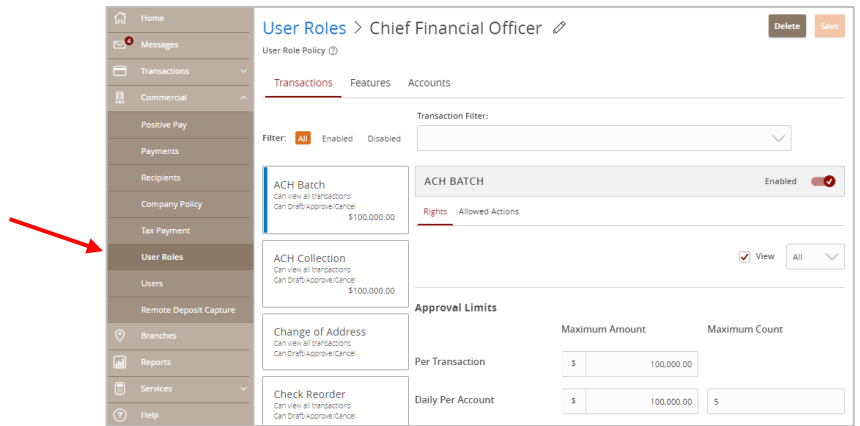


## User Role Overview

**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 'Commercial' 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.

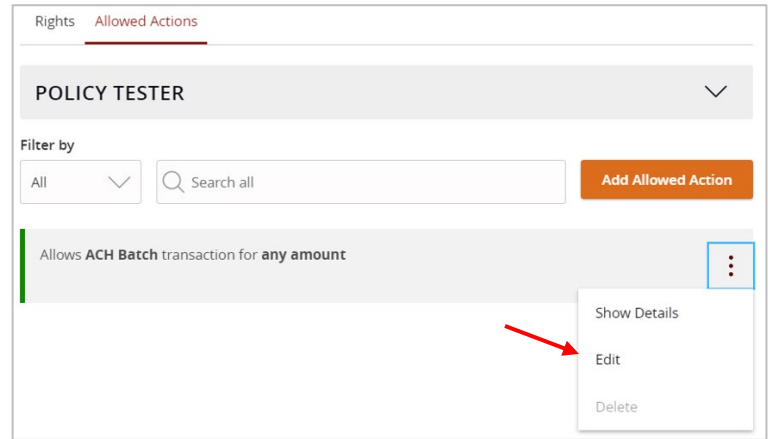


Questions? Call our customer support.  
 Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

## Allowed Actions

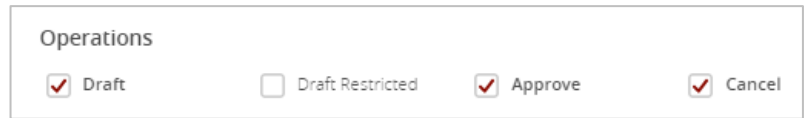
**NOTE:** One or multiple levels may be setup to establish general or granular user limitations.

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 drop-down menu below 'Approvals' to set the number of approvals required. Between one and five required approvals can be designated.

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## User Roles

5. Click the blue 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.

Approvals

1

✓ 1

2

3

4

5

Subsidiaries (2) [Select specific subsidiaries](#)

Any allowed account (3) [Select specific account\(s\)](#)

6. Click the blue 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.

Subsidiaries

Any allowed subsidiaries (2) [Select specific subsidiaries](#)

Select Subsidiary(s)

Showing: All Selected

Subsidiaries:

Select all | Clear all

Property 125

1 subsidiary selected

Cancel Submit

Accounts

Any allowed account (3) [Select specific account\(s\)](#)

Select Account(s)

Showing: All Selected

Accounts:

Select all | Clear all

Commercial Checking xxxxxx2608  Commercial Checking xxxxxx2607  Personal Checking xxxxxx3600

2 accounts selected

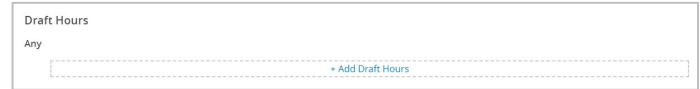
Cancel Submit

7. Click the 'Add Draft Hours' link.

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## User Roles

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



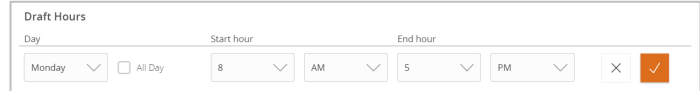
Draft Hours

Any

[+ Add Draft Hours](#)

9. 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.



Draft Hours

Day: Monday  All Day

Start hour: 8 AM

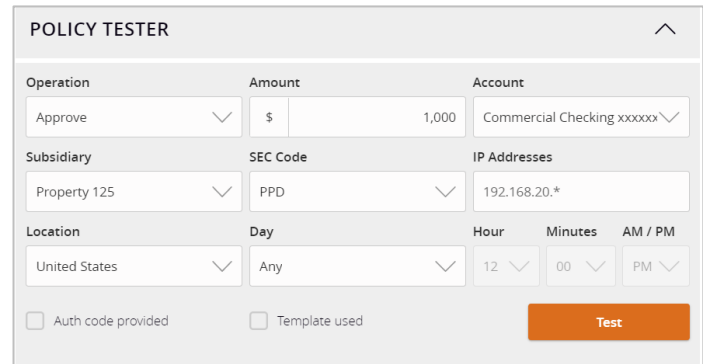
End hour: 5 PM

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



SEC Codes

PPD  CCD



**POLICY TESTER**

Operation	Amount	Account		
Approve	\$ 1,000	Commercial Checking xxxxxx		
Subsidiary	SEC Code	IP Addresses		
Property 125	PPD	192.168.20.*		
Location	Day	Hour	Minutes	AM / PM
United States	Any	12	00	PM

Auth code provided  Template used

## Rights

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

Questions? Call our customer support.

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## User Roles

12. Click the 'View' drop-down menu to set the view rights for the transaction type.
- 'All' allows the user to view all online transactions of this type.
  - 'Role' allows the user to view only online transactions initiated by other user(s) assigned to the same User Role.
  - 'Account' allows the user to view only online transactions associated with account(s) the user has access to within Online.
  - 'Own' allows the user to view only online transactions initiated by the specific user.
  - 'None' disables view access for this transaction type.

The screenshot shows the 'Rights Allowed Actions' interface. At the top right, there is a 'View' checkbox which is checked, and a dropdown menu currently set to 'All'. Below this is the 'Approval Limits' section, which is a table with columns for 'Maximum Amount' and 'Maximum Count'. The table has four rows: 'Per Transaction', 'Daily Per Account', 'Daily', and 'Monthly'. Each row has input fields for the maximum amount (with a '\$' symbol) and the maximum count.

	Maximum Amount	Maximum Count
Per Transaction	\$ 100,000.00	
Daily Per Account	\$ 100,000.00	5
Daily	\$ 300,000.00	5
Monthly	\$ 1,000,000.00	10

This screenshot is similar to the one above, but the 'View' dropdown menu is open, showing the following options: 'All' (which is selected with a checkmark), 'Role', 'Account', 'Own', and 'None'. The rest of the interface, including the 'Approval Limits' table, remains the same.

## Features

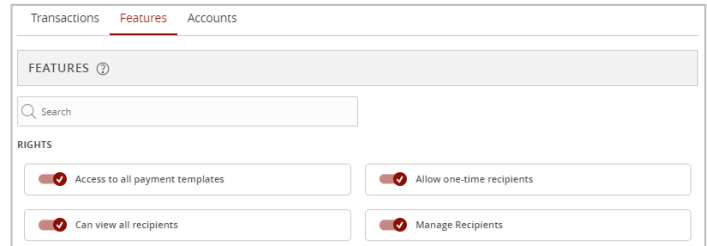
13. Click on the 'Features' tab to set the non-transactional features allotted to the User Role.

Questions? Call our customer support.

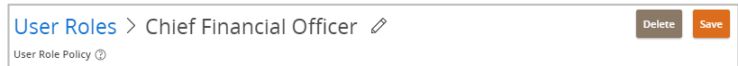
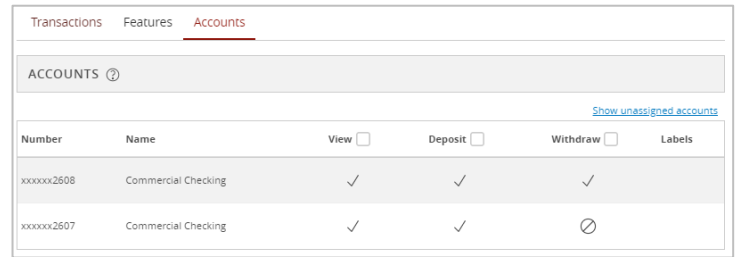
Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

### Accounts

14. Click on the 'Accounts' tab to view the account rights allotted to the company by Veritex Community Bank.



15. Click 'Save' to save the changes to the Company Policy upon completion.



Questions? Call our customer support.  
Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)