

# How to Assign User Entitlements

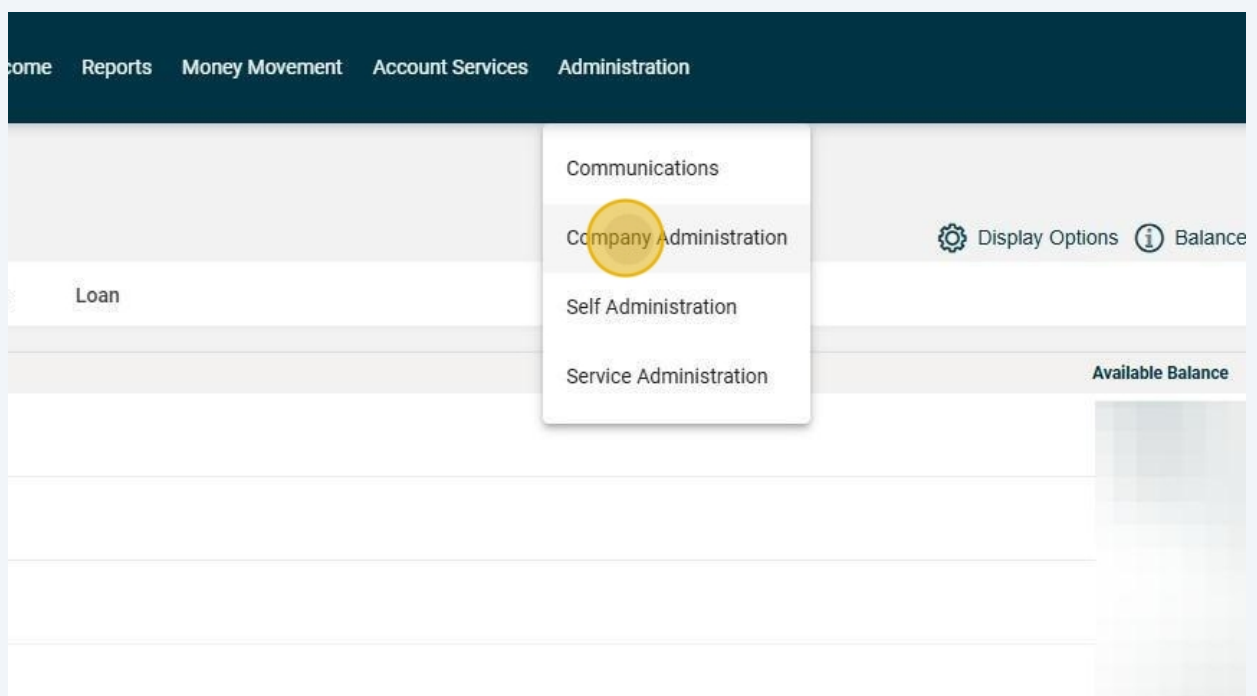


1

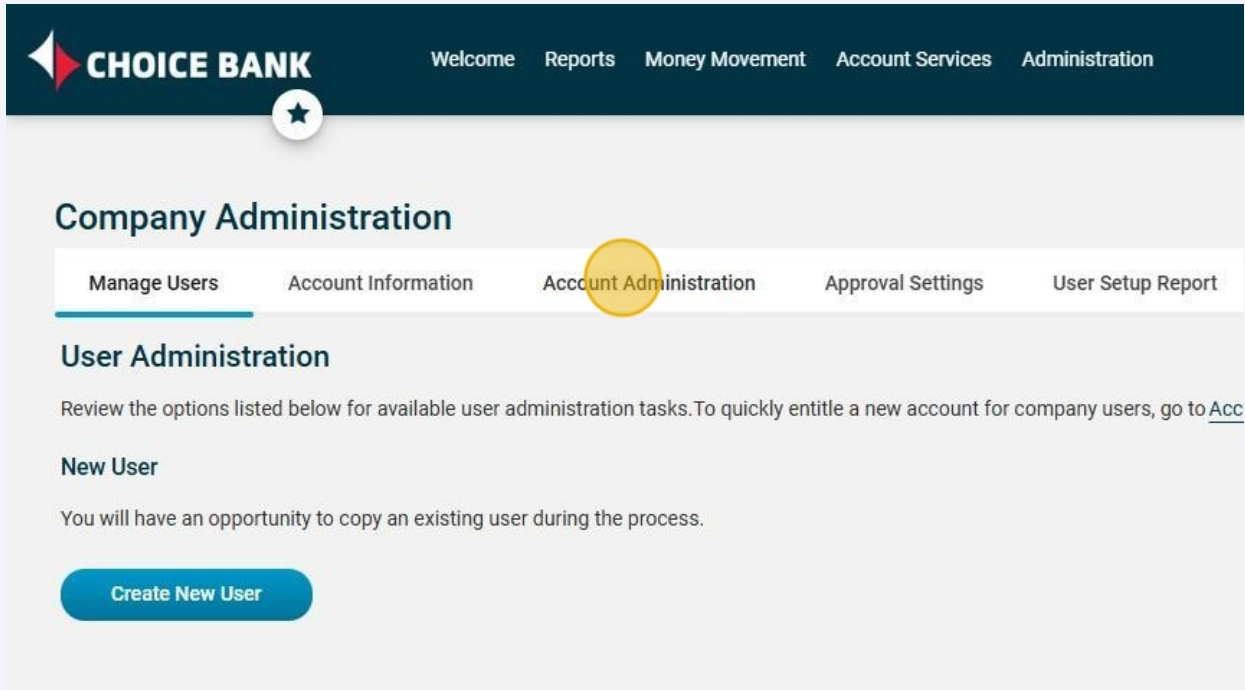
Navigate to <https://choicefinancialbusiness.biz-business.online-banking-services.com/bebanking/home.do#!/bebhome/dashboard>

2

Hover over **Administration** and click **Company Administration**



### 3 Click **Account Administration**



**CHOICE BANK** Welcome Reports Money Movement Account Services Administration

## Company Administration

Manage Users Account Information **Account Administration** Approval Settings User Setup Report

### User Administration

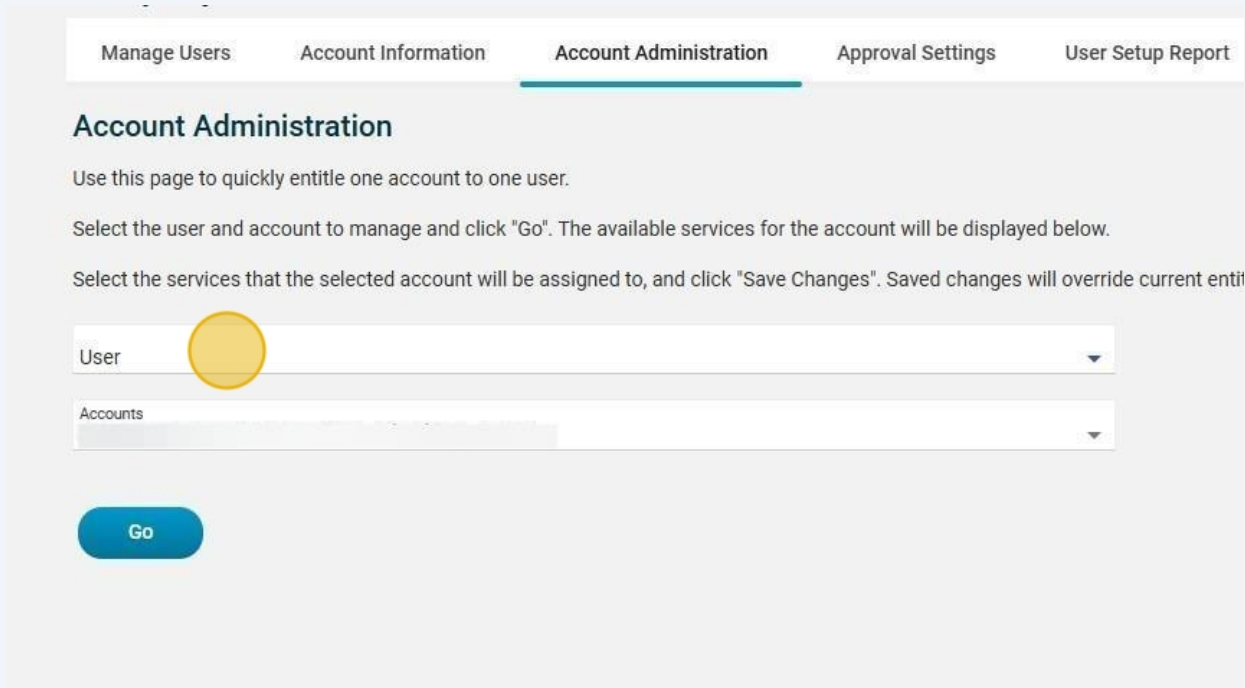
Review the options listed below for available user administration tasks. To quickly entitle a new account for company users, go to [Account Administration](#).

#### New User

You will have an opportunity to copy an existing user during the process.

Create New User

### 4 Click **User** and select the user you want to update



Manage Users Account Information **Account Administration** Approval Settings User Setup Report

## Account Administration

Use this page to quickly entitle one account to one user.

Select the user and account to manage and click "Go". The available services for the account will be displayed below.

Select the services that the selected account will be assigned to, and click "Save Changes". Saved changes will override current entitlements.

User Accounts

Go

5

Click on **Accounts** and select the account you want to update the user's permissions on. Then click **Go**

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The screenshot shows the 'Account Administration' page. At the top, there is a 'User' dropdown menu. Below it is an 'Accounts' dropdown menu. A yellow circle highlights the 'Accounts' dropdown. Below the dropdowns is a blue 'Go' button.

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A screen with all the available permissions will pop up, select the permissions you would like for the selected user and click **Save Changes**

<input type="checkbox"/>	Wire File Upload	<input type="checkbox"/> From
<input type="checkbox"/>	Wire FX Intl One Time	<input type="checkbox"/> From
<input type="checkbox"/>	Wire FX Intl Template Based	<input type="checkbox"/> From
<input type="checkbox"/>	Wire USD Intl One Time	<input type="checkbox"/> From
<input type="checkbox"/>	Wire USD Intl Template Based	<input type="checkbox"/> From

**Save Changes**

Do not save changes

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