Procedures for Adding Sub-Users

Purpose: The purpose of this procedure is to outline a process for how a customer can add additional users to Cash Management for the Business.

Requirements: Customer must first have Cash Management for their Online Banking with Sub-Users.

Procedure:

Sign onto Internet Banking

Click on Cash Management→Miscellaneous→Users

Type in the person's name or company name in the upper left side (user)

Make decision on security administrator

Fill in the limits for ACH, Wire, Transfer, Merchant Capture (use the help in the upper right corner for any assistance)

- Need to add .01 to all Merchant Capture options even if your not using MC

Make decisions on restrict wires and ach effective dating

Make decision on dual control- do you want someone at your company to review and approve the file before it is processed

Make decision on Default screen

Go to User Account Maintenance Type and select ALL options you want this user to have. Click Submit to save your changes.

At the top of the page, you will see the users name with a password that you will forward to the user. This is a starter password only; they will change the password when signing on. The password must be entered in upper case and no dashes.

Select Miscellaneous→User account maintenance

Using the drop down box, click on the user's name or company name you have set up and select submit.

Under the access column, click the boxes next to the accounts this user will be able to view or transfer and click submit.

The user ID will be the user's name that you entered PLUS @ your user ID – for example, the user you set up was Susie and your user ID is Nebraska 13. The sub-user's user ID will be Susie@nebraska13.

When the sub-user signs on for the first time, they will need to answer three security questions and change their password.