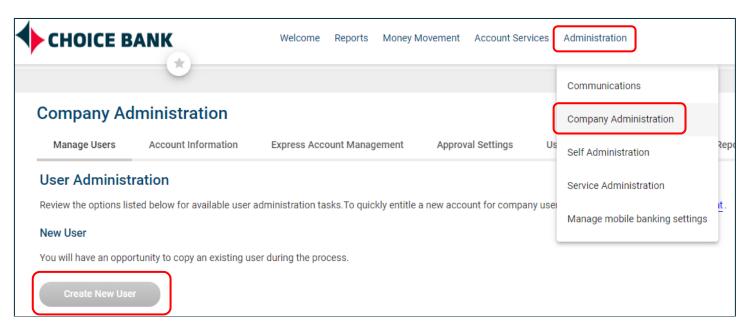
# **Business Online Banking User Guide**

# **New User Set-Up**



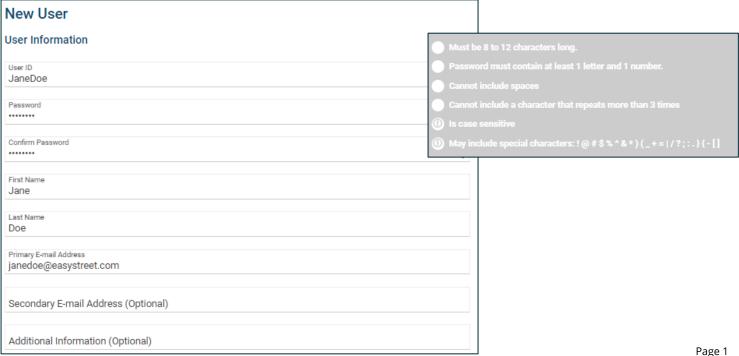
# Log in to Business Online Banking and select Administration > Company Administration > Create New User



\*On each set up page, click on "Got Questions? We can Help" at the bottom of the screen for additional resources.

Got Ouestions? We can help

#### Complete a New User - Profile



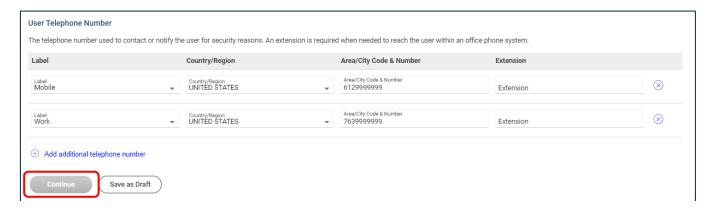


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#### **Recommendations**

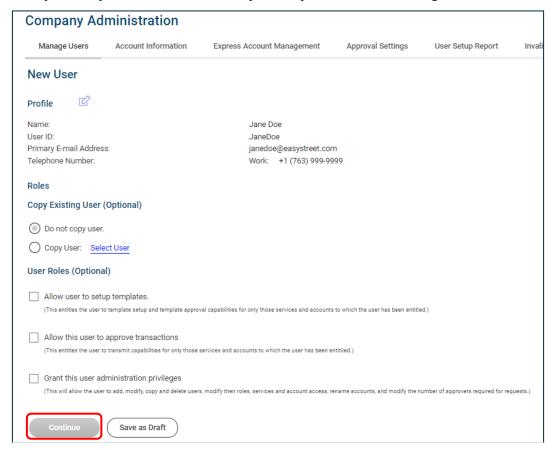
- User Telephone Number
  - Using a mobile number allows for text code verification for login (message and data rates may apply).
  - o Include extension for business phone number when it is not a direct dial number.



#### Complete New User - Roles

#### There are 3 options for User Roles.

- If you want your User to be able to setup a template, without any further approval, assign him/her the **Setup** and **Approver** roles.
  - Allow this user to setup templates.
  - Allow this user to approve transactions.
- If you want your User to have the ability to set up Users, delete or maintain Users, entitle services, and establish limits, they should be assigned the **Administration** role.
  - Grant this user administration privileges.
- If you want your User to have View-only access, you do not need to assign them a role.







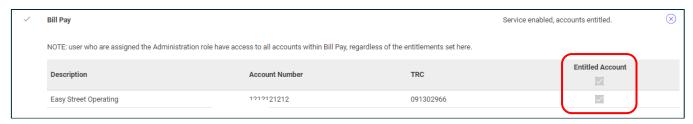
#### Complete New User - Services & Accounts

# To enable a service, click on the $\stackrel{\text{(+)}}{=}$ icon to the right of the service.

- Some services may have additional selections when used, such as eStatements, Internal Transfers, and Mobile RDC.
- Options include:
  - Entitled Account- Provides access to account, setting up ACH/Wire/Internal transfers.
  - o Allow Transmit- Allows user to release (transmit) the ACH/Wire/Internal transfer.
  - For view-only customers, you need to enable Deposit Reports, Information Reporting, and eStatements for each account they need access to see.



#### To grant access to an Account(s), select the "Entitled Account" box, next to each Account.



#### To allow a user to transfer funds, select the "Allow Transmit" box, next to each account.



**Note:** Users must have the **Setup** and **Approver** roles for the "**Allow Transmit**" box to appear for selection. Only services & accounts listed on your Company's **Cash Management Services Agreement Addenda B** will be available for you to select and assign to Users.





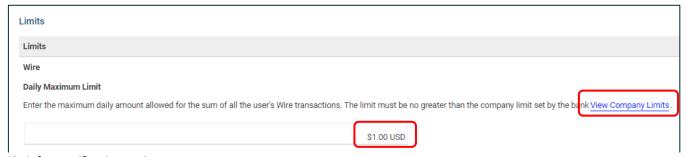
#### Complete New User - Limits

User Daily Limits are not to exceed limits established in the Cash Management Services Agreement Addenda B. You will see limit options, based on the services that you have selected. To edit the user limits, click on the "edit" link.

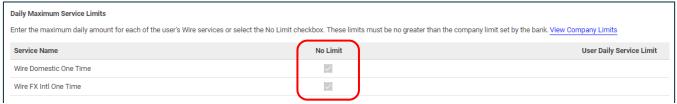


Enter daily limit for the user or keep default of "No Limit". Limits must not exceed company limit set by the bank. To view company limits, simply click on the link "View Company Limits".

Limit for all wire services:



#### Limit for specific wire services:



## Limit wire services per account:







#### Review New User - Verification

You can now review your new User setup and make any changes, prior to submitting.



#### **New User - Confirmation**



## **Questions & Contact Information**

If you have any questions regarding adding Users, please contact your Account Manager or the Cash Management Team

**Phone** 763.210.7775 **Email** cmteam@bankwithchoice.com

