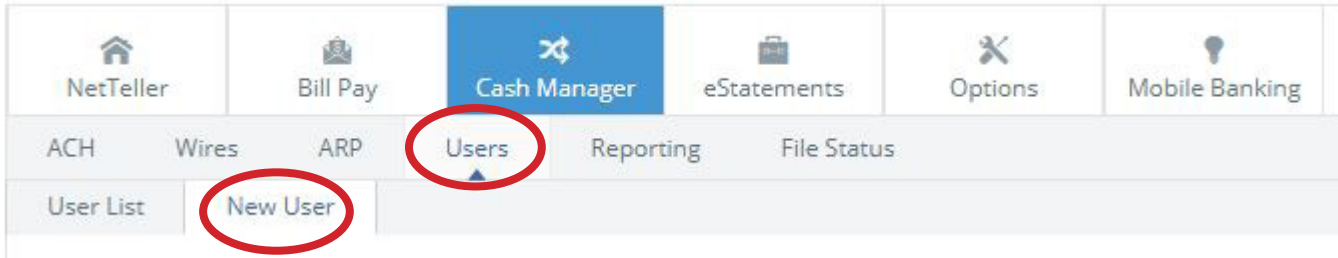


HOW TO CREATE A NEW CASH MANAGEMENT USER

Step 1 Choose the “Cash Manager” tab

In the Cash Manager tab, choose “Users”, then select “New User”.



Step 2 Input the required information

User Name (should reflect the name of the person signing in)
They will create their own log-in credentials later.

Choose their Permissions:

YES gives full permissions to add users and access all accounts.

PARTIAL gives all access except for adding or adjusting user access, and will only have access to the accounts the admin gives them.

NO means that they have limited functions.

VIEW is view-only access.

Step 3 Add any ACH permissions that are needed

After that, “Submit” at the bottom of the page.

Step 4 Choose the permissions necessary for the user, and the accounts the user should have access to

User: Marketin01

- | | | |
|---|---|--|
| <input type="checkbox"/> Transaction Inquiry | <input type="checkbox"/> Define Non-Rep Wires | <input type="checkbox"/> Upload Positive Pay |
| <input checked="" type="checkbox"/> Statement Inquiry | <input type="checkbox"/> Edit Non-Rep Wires | <input type="checkbox"/> Work Positive Pay Items |
| <input type="checkbox"/> Current Day Balance | <input type="checkbox"/> Define Rep Wires | <input type="checkbox"/> Download ARP File |
| <input type="checkbox"/> Prior Day Balance | <input type="checkbox"/> Edit Rep Wires | <input type="checkbox"/> Upload ARP |
| <input checked="" type="checkbox"/> Stop Inquiry | <input type="checkbox"/> Define Recurring Wires | <input type="checkbox"/> Work ARP Items |
| <input checked="" type="checkbox"/> Stop Additions | <input type="checkbox"/> Edit Recurring Wires | <input checked="" type="checkbox"/> Transfers |
| | <input type="checkbox"/> Enter Future-Dated Wires | <input type="checkbox"/> Order Checks |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Transmit Wires | <input type="checkbox"/> Bill Payment |
| | | <input checked="" type="checkbox"/> View Rates |
| <input type="checkbox"/> Work ACH Exceptions | | <input type="checkbox"/> ES |

Select Accounts

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Select All | |
| <input checked="" type="checkbox"/> Demo Test Acct | <input type="checkbox"/> Demo |

Step 5 Submit

The user will be in a "Pending Approval" status
To approve the user, call 703-481-4589