



First Horizon TreasuryConnectSM

User Administration





USER-BASED PERMISSIONS

First Horizon's TreasuryConnectSM is a user-based system. As an Administrator, you add a user through the User Maintenance feature, adding basic user information, and then assigning needed permissions to the new user. These may include payment, reporting, risk management, administrative and alert functions. Existing users are also maintained in User Maintenance.

This guide includes the following topics:

[Add New User](#)

[Modify an Existing User](#)

[Approve User](#)

[Delete User](#)

[Update User Settings](#)

[Copy User](#)



ADD A NEW USER

Adding a user is a **four-step process**. As each step is completed, click the number to advance to the next step in the process (or click Continue at the bottom of the page).

1. Enter basic user and administrative information.
2. Grant the user permissions to the various features and functions your company has access to. This *may* include payments, reporting, risk management, administrative, and alert functions.
3. Assign bank accounts that the user may access.
4. Apply approval limits that cover transactions the user works with. These steps are accessed through the numbered segments at the top of the screen.



The **User Maintenance** widget allows you to set up a new user, give permissions, assign accounts, and more.

ADD NEW USER

1. Select **User Maintenance** from the **Administration & Settings** menu.
2. Click **Add New User**.

<input type="checkbox"/> All	Actions	Company	Company Name	User ID	First Name	Last Name
<input type="checkbox"/>	View...	1001	ZYX Company	TESTING1	TEST1	NAME
<input type="checkbox"/>	View...	1001	ZYX Company	TESTING2	TEST2	NAME

3. In the **User Information** section, enter a **User ID**.
 - Minimum of 1 character with maximum of 20 characters
 - No special characters allowed
4. In the **Email** field, enter the user's email address.
5. In the **First Name** field, enter the user's first name.
6. In the **Last Name** field, enter the user's last name.
7. In the **Phone** field, enter a phone number.
8. (Optional) Enter a mobile number in the **Mobile Phone Number** field.
9. (Optional) Enter a fax number in the **Fax** field.



10. At **Locale**, do not change from English (United States).
11. Select a **Time Zone** for the user from the drop down list.
12. (Optional) Enter the user's street address in the **Address** field.
(To add additional address lines, click **Add Another Address Line**.)
13. (Optional) Enter the **City**, **State/Province**, and **Postal Code**.

User Information

* User ID	TESTING123	* Email	email@company.com
* First Name	Test	* Phone	1116214984
* Last Name	Test	Mobile Phone Number	
* Company	TEST1234	Fax	
Address	123 Any Street	* Locale	English (United States) x v
		* Time Zone	EST US Eastern - US/Eastern v
Add another address line			
City	Any Town		
State/Province	AR	Postal Code	72023

14. (Optional) Under the **Admin Settings** heading, check the **Disable User** checkbox if you want this user to be in the system but inactive and therefore unable to log into the Client application. Mark this box if a user takes a leave of absence. Upon the user's return, uncheck the box.
15. (Optional) If you do not want this administrative user to be able to grant permissions to client users beyond his or her entitled permissions, check the **Cannot Grant Beyond Own Permissions** checkbox.
 - This setting is only for administrators and is only for special circumstances.
 - This is typically for administrators who only administer other services like Lockbox or Remote Deposit Capture and have no payment authority.)
16. (Optional) If you want to send emails to this user *each time* changes are made to an alert, check the **Send notification** checkbox.
17. The **Challenge Method** is automatically populated based on your company set up.
18. (Optional) If the company has been registered for mobile, the **Mobile User** checkbox is present.
 - Check the box if you want the user to be able to use the mobile app and then click the **Register Mobile Device** button.
 - Be sure to check this box if you want the user to have Remote Deposit Capture.



19. The **Copy an Existing User's Permissions** option lets you select a user from the company associated with the user you're creating and assign his or her permissions to the new user. You will still be able to modify any of these user permissions in later stages of the process. See [Copy User](#).

Admin Settings

Disable User

Cannot Grant Beyond Own Permissions

Send notification when an alert changes User will be notified (via email) of a change to a personal alert. Or if an administrator, user will be notified of a change to any company alert.

Challenge Method

RSA SecurID

Mobile User

Register Mobile Device

Revoke Mobile Device

Copy an Existing User's Permissions

Existing User

--Select--

20. In the **Other User Information** section, **copy the User ID entered previously**.
- This is the user's login ID or user ID for the system.
 - The Login ID must be between 6 and 60 characters, can only contain letters, numbers and certain symbols (@, +, _, - and .) and should not contain sensitive information.
21. If this is the client's administrator, click in the box beside **Administrator**.
22. If this is not an administrator, click **Primary User**.
23. Click **Continue** at the bottom of the page.

Other User Information

* Login ID

test1234

Administrator

Primary User

Add User

Continue

Cancel

Next, you will grant payment permissions.

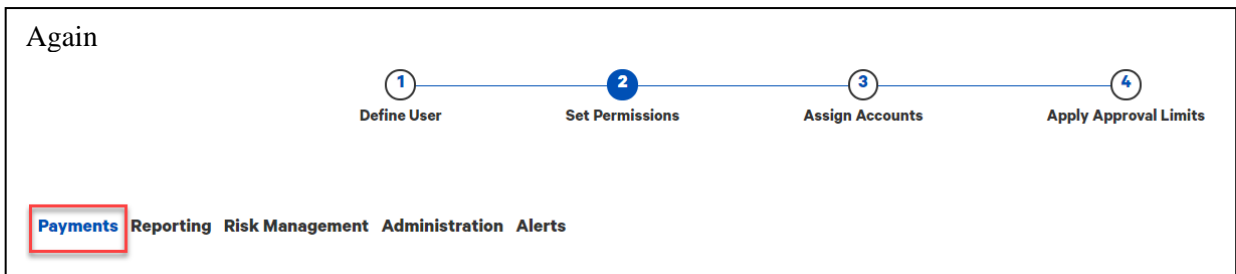


The **Payments** section of the **User Maintenance** screen allows you to grant access to payment types and then assign permissions by payment group or type. This is number 2 in the user maintenance steps.

Keep in mind that you will only see permissions for products/services in which your company is using.

ADD PAYMENT PERMISSIONS

1. At the top of the **User Maintenance** screen, the **Payments** tab is the default landing page under Set Permissions.



- a. To assign all payment types available to your company within all payment groups, click the first **Select All** checkbox. Otherwise, select individual payment types under each payment group, such as wires and ACH. To assign all types within a group, check the appropriate boxes.

▼ Select Payment Types

Select payment types within each payment group

Select All

Wires

Select All

Wire - Domestic Wire - Drawdown Wire - Federal Tax Wire

Wire - International File

Transfer

Select All

Transfer

Loans

Select All

Loan Payment Loan Draw

ACH

Select All

Consumer Collections Consumer Payments Corporate/Vendor Payments

Internet Initiated Collections Child Support Payments Corporate Collections

Payroll Corporate Trade Exchange Cash Concentration/Disbursement

Telephone Initiated Collections Tax Payments Destroyed Check

Cash Concentration Cash Disbursement Consumer Collections/Payments

NACHA Pass Through NACHA File Import



SELECT PAYMENT SETTINGS

1. Click the drop down arrow beside **Assign Payment Permissions**.
2. In the **Payment Settings** section, click the appropriate checkbox to require the user to select beneficiaries from the Address Book for either **Payments** or **Templates**. Check both checkboxes if desired. If the Payment or Template box is checked this user will not be able to enter freeform beneficiaries when creating either a payment or template.
3. Click the appropriate button to select whether wire international payments may be made in **USD Only** or **Allow FX** (foreign exchange).
4. If you want to assign all payment and template permissions to the user, click the **Select All** checkbox under **Assigned Permissions**. Otherwise, proceed to assign payment groups or types individually.
 - Payment permissions are to make a payment either free form or from a template.
 - Template permissions are to create and modify templates.

You can choose to assign payments by payment group (for example, wires or ACH) or by payment type. Assigning by payment types is a more granular process since you are working with specific types under each payment group. For example, if you assign wire payments by payment type, you could choose settings for various types such as domestic wire or Fedwire payments.

∨ Assign Payment Permissions

Payment Settings

Must select beneficiaries from Contact Center for: Payments Templates

Allow FX Payments to be made in: USD Only Allow FX ⓘ

Assigned Permissions Assign Permissions

Select All

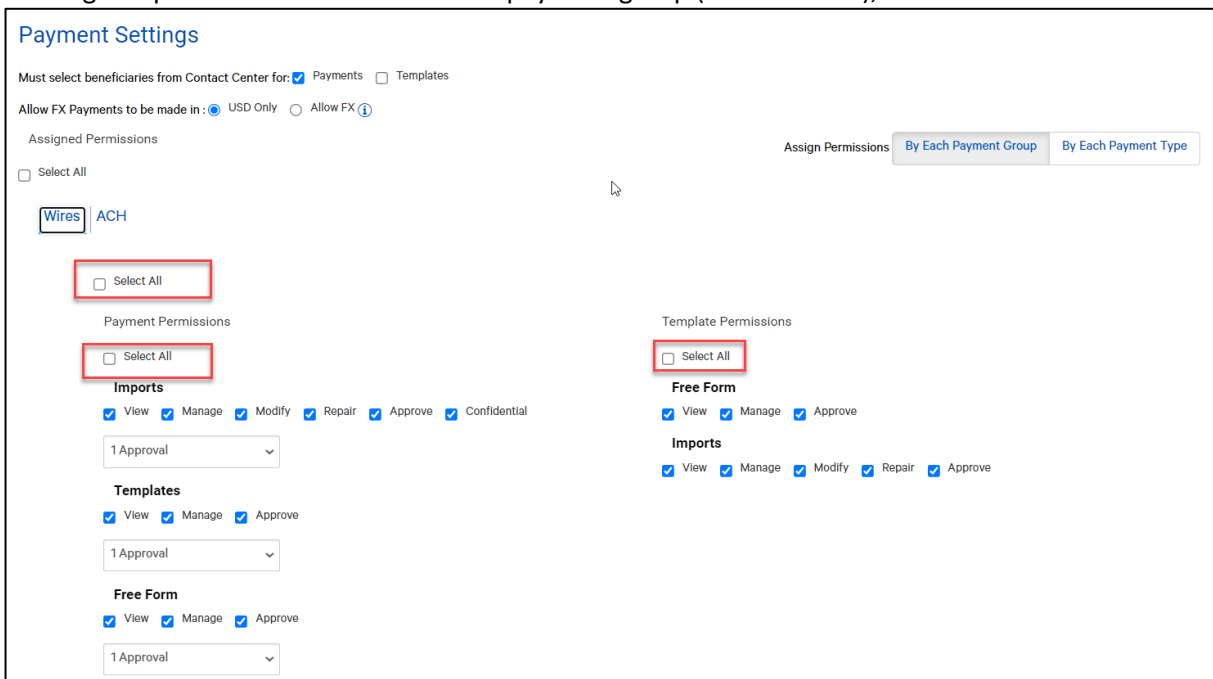


ASSIGN PAYMENTS BY PAYMENT GROUP

1. With the **By Each Payment Group** button selected, make the desired assignments by clicking the tab corresponding to each payment group (for example, **Wires** or **ACH**), and then check the boxes corresponding with the individual permissions you want to assign.



2. For each payment group, you can make both payment and template assignments. To assign all payments or all templates, check the **Select All** box at the head of each section. Or, you may modify each payment group permissions as needed.
3. To assign all permissions under a selected payment group (such as wires), check the **Select All** box.





SYSTEM PERMISSIONS

View	User may only review the item and cannot make changes to it.
Manage	User may create the transaction, modify, and view it.
Approve	User may accept changes that another user has made.
Approve Own	User may approve a transaction they have initiated but it is a two-step process. After the transaction is initiated it is in an “entered” status. Then the second step is to approve it.
Auto Approve	With this permission a transaction goes right to approval. There is no opportunity to view and check it. This permission is not often granted for payments.
Modify	User may view imports and make changes to the item.
Confidential	User has the ability to work with confidential import files.
Repair	User may fix transactions that have import or template errors.



ASSIGN PAYMENTS BY PAYMENT TYPE

1. With the **By Each Payment Type** button selected, click the right arrow to drop-down each section corresponding to a payment type (such as Wire - Domestic or Transfer) and make assignments by checking the boxes corresponding to the appropriate permissions.

Assign Permissions By Each Payment Group By Each Payment Type

2. For each payment type, you can make both payment and template assignments. To assign all payments or all templates, check the **Select All** box at the head of each section. To assign all permissions under a selected payment type (such as Wire – Domestic or International), check the **Select All** box.

Or, modify the specific permissions as needed.

Payment Settings

Must select beneficiaries from Contact Center for: Payments Templates

Allow FX Payments to be made in USD Only Allow FX ⓘ

Assigned Permissions Assign Permissions By Each Payment Group By Each Payment Type

Select All

Transfer

Select All + Expand All

▼ **Transfer**

Select All

Payment Permissions	Template Permissions
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Free Form	Imports
<input type="checkbox"/> View <input type="checkbox"/> Manage <input type="checkbox"/> Approve	<input type="checkbox"/> View <input type="checkbox"/> Manage <input type="checkbox"/> Modify <input type="checkbox"/> Repair <input type="checkbox"/> Approve
<input type="checkbox"/> 1 Approval <input type="checkbox"/> Approve Own <input type="checkbox"/> Auto Approve	<input type="checkbox"/> Approve Own <input type="checkbox"/> Auto Approve

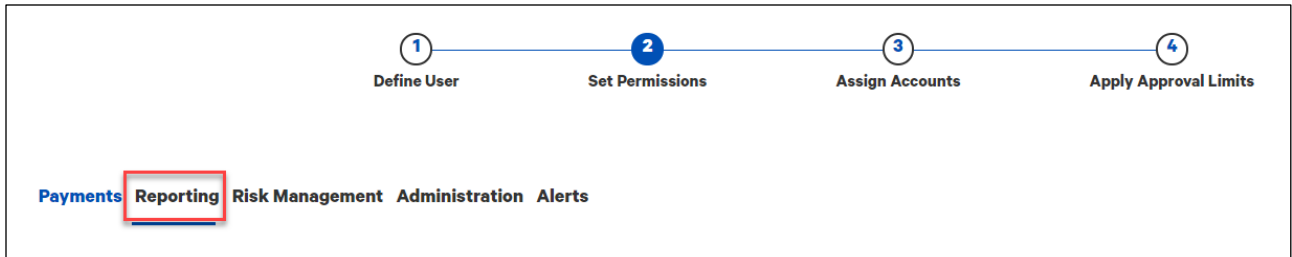
Next, you will set up reporting entitlements.



The **Reporting** section of the User Maintenance screen allows you to grant the user permission to access various types of balance and transaction data including balance and transaction reports, eStatements, Legacy Reports, Lockbox Reports and Image Search.

ADD REPORTING PERMISSIONS

1. At the top of the **User Maintenance** screen, click **Reporting**.



2. To entitle the user to all available reports, check the **Select All** checkbox. Otherwise, select the individual checkbox(es) for the report or reports (for example, Balance & Transactions, eStatements, Image Search, Check Inquiry and more) you would like to entitle the user to.
3. For each report group, you can choose to entitle all reports or individual reports. Check the appropriate boxes.

Balance & Transactions		
<input type="checkbox"/> Select All		
<input checked="" type="checkbox"/> Wire Transaction Report	<input checked="" type="checkbox"/> Current Day Transactions	<input checked="" type="checkbox"/> Previous Day Transactions
<input checked="" type="checkbox"/> Cash Position	<input type="checkbox"/> QuickBooks Data Export	<input checked="" type="checkbox"/> Current Day Availability
<input type="checkbox"/> BAI Data Export		<input type="checkbox"/> Quicken Data Export

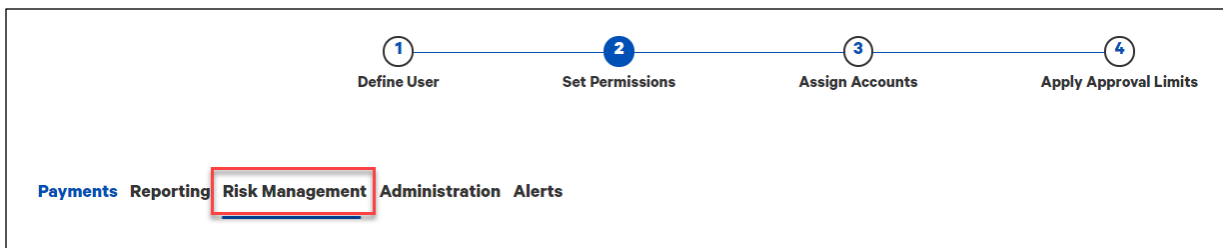
Next, you will assign risk management entitlements.



The **Risk Management** section of the User Maintenance screen allows you to grant access to Risk Management functions such as Stop Payments, Check Inquiry, and Positive Pay.

ADD RISK MANAGEMENT PERMISSIONS

1. At the top of the **User Maintenance** screen, click **Risk Management**.



2. To entitle the user to all areas of Risk Management available to your company, check the **Select All** checkbox.

Otherwise, select the checkbox(es) for the permissions you want to grant.

- For example, to allow the user to manage ACH Positive Pay, select the **Manage** check box in the **ACH Positive Pay** row. To allow the user to accept ACH Positive Pay decisions made by other users, select the **Approve** checkbox in the **ACH Positive Pay** row.
- For some areas of Risk Management, you can select **Select All** to assign all permissions.

Payments Reporting Risk Management Administration Alerts Remote Deposit Capture

Select All

ACH Positive Pay

Select All

ACH Authorization Rules

View Manage Approve

Approve Own Auto Approve

ACH Positive Pay

View Manage Approve

Approve Own Auto Approve

Check Services

Select All

Check Issue/Void

View Manage Approve

Approve Own Auto Approve

Import Check Issue/Void

View Manage Approve

Approve Own

Stop Payments

Select All

Place Stop

View Manage Approve

Approve Own Auto Approve

Cancel Stop

View Manage Approve

Approve Own Auto Approve

Import Stop Payments

View Manage Approve

Approve Own

Positive Pay Processing

Select All

Positive Pay Processing

View Manage Approve

Approve Own Auto Approve

Reverse Positive Pay Processing

Select All

Reverse Positive Pay Processing

View Manage Approve

Approve Own Auto Approve

Add User

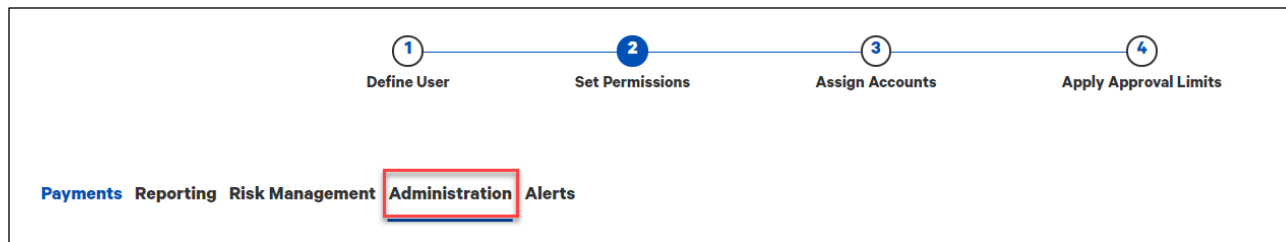


The **Administration** section of the User Maintenance screen allows you to grant access to administrative functions on the client application such as Audit Information and User Administration to a user that is designated as the **company administrator**. You will not complete this section for any other user types.

NOTE: This is where you will grant access to **third party applications** like Remote Deposit Capture (desktop version only), Lockbox, Bill Pay, and others.

ADD ADMINISTRATIVE PERMISSIONS

1. At the top of the **User Maintenance** screen, click **Administration**.



2. To entitle the user to all areas of administration available to your company, check the **Select All** checkbox. Otherwise, select the checkbox(es) for the permissions you want to grant. Note that for some areas of Administration, you will be able to assign all permissions.

NOTE: The **Email Recipients** permissions is for Alerts. If a user is given the Manage permission, they may send an alert to anyone. If not, the user must select from a pre-defined list.

3. If you selected approve as an action in the last step:
 - a. Select the **Approve Own** check box if the user can approve items that he or she created.
 - b. Select the **Auto Approve** check box if an item should be automatically approved after the user creates it.



Payments Reporting Risk Management Administration Alerts Remote Deposit Capture

Select All

General Administration

Select All

Audit Information

View

Bank Account Settings

View Manage

Maintain Confidential Import Settings

View Manage Approve
 Approve Own Auto Approve

Email Recipients

View Manage

Client Settings

View Manage

Import Map

View Manage

Beneficiary Address Book

Select All

Beneficiary Address Book

View Manage Approve
 Approve Own Auto Approve

Contact Types

Business Employee Individual

User Administration

Select All

User

View Manage Approve Update User Settings
 Approve Own Auto Approve

Other Links

Select All

FX Star

View

Mortgage Warehouse Lending

View

File Transmission

View

Mineral Tree / Payable Automation

View

Commercial PCARD

View

Lockbox Imaging Archive (old)

View

Lockbox Imaging Archive (new)

View

Business Bill Pay

View

Remote Deposit Capture

View

OFX Direct Connect

View

Payment Administration

Select All

Payment Template Groups

View Manage

NOTE

The options in the **User Administration** section can be configured so that an administrator chooses the settings in the Bank's portal rather than in the application itself. The following examples indicate how these custom configurations might work:

- Example 1: The View, Manage, and Approve options can be set only in the Bank's portal, but the Approve Own and Auto Approve options can be set in the application. The other options will be read-only and not editable.
- Example 2: The View, Manage, and Approve options can be set in the application, but the Approve Own and Auto Approve settings can be set only in the Bank's portal. These options will be read-only and not editable.

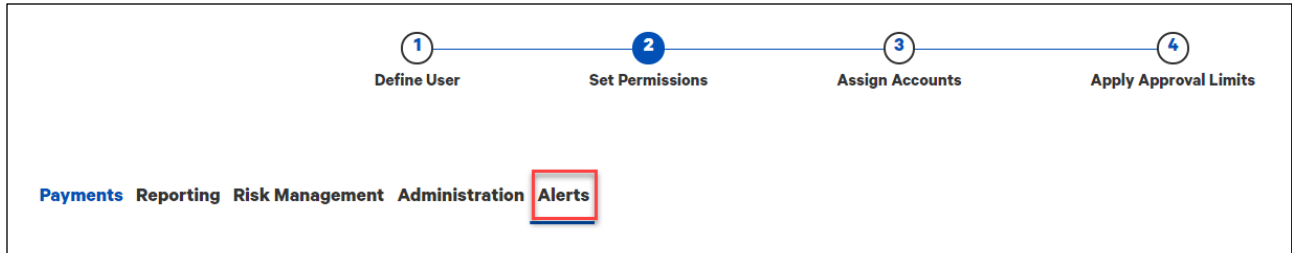
Next, you will assign Alert entitlements.



The **Alerts** section of the User Maintenance screen allows you to grant permission to alerts for administration, reports, payments, and risk items.

ADD ALERTS PERMISSIONS

1. At the top of the **User Maintenance** screen, click **Alerts**.



2. To entitle the user to all alerts, check the **Select All** checkbox. Otherwise, select the checkbox(es) for the alerts you want to grant access to. For example, to allow the user to receive Admin or Risk Management alerts, click those appropriate boxes.

Payments Reporting Risk Management Administration **Alerts**

Select All

Admin Alerts

Select All

User Maintenance

Reporting Alerts

Select All

eStatements Summary Balance Incoming Wire Transactions

Transaction Notification Controlled Disbursement Data is Available Scheduled Export is Available

Payment Alerts

Select All

Templates Awaiting My Approval Processed Transactions Processing Status Changed For Payments and Transfers

Approver Rejected Payment Cutoff Time Warning Approval Window Passed

File Import Confirmation For Payments and Transfers Payments Awaiting My Approval Automatically Created

Risk Management Alerts

Select All

File Import Confirmation For Stop and Cancel Payments

Add User Continue Back Cancel

You are now ready to add other applications, like Remote Deposit Capture, to the user. Most other third party applications are entitled in the Administration section.



If your company has Mobile Remote Deposit Capture with the Bank, you will also see the **Remote Deposit Capture** section of the User Maintenance screen. This allows you to grant permission to mobile remote deposit capture only (not the desktop version).

NOTE: The user must have the Mobile checkbox marked on the Define User step (1).

ADD REMOTE DEPOSIT CAPTURE PERMISSIONS

1. At the top of the **User Maintenance** screen, click **Remote Deposit Capture**.

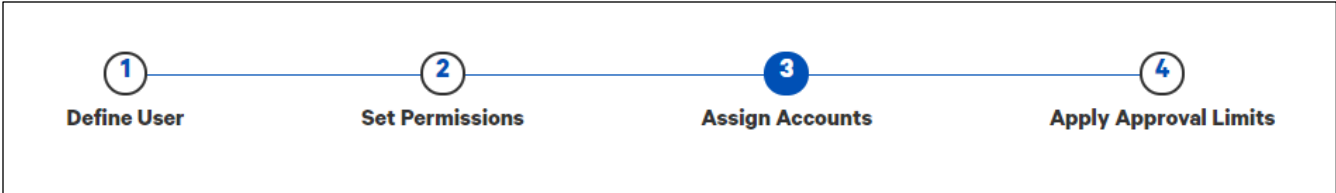
The screenshot shows a four-step process: 1. Define User, 2. Set Permissions, 3. Assign Accounts, and 4. Apply Approval Limits. Step 2 is currently active. In the 'Set Permissions' section, there are tabs for Payments, Reporting, Risk Management, Administration, Alerts, and Remote Deposit Capture. The 'Remote Deposit Capture' tab is highlighted with a red box. Below the tabs, there are two 'Select All' options, one of which is checked. Below that, there is a checked 'MRDC' checkbox. At the bottom, there are four buttons: 'Add User' (blue), 'Continue', 'Back', and 'Cancel'.

2. Click **Continue**.

You are now ready to assign accounts to the user.



The **Assign Accounts** section of the User Maintenance screen allows you to assign the bank accounts that the current user can work with. If the user has permission to work with ACH payments, you must also select ACH originators that the user can work with. Other items that may need to be identified are Special Reports and Restricted Templates. This is number 3 in the user maintenance steps.



ASSIGN BANK ACCOUNTS

1. At the top of the **User Maintenance** screen, the **Bank Accounts** tab is the default landing page under Assign Accounts.
2. Check the boxes corresponding to the payment types, reports, and functions that you want the user to be able to use with the specified account.
 - You can assign all accounts for all payment types by checking the **Payments** checkbox.
 - You can assign all current and future accounts to each of the assigned payment types by checking the appropriate checkbox in the **Apply All Current and Future Accounts** row. You can also choose to assign *all* current and future accounts to the user by checking all checkboxes in the row.
 - You may customize the accounts such as giving the wire permission to all accounts or all permissions on one account but not others. See image below.

Bank Accounts ACH Originators Restricted Templates Special Reports

Filter:

Accounts	Payments					Report									
	All	Wires	Transfer From	Transfer To	Loans	Controlled Disbursement Reporting	Lockbox Availability Reporting	Loan Notices	Commercial Loan Statements	Analysis Statement - Summary and All Accounts	Consumer Loan Statements	Analysis Statement - Account Only	Credit Card Statements	Analysis Statement - Summary Only	DDA Statement and Notices
Apply All Current and Future Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Savings2 - 000450197 - 170	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Checking2 - 100067165 - 170	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Checking4 - 100108253 - 170	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add User



NOTE

The report permissions that you can assign, such as **Balance & Transaction**, depend on the reports that you have assigned under the [Reports](#) section of User Maintenance.

If you have transfer payment permissions turned on for your company and wish to turn on the entitlements to the user, note that transfer account assignments are divided. You can assign accounts as either transfer-from or transfer-to accounts.

Bank Accounts		ACH Originators				
Filter: <input type="text" value="Select fields"/>						
Apply All Current and Future Accounts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Payments				
Accounts	All	Wires	Loans	Transfer From	Transfer To	
CLNTACCNAMES00 - 1122334500 - BONY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CLNTACCNAMES01 - 1122334501 - BONY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

You are now ready to assign ACH Originators to the user, if applicable.



ASSIGN ACH ORIGINATORS

1. Click **ACH Originators** at the top of the screen.

The screenshot shows a web interface with a navigation bar at the top containing 'Bank Accounts', 'ACH Originators' (highlighted with a red box), 'Restricted Templates', and 'Special Reports'. Below the navigation bar is a 'Filter' dropdown menu set to 'Select fields'. The main content area features a table with the following structure:

Apply All Current and Future Originators		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/> Payments
Originators	All <input checked="" type="checkbox"/>	ACH <input checked="" type="checkbox"/>
123 Company - 12345 - 10023456	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table, it says 'Viewing 1-1 of 1 records'. On the right, there is a pagination control: 'Display 10 per page Page 1 of 1'. At the bottom left, there are four buttons: 'Add User' (blue), 'Continue', 'Back', and 'Cancel'.

2. You can assign all accounts to the user by checking the **All** checkbox. Alternatively, you can choose to assign all ACH accounts by checking the **Payments** box.
3. You can assign all current and future accounts for payment types by clicking the **Apply All Current and Future Accounts** row.

You are now ready to assign Restricted Templates to the user, if applicable.



ASSIGN RESTRICTED TEMPLATES

If restricted templates are assigned to your company, you can select which templates the user may access.

1. At the top of the User Maintenance screen, click **Restricted Templates**. These are templates that are set up under a special assignment.

If a user does not have permission to work with one of these templates, they are not able to create, view, modify or approve them.

Apply All Current and Future Templates		All	Templates
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
68	- Corporate Collections	<input type="checkbox"/>	<input checked="" type="checkbox"/>
112	Corporate Collections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
84	- Corporate Collections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
30	- Corporate Collections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
78	- Corporate Collections	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30	- Corporate Collections	<input type="checkbox"/>	<input checked="" type="checkbox"/>
83	Consumer Collections	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. You can assign all templates to the user by checking the **All** checkbox. Alternatively, you can choose to assign all templates by checking the **Templates** box.
3. You can assign all current and future templates by clicking the **Apply All Current and Future Templates** row.

You are now ready to assign Special Reports to the user, if applicable.



ASSIGN SPECIAL REPORTS

1. At the top of the User Maintenance screen, click **Special Reports** (if entitled for your company).

Apply All Current and Future Special Reports		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special Reports		All	Special Reports
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	14-ACCOUNT EXCEPTIONS/CORRECTIONS - Account Exceptions/Corrections - Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Viewing 1-1 of 1 records

Display 10 per page < Page 1 of 1 >

[Add User](#) [Continue](#) [Back](#) [Cancel](#)

2. Check the boxes corresponding to the reports that you want to assign to the user.
3. You can assign all reports to the user by checking the **All** checkbox.
4. You can assign all current and future reports by clicking the **Apply All Current and Future Special Reports** row.
5. Click **Continue**.

Finally, you will apply approval limits for the transactions the user is entitled to approve.



The **Apply Approval Limits** section of the User Maintenance screen allows you to assign overall approval limits and limits associated with individual bank accounts assigned to the user. Overall approval limits indicate the maximum value of payments that the user can approve. Values in this section are expressed in the default currency of the company.

There are two types of limits: transaction, daily, or batch limits (for ACH payments).

- A transaction approval limit indicates the maximum amount of a single transaction. This limit applies to both wire and batch payments.
- A daily approval limit is the maximum total value of all payments that can be approved on a given value date.

Notes

- A user must also be granted permission to the approval action to approve payments.
 - Payments and templates must pass all limit checks in order to be approved.
-

1 Define User 2 Set Permissions 3 Assign Accounts 4 Apply Approval Limit

Overall Approval Limits Account Approval Limits

Wires Transfer Loans ACH

Wires Limits	Transaction Limit	Daily Limit	
Quickly Apply Limits	<input type="text"/>	<input type="text"/>	<input type="button" value="Apply"/>
Wire - Domestic	<input type="text"/>	<input type="text"/>	
Wire - Drawdown	<input type="text"/>	<input type="text"/>	
Wire - Federal Tax Wire	<input type="text"/>	<input type="text"/>	
Wire - International	<input type="text"/>	<input type="text"/>	



APPLY OVERALL APPROVAL LIMITS

1. If the user will have approval permissions, with **Overall Approval Limits** selected, enter the transaction and daily limits for **each payment type** in the selected payment group (example: Wires, Transfer, Loans, and ACH)
2. To apply these limits to all payment types, in the group, enter the transaction and daily limit in the **Quickly Apply Limits** row, and then click **Apply**.
3. To assign approval limits to another payment group, click the group name.
4. Repeat the actions in Step 1 or 2 for the remaining payment types and groups assigned to this user.

ASSIGN ACCOUNT APPROVAL LIMITS

1. Click **Account Approval Limits** at the top of the screen if this user will have any type of approval permissions.
2. Set approval limits by entering the transaction and daily limit in the appropriate text box. The types will be listed in separate tabs (Wire, Transfer, Loans, ACH, etc.).

Overall Approval Limits **Account Approval Limits**

Wires Transfer Loans ACH

Bank Accounts

Name	Account Number	Transaction Limit	Daily Limit
All accounts are assigned to this user for this payment type(s). Entered approval limit values apply to all accounts.		<input type="text"/>	<input type="text"/>

Viewing 1-1 of 1 records Display 10 per page < Page 1 of 1 >

Add User Back Cancel

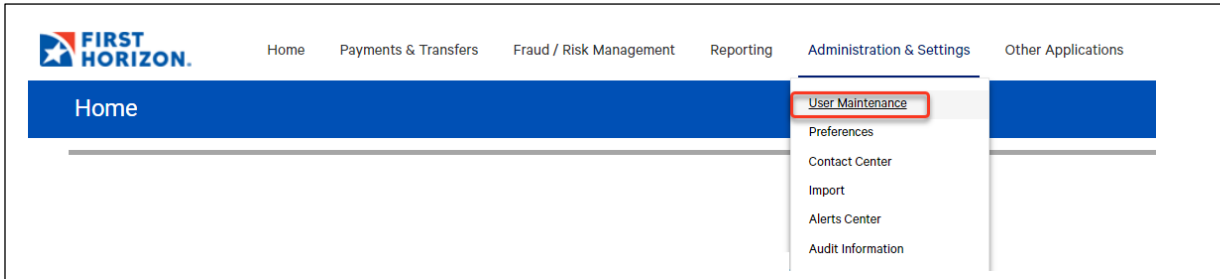
3. When you have finished granting all permissions to the user, click **Add User**.



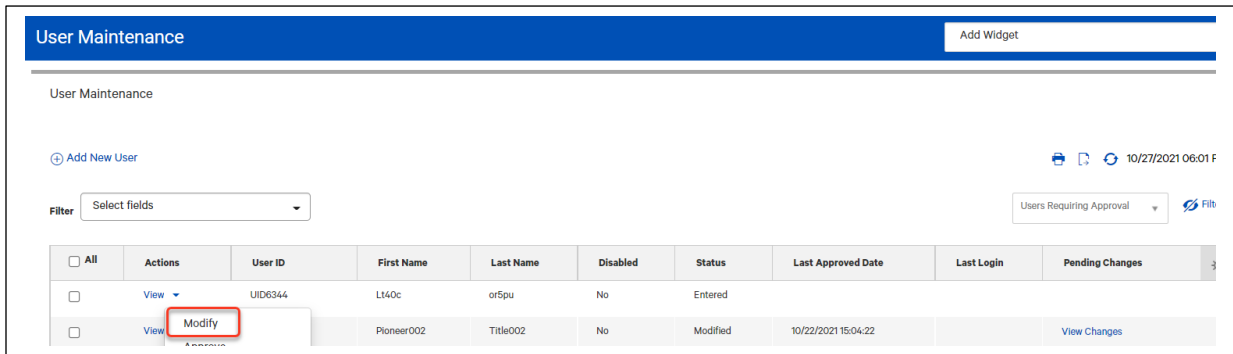
MODIFY EXISTING USER

An existing user may be modified by accessing the user record.

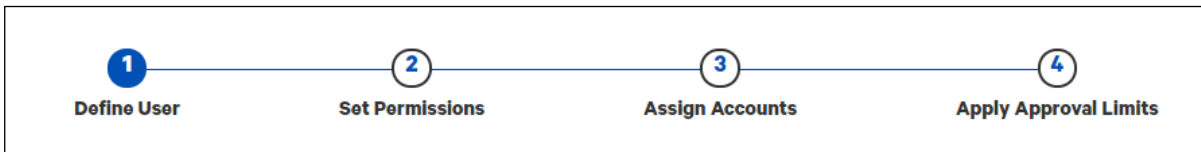
1. Select **User Maintenance** from the **Administration & Settings** menu.



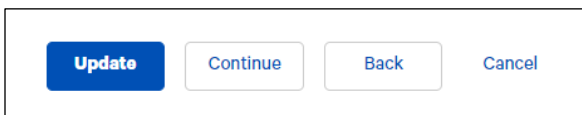
2. Click the **View** actions drop down.
3. Click **Modify**.



4. The same four-step process opens when you edit an existing user as it does when adding a new user. Make modifications in **Define User, Set Permissions, Assign Accounts, and Apply Approval Limits**. See instructions on these steps earlier in this user guide.
5. View each step and/or make changes as needed. You may click the number to go immediately to that step in the process.



6. When all changes are made, click the **Update** button at the bottom of the page.



7. Follow the steps to approve the modification to an existing user, shown next in this user guide.



APPROVE NEW USER OR MODIFICATION TO EXISTING USER

A new user record or a modified existing user record must be approved before it can be fully used by the individual. (The user can operate in a modified status but any changes which were made [e.g. adding a new service or deleting a service] will not be effective until the changes are approved.

APPROVE NEW USER OR CHANGES TO EXISTING USER

1. Find the new or modified user in the **User Maintenance widget**.
2. If New User,
 - Click the **View** actions drop down to review the entire record.
 - Click **Approve**.
2. If Existing User,
 - Click the **View** action drop down to review the entire record.
 - Click **View Changes** in the far right to view just the changes to the record.
 - Click **Approve**.

All	Actions	User ID	First Name	Last Name	Disabled	Status	Last Approved Date	Last Login	Pending C	Settings
<input type="checkbox"/>	View	UID6344	L140c	or5pu	No	Approved				
<input type="checkbox"/>	View	PTA002ME	Pioneer002	Title002	No	Modified	10/22/2021 15:04:22	Existing User	View Changes	
<input type="checkbox"/>	View	UID9564	OMQo2	S3X2v	No	Entered				New User

3. You will receive a message that the user is approved.

Company 10 - Test2021 - Test User

Changes Awaiting Approval

Latest Changes Made By: CBAO | CF321
Date Changed: 08/03/2021 08:00 AM

Pending Changes

ADDITIONS :

Accounting Package Integration | Setup | OFX Direct Connect | 0 | View
Check Management | Alerts | Positive Pay Cutoff Time is Approaching | 0 | Delete
Check Management | Alerts | Positive Pay Cutoff Time is Approaching | 0 | Add
Check Management | Alerts | Positive Pay Cutoff Time is Approaching | 0 | Modify
Check Management | Alerts | Positive Pay Cutoff Time is Approaching | 0 | View
Check Management | Alerts | Positive Pay Decision Pending Approval | 0 | Delete
Check Management | Alerts | Positive Pay Decision Pending Approval | 0 | Add
Check Management | Alerts | Positive Pay Decision Pending Approval | 0 | Modify
Check Management | Alerts | Positive Pay Decision Pending Approval | 0 | View
Check Management | Alerts | Positive Pay Suspect Item Alert | 0 | Delete
Check Management | Alerts | Positive Pay Suspect Item Alert | 0 | Add
Check Management | Alerts | Positive Pay Suspect Item Alert | 0 | Modify
Check Management | Alerts | Positive Pay Suspect Item Alert | 0 | View

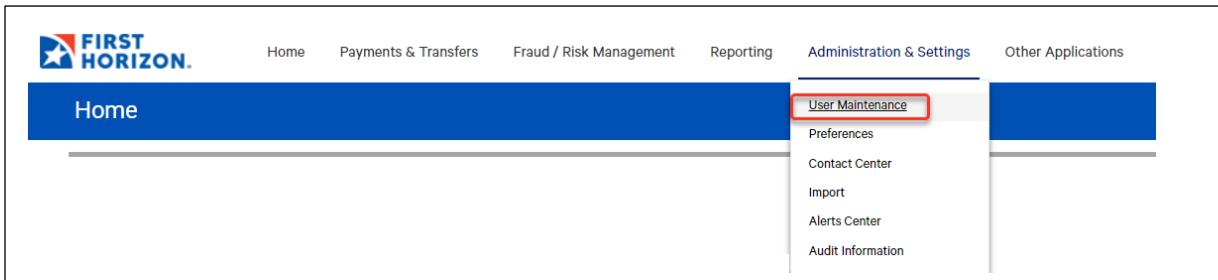
Approve Cancel



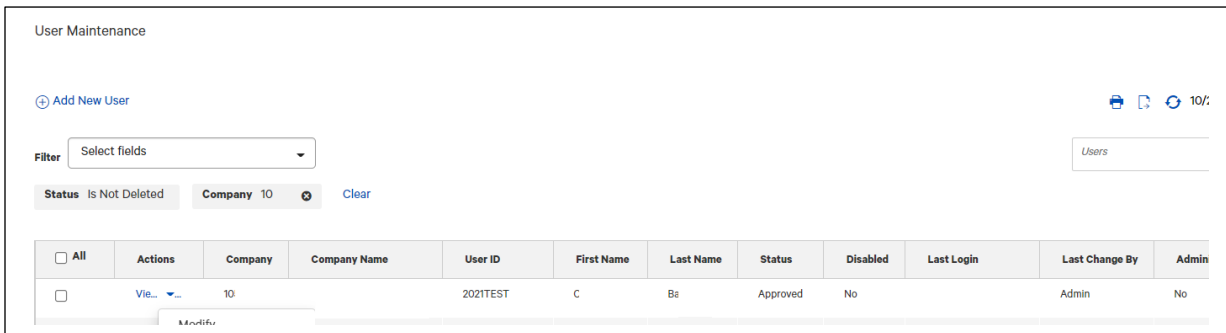
DELETE USER

You may remove an existing user due to leaving your company or taking a new position that does not require Treasury services. (If a user takes a leave of absence, you would not delete them but disable and then re-enable upon their return.)

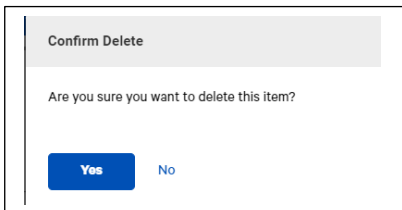
1. Select **User Maintenance** from the **Administration & Settings** menu.



2. Click the **View** actions drop down.
3. Click **Delete**.



4. Click **Yes** to confirm that you want to delete the user. Click No if necessary.



5. You will receive a message stating the user is deleted.



UPDATE USER SETTINGS

User Settings include adding/updating email and phone number plus resetting user passwords, unlocking users, viewing/resetting security questions.

UPDATE USER SETTINGS

1. Click the **View** actions drop down.
2. Click **Update User Settings**.

The screenshot shows the 'User Maintenance' interface. At the top, there is a header with 'User Maintenance' and a settings icon. Below the header, there are options to 'Add New User', a filter dropdown set to 'Select fields', and a 'Users' dropdown menu. A table of users is displayed with columns: All, Actions, User ID, First Name, Last Name, Disabled, Status, Last Approved Date, Last Login, and Pending Changes. The table contains two rows of user data. A dropdown menu is open over the 'View' action for the first user, showing options: Modify, Disable, Delete, Update User Settings (highlighted with a red box), and Copy User. At the bottom of the table, there is a 'Display 50 per page' and 'Page 1 of 1' indicator.

All	Actions	User ID	First Name	Last Name	Disabled	Status	Last Approved Date	Last Login	Pending Changes
<input type="checkbox"/>	View	USER 1	User	Test	No	Approved	10/15/2021 16:44:24		
<input type="checkbox"/>	View		User	Test2	No	Approved	10/18/2021 14:13:30	10/27/2021 07:30:22	

3. Modify **email, phone, mobile phone, and fax.**

The screenshot shows the user profile page for '10564 - 2021TEST - TEST USER'. The page has a back arrow and the user ID. Below the header, there is a 'User Information' section with the following fields: User Name (Test User), Email (testuser@email.com), Phone (999-111-1234), Mobile Phone Number, Fax, Locale (English (United States)), and Time Zone.



4. Under the **Other User Information** heading, you may complete the following actions.
 - View **Login ID**
 - Click the appropriate checkbox to perform an action.
 - **Unlock User** – Unlocks the user immediately. The user does not receive an email notification and may retry their password.
 - **Reset Password** – The user will receive an email with a temporary password. The user will use that password and then be asked to set up a new password after successfully using temporary one.
 - **Reset Security Questions** – Clears out the user’s security questions. The next time the user logs in, they are prompted to set up new questions.
5. Click **Save**.

Time Zone

US/Eastern

Other User Information

* **Login ID**

2021Test

Unlock User

Reset Password

Reset Security Questions

Save Cancel

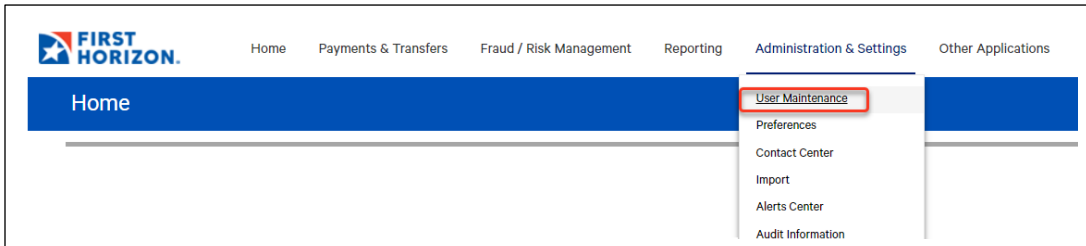


COPY USER

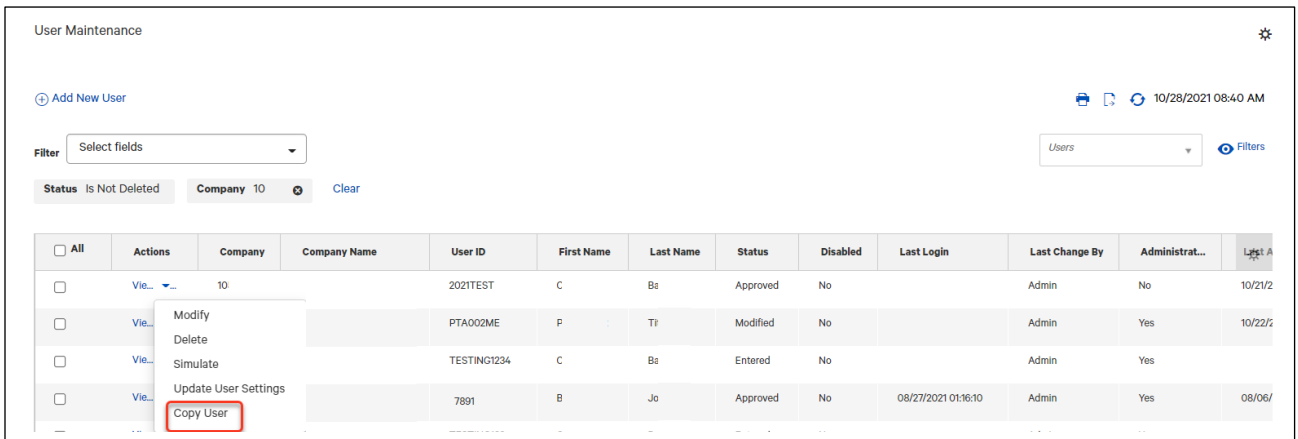
Copy an existing user to create a new user is accomplished by using the copy feature in the User Maintenance list View actions or 2) when you are adding a new user. You may use this functionality to easily copy an existing user’s permissions, accounts, and/or approval limits.

COPY USER FROM USER MAINTENANCE LIST

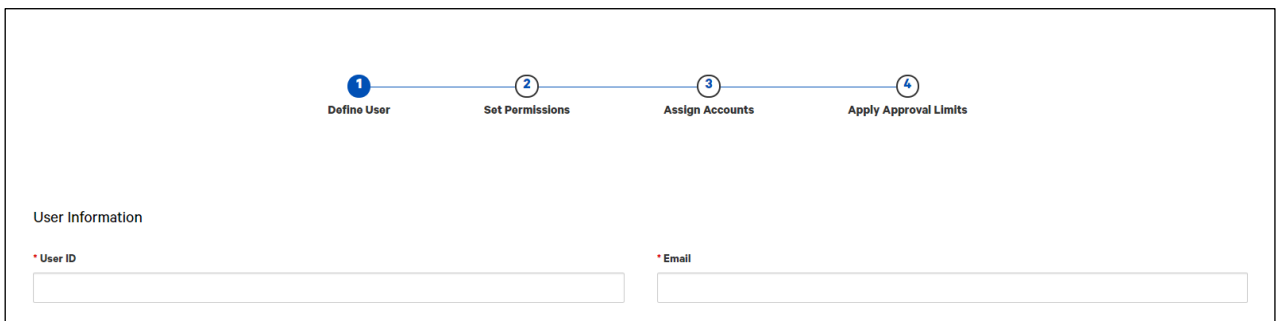
- 1. Select **User Maintenance** from the **Administration & Settings** menu.



- 2. Click the **View** actions drop down on the user you want to copy.
- 3. Click **Copy User**.



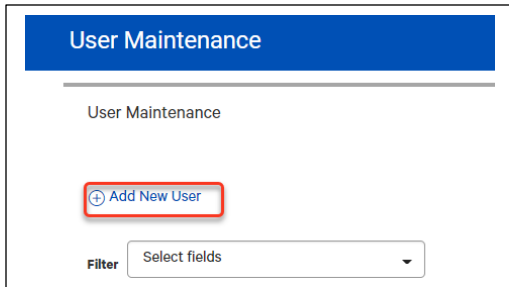
- 4. The Add User page opens.
- 5. Complete as you would a new user. The copied user’s permissions, accounts, and/or approval limits are presented. You may either accept all or some.



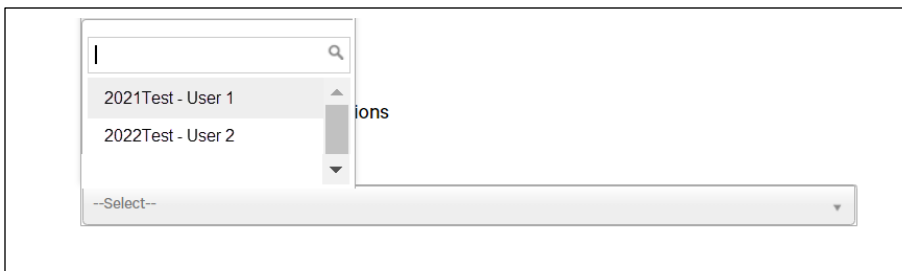
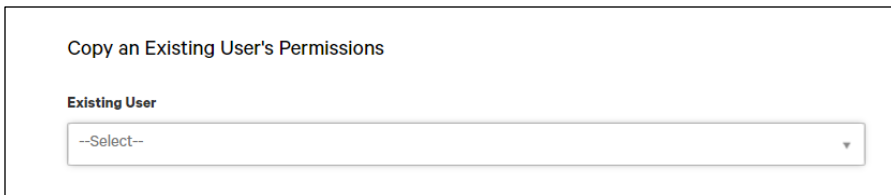


COPY USER DIRECTLY FROM ADD NEW USER

1. Select **User Maintenance** from the **Administration & Settings** menu.
2. Click **Add New User**.



3. Follow the steps in the Add New User topic of this user guide.
4. In the **Copy an Existing User's Permissions**, select the user desired from the drop down list.



5. Continue entering the new user.
6. The copied user's permissions, accounts, and/or approval limits are presented. You may either accept all or some.