

Admin

Use the Admin menu to view the user list, create users, edit user permissions, and assign nicknames to accounts.

User List

The User List tab is a master list of online users. From this screen you can edit contact information and permissions, reset passwords, and approve or reject user's access changes.

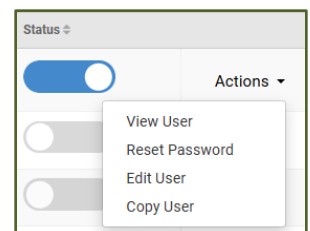
Enrollment Status Definitions:

- **New:** The user has been created but not yet submitted for approval. New users can only be Not Enrolled or Inactive.
- **Pending Approval:** The user was created and submitted for approval but is not yet approved. Users pending approval cannot be Active, only Inactive.
- **Enrolled:** The user setup was completed and approved by all required approvers, if applicable. This user can log on to the application and conduct business if the Active/Inactive toggle is set to Active. An enrolled user can be Active or Inactive.
- **Not Enrolled:** The user was created, but the entitlement process may not be complete, or the creator is not yet ready to allow this new user to log on. This could be a new user that has not yet started their position. Not enrolled users can only be Inactive.
- **Active:** The user was created, approved, enrolled, and set to Active. This user can log on to the Treasury application and conduct any business they are entitled to do.
- **Inactive:** The user may be created, approved, and enrolled, but Inactive status prohibits the user from logging on. Inactive can be used for a user that is temporarily away from their duties.
- **Edited:** The user's account access or entitlements were edited. Edited users can be Active or Inactive.
- **Super Users:** Super users have access to all accounts and product feature permissions enabled for the company. This includes accounts and product features enabled in the future.
- **Admin:** Admins can add, edit, delete, and approve company users in the Treasury Management channel.

Actions Drop-Down Menu

The following options are available from the Actions drop-down menu next to each user.

- **View User:** View the user's current access and contact information.
- **Reset Password:** Create a temporary password or send a password reset link by email to an end user who are unable to login.
NOTE: Resets are available for two hours. After two hours, the password will need to be reset again.
- **Edit User:** You can update a user's capabilities; product access, limits for payment/transfers and delete users.
- **Copy User:** You can copy an existing user to make a new user with the same access, entitlements, and limits.



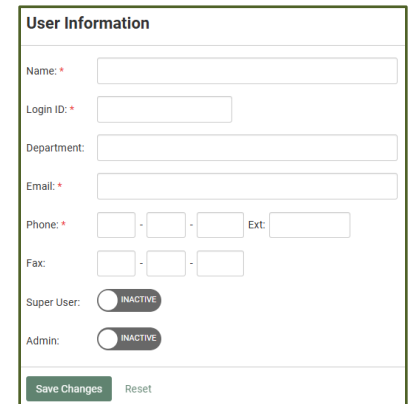
NOTE: The user can be temporarily held by inactivating the Status toggle

NOTE: If the information has been edited, you can select Show Unsubmitted Edits to see the changes made, who made the changes, and at what time those changes were made.

Creating a User

Use Create New User to create a user and set their permissions.

- Go to **Admin > Create a User**
 - User Information: Complete the User Information fields
 - Name
 - Login ID
NOTE: Minimum of six characters
 - Department
 - Email
 - Phone
 - Fax
 - Super User
 - A super user has access to all accounts and product permissions that are enabled for the company. This includes accounts and product features enabled in the future.
 - Admin
 - An admin can add, edit, delete, and approve company users.
 - Select **Save Changes**, enter Identity verification which will be your VIP token with your 4-digit PIN.



The 'User Information' form contains the following fields: Name (required), Login ID (required), Department, Email (required), Phone (required, split into three boxes), Ext (optional), Fax (optional, split into three boxes), Super User (toggle switch, currently INACTIVE), and Admin (toggle switch, currently INACTIVE). At the bottom are 'Save Changes' and 'Reset' buttons.

Use the left side tabs to edit the user's account access, IP restriction, time access, entitlements, and limits. You can set entitlements for ACH, Positive Pay, Reporting, Internal Transfer & Loan Payments, Stop Payment, Wire, Remote Deposit Capture and Integrated Services.

TIP: Select **Toggle Row** to select all the check boxes that appear in that row. If the user should have access to all items listed in a certain column, select the **check box** immediately beneath the column name.

NOTE: **Save Changes** will need to be selected on each tab as access is granted.

- Account Access
 - User Has Access:** Select the accounts the user should have visible.



Account Number	CIF Number	Account Name	Account Type	User Has Access
xxxxx3444	SAA8569	Test 3444	Checking	☐
xxxxx6976	SAA8576	Checking	Checking	☐

Viewing 1 - 2 of 2 accounts

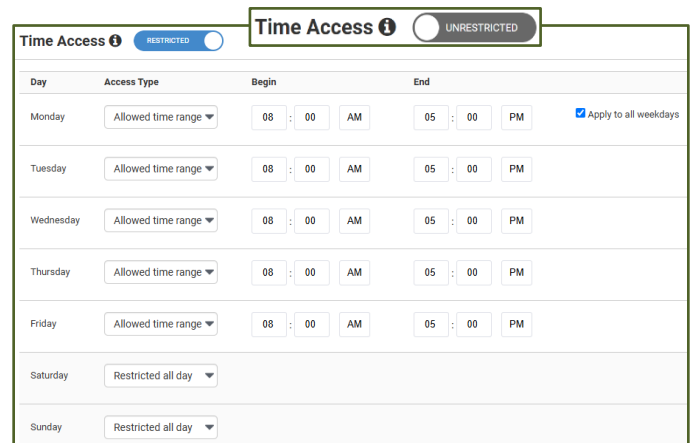
- IP Access
 - Recommended to leave Unrestricted



IP Access **UNRESTRICTED**

- Time Access
 - Unrestricted: Allows the user 24/7 access
 - Restricted: Customized by Day and Time
 - Access Type
 - Allowed all day: 24 hours
 - Restricted all day: No access
 - Allowed time range: Enter Begin and End times user is allowed access.

NOTE: Select **Apply to all weekdays** to carry down the defined type and times.



The 'Time Access' form shows a toggle for 'RESTRICTED' (selected) and 'UNRESTRICTED'. Below is a table for defining access by day:

Day	Access Type	Begin	End	Apply to all weekdays
Monday	Allowed time range	08 : 00 AM	05 : 00 PM	☒
Tuesday	Allowed time range	08 : 00 AM	05 : 00 PM	
Wednesday	Allowed time range	08 : 00 AM	05 : 00 PM	
Thursday	Allowed time range	08 : 00 AM	05 : 00 PM	
Friday	Allowed time range	08 : 00 AM	05 : 00 PM	
Saturday	Restricted all day			
Sunday	Restricted all day			

- Account Reconciliation Report
 - Entitlements
 - Enable:** Select the accounts the user can report on.
- NOTE:** Only accounts that were selected on the Account Access tab will display.

- ACH

- Entitlements

- Manage ACH Companies

- Select the ACH companies the user should be able to transact with.

Manage ACH Companies

Manage ACH Company Access

Search Available ACH Companies

Company Name	Company ID	SEC Code	Entry Description	Discretionary Data
☐ BILL TRAINING	10000000003	CCD, CTX, PPD		

Save Cancel

- Restricted Batch:** Select Restricted Batch, if appropriate. If enabled, the user can restrict batch payments and batch approvals from the view of other users.

- ACH Templates

- Create ACH Template:** If selected, the user can create an ACH template.
 - Full Edit ACH Template:** If selected, the user can edit information within a template.
 - Partial Edit ACH Template:** If selected, the user can only edit amounts, prenote and hold selections, and addenda information.
 - Delete ACH Template:** If selected, the user can delete an ACH template.
 - Approve ACH Template:** If selected, the user can approve the creation of a template.

ACH Templates	Create ACH Template	Full Edit ACH Template	Partial Edit ACH Template	Delete ACH Template	Approve ACH Template
Toggle row	☐	☐	☐	☐	☐

- ACH Payments

- Create ACH Payment:** If selected, the user can create and initiate a one-time, future-dated, or recurring ACH payment.
 - Full Edit ACH Payment:** If selected, the user can edit scheduled and recurring payments.
 - Delete ACH Payment:** If selected, the user can cancel or uninitiate a payment.
 - Approve ACH Payment:** If selected, the user can approve an ACH payment.
 - Partial Edit ACH Payment:** If selected, the user can only edit amounts, prenote and hold selections, and addenda information.
 - File Upload Edit:** If selected, the user can clear a batch within a multi-batch ACH upload file during the initiation process.

ACH Payments	Create ACH Payment	Full Edit ACH Payment	Delete ACH Payment	Approve ACH Payment	Partial Edit ACH Payment	File Upload Edit
Toggle row	☐	☐	☐	☐	☐	☐

- Recipients

- Create Recipient:** If selected, the user can create ACH recipients.
 - Edit Recipient:** If selected, the user can edit ACH recipients.
 - Delete Recipient:** If selected, the user can delete ACH recipients.
 - Approve Recipient:** If selected, the user can approve ACH recipients.

Recipients	Create Recipient	Edit Recipient	Delete Recipient	Approve Recipient
Toggle row	☐	☐	☐	☐

- Review

- ACH Notification of Change:** If selected, the user will receive change notifications.
 - ACH Returns:** If selected, the user will receive return notification.

Review	ACH Notification of Change	ACH Returns
Toggle row	☐	☐

- User Limits

- ACH limit per day

- Product Daily Limit:** The overall product daily limit set by SMBT
 - Daily Initiation Limit:** The users total daily limit on initiations.
 - Approval Limit:** The users total approval limit.

Product Daily Limit: \$100.00

Daily Initiation Limit: \$0.00

Approval Limit: \$0.00

- ACH limit per Company

- Transaction Limit:** The users single transaction limit.
 - Daily Limit:** The user's daily limit.

ACH Company Name	ACH Company ID	SEC code	Entry Description	Discretionary Data	ACH Company Limit	Transaction Limit	Daily Limit
BILL TRAINING	10000000003	CCD, CTX, PPD			\$100.00	\$0.00	\$0.00

- Positive Pay

- Entitlements

- Check Exceptions

- Upload/Create ARP Files:** If selected, the user can import an issued items file in fixed position or delimited file layout.
 - Download ARP Files:** If selected, the user can export their exceptions into CSV or PDF format.
 - Work ARP Exceptions:** If selected, the user can choose to pay or return check exceptions.

Account Number ▾	Account Name ▾	Upload/Create ARP Files	Download ARP Files	Work ARP Exceptions
Toggle all		☐	☐	☐
Toggle row	xxxxx3444	Test 3444	☐	☐

- ACH Exceptions

- Work ACH Exceptions:** If selected, the user can choose to pay or return ACH exceptions.

Account Number ▾	Account Name ▾	Work ACH Exceptions
Toggle all		☐
Toggle row	xxxxx3444	Test 3444

- ACH Filters

- Create ACH Filter:** If selected, the user can create filters.
 - Edit ACH Filter:** If selected, the user can edit filters.
 - Delete ACH Filter:** If selected, the user can delete filters.
 - View ACH Filter:** If selected, the user can view filters.

Account Number ▾	Account Name ▾	Create ACH Filter	Edit ACH Filter	Delete ACH Filter	View ACH Filter
Toggle all		☐	☐	☐	☐
Toggle row	xxxxx3444	Test 3444	☐	☐	☐

- Reporting

- Entitlements

- CDR Balance:** The user can work with the CDR Balance.
 - PDR Balance:** The user can manage the PDR balance.
 - Date Range Balance:** The user can work with the date range balance.
 - CDR Transaction:** The user can work with CDR transactions.
 - PDR Transaction:** The user can work with PDR transactions.
 - Date Range Transaction:** The user can work with date range transactions.
 - EDI Report:** EDI Reporting requires an additional contract.
- NOTE:** CDR is Current Day Report and PDR is Prior Day Report.

Account Number ▾	Account Name ▾	CDR Balance	PDR Balance	Date Range Balance	CDR Transaction	PDR Transaction	Date Range Transaction	EDI Report
Toggle all		☐	☐	☐	☐	☐	☐	☐
Toggle row	xxxxx3444	Test 3444	☐	☐	☐	☐	☐	☐
Toggle row	xxxxx6976	Checking	☐	☐	☐	☐	☐	☐

Viewing 1 - 2 of 2

- Transfers/Loan Payment

- Entitlements

- Create Internal Transfer/Loan Payment:** The user can create internal transfers/loan payments.
 - Edit Internal Transfer/Loan Payment:** The user can edit internal transfers/loan payments.
 - Delete Internal Transfer/Loan Payment:** If selected, users can cancel or cancel series.
 - Approve Transfer/Loan Payment:** The user can approve transfers/loan payments.
 - Create Internal Transfer Template:** The user can create templates.
 - Edit Internal Transfer Template:** The user can edit templates.
 - Delete Internal Transfer Template:** The user can delete templates.
 - Approve Internal Transfer Template:** The user can approve templates.

Account Number ▾	Account Name ▾	Create Internal Transfer/Loan Payment	Edit Internal Transfer/Loan Payment	Delete Internal Transfer/Loan Payment	Approve Internal Transfer/Loan Payment	Create Internal Transfer Template	Edit Internal Transfer Template	Delete Internal Transfer Template	Approve Internal Transfer Template
Toggle all		☐	☐	☐	☐	☐	☐	☐	☐
Toggle row	xxxxx3444	Test 3444	☐	☐	☐	☐	☐	☐	☐

- User Limits

- **Product Daily Limit:** The overall product daily limit set by SMBT
- **Daily Initiation Limit:** The users total daily limit on initiations.
- **Approval Limit:** The users total approval limit.

Product Daily Limit:	\$999,999,999.99
Daily Initiation Limit:	\$0.00
Approval Limit:	\$0.00

- Stop Payment

- Entitlements

- **Add Stop Payment:** The user can add stop payments.
- **Approve Stop Payment:** The user can approve stop payments.
- **Cancel Stop Payment:** The user can cancel stop payments.

	Account Number ▾	Account Name ▾	Add Stop Payment	Approve Stop Payment	Cancel Stop Payment
Toggle all			☐	☐	☐
Toggle row	xxxxx3444	Test 3444	☐	☐	☐
Toggle row	xxxxx6976	Checking	☐	☐	☐

Viewing 1 - 2 of 2

- Wire

- Entitlements

- Domestic/International

- **Create Beneficiary:** The user can create beneficiaries.
- **Edit Beneficiary:** The user can edit beneficiaries.
- **Approve Beneficiary:** The user can approve beneficiaries.
- **Delete Beneficiary:** The user can delete beneficiaries.

Wire Entitlements	
Domestic	International

	Create Beneficiary	Edit Beneficiary	Approve Beneficiary	Delete Beneficiary
Toggle row	☐	☐	☐	☐

- **Create Wire Payment:** The user can create wire payments.
- **Edit Wire Payment:** The user can edit wire payments.
- **Delete Wire Payment:** The user can delete wire payments.
- **Approve Wire Payment:** The user can approve wire payments.
- **Create Wire Template:** The user can create wire templates.
- **Edit Wire Template:** The user can edit wire templates.
- **Approve Wire Template:** The user can approve wire templates.
- **Delete Wire Template:** The user can delete wire templates.

	Account Number ▾	Account Name ▾	Create Domestic Wire Payment	Edit Domestic Wire Payment	Delete Domestic Wire Payment	Approve Domestic Wire Payment	Create Wire Template	Edit Wire Template	Approve Wire Template	Delete Wire Template
Toggle all			☐	☐	☐	☐	☐	☐	☐	☐
Toggle row	xxxxx3444	Test 3444	☐	☐	☐	☐	☐	☐	☐	☐

- User Limits

- Wire limit per day

- **Product Daily Limit:** The overall product daily limit set by SMBT
- **Total Daily Limit:** The users total daily limit on initiations.
- **Approval Limit:** The users total approval limit.

Product Daily Limit:	\$999,999,999.00
Total Daily Limit:	\$0.00
Approval Limit:	\$0.00

- Wire limit per company

- **Transaction Limit:** The users single transaction limit.
- **Daily Limit:** The user's daily limit.

Account Number ▾	Company Account Transaction Limit ▾	Transaction Limit ▾	Company Account Daily Limit ▾	Daily Limit ▾
xxxxx3444	\$999,999,999.00	\$0.00	\$999,999,999.00	\$0.00

- Receivables

- Entitlements

- User Has Access
- Username: User's First Initial & Last Name
 - Example: John Smith = JSmith

Remote Deposit Capture Entitlements	
User Has Access:	☒
Username: *	JSmith

- Setup the user in *Remote Deposit Capture*

- Go to **Receivables > Remote Deposit Capture > Launch**
- Select **Admin > Users**

- Select **Add User > Business User**
- Add User Settings
 - **Enabled:** Check
 - **Authorized Caller:** Check
 - **Full Name:** User's full name
 - **User Name:** User's First Initial & Last Name
 - **User Location:** Address or building name
 - **RDC ID:** Same as User Name
 - **Email Address:** User's email address
 - **Auto Disable:** Leave blank
 - **Dual Auth Amount:** Leave blank
 - **Dual Auth Status:** Approved

☒ Enabled	☒ Authorized Caller
Full Name *	
John Smith	
User Name *	
JSmith	
User Location	
RDC ID *	
JSmith	
Email Address	
JSmith@billtraining.com	
Auto Disable	
Dual Auth Amount	
0	
Dual Auth Status	
Approved	

☒ Customer Services
☒ Reports

- Privileges for this User
 - **Customer Services:** Check Box
 - **Reports:** Check Box
- Select **Add**
- Roles within the Customer Services Privilege
 - Select all available

- **Credits & Debits PDF Report**
- **Accounting**
- **RDC Admin**
- **RDC User**
- **Reconciliation Report**
- **Customer Data Privacy**
- **mRDC:** This is the Mobile Deposit capability

☒	Credits & Debits PDF Report	Allows the user to view the Credits & Debits PDF report with check images for a batch.
☒	Accounting	All Reporting Functionality
☒	RDC Admin	Remote Deposit Complete Administrator
☒	RDC User	Remote Deposit Complete User
☒	Reconciliation Report	Allow User to view Reconciliation Report
☒	Customer Data Privacy	User can view the page, generate report, and forget customer
☒	mRDC	Mobile RDC

- Roles within the Reports Privilege: Nothing should be selectable
- **Locations for this User:** Select the accounts the user should have access to deposit
- Select **Update**

Enabled	Location Name
☒	
☒	SMB&T Training Account 3444

- Integrated Services
 - Entitlements
 - User Has Access
 - **Electronic Documents:** The user can work with electronic documents such as eStatements.
 - **Electronic Bill Payments:** The user can work with bill pay.

Product	User Has Access
Electronic Documents	☐
Electronic Bill Payment	☐

- Select **Submit for Approval** once the user's capabilities have been defined.
- Enter Identity Verification
- Select **Submit User** on the Confirm Submission pop-up.

Submit for Approval

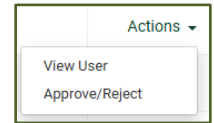
NOTE: The user will be in a Pending Approval status and is ready for a second Admin to review and approve/reject.

Not Enrolled Pending Approval

Approving or Rejecting a User

You can approve or reject pending users from the User List.

- Go to **Admin > User List**
- Select **Approve/Reject** from the Actions drop-down list beside the appropriate user
- Select whether to Approve or Reject the user
- A comment option will appear, enter any necessary comments.
- Select **Save**
- Enter Identity Verification



A screenshot of a dropdown menu titled "Actions". It contains two options: "View User" and "Approve/Reject".



A screenshot showing two buttons: "Approve" (in a dark green box) and "Reject" (in a light gray box).

NOTE: If the user is rejected, they will be removed from the User List completely.

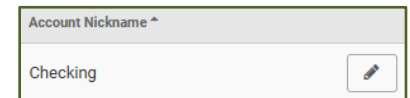
NOTE: An approved user will receive the initial login email following the approval process.

Account Nicknames

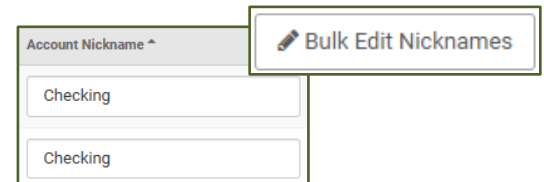
Customize the account nicknames for all users. This can help users easily identify the accounts in their accounts list.

Editing Account Nicknames

- Go to **Admin > Account Nicknames**
 - Editing a single account nickname
 - Select the **edit pencil** next to the appropriate account
 - Enter the Account Nickname in the available text box.
 - Select the **check mark** beside the text box to save changes.
 - Editing All account nicknames
 - Select **Bulk Edit Nicknames**
 - Enter all the Account Nicknames needed
 - Select **Save**



A screenshot of a form titled "Account Nickname ^". It contains a text box with the word "Checking" and a pencil icon to its right.



A screenshot showing a form titled "Account Nickname ^" with two text boxes, each containing the word "Checking". To the right of this form is a button labeled "Bulk Edit Nicknames" with a pencil icon.