BANKOH BUSINESS CONNECTIONS

QUICK REFERENCE GUIDE

User Maintenance

User Maintenance

Bankoh Business Connections (BBC)

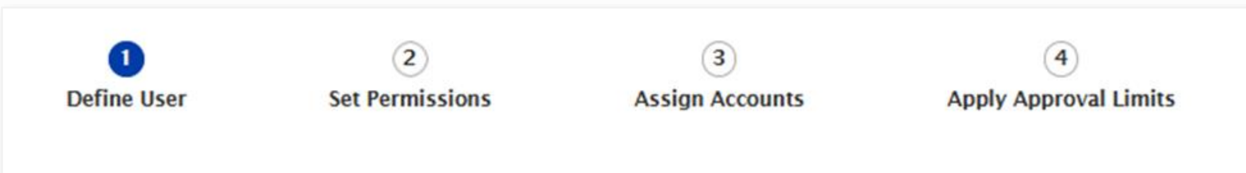
User Maintenance Permission

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 on 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

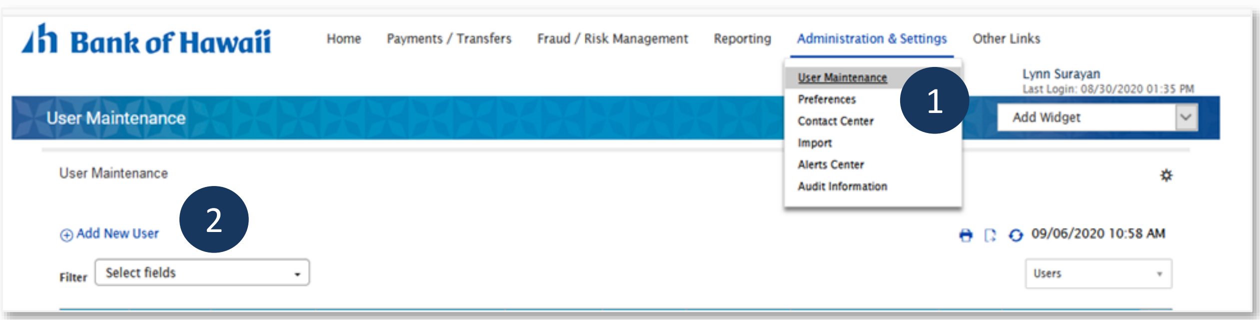
Example: A User cannot access Apply Limits sections unless the user has set up Payment Permissions in Step 2.



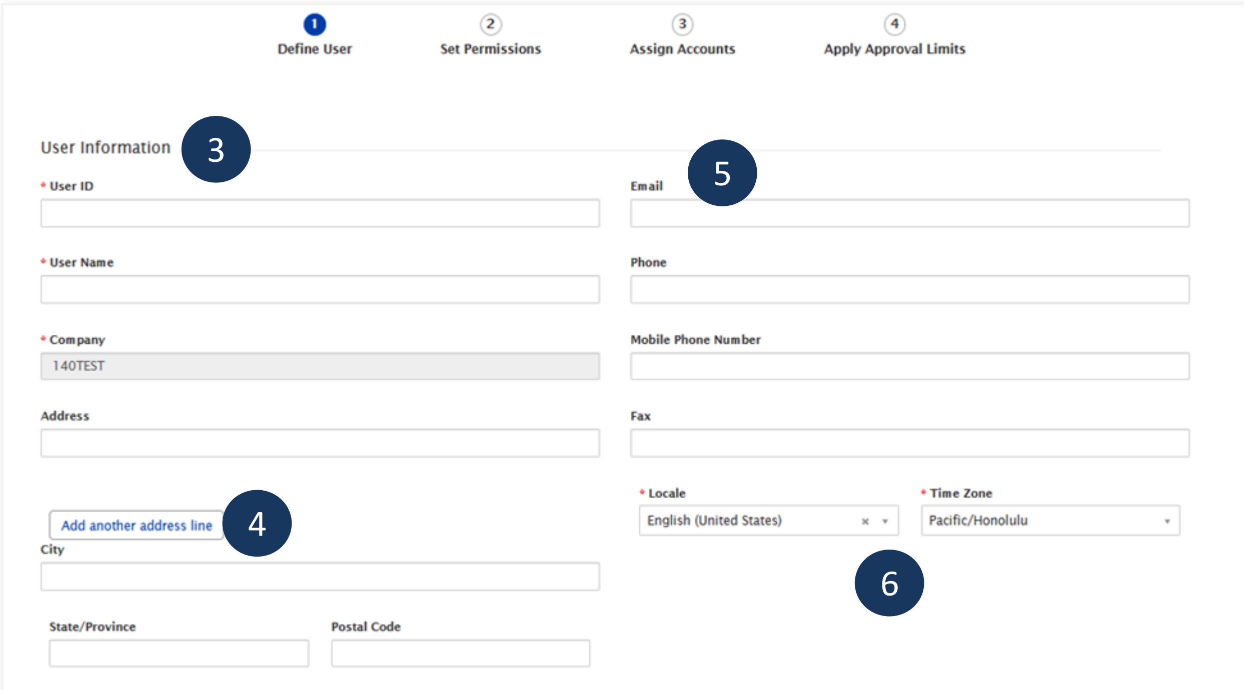
Define User

Note: all fields with an asterisk require an entry.

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



3. In the ***User Information*** section, enter a ***User ID*** and ***User Name***.

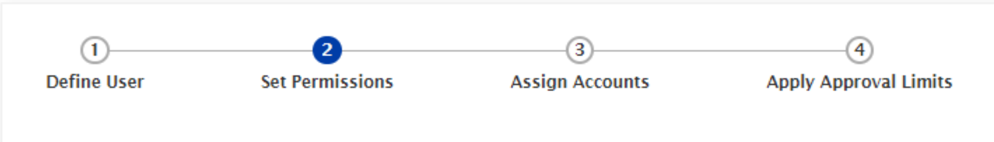


4. ***Optional***. Enter the ***City, State/Province***, and Postal Code.
5. Enter users ***Email*** address, Phone, Mobile Phone number(s) are optional.
6. Locale and Time will default.
7. Enter Password. In the ***Repeat New Password*** field, enter the password again.

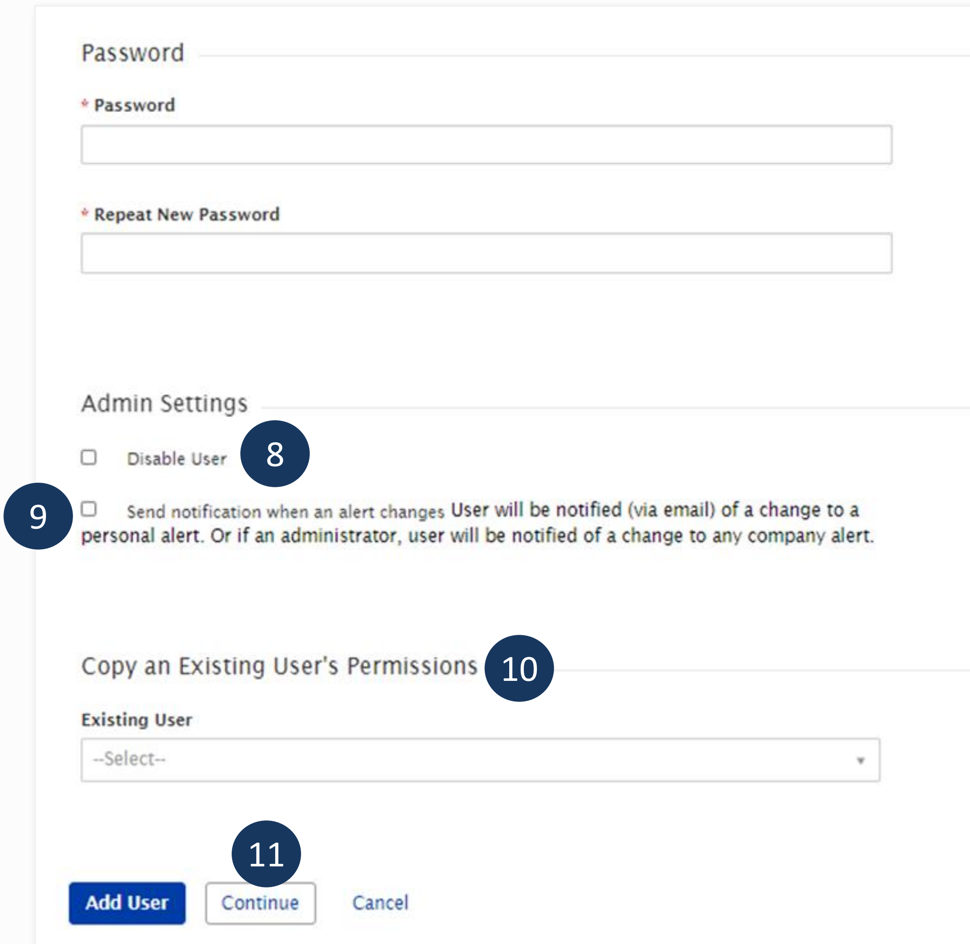
8. Check the ***Disable User*** checkbox if you want this user to be in the system, but inactive and therefore unable to log into the Client application.
9. Optional. If you want this user to receive notification when an alert created by him or her changes, check ***the Send notification when an alert 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. 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 do not use the copy function you can go to “Set Permissions”.



- If you choose to use 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.



11. Click ***Continue***.

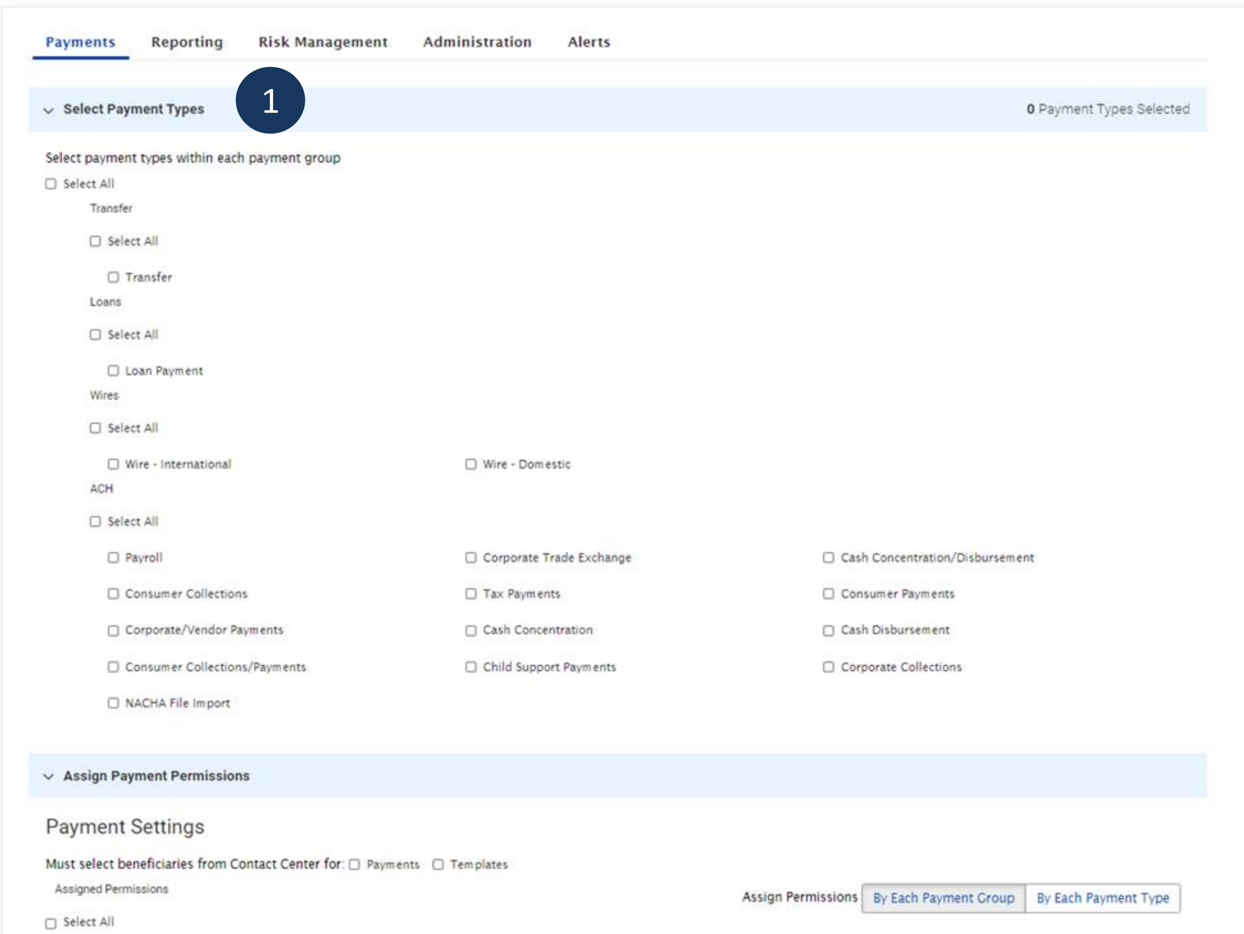
Set Permissions

Permission sections 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 setup payment type permissions Wires, Transfers, Loans, ACH.
- ***Assign Payment Permissions*** allows the user to setup 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).

Payment Tab Screenshot

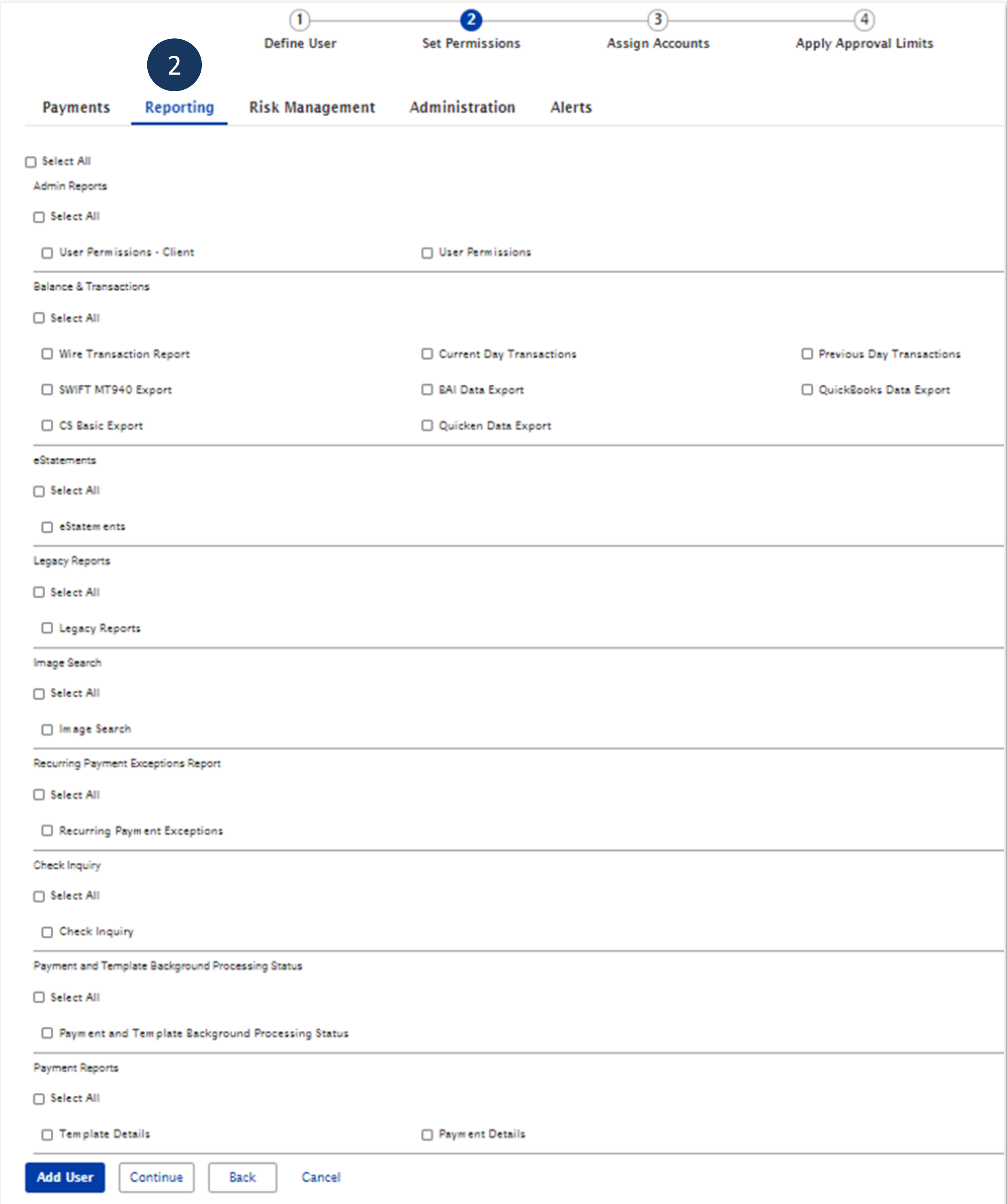


2. Click On ***Reporting*** Tab.

- Reporting Tab allows the user to setup various types of reporting functions:

  Admin Reports, Balance and Transactions, eStatement, Legacy Reports, Image search, Check Inquiry and Payment Reports.

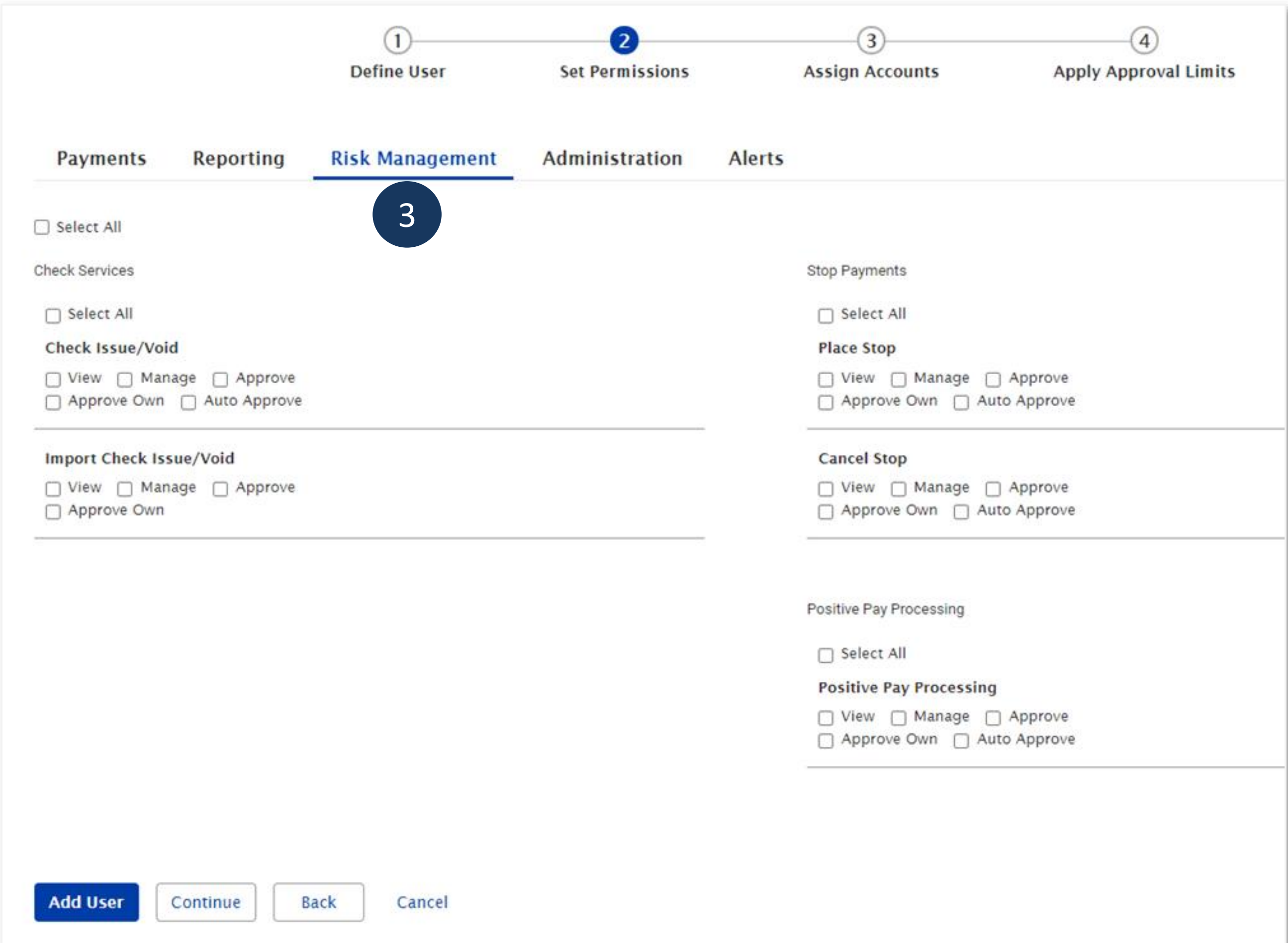
Reporting Tab Screenshot



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

- Risk Management allows the user to setup various types of risk functions: Check Issue/Voids, Positive Pay Process, Stop Payment and Cancel Stop.

Risk Management Screenshot



4. Click On ***Administration*** Tab

Administration Tab allows the user to setup various types of administration functions:

Audit Information, Rename Accounts, Email Recipient and Groups, Import Maps, Beneficiary Address Book, Contact Types, User Administration, Manage Template Groups, Bill Payment and Statements.

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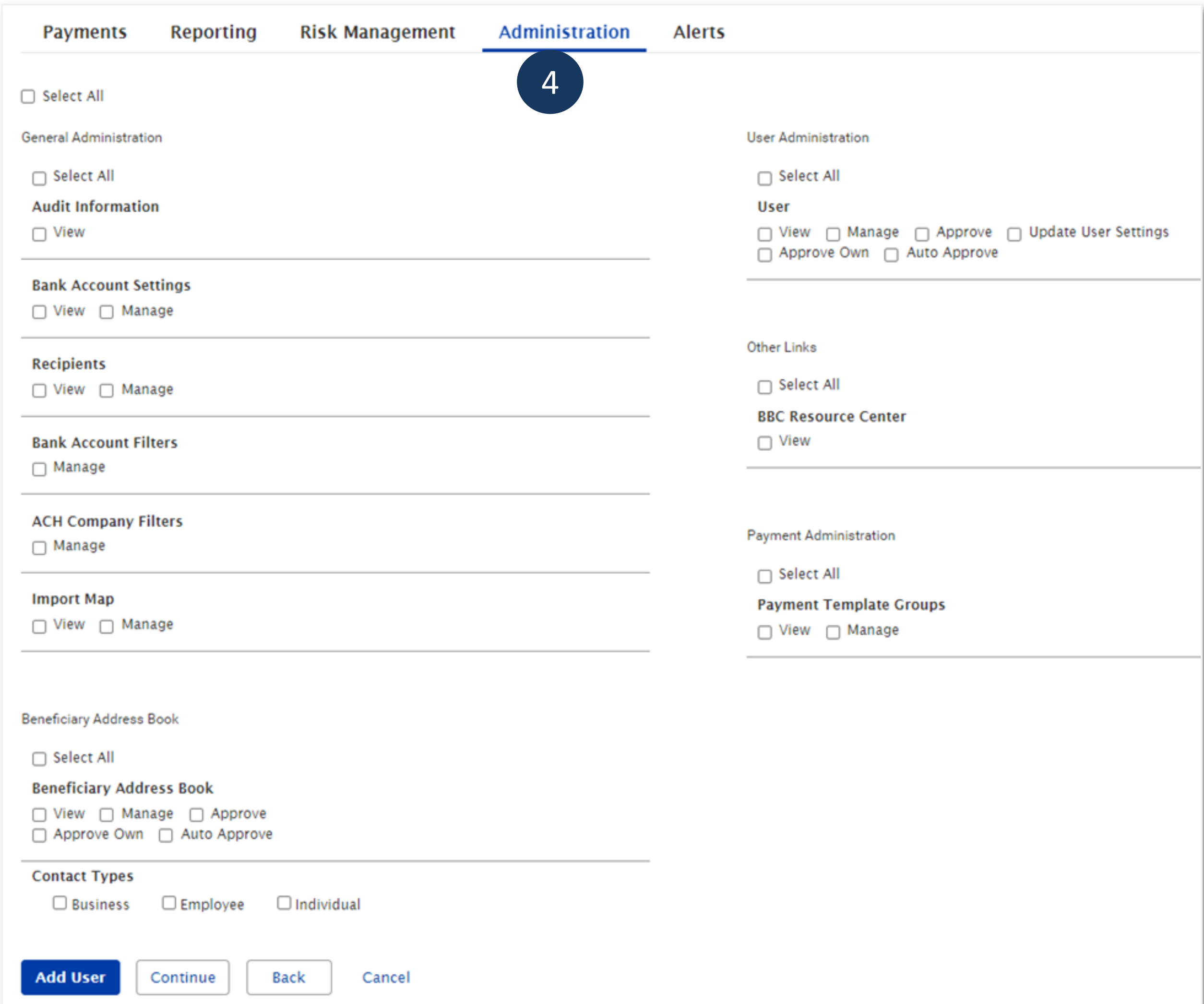
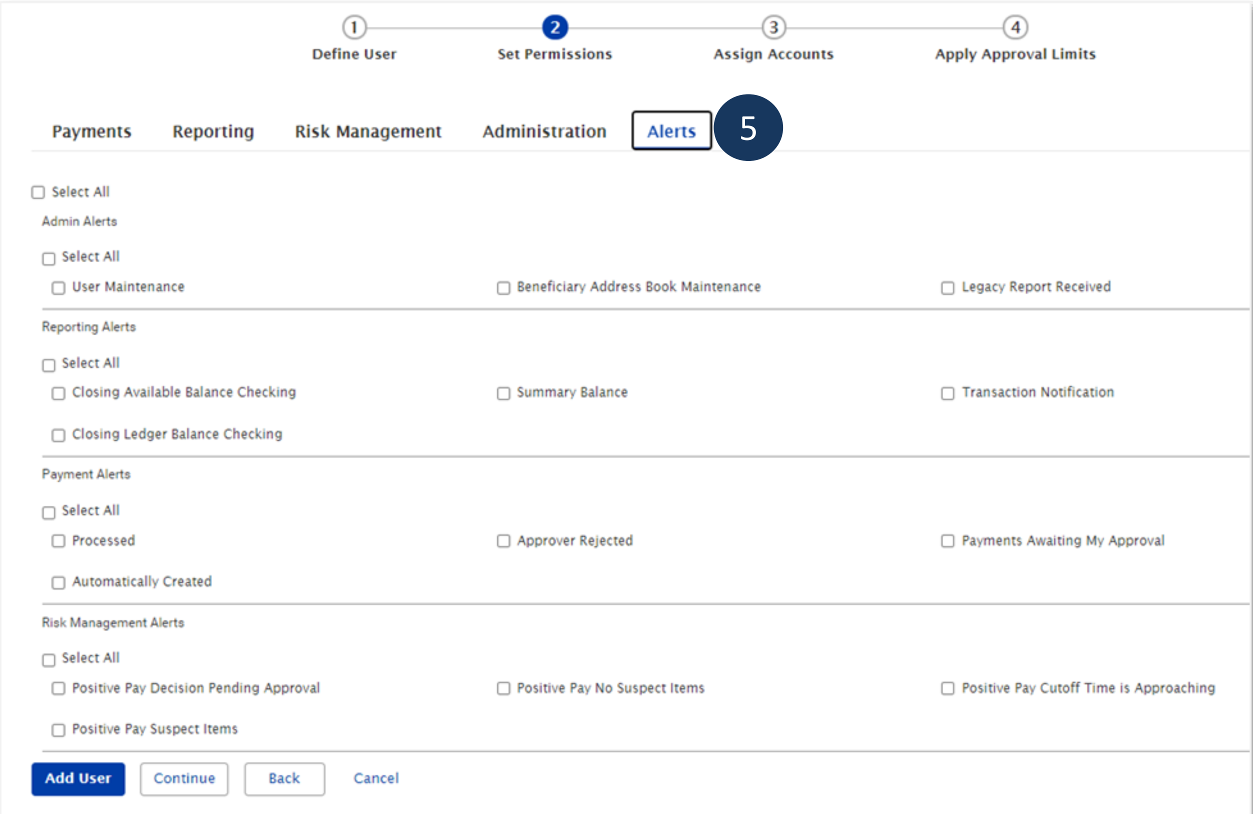
Administration Tab Screenshot



5. Click On ***Alerts Tab***.

- Alerts Tab allows the user to setup various for administration functions: Admin Alert, Reporting Alerts, Payment Alerts, Risk Management Alerts.

Alerts Tab Screenshot



6. Once all permissions have been entitled.
7. Click ***Continue*** to advance to Assign Accounts.

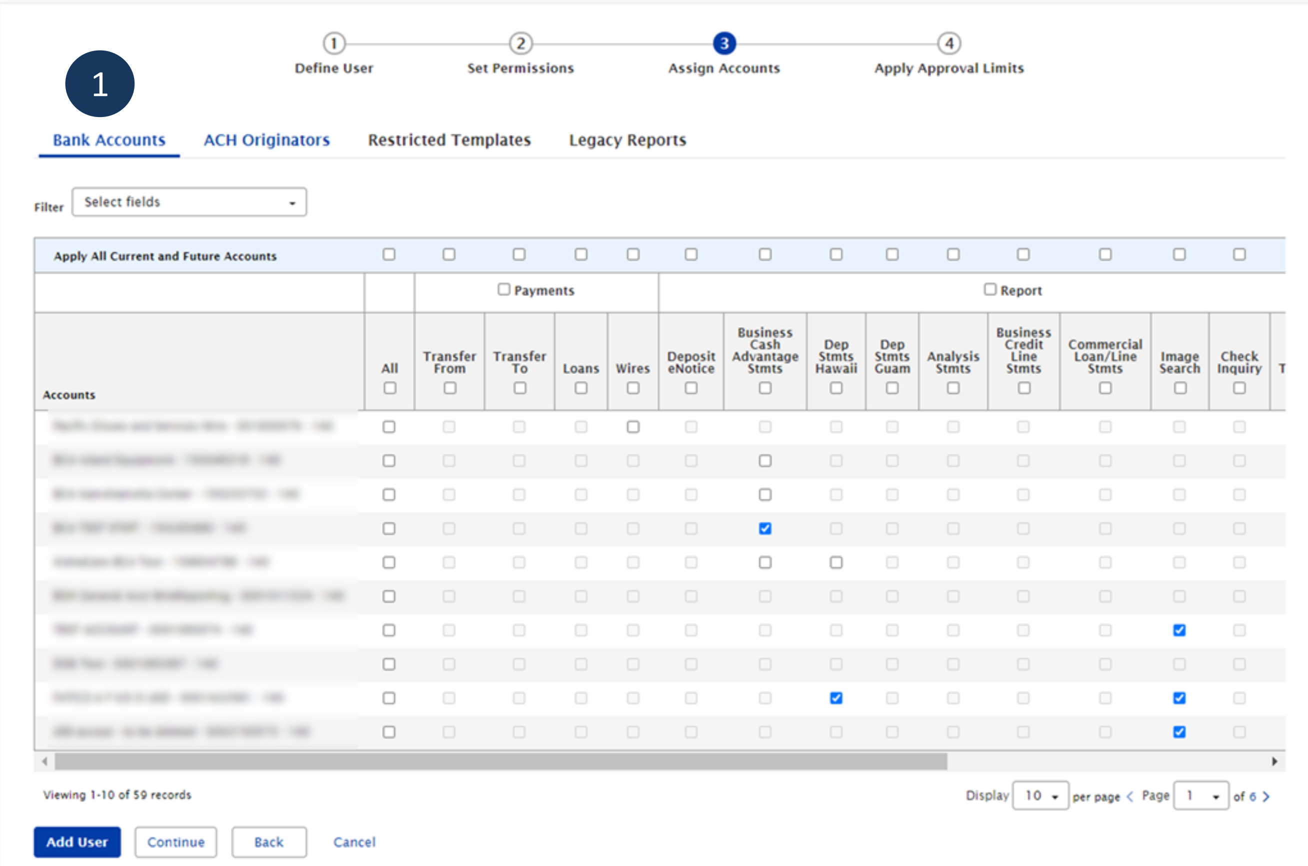
Assign Accounts

Assign Accounts allows a 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 account 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.

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

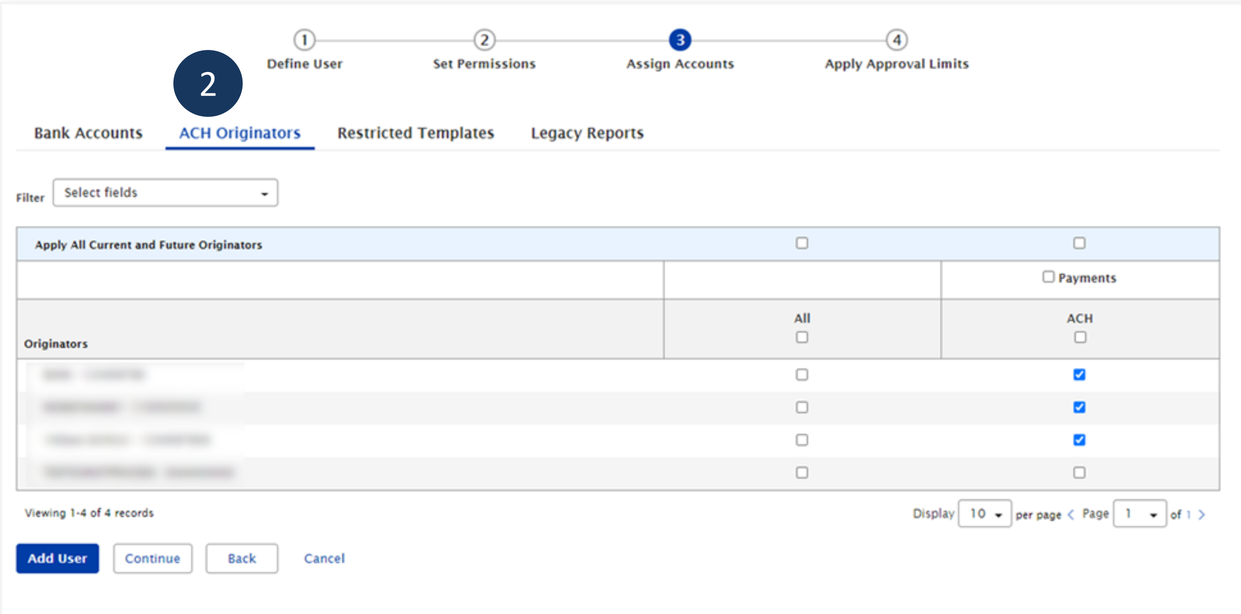
Bank Account Tab Screenshot



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

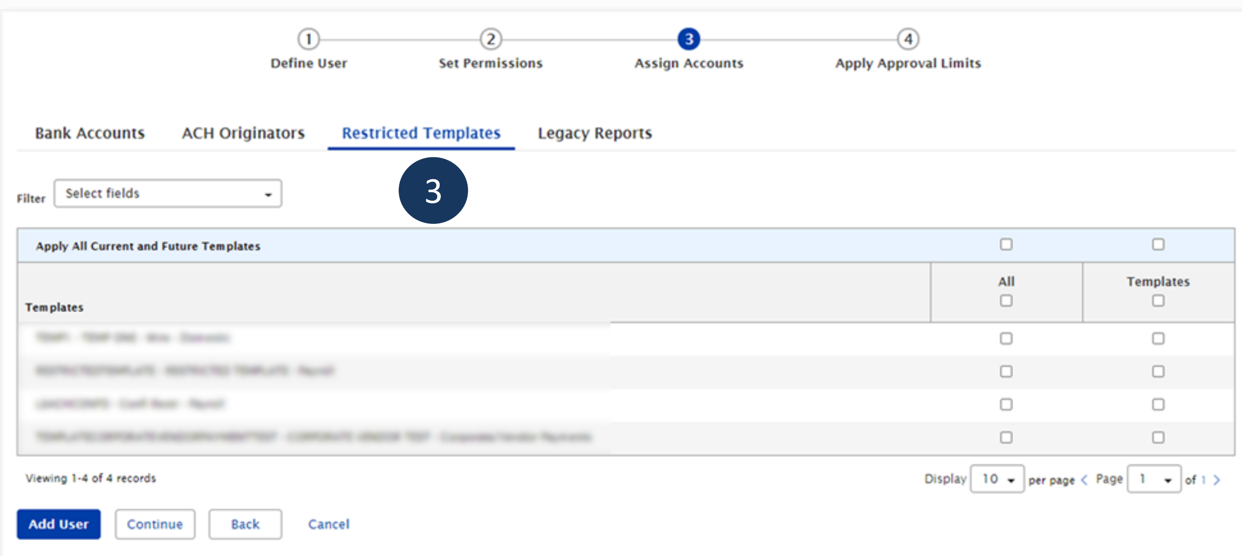
- There is the ability to select all permissions for a single Originator ID with a single click.
- There is the ability to select all Originator IDs for a single permission with a single click.
- There is the ability to select all Originator IDs for all permissions with a single click.
- There is the 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.

ACH Originators Tab Screenshot



3. ***Restricted Templates*** Tab – assign as needed to authorized user(s).

Restricted Template Screenshot

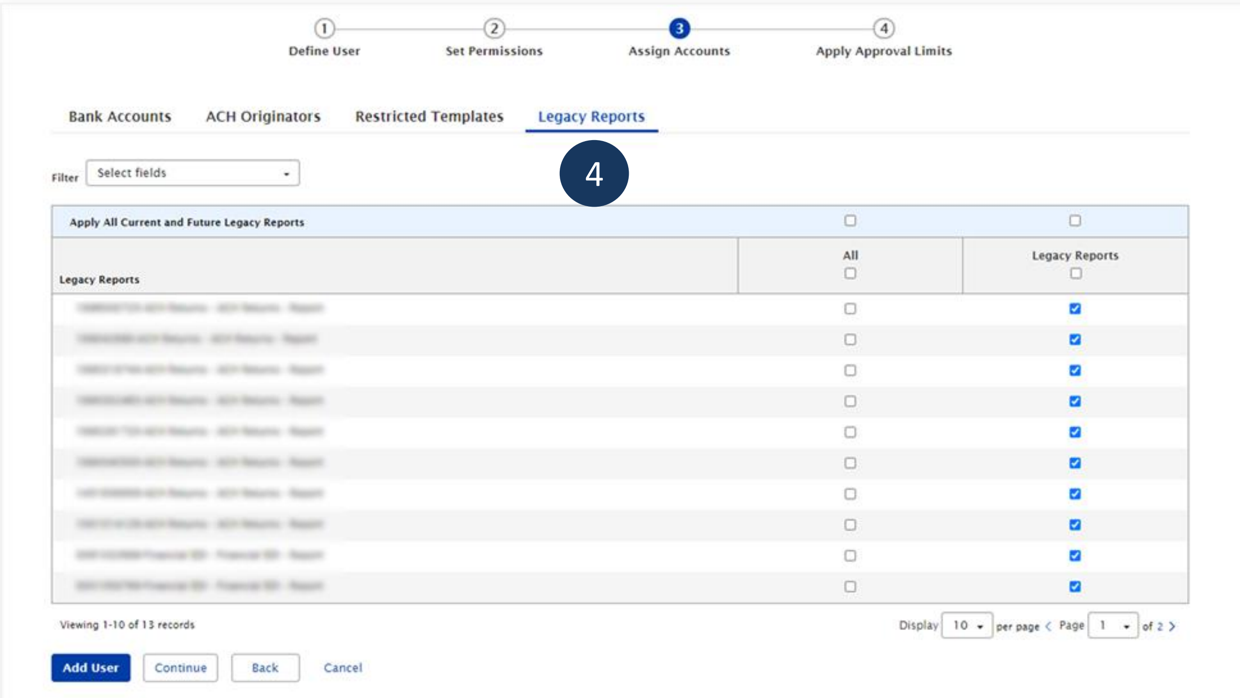


4. ***Legacy Reports*** Tab- allows various report(s) to be assigned to user.

- All Legacy Report ID/Report Types (ACH Returns, ACH Reject, FX Rate Table and Financial EDI) will appear in a grid as requested by client. With the ability to select Legacy Report IDs individually or to select all at once.

- Select the All Current and Future Accounts which will assign all accounts currently enabled for that feature as well as any new accounts added to that feature in the future.

Legacy Reports Tab Screenshot



Apply Approval Limits

If any Payment Types were permitted on Set Permissions with the Approval action determines if the Apply Limits step is available.

There are two Tabs:

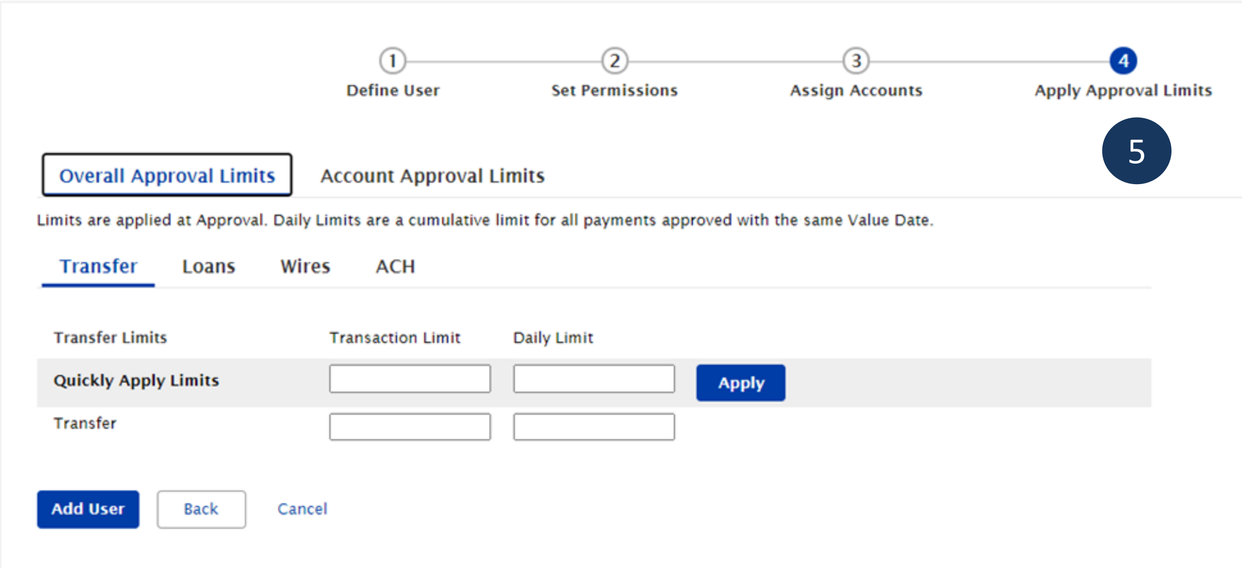
- Overall Approval Limits
- Account Approval Limits

1. Overall Approval Limits

Allows a user to setup 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

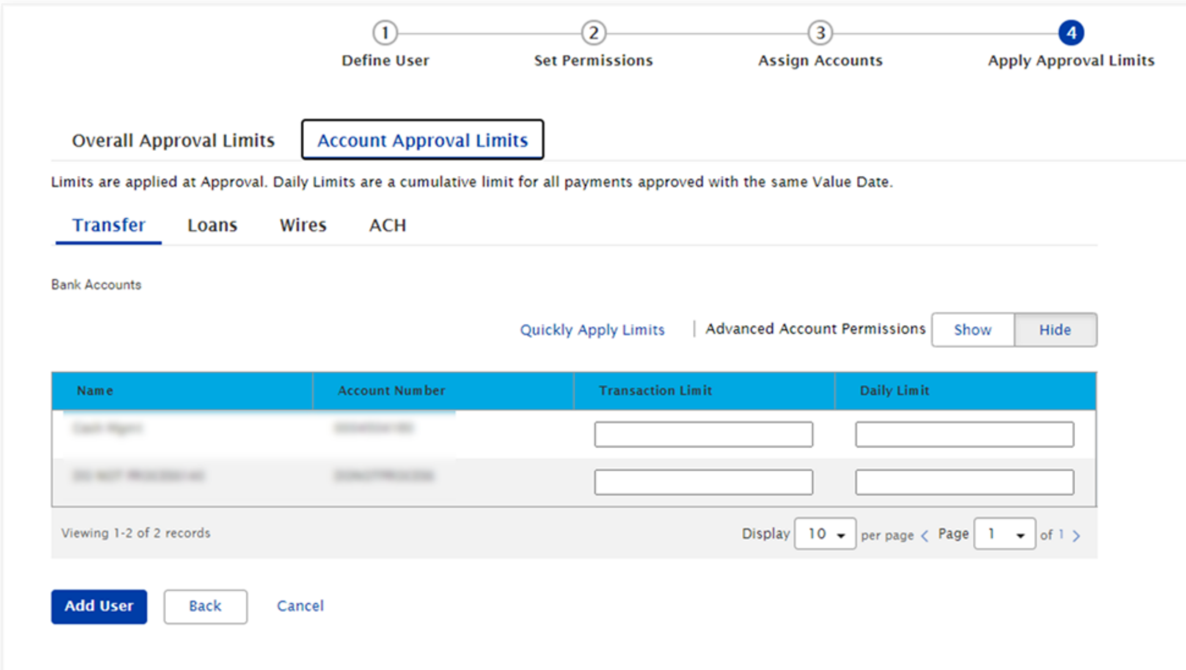
Overall Approval Limits Screenshot



2. *Account Approval Limits*

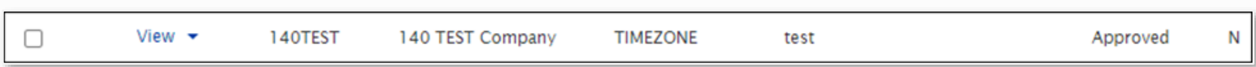
Account Approval Limits can be setup for Wires, Transfers, Loans and ACH

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



Final Step - Add User

1. After the Define User, Setup Permission, Assign Accounts and Apply Limits have been entitled.
2. Finish by clicking on Add User.
3. User must be in Approved Status for changes to take effect.



Contact information

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