

# Corporate Services

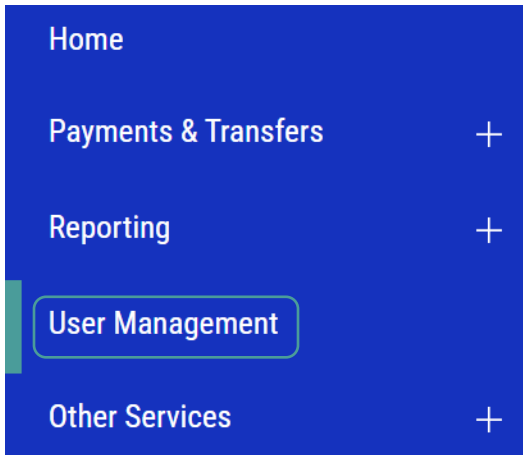
## Quick Reference Guide - User Management

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For corporate administrative users, the User Maintenance widget on the User Management workspace provides you the tools to view, add, update, lock and unlock users in your company. The Audit Report widget on this workspace provides you the audit trail of user activities of all users in your company.



### USER MAINTENANCE

The User Maintenance widget is pinned to the workspace. You have the option to toggle between a list view or a tile view of the User Maintenance widget. Both views provide a summary of all users, a link to add new user, a single-click ability to lock or unlock a user, the ability to modify a user's permission and the ability to view detailed user information:

Tile View:

## User Management

Add Widget

+ Add New User

ALL USERS

As of 06/17/2024 01:26 PM

 LAST LOGIN: 06/17/2024 08:21 AM	USER ID	Approved APPROVAL STATUS	Admin USER TYPE	View User Summary
 LAST LOGIN: 09/18/2014 04:31 PM	USER ID	Approved APPROVAL STATUS	Admin USER TYPE	View User Summary   PERMISSIONS UNLOCKED

VIEW 1-2 OF 2

DISPLAY

All

1

## List View:

# User Management

Add Widget

+ Add New User

ALL USERS

As of 06/17/2024 01:26 PM

ACTIONS	LOGIN STATUS	USER NAME	USER ID	APPROVAL STATUS	USER TYPE	LAST LOGIN
...	Unlocked			Approved	Admin	06/17/2024 08:21 AM
...	Unlocked			Approved	Admin	09/18/2014 04:31 PM

VIEW 1-2 OF 2

DISPLAY

All

1

As with standard capabilities, the list view(s) in User Maintenance can be personalized by you – sort data in a column, display desired columns, arrange order of columns and filter data. You can save multiple personalized views for later use. Data can be printed and exported.

## ADD A NEW USER

From the Add New User link of either the list view or the tile view:

# User Management

Add Widget

+ Add New User

Follow the workflow that guides you through – defining user information, permissioning services and accounts, assigning limits (if required), then reviewing all the setup information before finalizing the new user:

Define information related to the new user:

### DEFINE USER

#### USER INFORMATION

USER ID

0/12

USER NAME

0/40

CONTACT NAME

0/40

#### PASSWORD

PASSWORD

REPEAT NEW PASSWORD

- ✘ Password must contain at least one upper case letter, one lower case letter, one number and a special character.
- ✘ Password cannot contain Customer ID, or User ID.
- ✘ Password must be between 8 and 24 characters.
- ✘ The password fields must match.

#### CONTACT INFORMATION

EMAIL

0/255

PHONE

0/25  
Optional

> Add Contact Fields


#### USER SETTINGS

ENABLE DATE

USER TYPE

The password is assigned by the Customer Administrator, you are assisted by the display of password complexity requirements.

If user password is set to be systematically generated, an email is sent to the user when the new user profile is finalized.

Next, continue to permit the user to various services and accounts. You have the ability to copy the permission details from an existing user or continue to set permission individually. Services with this icon  need Account Level Permissions. Account Transfers require From/To direction setting :

[< Add New User](#)

66 | 66  
EDIT






Entitlements Summary

### Assign Services

PERMISSIONS COPIED FROM  
Select

Select All

Core Services

- Select All
- Bank Account Info Reporting 
- Loan Account Info Reporting 
- Transfers 
  - Input
  - View Only
- Stop Payments 
  - Input
  - View Only
- Electronic Report Delivery 

[> Payments Services](#)

[> Simplified Payments](#)

[> Others](#)

Cancel BACK NEXT

If permitted service(s) requires user limit assignment, you will be guided to the **Assign Limits** step. User limits cannot exceed the customer (company) level limits.

## Assign Limits

### ACH Transaction Date Limits

	INITIATION	APPROVAL
Overall Combined Limits	\$ 20,000.00 Maximum 20,000.00	\$ 20,000.00 Maximum 20,000.00

### Transfer Limits

Set user limits by account

ACCOUNT	ENTRY/DAY	ENTRY/TRANSACTION	MAX # PER DAY
Overall Combined Limits	\$ 999,999,999,999.99 Maximum 999,999,999,999.99	\$ 99,999,999.99 Maximum 99,999,999.99	999 Maximum 999

Cancel BACK NEXT

Alternatively to assigning an overall user level limits, your financial institution may require user limits at the ACH Company level. In such scenario, the user ACH Transaction Date Limit will be as shown below:

## Assign Limits

### ACH Transaction Date Limits

	<b>INITIATION</b>	<b>APPROVAL</b>
Overall Combined Limits	\$ 20,000.00	\$ 20,000.00
	Maximum 20,000.00	Maximum 20,000.00

Review the entire new user setup, before finalizing. Click 'SAVE' to create the new user:

### < Add New User

66 | 66  
EDIT

Entitlements
Limits
Summary

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#### Review User Information

**USER DETAILS**

<b>User Information</b>	<b>Contact Information</b>	<b>User Settings</b>
USER ID: 66	EMAIL: 66@66.com	ENABLE DATE: 18 Jun 2024
USER NAME: 66		USER TYPE: User
CONTACT NAME: 66		
PASSWORD: *****		

[Go to User Details](#)

**ENTITLEMENTS**

<b>Core Services</b>	<b>LOAN ACCOUNT INFO REPORTING</b>	<b>TRANSFERS</b>	<b>STOP PAYMENTS</b>
BANK ACCOUNT INFO REPORTING Bank Account Info Reporting	Loan Account Info Reporting	Input View Only	Input View Only
<b>ELECTRONIC REPORT DELIVERY</b> ESG Report			
<b>Payments Services</b>			
PAYEE DIRECTORY Manage Payee View Only			
<b>Simplified Payments</b>	<b>COLLECT PAYMENTS</b>	<b>SEND TAX PAYMENTS</b>	<b>SEND EMPLOYEE PAYMENTS</b>
SEND REGULAR PAYMENTS Send Regular Payments	Collect Payments	Send Tax Payments	Send Employee Payments
PAYMENT APPROVAL Payment Approval	VIEW ONLY REGULAR PAYMENTS View Only Regular Payments	VIEW ONLY COLLECT PAYMENTS View Only Collect Payments	VIEW ONLY TAX PAYMENTS View Only Tax Payments
VIEW ONLY EMPLOYEE PAYMENTS View Only Employee Payments			

**Others**

OUTBOUND BBO  
eStatements

**Account Permissions**

ACCOUNTS	ACCOUNT TYPE	PERMISSIONS NAME				
		TRANSFERS	TRANSFER ABILITY	BANK ACCOUNT INFO REPORTING	LOANS	STOP PAYMENTS
MARKET RATE ACCOUNT - 2900007...	D44	⊗	From/To	⊗		⊗
OPERATING ACCOUNT - 2010068151	D65	⊗	From/To	⊗		
OPERATING LOC - 187102344	LB9	⊗	From/To		⊗	⊗
PAYROLL ACCOUNT - 2010068155	D65	⊗	From/To	⊗		⊗

VIEW 14 OF 4 DISPLAY 4 ▾ 1

**ACH Permissions**

ACH SENIOR ID: 1010285503

PERMISSIONS: Collect from a business | Pay a business | Pay a person | Pay employees

**Report Permissions**

ACCOUNTS	REPORT NAME	ACH RETURNS AND CORRECTIONS	ACCOUNT ANALYSIS	MONTHLY INTERNET BILLING
OPERATING ACCOUNT - 2010068151		⊗	⊗	⊗

VIEW 1 OF 1 DISPLAY 1 ▾ 1

**LIMITS**

**ACH Transaction Date Limits**

INITIATION: 20,000.00	APPROVAL: 20,000.00
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**Transfer Limits**

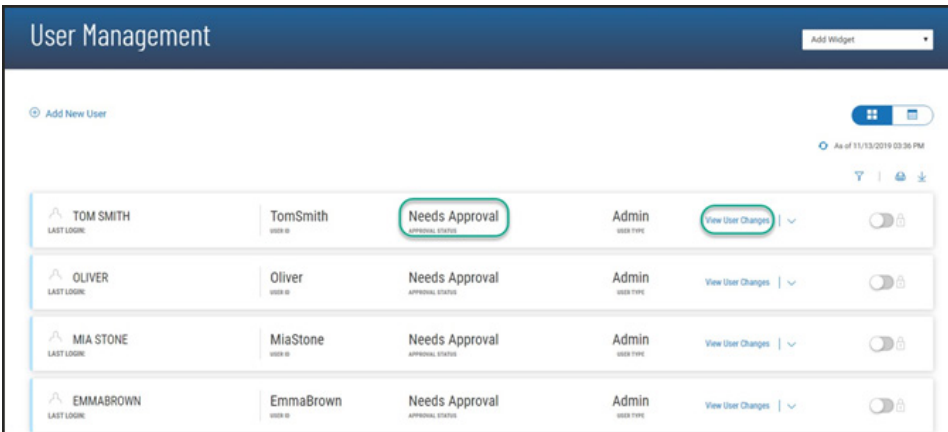
Account	Entry/Transaction	Entry/Day	Max # Per Day
Overall Combined Limits	99,999,999.99	999,999,999,999.99	999

[Go to Limits](#)

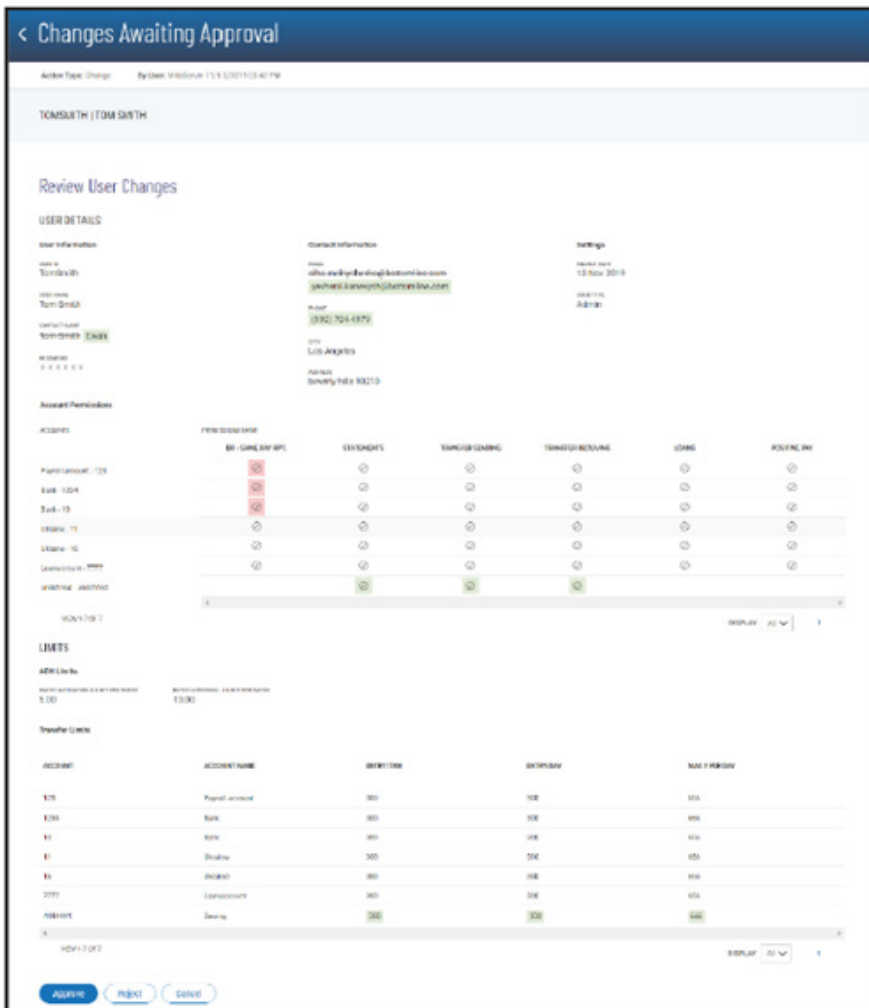
Cancel BACK SAVE

## DUAL CONTROL OF USER ADMINISTRATION

If Dual Control is enabled, when any user is created/modified, approval from a second Corporate Administrator is required. The user in pending approval status is identified on the User Maintenance widget.



Click on the View User Changes link, the approving Corporate Administrator may review the changes on the User Detail Screen before taking action to approve or reject.



## AUDIT REPORT

User activities are itemized in a list view, in order of Date and Time with the latest on top. Most frequently used query selections are provided in quick filters for your convenience. Deleted users are reported as Inactive.

The screenshot displays an 'AUDIT REPORT' interface. At the top left, there is a 'USER ID' dropdown menu showing '8 Users Selected'. Below it, a list of users is shown with checkboxes: 'NewEwan' (unchecked), 'newuser' (checked), 'NewUser2' (checked), 'NewUser3' (checked), 'piqgy' (unchecked), 'Pietr (Inactive)' (unchecked), and 'QAZLEE' (unchecked). There are 'DONE', 'SELECT ALL', and 'CLEAR' buttons at the bottom of this list. To the right, a 'DATE AND TIME' dropdown menu is open, showing options: 'Last 7 Days', 'Today', 'Yesterday', 'Last 7 Days', 'Last 30 Days', 'This Month', 'Last Month', and 'Custom Range'. The main table has columns for 'ACTION TAKEN' and 'DESCRIPTION'. The table contains several rows of activity logs, including 'Loans', 'View', and 'View Wire Payment'. At the bottom left, it says 'VIEW 1-10 OF 145'. At the bottom right, there is a 'DISPLAY' dropdown set to '10' and a pagination control showing '1 2 3 ... 15 >'.

As with standard list view capabilities, you can control and personalize the list:

- Choose which columns are displayed or hidden, change the column order
- Filter the data, choose a column for the data sort order
- Save a useful combination of column and data settings for later reuse
- Print the list content or export it to a CSV file