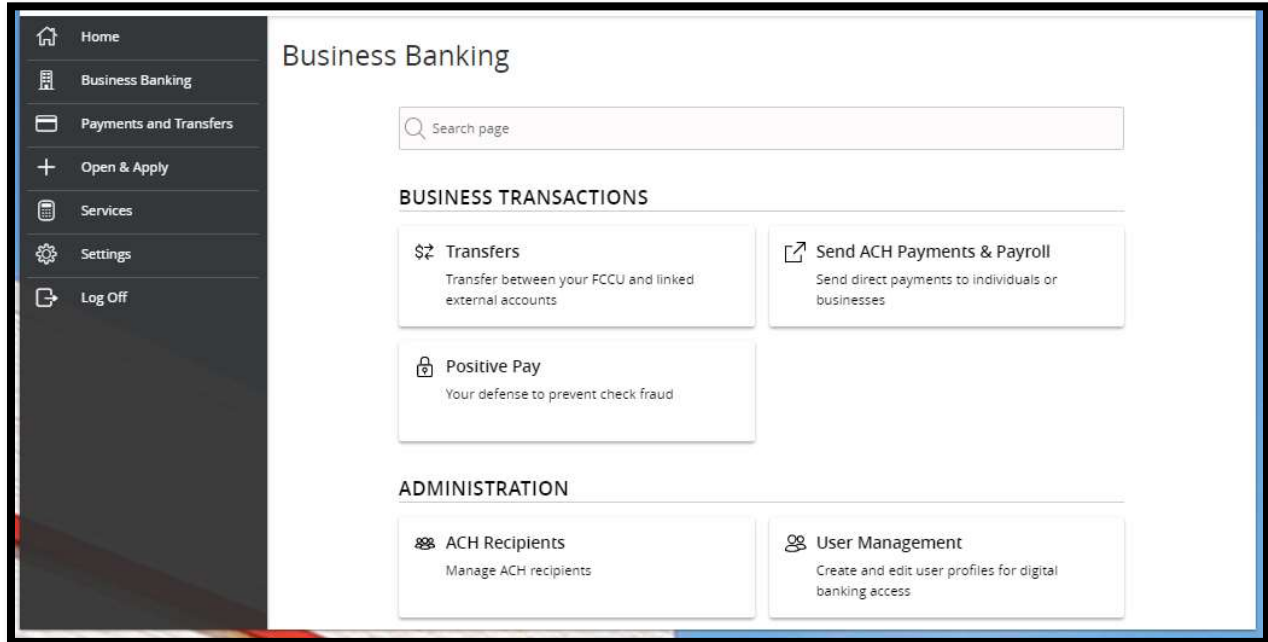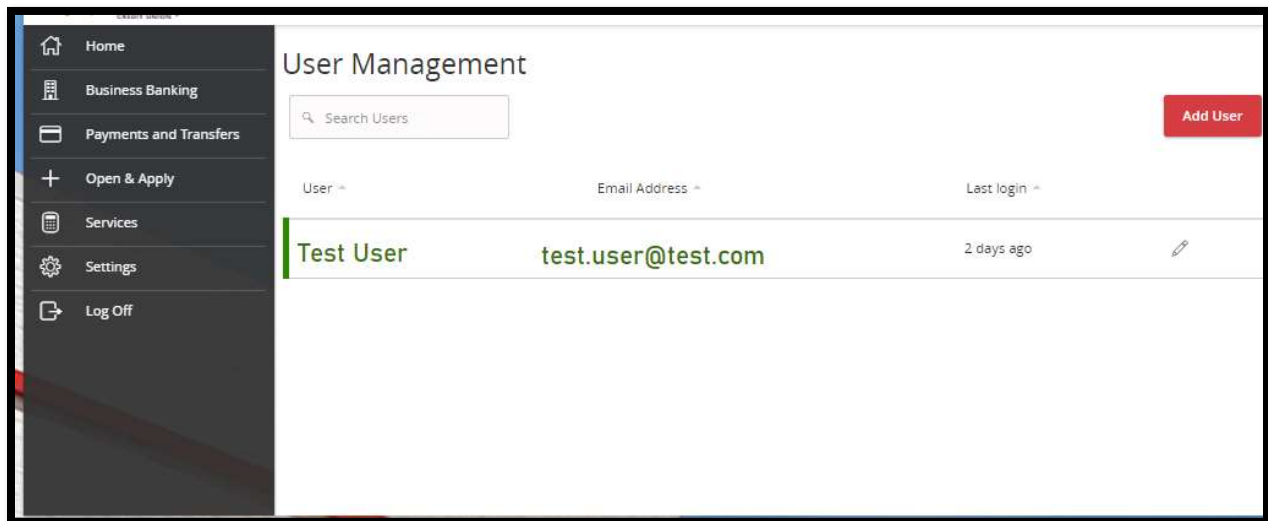# Adding a User

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

Assign Rights

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.

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