

BANKOH BUSINESS CONNECTIONS

QUICK REFERENCE GUIDE

User Maintenance

User Maintenance

Bankoh Business Connections (BBC)

 Bank of Hawai'i

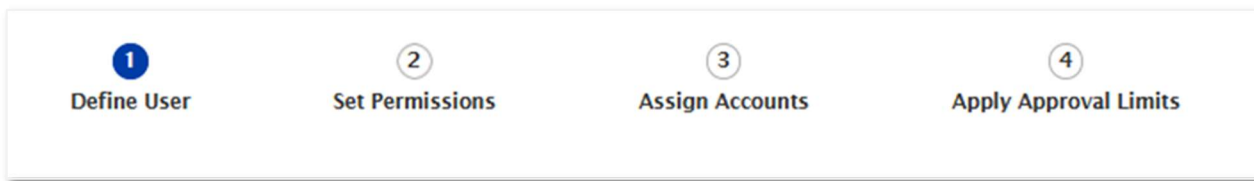
User Maintenance Permission

Grant the user permission to the various features and function that your company has access. This may include Payments/Transfers, Reporting, Risk Management, Administrative and Alert functions.

Navigation Bar

- The Navigation Bar at the top of the view provides sequential steps to Add/Modify a user.
- Following the Step Navigation workflow sets the order of permissions, assigning accounts and applying limits as applicable to the user.
- The Step Bar Circles will change to blue as you continue through the setup process.

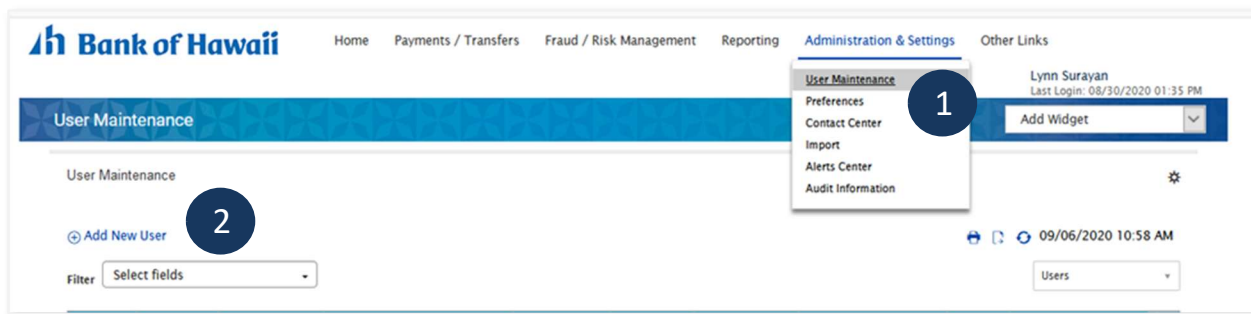
Example: A User cannot access the Apply Approval Limits section unless the user has completed the Set Permissions section in Step 2.



Define User

Note: All fields with an asterisk are required.

1. Select **User Maintenance** from the **Administration & Settings** menu.
2. On the **User Maintenance** widget, click **Add New User**.

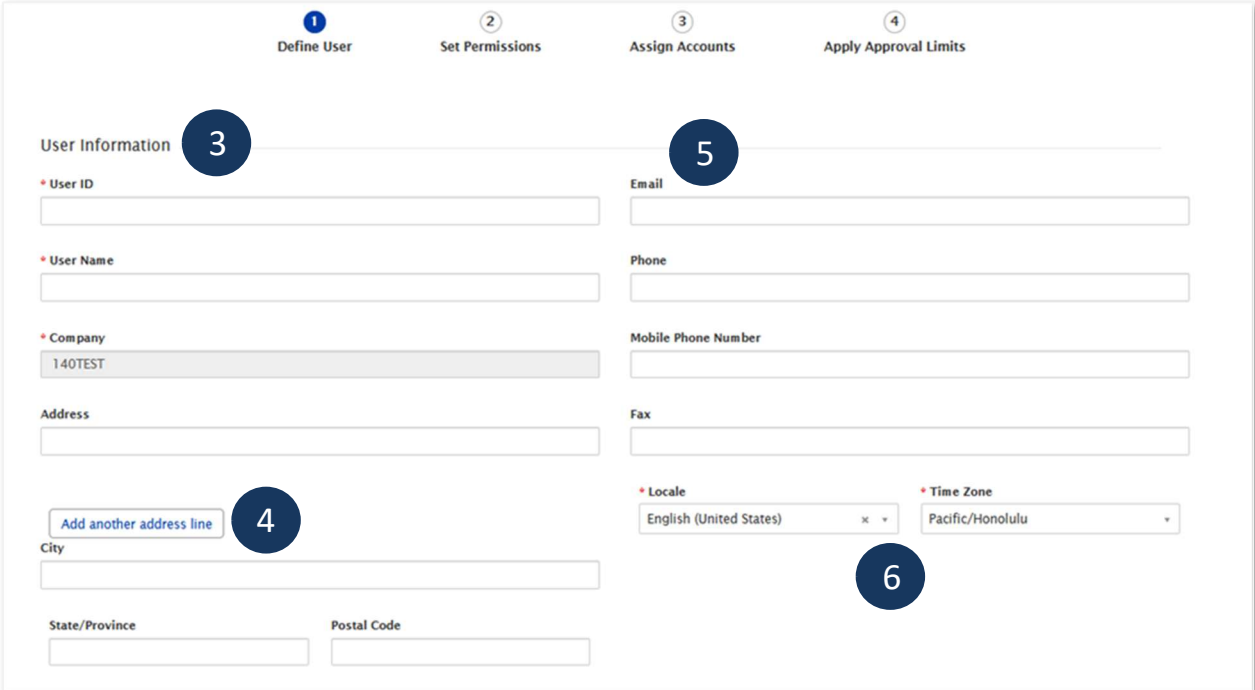


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3. In the **User Information** section, enter a **User ID** and **User Name**.
User IDs must be a minimum of four characters, and can only contain letters and numbers.
Please avoid using hyphens or any special characters.



4. Optional. Enter the **City**, **State/Province**, and **Postal Code**.
5. Enter **Email**, **Phone**, and **Mobile Phone Number**.
6. Locale and Time will default.
7. Enter Password. In the **Repeat New Password** field, enter the password again.



8. Check the **Disable User** checkbox if you want this user to be in the system, but inactive and therefore unable to log into the client application.
9. Optional. If you want this user to receive notification when an alert created by him or her changes, check **the Send notification when an alert changes** checkbox.
10. The **Copy an Existing User's Permissions** option lets you select a user from the company associated with the user you're creating and assign his or her permissions to the new user.

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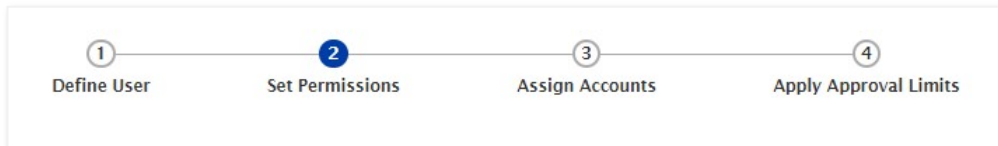
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You will still be able to modify any of these user permissions in later stages of the process.

Use the drop-down to select an existing user whose permissions you want to copy to the new user you are creating.

- If you choose not to use the copy function, go to **Set Permissions**.



- If you choose to use the copy function, note that all user permissions to features and functions such as payments, reporting, risk management, administration, and alerts as well as account entitlements and limits are copied to the newly created user.

Admin Settings

☐ Disable User 8

☐ Send notification when an alert changes 9 User will be notified (via email) of a change to a personal alert. Or if an administrator, user will be notified of a change to any company alert.

Copy an Existing User's Permissions 10

Existing User

--Select--

Add User Continue 11 Cancel

11. Click **Continue**.

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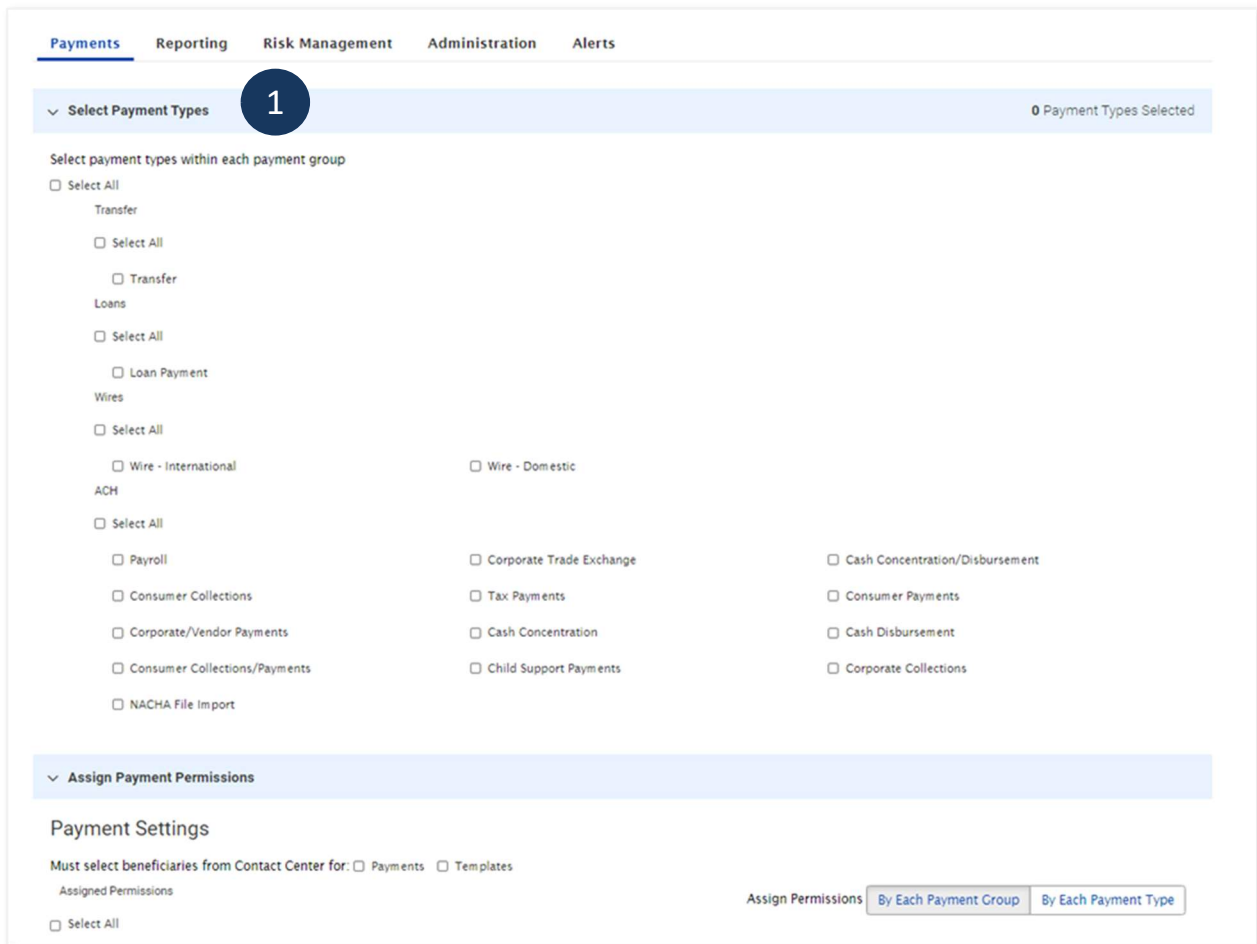
Set Permissions

Permissions allows the user access to Payments, Reporting, Risk Management, Administration and Alerts. Permissions will vary depending on the Company Level Entitlements.

1. Click on **Payments** Tab.

- **Select Payment** Types allows the user to set up payment type permissions Wires, Transfers, Loans, ACH.
- **Assign Payment Permissions** allows the user to set up and generate payment(s) for Wires, Transfers, Loans and ACH for View, Manage Modify, repair, confidential, Approve Own, Auto Approver and number of Approvals required. Payment Permissions can be assigned to user(s) by Group or by Payment type. Payment Permissions by Group allows a user to quickly assign permission). Permissions Payments by Type allows a user to assign permissions by payment type (example Wire Domestic, Wire International).

Payments Tab Screenshot



Payments Reporting Risk Management Administration Alerts

1

0 Payment Types Selected

Select payment types within each payment group

☐ Select All

Transfer

☐ Select All

☐ Transfer

Loans

☐ Select All

☐ Loan Payment

Wires

☐ Select All

☐ Wire - International ☐ Wire - Domestic

ACH

☐ Select All

☐ Payroll ☐ Corporate Trade Exchange ☐ Cash Concentration/Disbursement

☐ Consumer Collections ☐ Tax Payments ☐ Consumer Payments

☐ Corporate/Vendor Payments ☐ Cash Concentration ☐ Cash Disbursement

☐ Consumer Collections/Payments ☐ Child Support Payments ☐ Corporate Collections

☐ NACHA File Import

Assign Payment Permissions

Payment Settings

Must select beneficiaries from Contact Center for: ☐ Payments ☐ Templates

Assigned Permissions

☐ Select All

Assign Permissions

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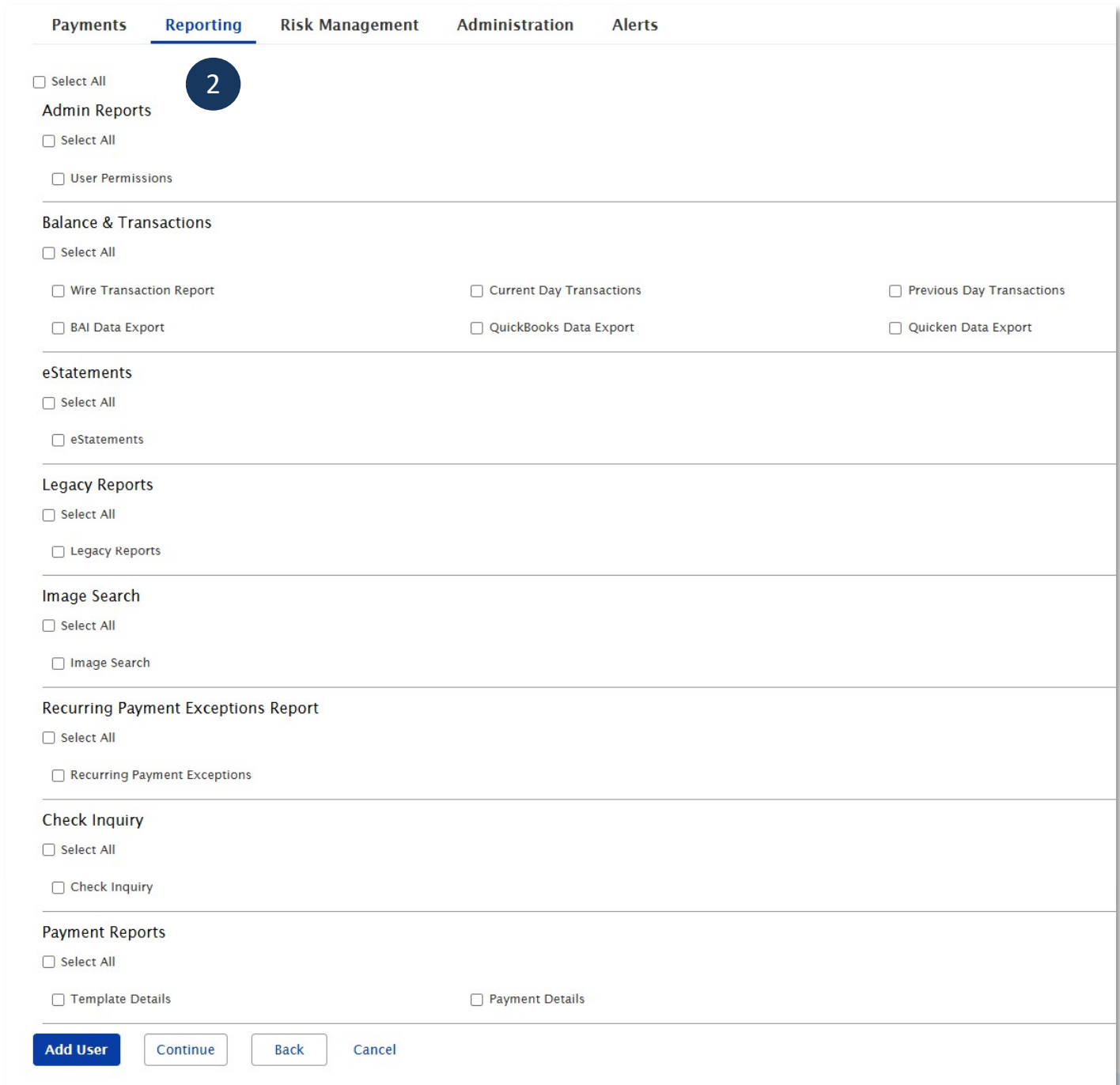
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2. Click On **Reporting** Tab.

- Reporting Tab allows the user to set up various types of reporting functions:
Admin Reports, Balance and Transactions, eStatements, Legacy Reports, Image Search, Check Inquiry and Payment Reports.

Reporting Tab Screenshot



The screenshot displays the 'Reporting' tab within the 'User Maintenance' interface. The tab is highlighted with a blue circle containing the number 2. The interface is organized into several sections, each with a 'Select All' checkbox and specific reporting options.

Payments | **Reporting** | Risk Management | Administration | Alerts

☐ Select All

Admin Reports

☐ Select All

☐ User Permissions

Balance & Transactions

☐ Select All

☐ Wire Transaction Report ☐ Current Day Transactions ☐ Previous Day Transactions

☐ BAI Data Export ☐ QuickBooks Data Export ☐ Quicken Data Export

eStatements

☐ Select All

☐ eStatements

Legacy Reports

☐ Select All

☐ Legacy Reports

Image Search

☐ Select All

☐ Image Search

Recurring Payment Exceptions Report

☐ Select All

☐ Recurring Payment Exceptions

Check Inquiry

☐ Select All

☐ Check Inquiry

Payment Reports

☐ Select All

☐ Template Details ☐ Payment Details

Add User | **Continue** | **Back** | **Cancel**

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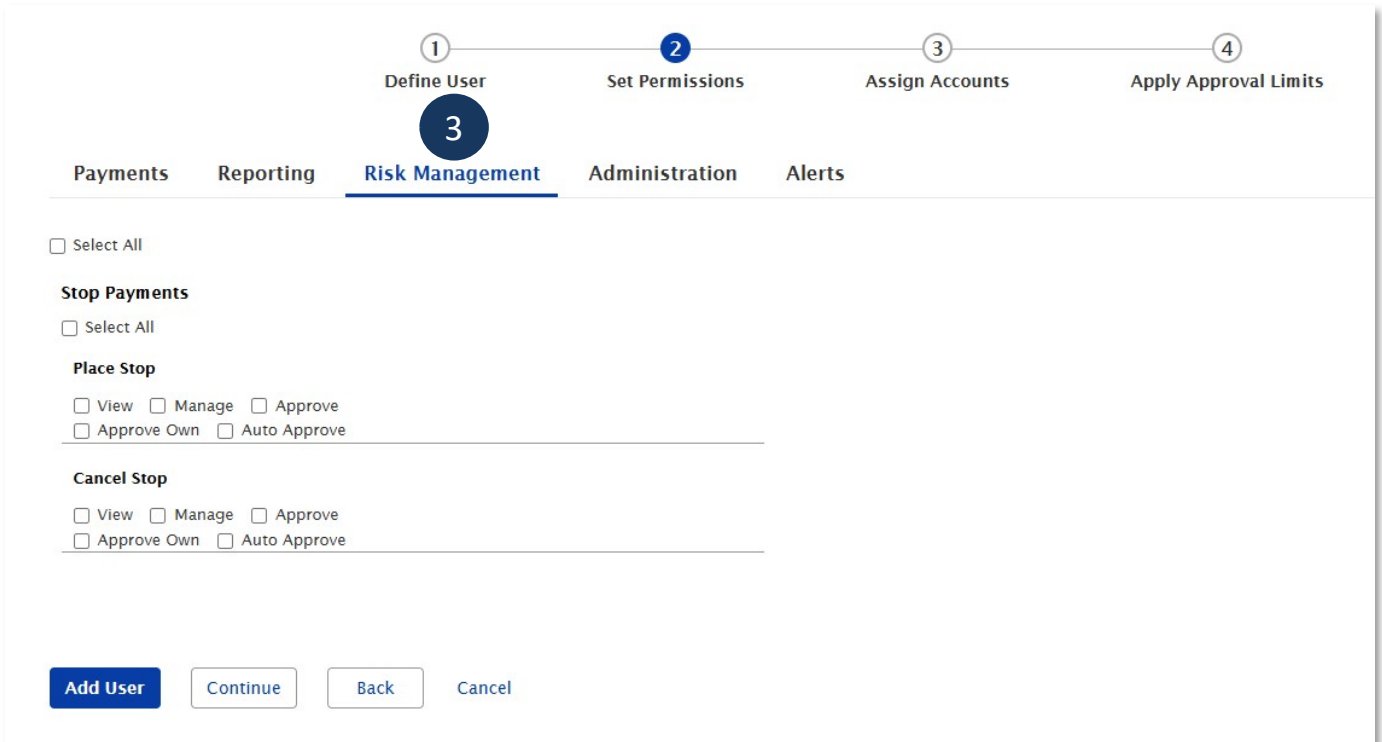
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3. Click On ***Risk Management*** Tab.

- Risk Management allows the user to set up various types of risk functions:
Stop Payment and Cancel Stop.

Risk Management Tab Screenshot



The screenshot displays the 'Risk Management' tab within the 'User Maintenance' interface. At the top, a progress bar shows four steps: 1. Define User, 2. Set Permissions, 3. Assign Accounts, and 4. Apply Approval Limits. Below this, a navigation bar includes tabs for Payments, Reporting, Risk Management (which is selected and underlined), Administration, and Alerts. The main content area is divided into sections for 'Stop Payments' and 'Cancel Stop'. Each section contains a 'Select All' checkbox and a list of permissions: View, Manage, Approve, Approve Own, and Auto Approve. At the bottom of the interface, there are four buttons: 'Add User' (highlighted in blue), 'Continue', 'Back', and 'Cancel'.

1 Define User 2 Set Permissions 3 Assign Accounts 4 Apply Approval Limits

Payments Reporting **Risk Management** Administration Alerts

☐ Select All

Stop Payments

☐ Select All

Place Stop

☐ View ☐ Manage ☐ Approve
☐ Approve Own ☐ Auto Approve

Cancel Stop

☐ View ☐ Manage ☐ Approve
☐ Approve Own ☐ Auto Approve

Add User Continue Back Cancel

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4. Click On **Administration** Tab

- Administration Tab allows the user to set up various types of administration functions:

Audit Information, Rename Accounts, Email Recipient and Groups, Import Maps, Beneficiary Address Book, Contact Types, User Administration, Positive Pay and Account Reconciliation, and Manage Template Groups.

Administration Tab Screenshot

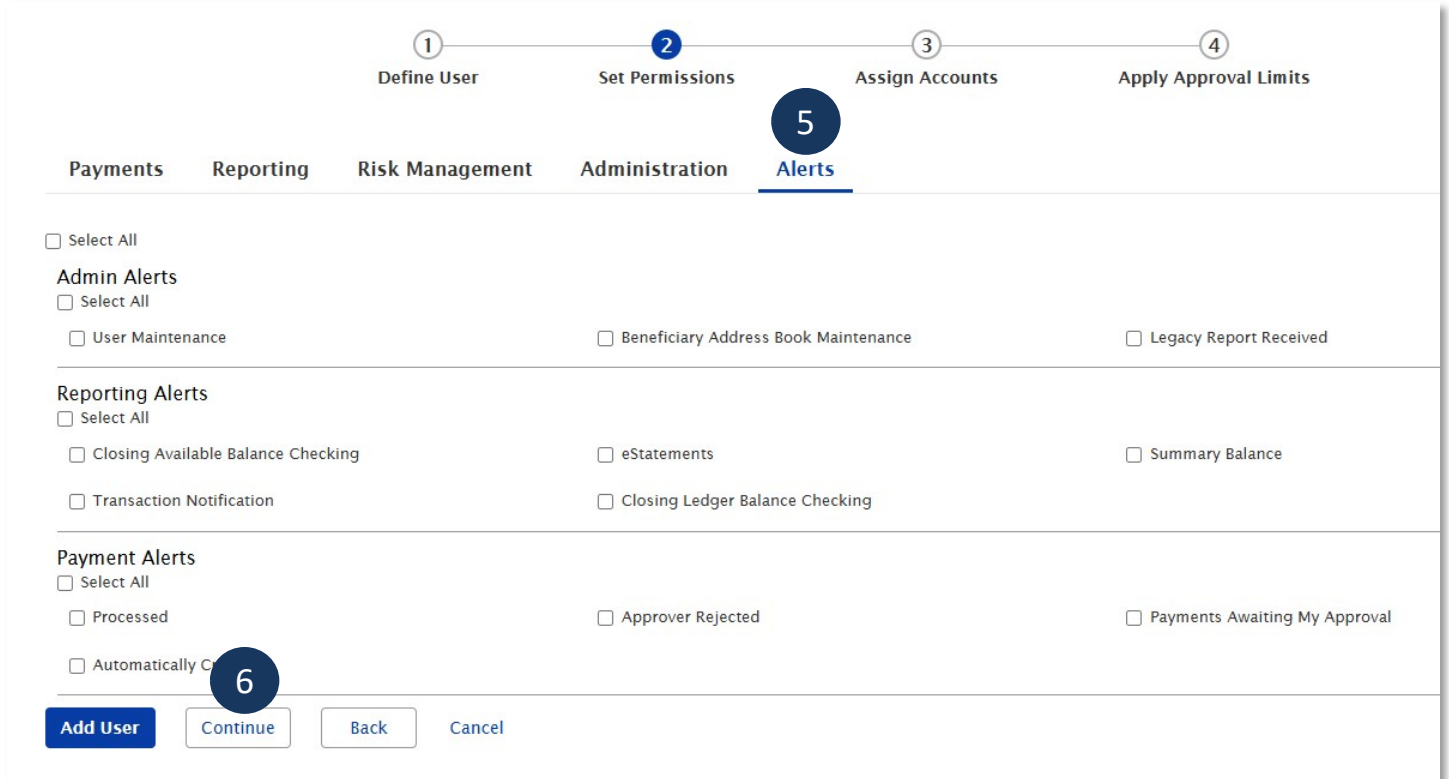
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5. Click On **Alerts** Tab.

- Alerts Tab allows the user to setup various types of alert functions:
Admin Alert, Reporting Alerts, and Payment Alerts.

Alerts Tab Screenshot



1 Define User 2 Set Permissions 3 Assign Accounts 4 Apply Approval Limits

5 Alerts

Payments Reporting Risk Management Administration

☐ Select All

Admin Alerts

☐ Select All

☐ User Maintenance ☐ Beneficiary Address Book Maintenance ☐ Legacy Report Received

Reporting Alerts

☐ Select All

☐ Closing Available Balance Checking ☐ eStatements ☐ Summary Balance

☐ Transaction Notification ☐ Closing Ledger Balance Checking

Payment Alerts

☐ Select All

☐ Processed ☐ Approver Rejected ☐ Payments Awaiting My Approval

☐ Automatically C

6

Add User Continue Back Cancel

6. Once all permissions have been entitled, click **Continue** to advance to Assign Accounts.

Assign Accounts

Assign Accounts allows the user to view bank accounts, ACH Originators, Restricted Templates and Legacy Reports.

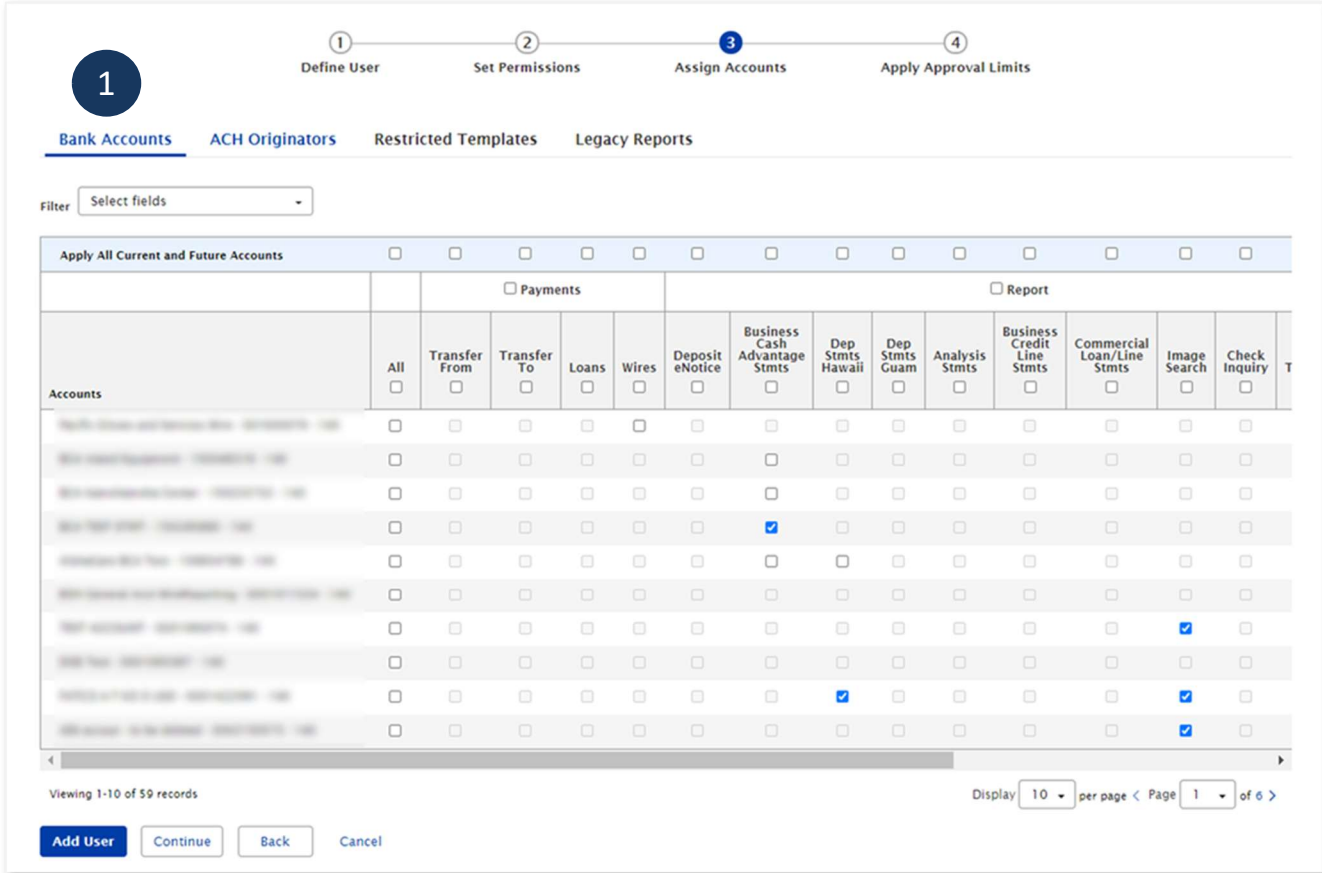
- There is the ability to select all permissions for a single account with a single click.
- There is the ability to select all accounts for a single permission with a single click.
- There is the ability to select all accounts for all permissions with a single click.
- There is the ability to select all accounts for all permissions in a Permission Group Type (Payments, Reporting, Risk Management).
- Select the All Current and Future Accounts which will assign all accounts currently enabled for that feature as well as any new accounts added in the future.

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1. **Bank Accounts** Tab – assign account(s) to authorize user.

Bank Accounts Tab Screenshot



1 Define User 2 Set Permissions 3 Assign Accounts 4 Apply Approval Limits

Bank Accounts ACH Originators Restricted Templates Legacy Reports

Filter Select fields

Apply All Current and Future Accounts ☒

☐ Payments ☐ Report

Accounts	All	Transfer From	Transfer To	Loans	Wires	Deposit eNotice	Business Cash Advantage Stmts	Dep Stmts Hawaii	Dep Stmts Guam	Analysis Stmts	Business Credit Line Stmts	Commercial Loan/Line Stmts	Image Search	Check Inquiry
Bank of Hawaii Business Checking - 100	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank of Hawaii Business Checking - 101	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank of Hawaii Business Checking - 102	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank of Hawaii Business Checking - 103	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>
Bank of Hawaii Business Checking - 104	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank of Hawaii Business Checking - 105	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank of Hawaii Business Checking - 106	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bank of Hawaii Business Checking - 107	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank of Hawaii Business Checking - 108	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bank of Hawaii Business Checking - 109	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Viewing 1-10 of 59 records Display 10 per page Page 1 of 6

Add User Continue Back Cancel

2. **ACH Originators** Tab – assign ACH Originators to authorize user.

- There is the ability to select all permissions for a single Originator ID with a single click.
- There is the ability to select all Originator IDs for a single permission with a single click.
- There is the ability to select all Originator IDs for all permissions with a single click.
- There is the ability to select all Originator IDs for all permissions in a Permission Group Type (Payments).
- Select the Apply All Current and Future Originator which will assign all originators currently enabled for that feature as well as any new originators added to that feature in the future.

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that feature as well as any new accounts added to that feature in the future.

Legacy Reports Tab Screenshot

Apply All Current and Future Legacy Reports	All	Legacy Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Apply Approval Limits

Apply Approval Limits allows the user to set approval limits on various types of transactions. This section is applicable if the user entitled to Approval permissions in the Payments Tab of Set Permissions section.

There are two Tabs:

- Overall Approval Limits
- Account Approval Limits

1. **Overall Approval Limits** Tab

Allows a user to set up limits for Wires, Transfer, Loans and ACH

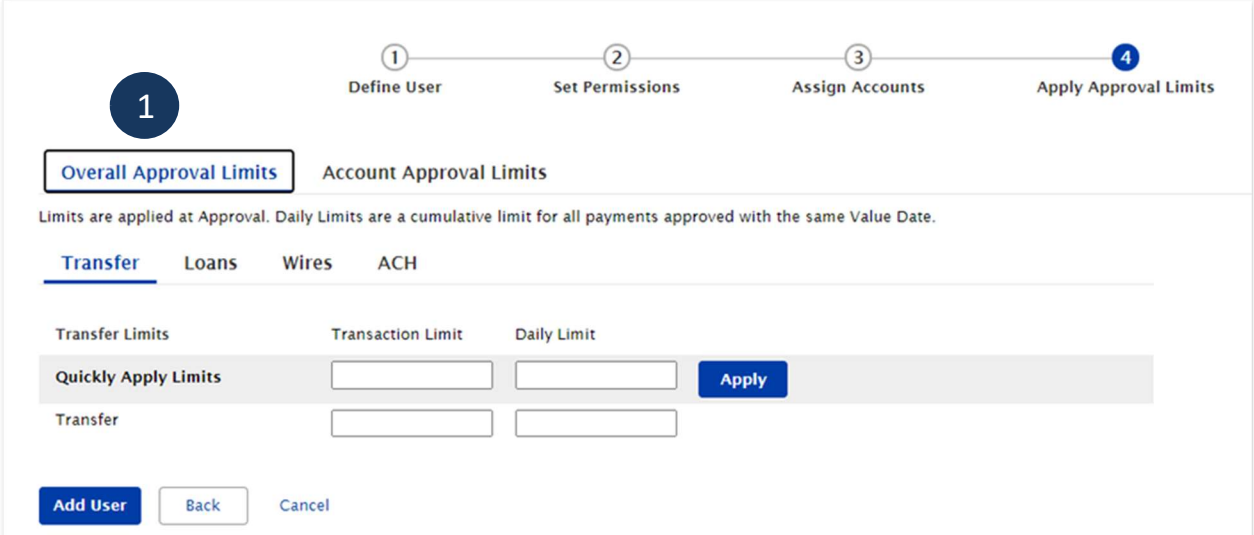
- Transactions Limits
- Daily Limits
- Batch Limits (ACH Only)
- Quick Apply Limits allows the value entered to pre-populate all payment types below.

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Overall Approval Limits Tab Screenshot



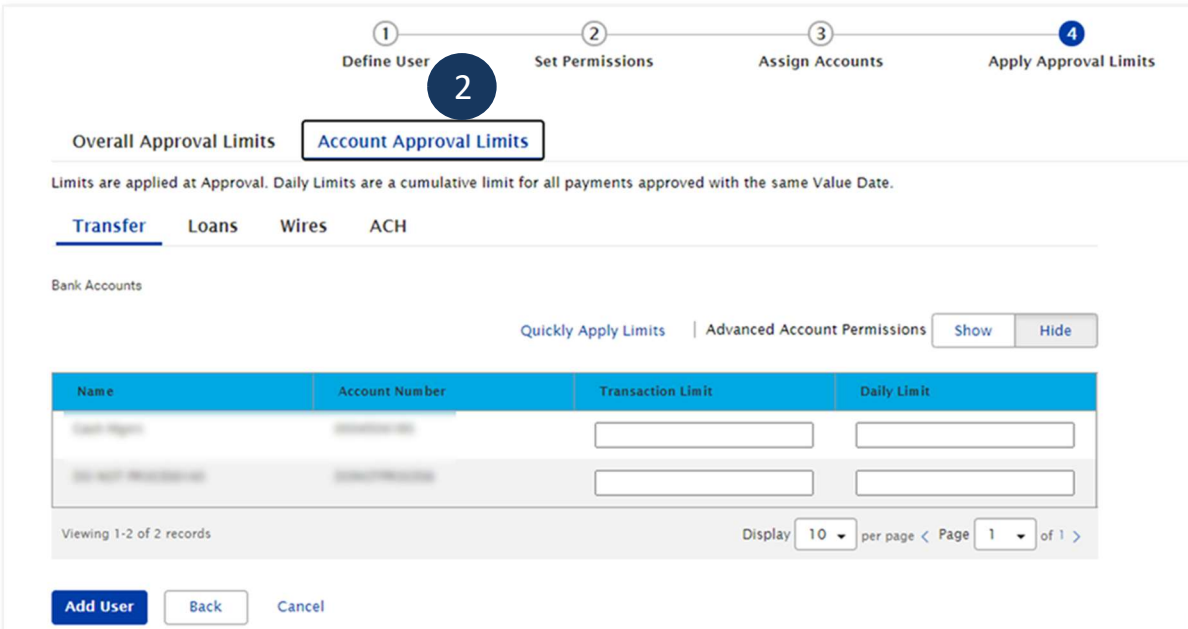
The screenshot shows the 'Overall Approval Limits' tab selected. At the top, a progress bar indicates four steps: 1. Define User, 2. Set Permissions, 3. Assign Accounts, and 4. Apply Approval Limits. Below the progress bar, the 'Overall Approval Limits' tab is active, and the 'Account Approval Limits' sub-tab is selected. A note states: 'Limits are applied at Approval. Daily Limits are a cumulative limit for all payments approved with the same Value Date.' Below this, there are tabs for 'Transfer', 'Loans', 'Wires', and 'ACH'. Under the 'Transfer' tab, there are input fields for 'Transaction Limit' and 'Daily Limit', and a 'Quickly Apply Limits' button. At the bottom, there are 'Add User', 'Back', and 'Cancel' buttons.

2. **Account Approval Limits** Tab

Account Approval Limits can be setup for Wires, Transfers, Loans and ACH

- Transactions Limits
- Daily Limits
- Batch Limits (ACH Only)
- Quick Apply Limits allows the value entered to pre-populate all payment types below.

Account Approval Limits Tab Screenshot



The screenshot shows the 'Account Approval Limits' tab selected. At the top, a progress bar indicates four steps: 1. Define User, 2. Set Permissions, 3. Assign Accounts, and 4. Apply Approval Limits. Below the progress bar, the 'Account Approval Limits' sub-tab is active. A note states: 'Limits are applied at Approval. Daily Limits are a cumulative limit for all payments approved with the same Value Date.' Below this, there are tabs for 'Transfer', 'Loans', 'Wires', and 'ACH'. Under the 'Transfer' tab, there are input fields for 'Transaction Limit' and 'Daily Limit', and a 'Quickly Apply Limits' button. At the bottom, there are 'Add User', 'Back', and 'Cancel' buttons.

Name	Account Number	Transaction Limit	Daily Limit
Loan Rights	0000000000	<input type="text"/>	<input type="text"/>
Loan Rights	0000000000	<input type="text"/>	<input type="text"/>

Viewing 1-2 of 2 records

Display per page < Page of 1 >

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Final Step - Add User

1. After the Define User, Setup Permission, Assign Accounts and Apply Approval Limits sections have been entitled, finish by clicking on **Add User**.
2. User must be in Approved status for changes to take effect.

<input type="checkbox"/>	View ▾	140TEST	140 TEST Company	TIMEZONE	test	Approved	N
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Contact information

For more information, contact Cash Management Services at the following:

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Toll-free: (877) 232-0118

Guam: (671) 479-3629 or (671) 479-3633

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