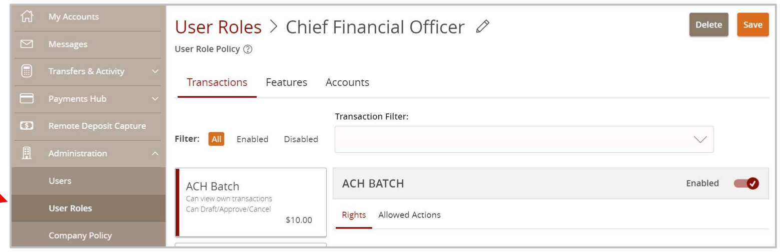
User Role Overview

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

1. Select the 'User Roles' option in the 'Administration' menu.
2. Select an online transaction type by clicking on the corresponding tile. (ex. ACH Batch)

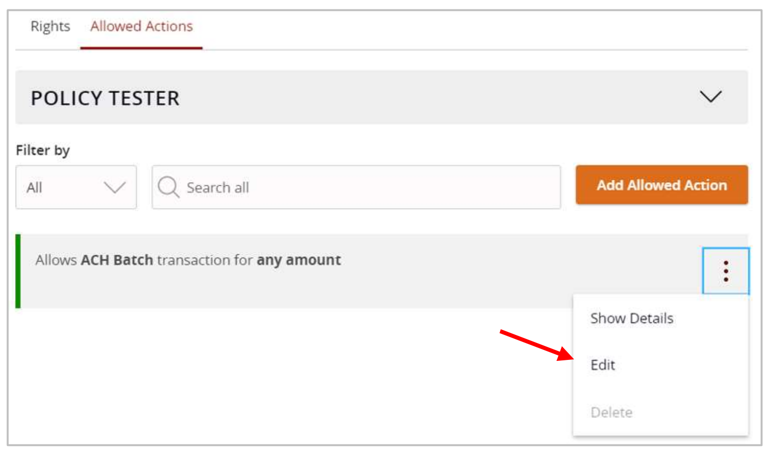


NOTE: All transaction types in the 'Transactions' section contain a consistent workflow for ease of use.

Allowed Actions

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

1. Click the 'Edit' option to edit the Allowed Action.



2. Select the desired Operations allowed for the User Role for this transaction type.

NOTE: 'Draft Restricted' allows the user(s) assigned to the User Role to only draft transactions of this type from within a pre-existing assigned template. Editing the template and creating new templates will not be allowed.

3. Specify the dollar amount option for the allowed action.

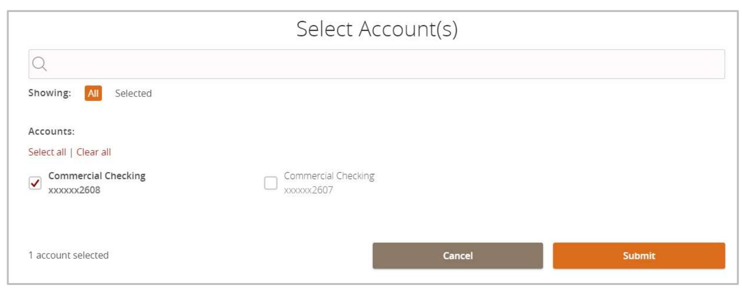
NOTE: 'Any allowable amount' allows for up to the Approval limit set on the Transactions tab.

4. Click the link below 'Subsidiaries' to restrict the subsidiary or subsidiaries allowed for this transaction type.

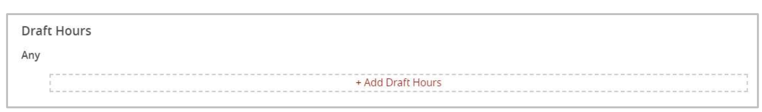
NOTE: 'Any allowable subsidiaries' allows for any listed subsidiary to be selected for the transaction type.

5. Click the link below 'Accounts' to restrict the account or accounts allowed for this transaction type.

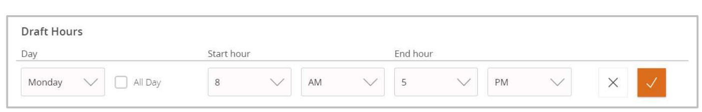
NOTE: 'Any allowable account' allows for any listed account to be selected for the transaction type.



6. Click the 'Add Draft Hours' link.



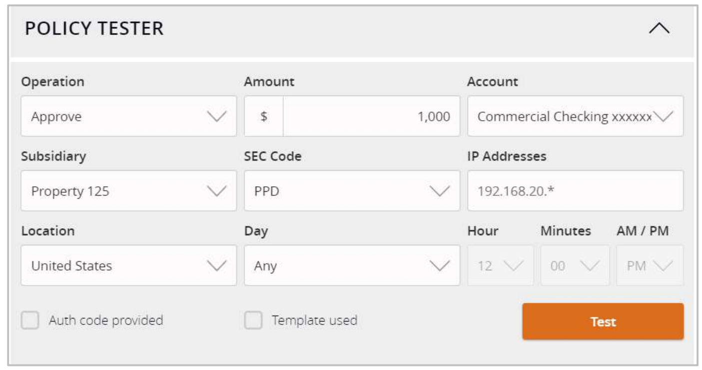
7. Select the days and hours allowed for this transaction type.



8. Select which SEC codes are allowed for this transaction type.

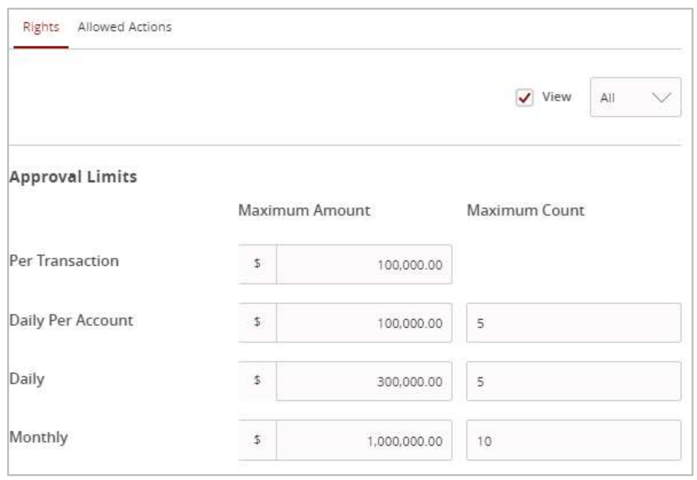
NOTE: If no SEC code is designated (Any), there will be no restriction placed on SEC code selection for this transaction type.

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



Rights

10. Click the 'Approval Limits' tab to edit the dollar and count limits allotted to the User Role for the specific transaction type.



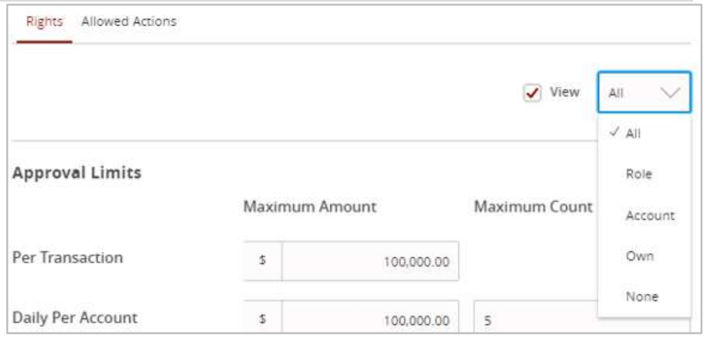
11. Click the 'View' drop-down menu to set the view rights for the transaction type.
    a. 'All' allows the user to view all online transactions of this type.

    b. 'Role' allows the user to view only online transactions initiated by other user(s) assigned to the same User Role.

    c. 'Account' allows the user to view only online transactions associated with account(s) the user has access to within Online.

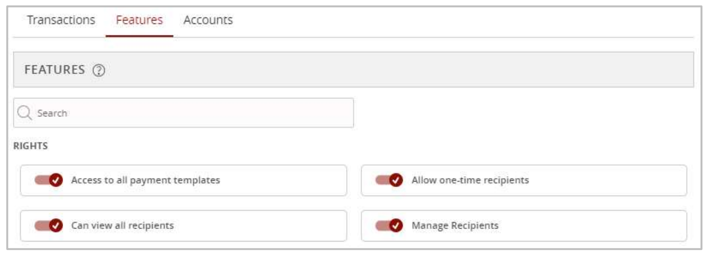
d. ‘Own’ allows the user to view only online transactions initiated by the specific user.

e. ‘None’ disables view access for this transaction type.



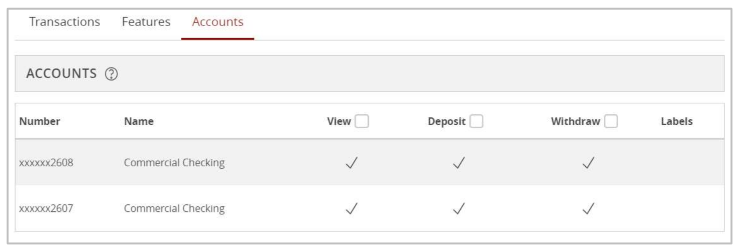
Features

12. Click on the ‘Features’ tab to set the non-transactional features allotted to the User Role.



Accounts

13. Click on the ‘Accounts’ tab to view the account rights allotted to the company by Veritex Community Bank.



14. Click ‘Save’ to save the changes to the Company Policy upon completion.