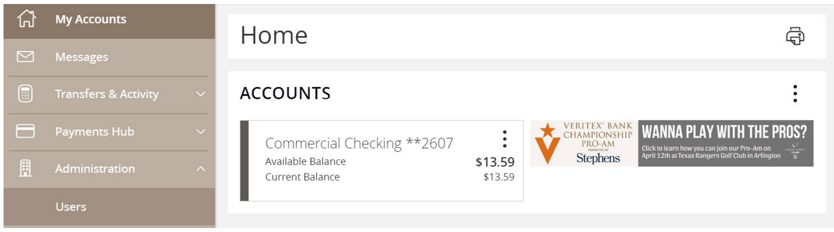
Creating Online Users

1. Select the ‘Users’ option under the ‘Administration’ menu.

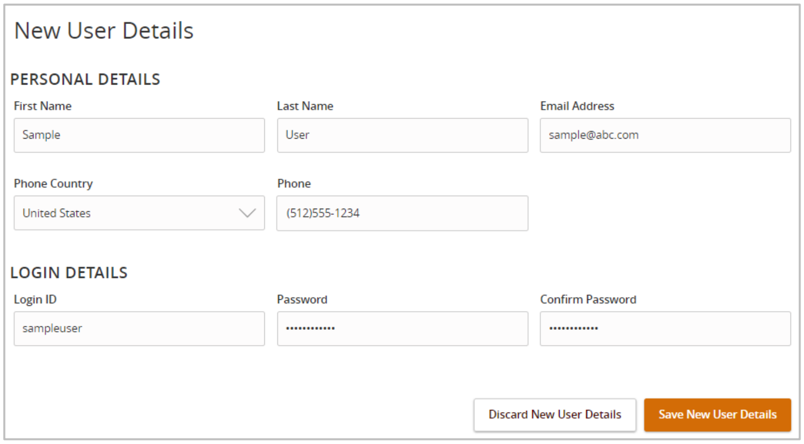


2. Click the ‘Add User’ button on the right side of the screen.

3. Enter the required fields for the new user.

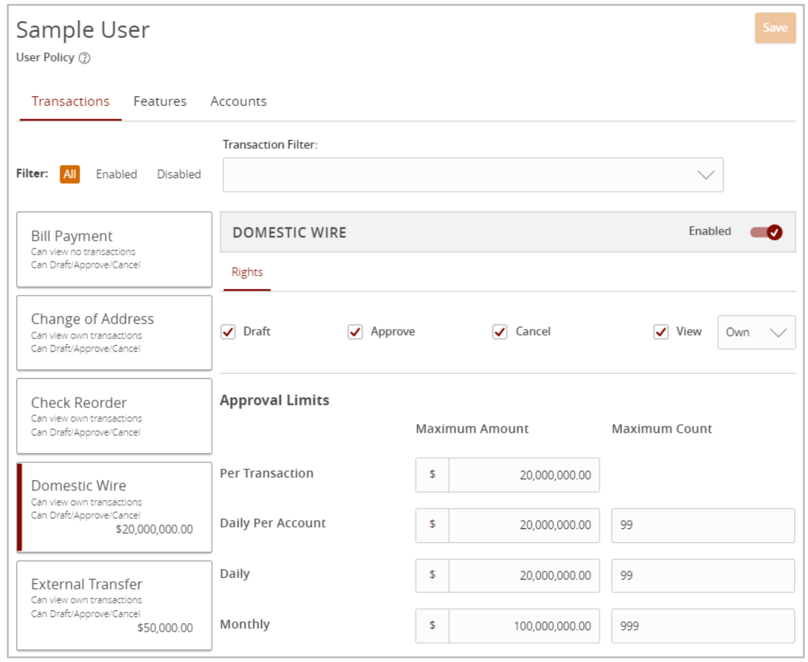
NOTE: If the chosen user ID is already in use it will not allow you to save.

NOTE: User will be disabled and cannot login until the bank confirms the New User’s permissions with the company administrator.



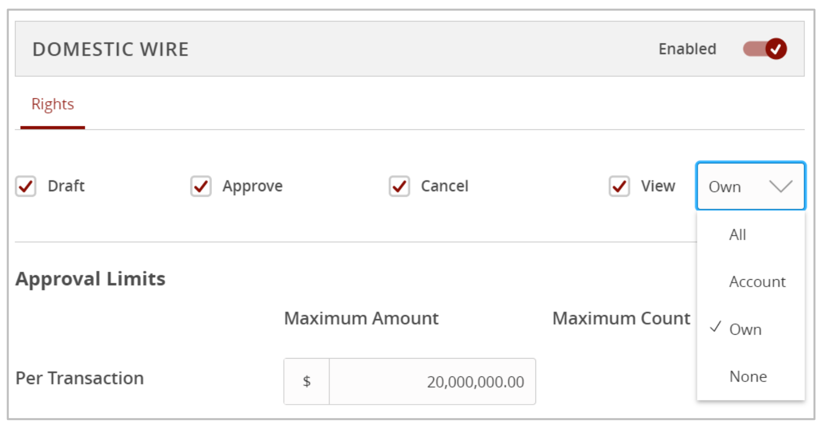
4. Click the ‘Save New User Details’ button on the bottom right-hand corner of the screen.
5. For added security you will be prompted to enter a Secure Access Code or Symantec Token code (if applicable).

6. Click on each Transaction Type to configure the user's entitlements and limits.



7. On the 'Rights' tab, select the user's transaction rights by toggling the checkmarks on/off.

8. Click on the drop-down menu to adjust the view rights.
    a. **All** - Can view transactions initiated by any online banking user within the company.
    b. **Own** - Can only view the user's own transactions.
    c. **Account** - Can view transactions to or from entitled accounts.
    d. **None** - Cannot view any transactions.



9. In the 'Approval Limits' section, enter the user's transaction dollar and count limits.

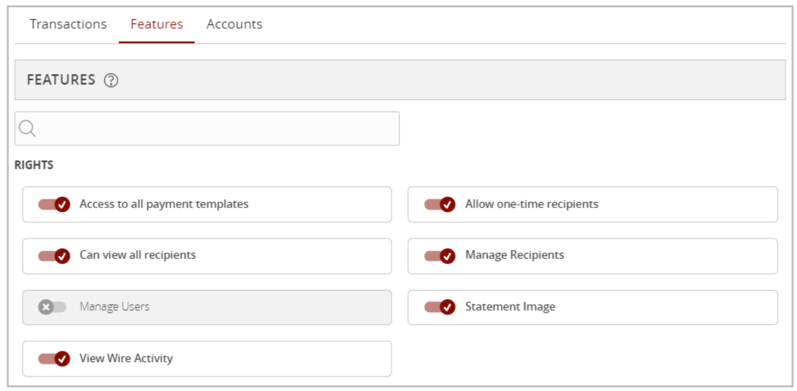
NOTE: Repeat steps 5- 8 for each transaction type.

10. Click on the 'Features' tab.

11. On the 'Features' tab, select the appropriate non-transactional features.

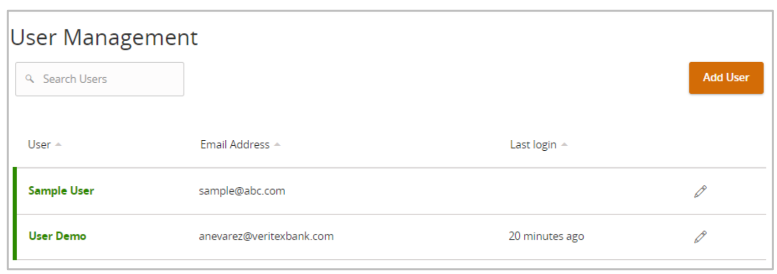
12. On the 'Accounts' tab, designate the user's account rights.

13. Click the 'Save' button in the top right corner of the screen.



Maintaining Existing Users

1. Click the pencil icon to edit the existing user.



2. Click on 'Assign Rights' towards the bottom right corner of the screen.