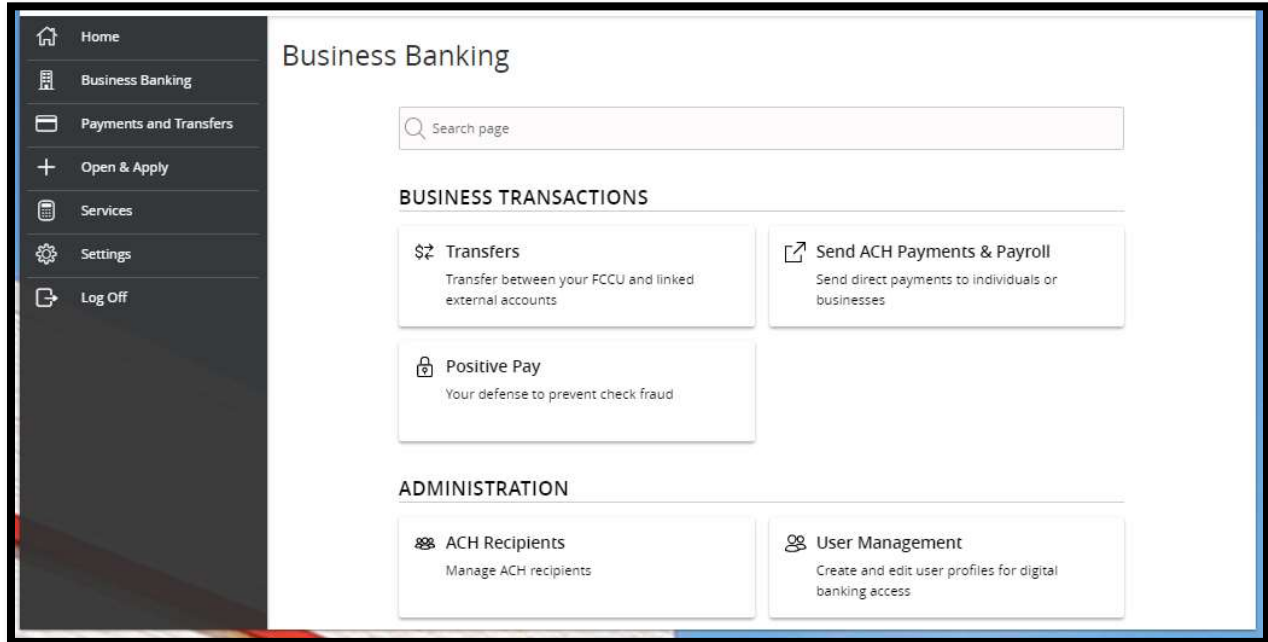


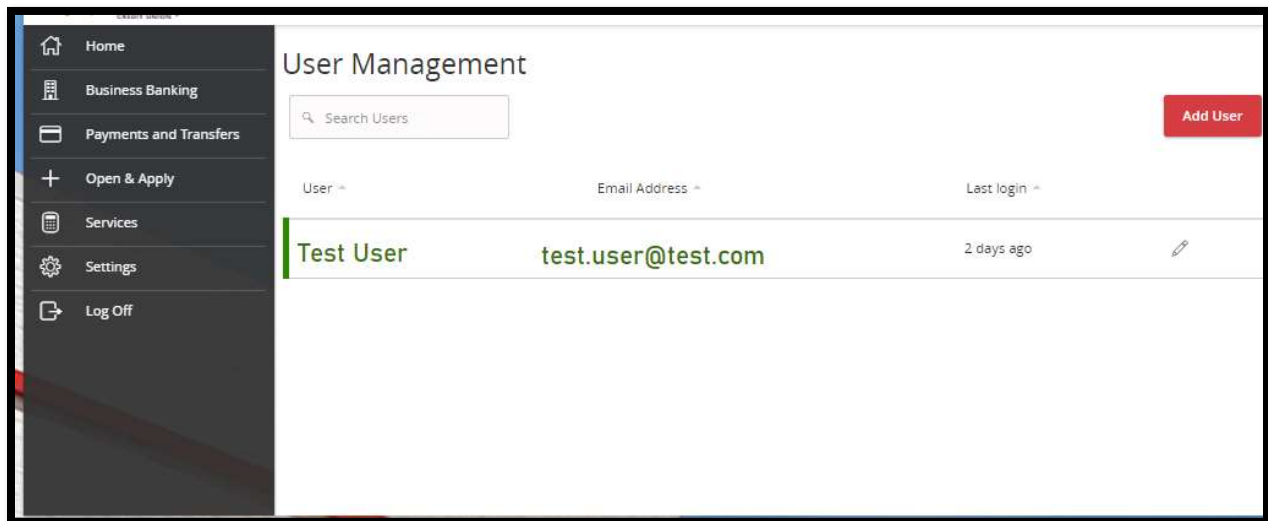
Adding a User



From Business Banking Tab, click on User Management under Administration



Click Add User



Enter the new user's personal details and then click on Save New User Details

New User Details

PERSONAL DETAILS

First Name Last Name Email Address

Phone Country Phone

LOGIN DETAILS

Login ID Password Confirm Password

Assign Rights

FIRST COMMUNITY Welcome back

User Details

Status: Active
Edit Status

First Name * Last Name * Email Address *

Phone Country * Phone *

USER LOGINS

Login Name	Channel	Status	Last Logon	Actions
test user	Internet	Normal		⋮

* - Indicates required field

Choose the rights/permissions you wish to give to the login using the 3 tabs at the top of the page, Overview, Features and Accounts.

WELCOME BACK

Home

Business Banking

Payments and Transfers

Open & Apply

Services

Settings

Log Off

User Policy

Overview Features Accounts

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft	Approve	Cancel	View
ACH Passthru	\$20,000.00	100 / \$20,000.00	100 / \$30,000.00		✓	✓	✓	No
ACH Payments	\$18,900.00	20 / \$18,900.00	22 / \$18,900.00	20 / \$18,900.00	✓	✓	✓	Own
Bill Payment								
Check Reorder		1	1	1	✓	✓	✓	Own
Stop Payment		5	10	5	✓	✓	✓	Own
Transfer - Internal	\$999,999.99	99 / \$999,999.99	9,999 / \$999,999.99	50 / \$999,999.99	✓	✓	✓	Own