

Online Banking User Types:

- **Business Administrator**: User has the same entitlements as the business. Provide by clicking the Business Administrator box in the entitlements section.
- **Business Manager**: User can add and remove secondary users as well as edit entitlements. Granted by clicking Manger User box in the entitlements section.
- **Business User**: User of business online banking. Entitlements are granted by Business Administrator or Manager and are specific to each user.
- 1. Once logged into your Online Banking profile click your name in the top right, then Banking Services, then Users.

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2. On the Users page, you will see a listing of all users for the business. Below this listing, click Add User.

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3. Input information for all fields marked with an asterisk (*). Any additional boxes are optional, but highly recommended to complete for verification purposes. **Click Submit**.

User ID: *	Control Information
5	Contact Information
Temporary Password: *	Email Address: *
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Confirm Password: *	Home Phone
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5	Home Address
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Date of Birth: * (MM/DD/YYYY)	7IP Code
MM/DD/YYYY	
Social Security Number *	

- 4. On the following page, select any entitlements the user is to have access to. **Accounts box must be selected for all users to ensure they have qualifying accounts.* *
 - If you would like the user to have access to all of the same entitlements as the business, you can click the Business Administrator box at the top of the page.
 - If you would like the user to have access to add and remove users as well as edit entitlements, but NOT to have the same entitlements as the business, click the Manager Users box.
 - The top section is user specific entitlements and allow you to grant access to various services and/or products. The bottom section is account specific entitlements and allow you to determine which accounts the user will be granted access to.

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Accounts	×
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Deposit Checks	
Master Line Account Access	
Positive Pay	
Stop Payments	
View RDC Images	2
View Teller Captured Images	•
ACH»	
ACH Whitelist »	
Bill Pay	
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Entitlements	
Manage Users	
Primary User	
Spending	
Transfers	2
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Manage External Accounts	
Manage Unlinked Accounts	
Sweeps	2
Manage Sweeps	
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5. Click **Submit** once completed. At this time the user has been added and you will be redirected to the Users listing.