BANKOH BUSINESS CONNECTIONS 3.0

QUICK REFERENCE GUIDE

Account Administration

Bank of Hawaii

Account Administration

Bankoh Business Connections (BBC) 3.0

User-Based Permission

User Maintenance

A System Administrator will have permission to create Users and grant User permissions based on company entitlements.

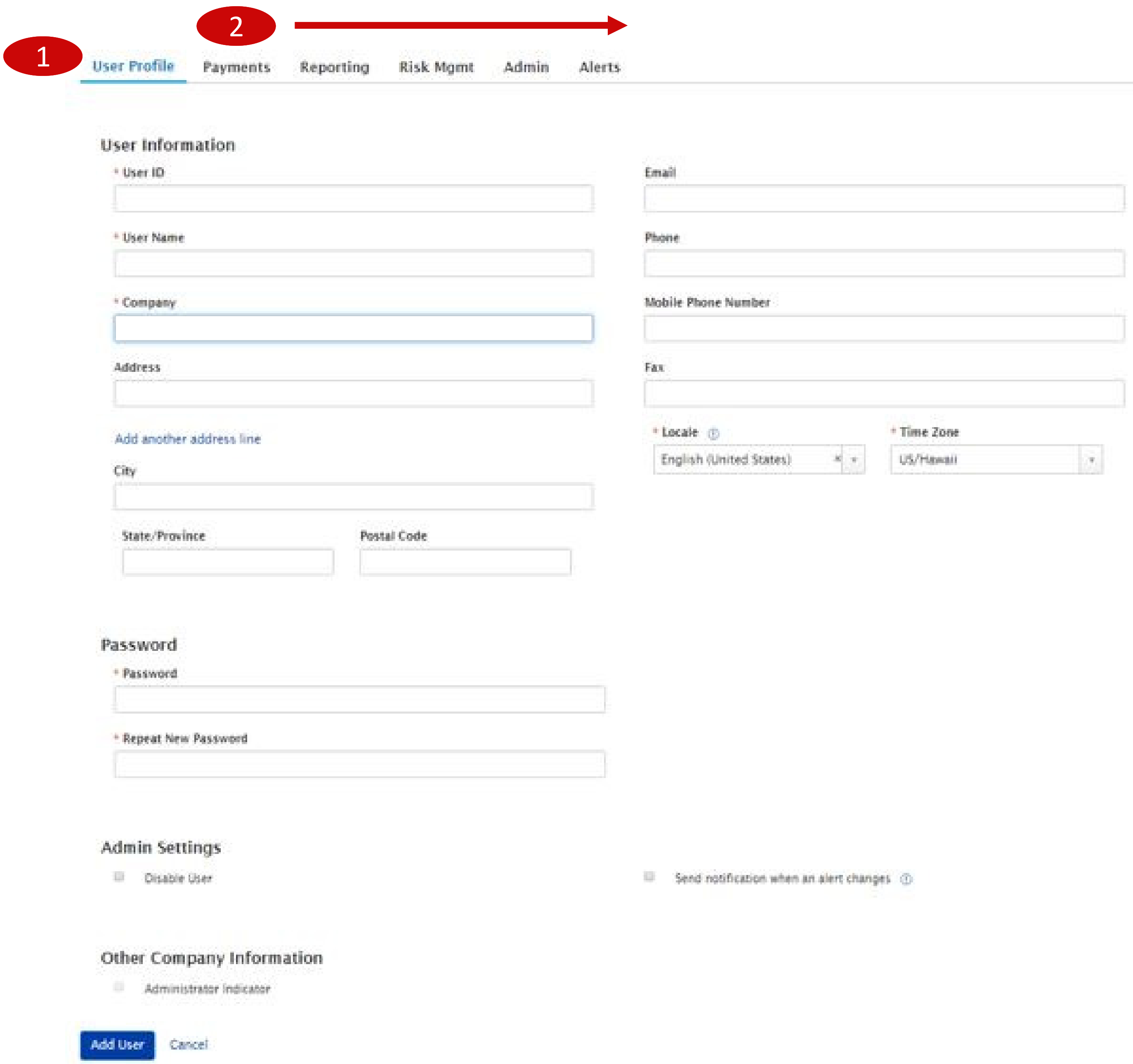
1. From ***Administration and Settings***, select ***User Maintenance***.

2. Click ***Add New User***.

User-Based Permission

User Maintenance > User Profile

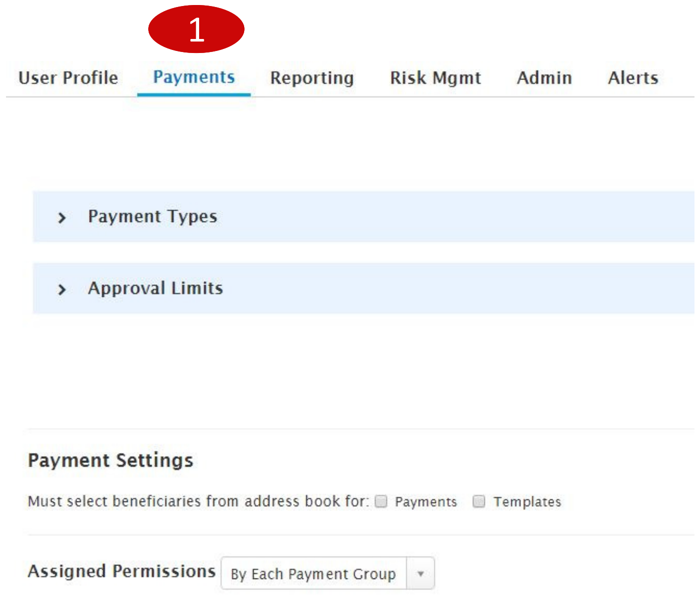
1. Enter basic User Information in the ***User Profile***.
   - Fields with a red asterisk (*) are mandatory
   - The ***User ID*** and ***Password*** cannot contain any spaces
2. Proceed to the function tabs.
   - You will not be able to save with basic User Profile Information
   - At least one permission must be assigned to the User



User-Based Permission

User Maintenance > Payments

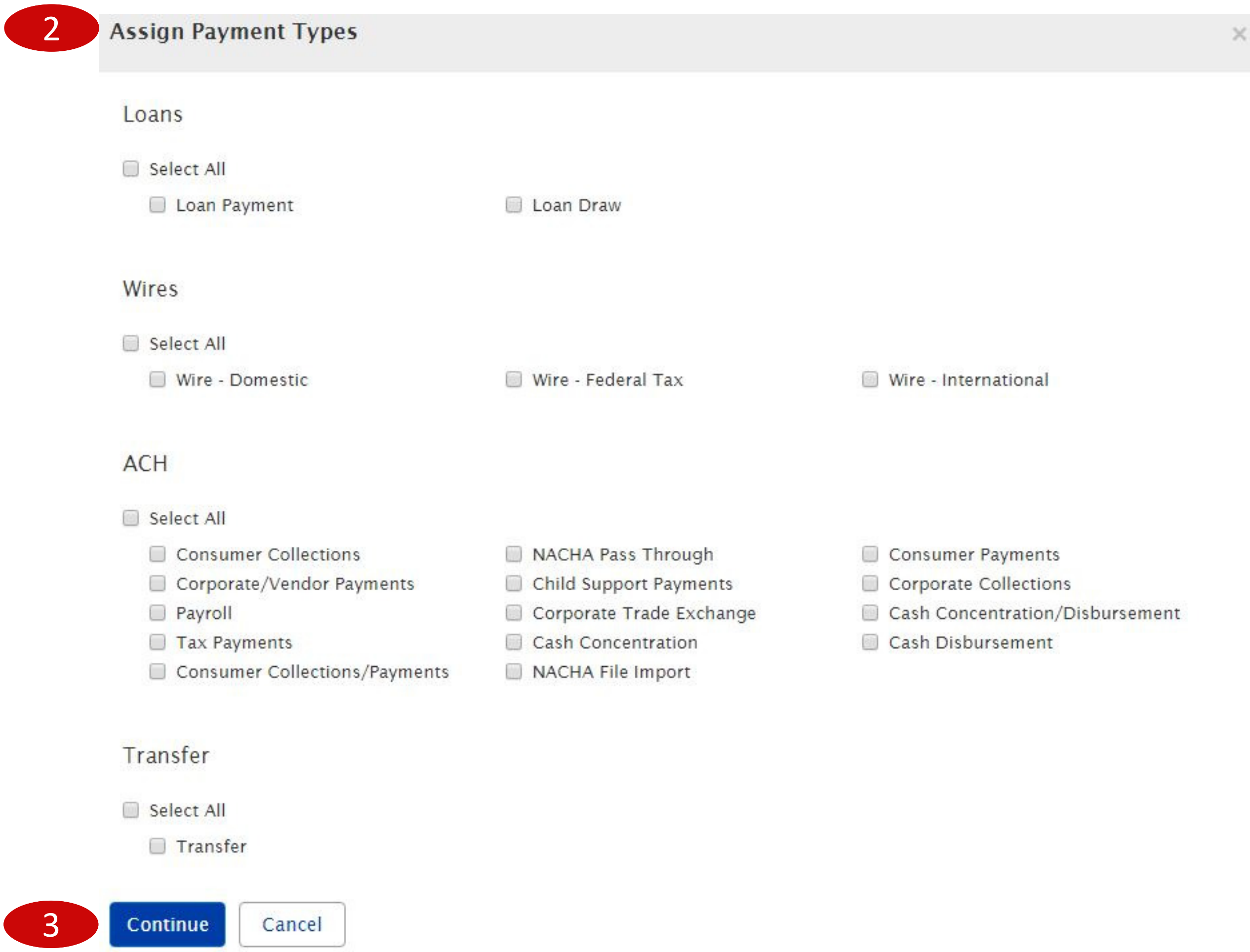
1. Select ***Payments***. Payment Types will be based on company entitlements.



User-Based Permission

User Maintenance > Payments (continued)

2. In ***Assign Payment Types*** modal, assign User permissions by selecting applicable checkboxes.
3. Click ***Continue.***

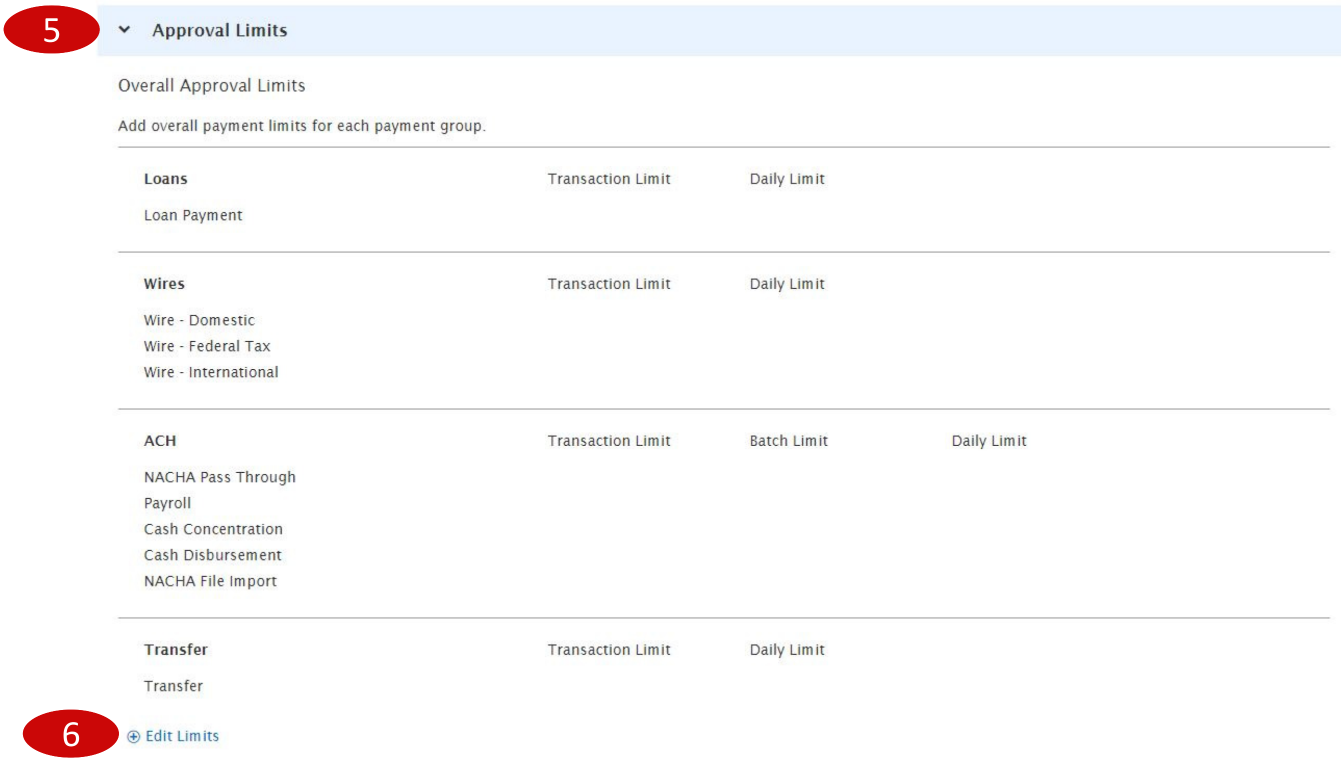


4. At the next sections, you will set:
   - ***Approval Limits*** for each assigned Payment Type
   - ***Payment Settings***
   - ***Assigned Permissions***

User-Based Permission

User Maintenance > Payments (continued)

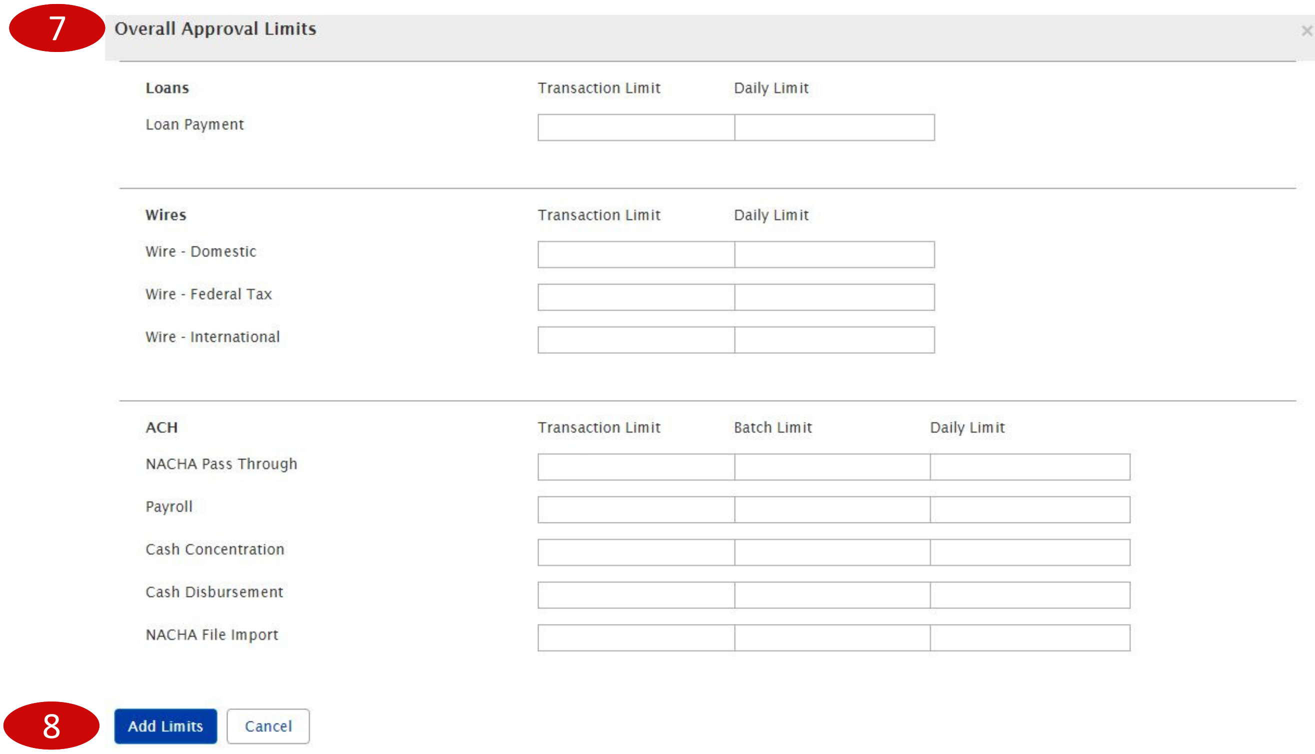
5. Expand ***Approval Limits*** section.
6. Click ***Edit Limits***.



User-Based Permission

User Maintenance > Payments (continued)

7. In ***Overall Approval Limits*** modal, enter limits in appropriate fields.
    - Limit fields accept numbers only – do not input commas or decimal points
8. Click ***Add Limits***.



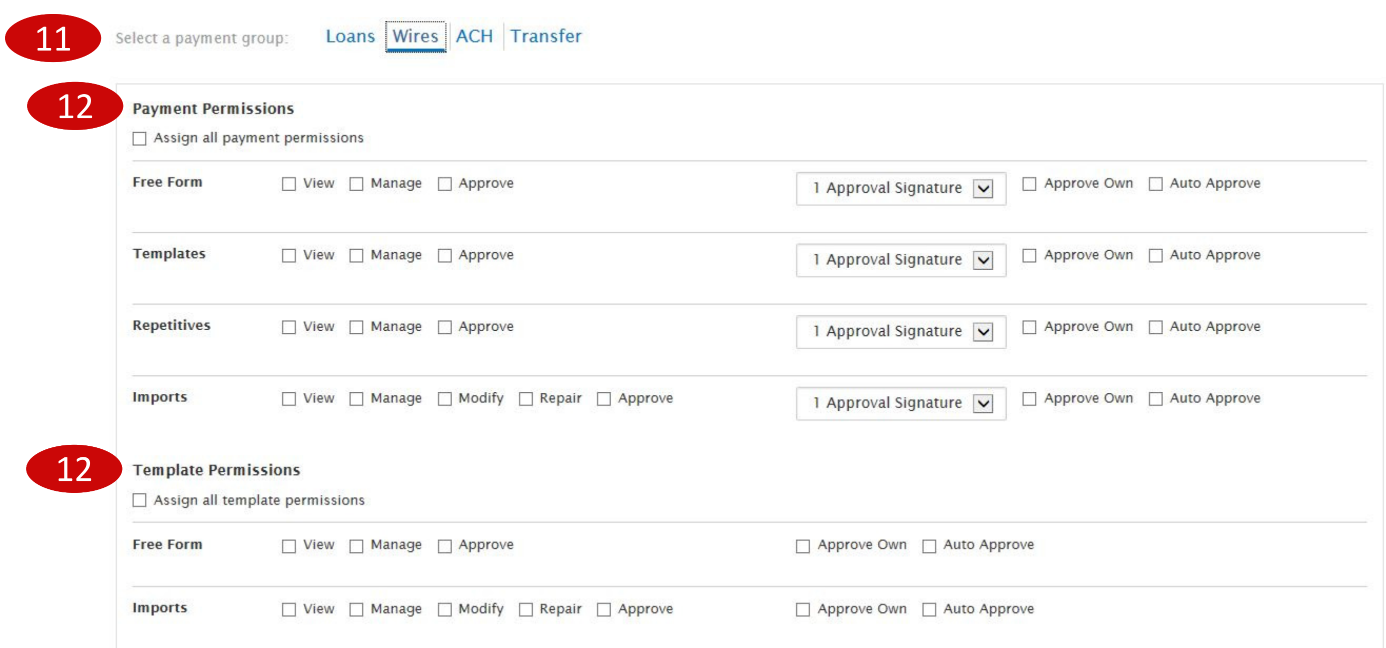
User-Based Permission

User Maintenance > Payments (continued)

9. In ***Payment Settings***, you have the option to restrict the selection of beneficiaries from your address book for Payments, Templates, both or none (no selections).

10. In ***Assigned Permissions***, you can set permissions ***By Each Payment Group*** or ***By Each Payment Type***.

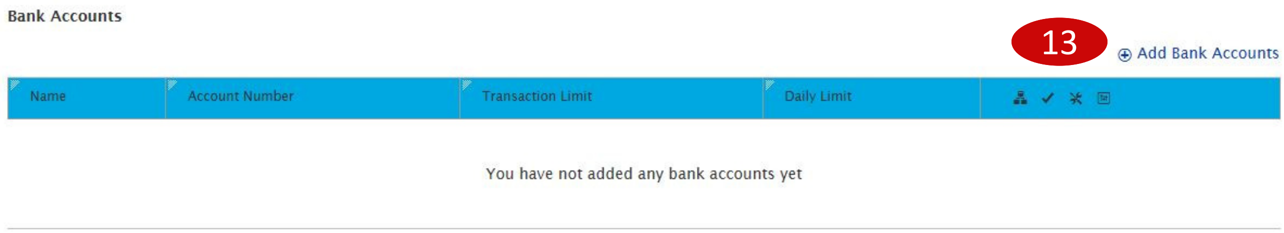
11. Select a payment group (Loan, Wires, ACH, Transfers).
12. For each payment group, assign ***Payment Permissions*** and ***Template Permissions***.



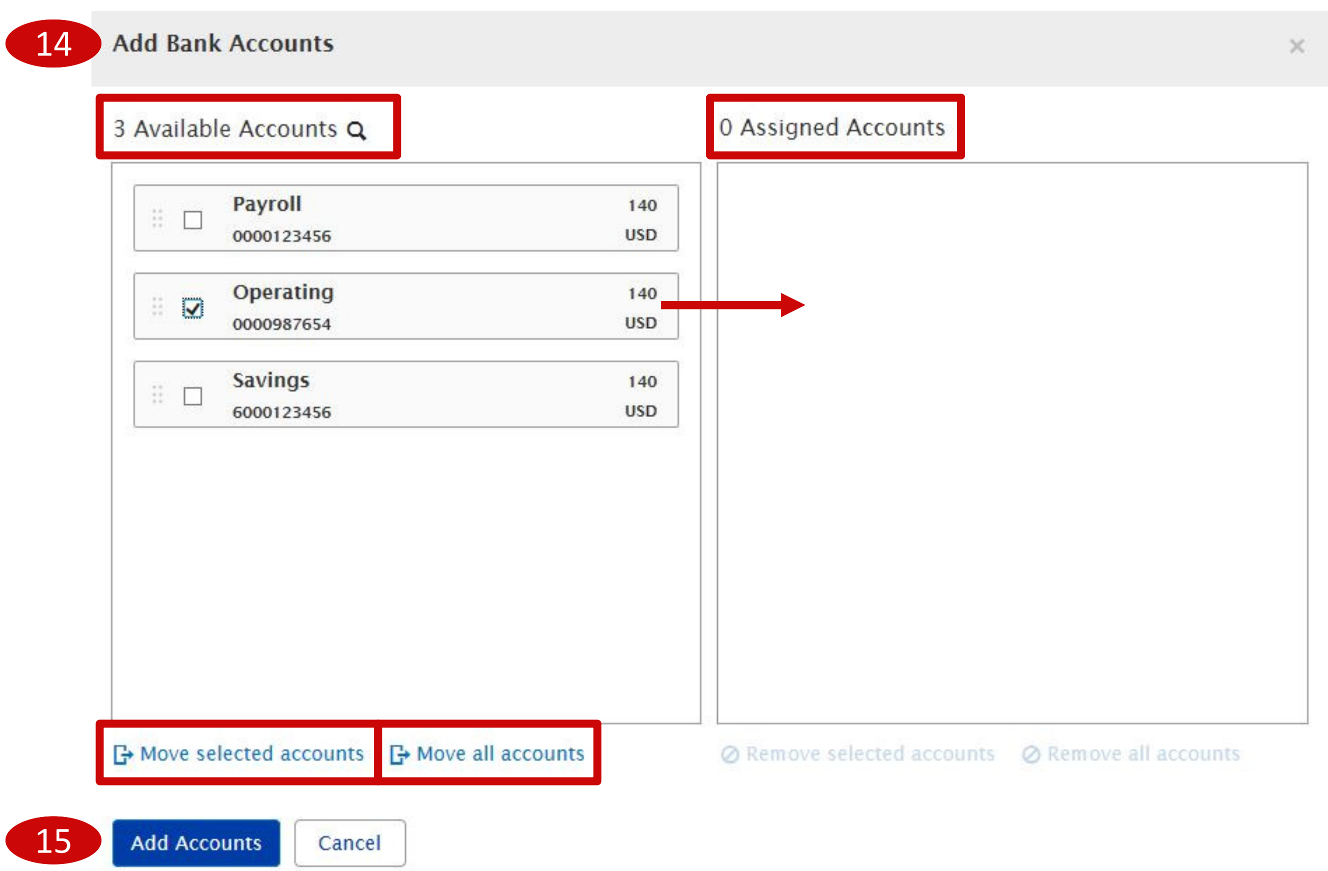
User-Based Permission

User Maintenance > Payments (continued)

13. In ***Bank* Accounts,** click ***Add Bank Accounts***.



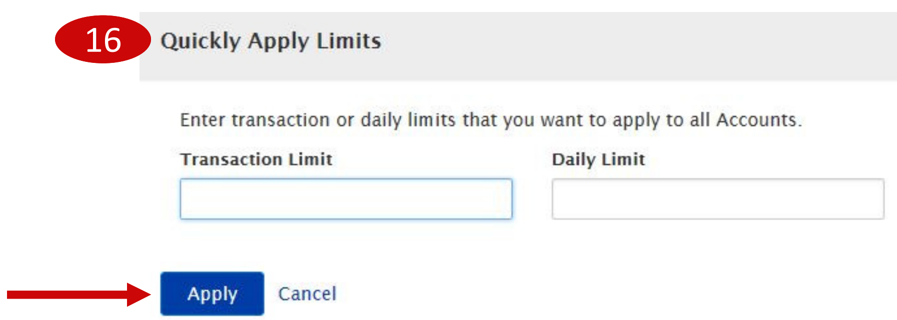
14. Assign any or all accounts:
    - Click and drag the account box from ***Available Accounts*** (left column) to ***Assigned Accounts*** (right column); *OR*
    - Select an account by clicking the checkbox and click ***Move selected accounts***; *OR*
    - Click ***Move all accounts.***
15. After assigning the account(s), click ***Add Accounts***.



User-Based Permission

User Maintenance > Payments (continued)

16. Assign account limits.
    - To assign the same limit to all accounts, select ***Quickly Apply Limits***, enter the limits and click ***Apply***
    - To assign account limits by account, enter the limits in the applicable field
17. Change account-level actions.
    - Remove or add certain actions a User may perform for an account type by unchecking/ checking the action boxes

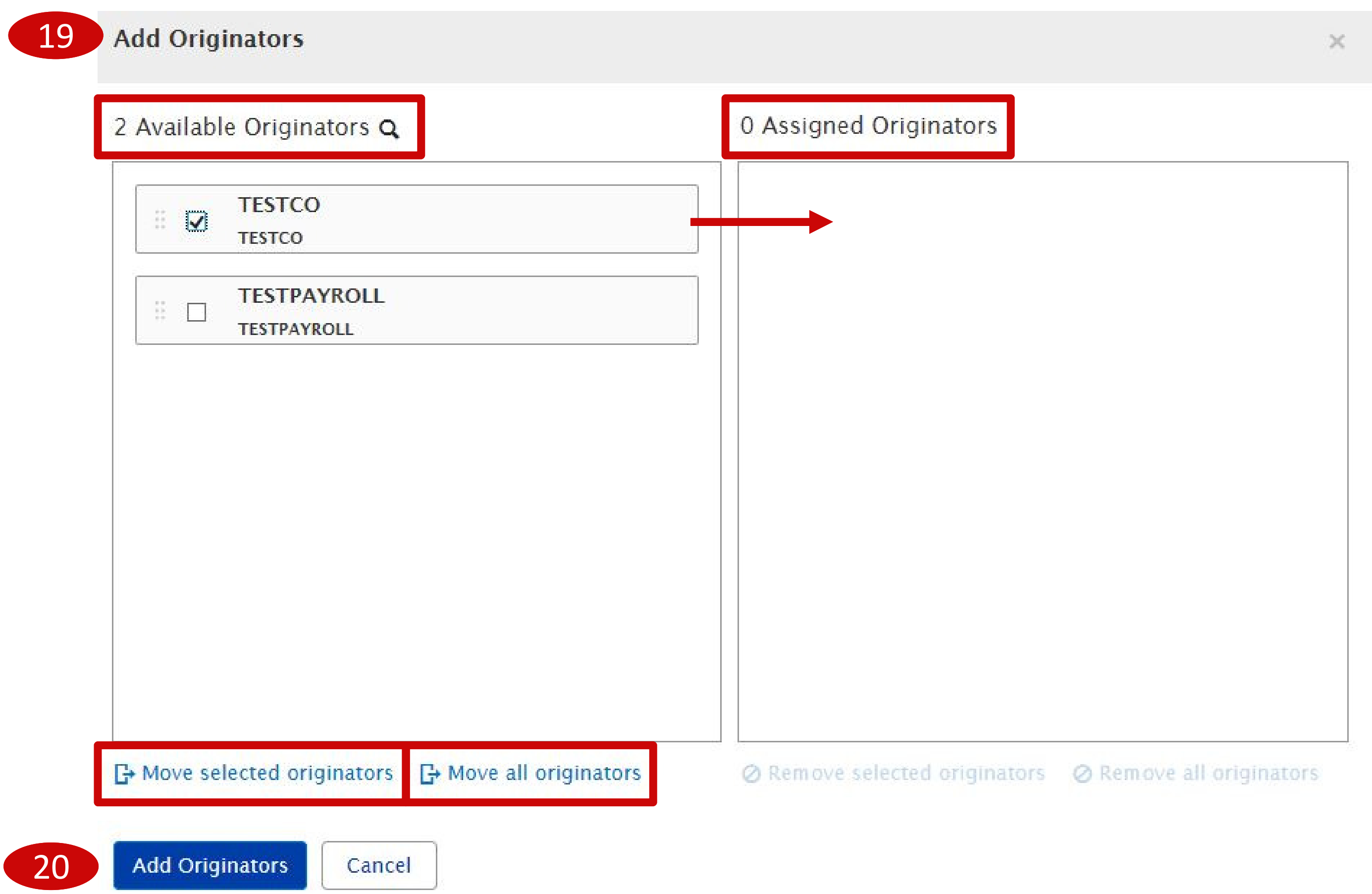


User-Based Permission

User Maintenance > Payments (continued)

18. For ACH Payment Types, click ***Add Originators***.

19. Select Originator(s) from ***Available Originators*** (left column) and move to ***Assigned Originators*** (right column).
20. Click ***Add Originators***.



User-Based Permission

User Maintenance > Payments (continued)

21. Enter transaction, batch or daily limits to Originators by selecting ***Quickly Apply Limits***, or by entering an amount in the applicable fields

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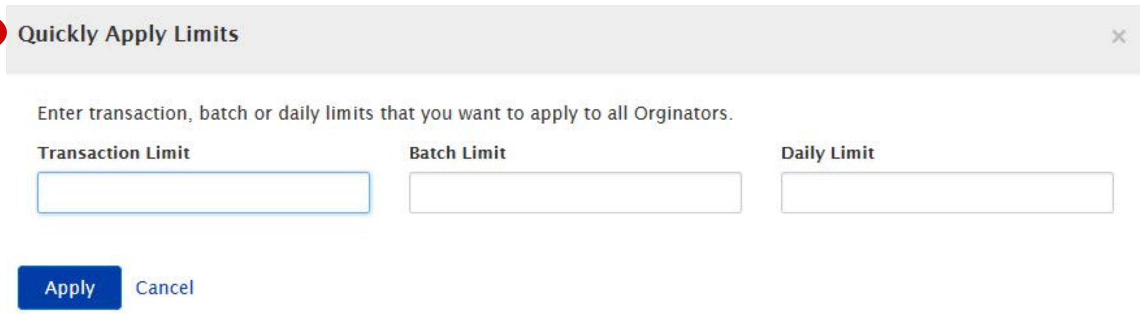


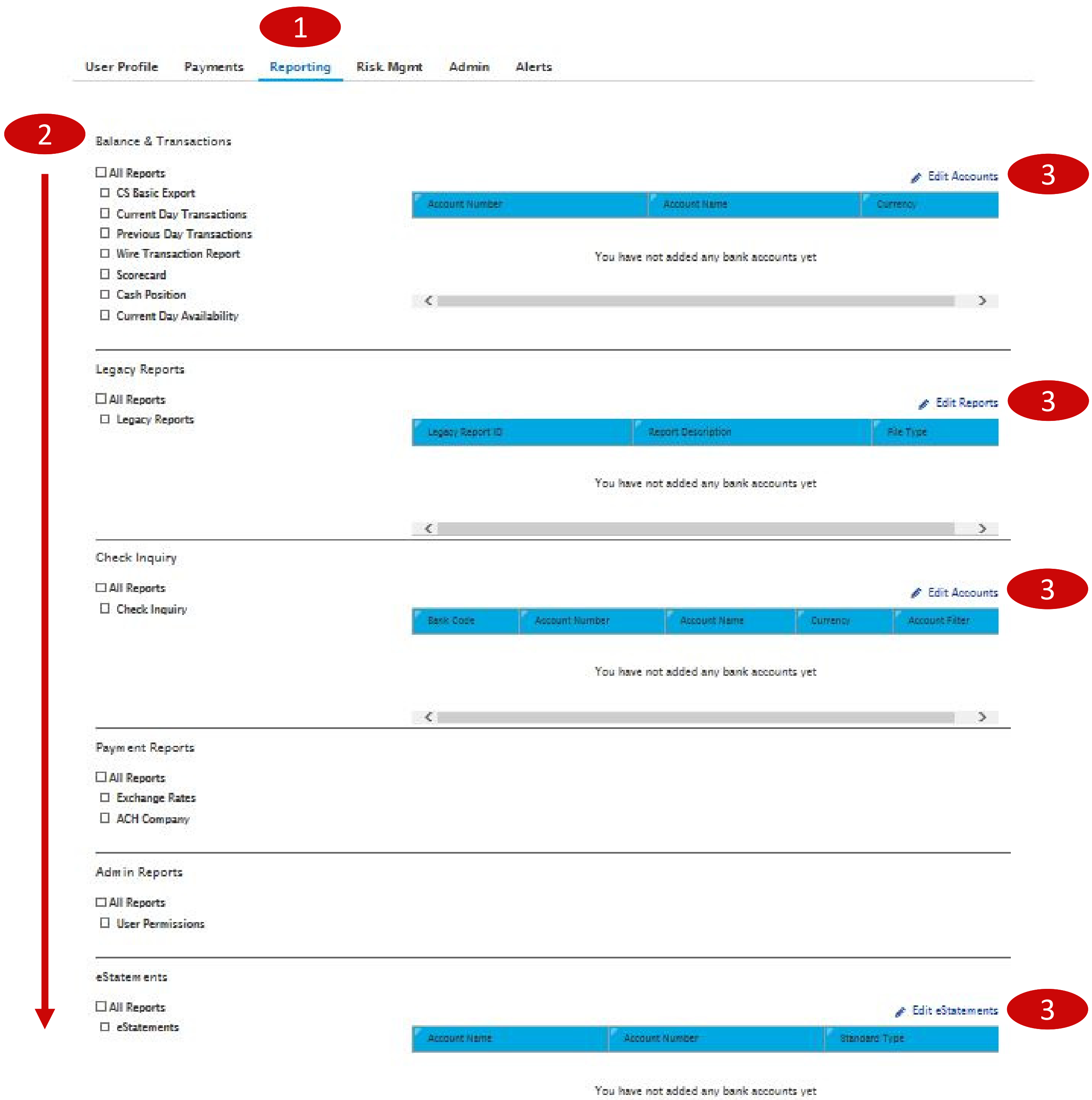
22. Change account-level actions.
    - Remove or add certain actions a User may perform for an account type by unchecking/ checking the action boxes

User-Based Permission

User Maintenance > Reporting

A System Administrator will grant User permissions to access various types of information reporting.

1. Select ***Reporting***.
2. Select applicable checkbox(es) to assign permissions to the User.
3. Assign accounts and reports.

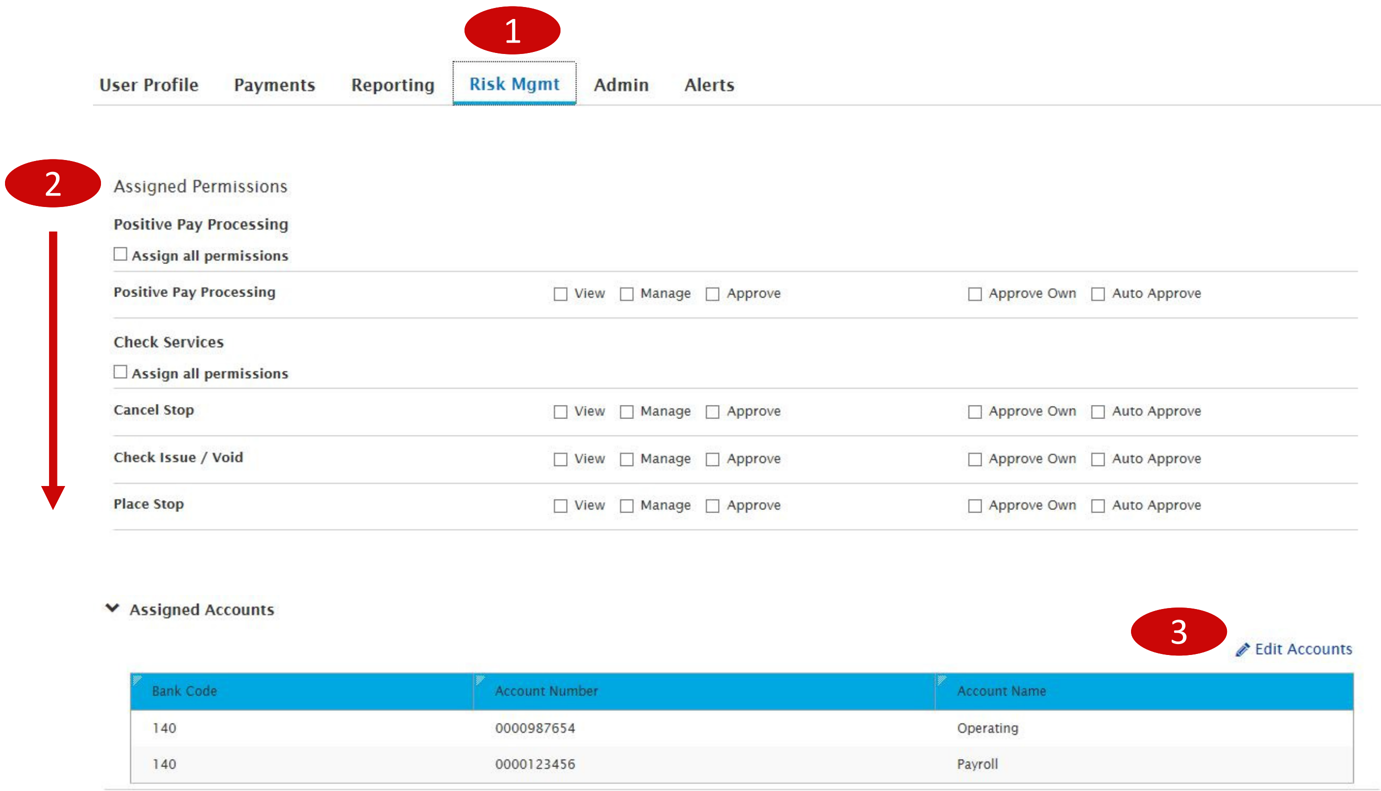


User-Based Permission

User Maintenance > Risk Mgmt

An Account Administrator will grant User permissions to access various Risk Management functions.

1. Select ***Risk Mgmt***.
2. Select applicable checkbox(es) to assign permissions to the User.
3. Assign accounts.

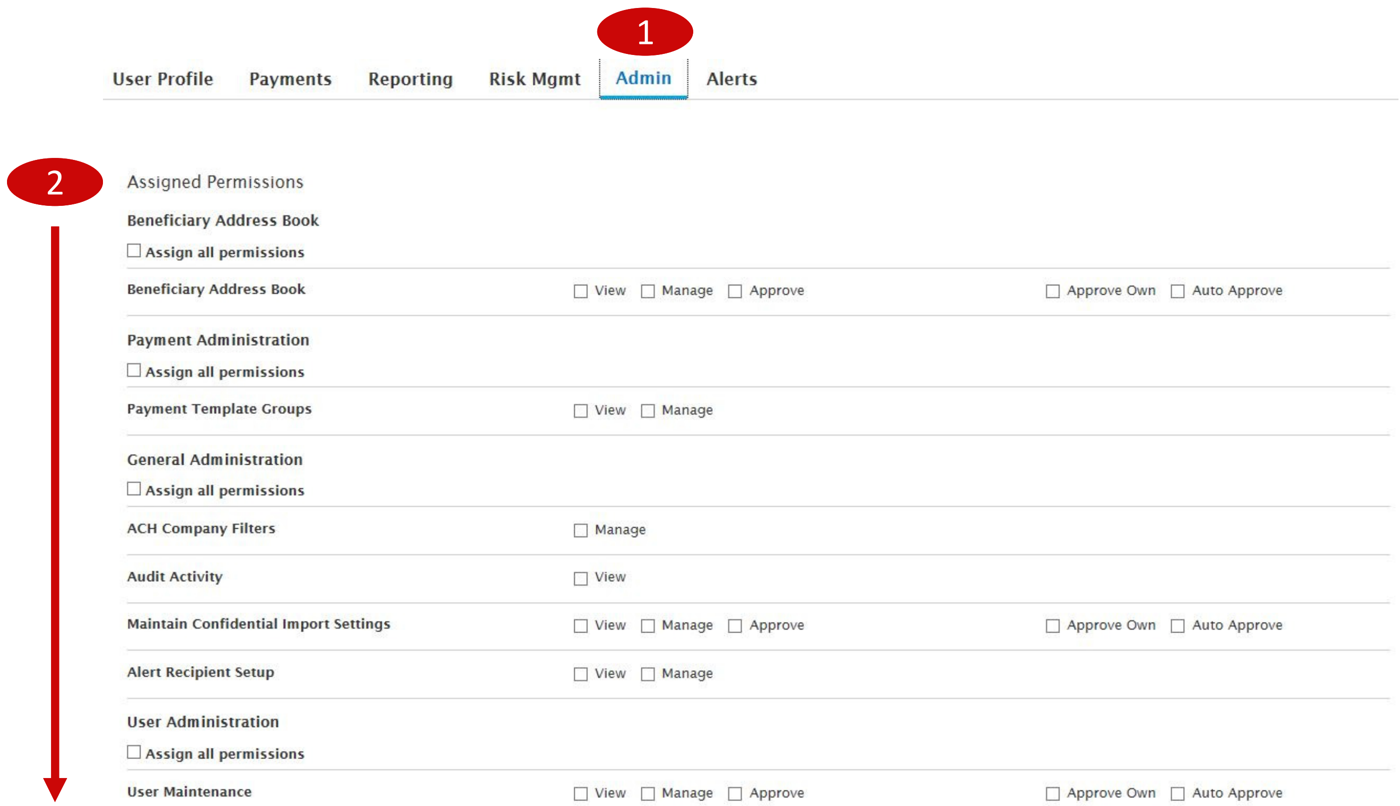


User-Based Permission

User Maintenance > Admin

A System Administrator will grant User permissions to access various Administrative functions.

1. Select ***Admin***.
2. Select applicable checkbox(es) to assign permissions to the User.

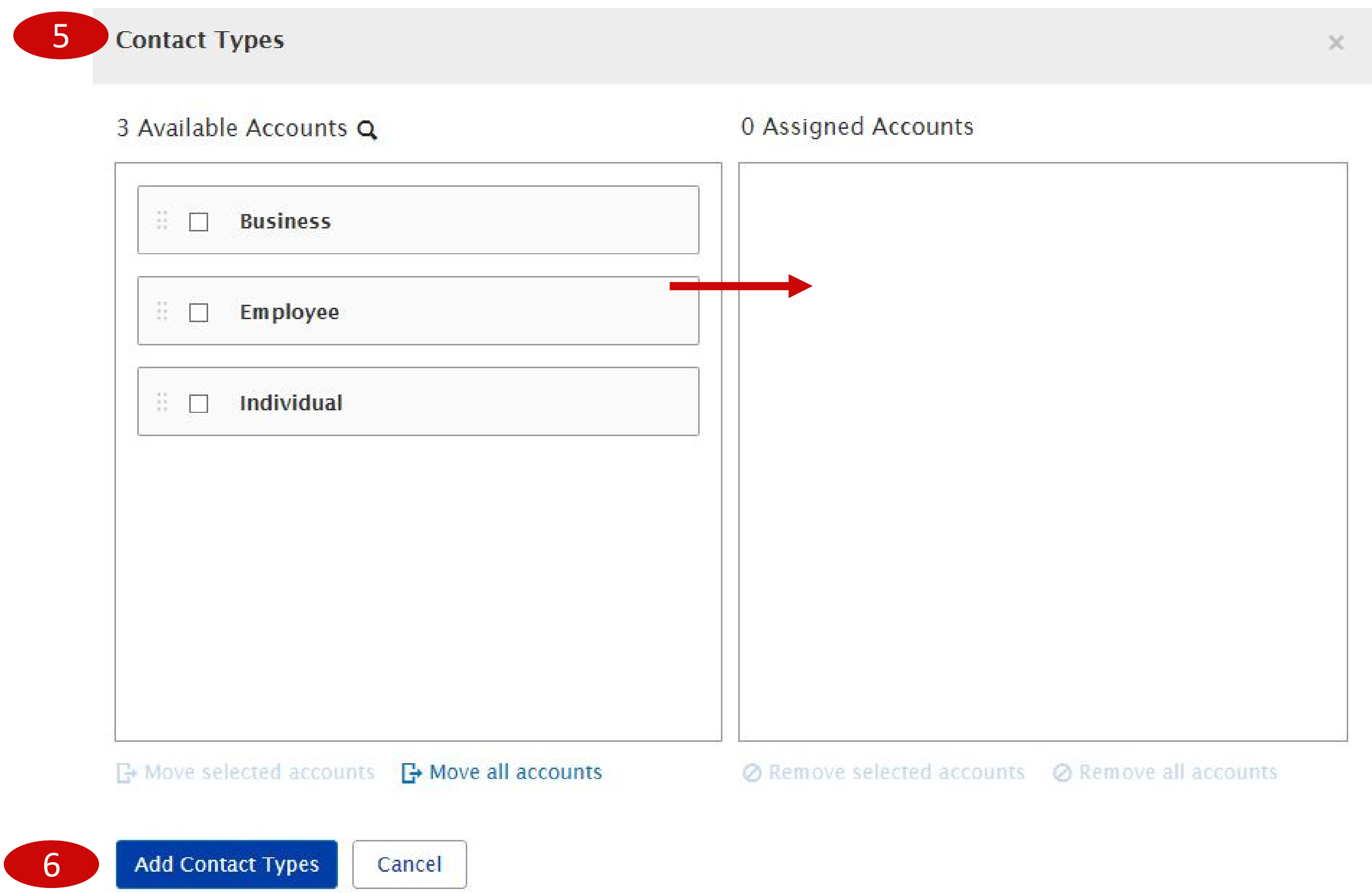


User-Based Permission

User Maintenance > Admin (continued)

3. If assigning permission to the ***Beneficiary Address Book***, expand ***Contact Types***.
4. Click ***Add Contact Types***.

5. Add ***Business***, ***Employee***, and/or ***Individual***, as applicable.
6. Click ***Add Contact Types***.

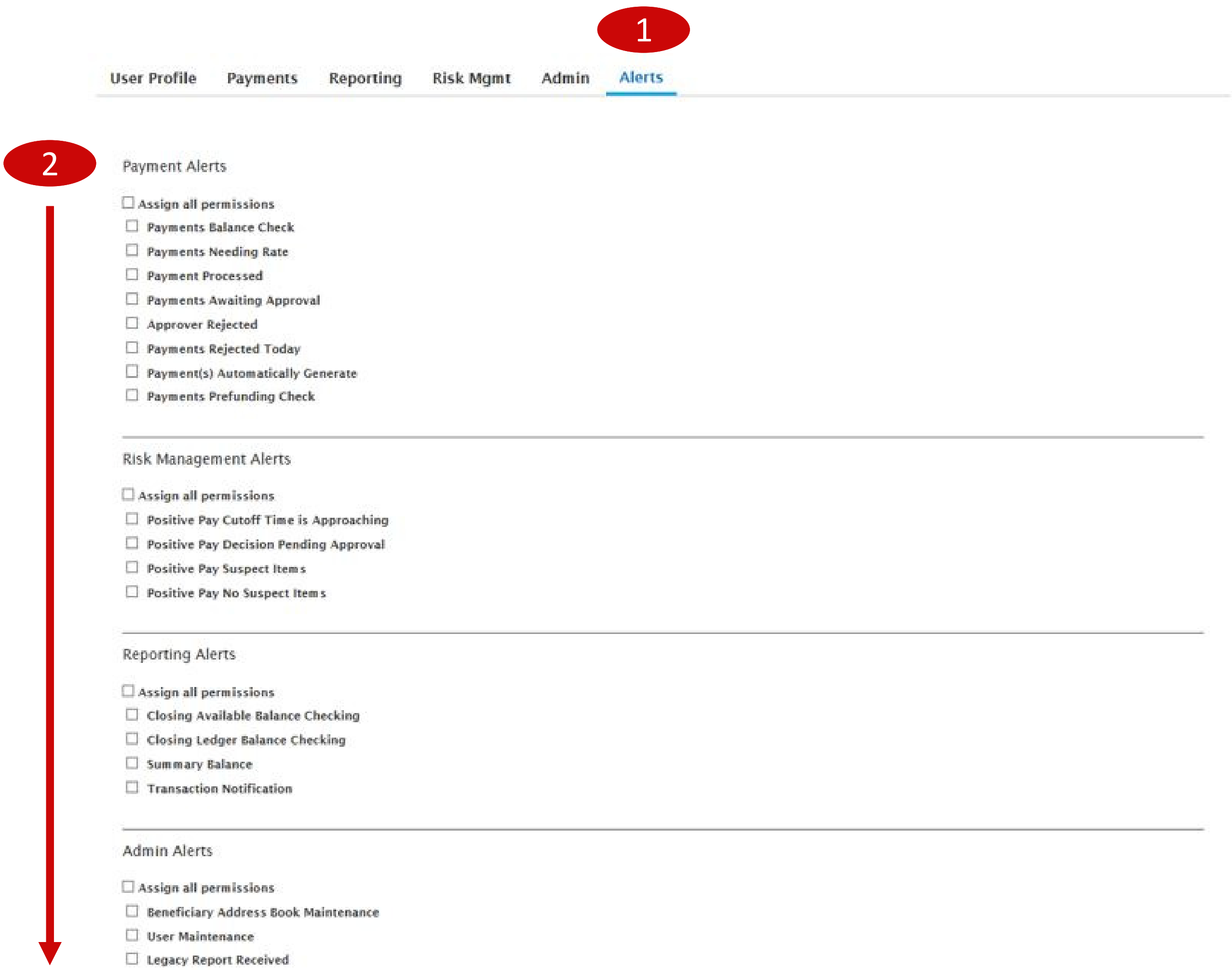


User-Based Permission

User Maintenance > Alerts

A System Administrator will grant User permissions to create alerts.

1. Select ***Alerts***.
2. Select applicable checkbox(es) to assign permissions to the User.



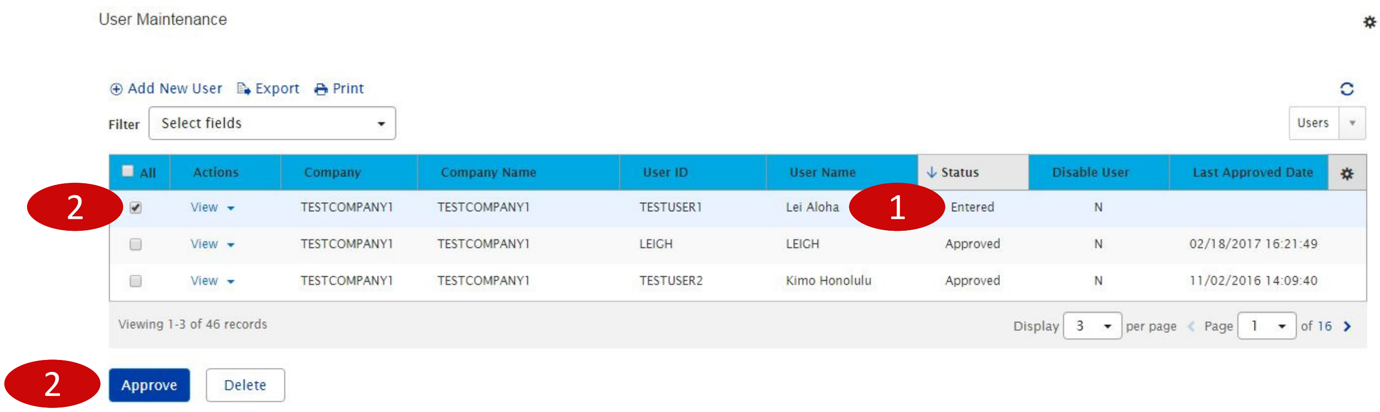
3. Scroll to the bottom of the page and click ***Save***.
4. A confirmation message in greenbar will appear at the top of the User Maintenance widget.

User-Based Permission

User Maintenance > Approve, Modify, Disable and Delete Users

System Administrators with permissions to approve, modify, disable or delete Users can perform these tasks through the User Maintenance widget.

1. New Users are placed in ***Entered*** status.
2. To approve a User, select the checkbox and click ***Approve*** OR select ***Approve*** in the Actions column.
3. Based on your company's entitlements, a second User with administrative permissions may need to authenticate this action.



To modify a User's profile, permissions or assignments:

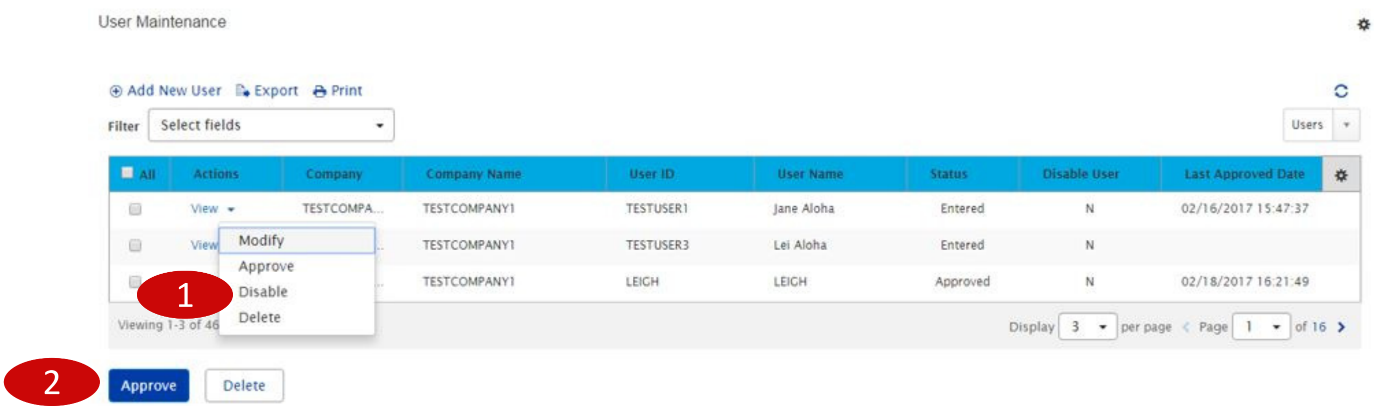
1. Select ***Modify*** in the Actions column, make the changes and click Save.
2. The User status will change to ***Entered***.
3. Select the checkbox and click ***Approve*** OR select ***Approve*** in the Actions column.
4. Based on your company's entitlements, a second User with administrative permissions may need to authenticate this action.

User-Based Permission

User Maintenance > Approve, Modify, Disable and Delete Users (continued)

To ***Disable*** or ***Delete*** a User:

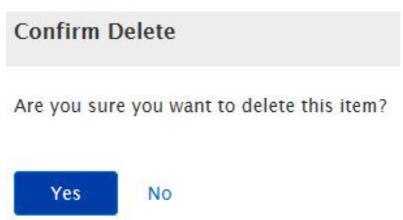
1. Select ***Disable*** or ***Delete*** from the ***Actions*** column.
2. Click ***Approve***.



An alternate method to Disable/re-enable a User:

1. Select ***Modify*** from the Actions column.
2. In the User Profile, scroll to ***Admin Settings***.
3. Click on the checkbox to Disable User; uncheck to re-enable the User.
4. Click ***Update.***
5. The User's status will change to ***Entered***.
6. Select the checkbox and click ***Approve*** OR select ***Approve*** in the Actions column.
7. Based on your company's entitlements, a second User with administrative permissions may need to authenticate this action.

If Deleting a User, you will be prompted to confirm the action:

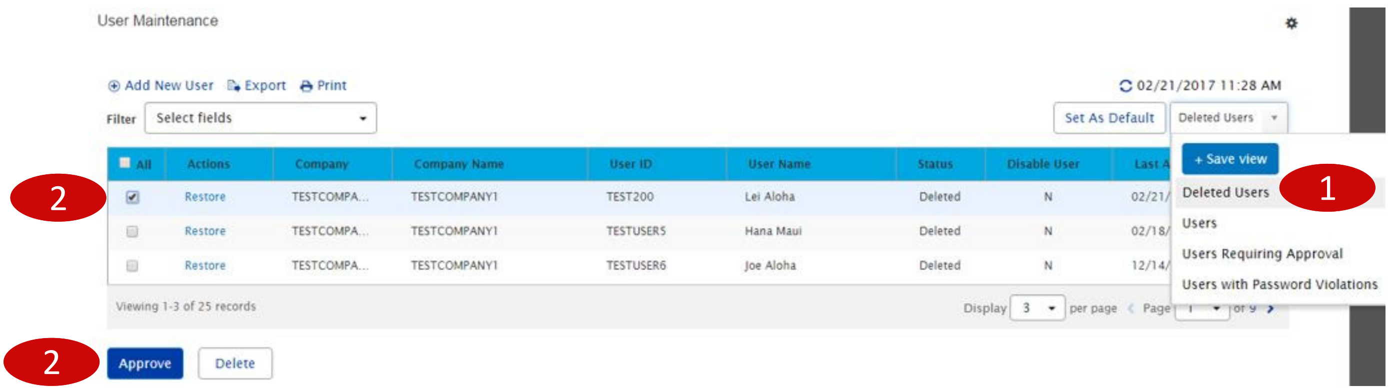


User-Based Permission

User Maintenance > Approve, Modify, Disable and Delete Users (continued)

To Restore a Deleted User:

1. In predefined views, select ***Deleted Users***.
2. Click checkbox next to name of User you wish to restore and click ***Approve*** OR click ***Restore*** in Actions column.
3. Based on your company's entitlements, a second User with administrative permissions may need to authenticate this action.



Contact Information

Bank of Hawaii

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