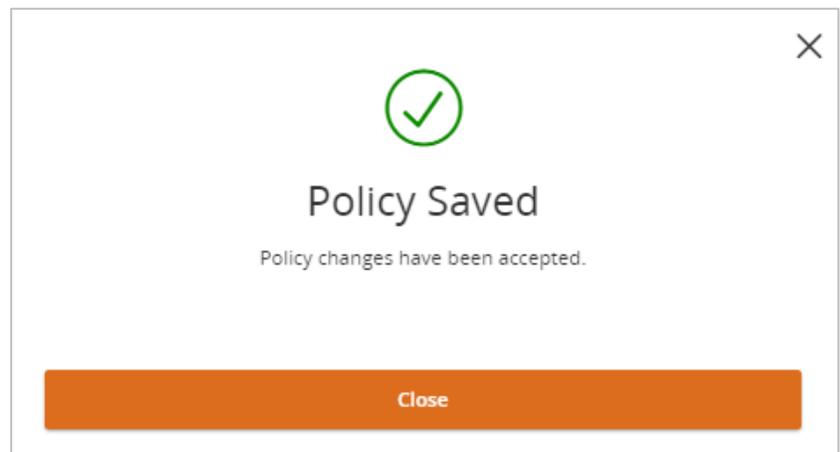


User Roles ▶ **Master User** 

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Overview **Features** Accounts

Delete **Save**







Policy Saved

Policy changes have been accepted.

Close

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