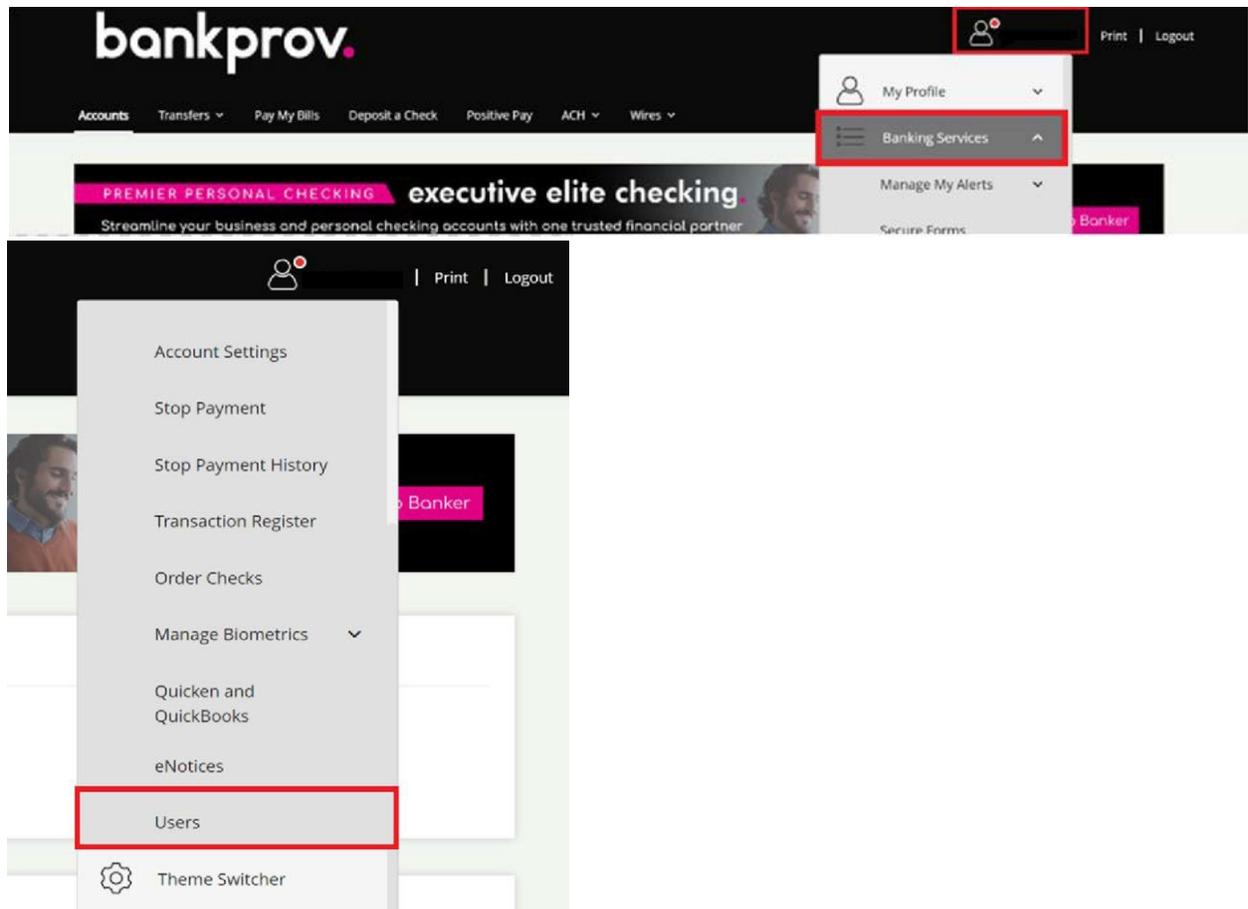


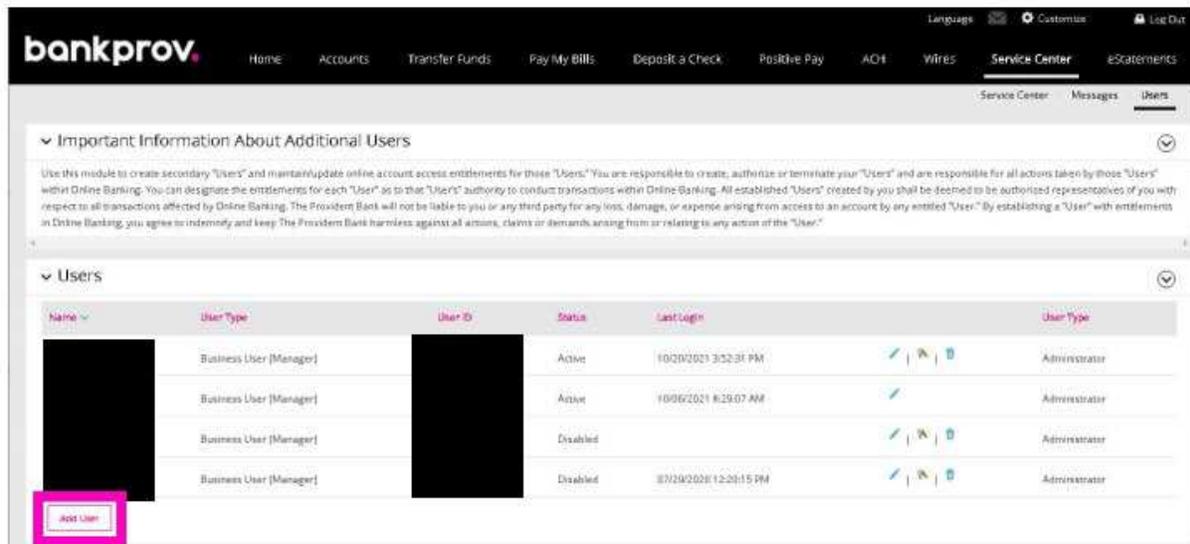
Online Banking User Types:

- **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.



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



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**.

The screenshot shows the 'Manage Authorized User' form. It is divided into several sections: 'User ID' (with fields for User ID, Temporary Password, and Confirm Password, all marked with asterisks and pink boxes), 'Contact Information' (with fields for Email Address, Home Phone, Mobile Phone, and Work Phone), 'Personal Information' (with fields for Title, First Name, Middle Name, Last Name, Suffix, Date of Birth, and Social Security Number, all marked with asterisks and pink boxes), and 'Home Address' (with fields for Address Line 1, Address Line 2, City, State, and ZIP Code). At the bottom, there are 'Submit' and 'Cancel' buttons.

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.

▼ Manage Entitlements for [REDACTED]

Entitlement	Limit	
Accounts		<input checked="" type="checkbox"/>
BAI2 Export		<input checked="" type="checkbox"/>
Deposit Checks		<input type="checkbox"/>
Master Line Account Access		<input type="checkbox"/>
Positive Pay		<input type="checkbox"/>
Stop Payments		<input type="checkbox"/>
View RDC Images		<input checked="" type="checkbox"/>
View Teller Captured Images		<input checked="" type="checkbox"/>
ACH »		<input type="checkbox"/>
ACH Whitelist »		<input type="checkbox"/>
Bill Pay		<input type="checkbox"/>
eDocuments		
View Tax Documents		<input type="checkbox"/>
eNotices		<input checked="" type="checkbox"/>
View External Documents		<input type="checkbox"/>
Entitlements		
Manage Users		<input type="checkbox"/>
Primary User		<input type="checkbox"/>
Spending		<input type="checkbox"/>
Transfers		<input checked="" type="checkbox"/>
Maximum Transaction Limit	\$ -- --	
Maximum Daily Limit	\$ -- --	
Manage External Accounts		<input type="checkbox"/>
Manage Unlinked Accounts		<input type="checkbox"/>
Sweeps		<input checked="" type="checkbox"/>
Manage Sweeps		<input checked="" type="checkbox"/>
Wires »		<input type="checkbox"/>

Accounts	All Entitlements	MSCC Account	Stop Payments	View	Bill Pay	eStatements	Transfer From	Transfer To	Wires
Select All Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
[REDACTED]	<input checked="" 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"/>
[REDACTED]	<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"/>

5. Click **Submit** once completed. At this time the user has been added and you will be redirected to the Users listing.