

# Welcome to Business Online Banking

Managing Admin Users and  
User Roles

## Settings

### MESSAGES & ALERTS



#### Alert Settings

Manage transaction, balance and security alerts

### COMPANY ADMINISTRATION



#### Policies

Manage permissions for transactions, features & accounts at a company level



#### Manage Users

Add, modify or delete new users

### SECURITY



#### Update Password

Change your password for online banking



#### Update Login ID

Update your Login ID for online banking



#### Edit SAC Contacts

Update your delivery methods for your Secure Access

Under the Settings menu  
select the Manage Users

## User Roles ?

### USER ROLE TEMPLATES ▼

### USER ROLES

[Create Role](#)

Name <span>^</span>	Description	Users <span>^</span>	
admin role	None	2	  

Click on settings the User Roles

To create a User Role, click on Create Role.



## New User Role

Role Name

Description (optional)

Cancel Ok

Give your User Role a name and a description

## User Roles > Create Only

Save

User Role Policy 

Transactions [Features](#) [Accounts](#)

Filter: **All** Enabled Disabled

**ACH Batch**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

**ACH BATCH** Enabled

Rights Allowed Actions

**ACH Collection**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

**ACH Pass Thru**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

**Domestic Wire**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

**EFTPS**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

### Approval Limits

Per Transaction

Daily Per Account

Daily

Monthly

	Maximum Amount	Maximum Count
Per Transaction	\$ 1,000.00	
Daily Per Account	\$ 1,000.00	999,999,999
Daily	\$ 1,000.00	999,999,999
Monthly	\$ 10,000.00	999,999,999

Select transactions and edit limits if necessary

## User Roles > Create Only

Save

User Role Policy

Transactions Features Accounts

Filter: **All** Enabled Disabled

**ACH Batch**  
 Can view all transactions  
 Can Draft/Approve/Cancel  
 \$1,000.00

ACH BATCH	
Rights	Allowed Actions

Admin can also be managed per transaction.

**ACH Collection**  
 Can view all transactions  
 Can Draft/Approve/Cancel  
 \$1,000.00

View All

**ACH Pass Thru**  
 Can view all transactions  
 Can Draft/Approve/Cancel  
 \$1,000.00

### Approval Limits

**Domestic Wire**  
 Can view all transactions  
 Can Draft/Approve/Cancel  
 \$1,000.00

**EFTPS**  
 Can view all transactions  
 Can Draft/Approve/Cancel  
 \$1,000.00

	Maximum Amount	Maximum Count
<b>Per Transaction</b>	\$ 1,000.00	
<b>Daily Per Account</b>	\$ 1,000.00	999,999,999
<b>Daily</b>	\$ 1,000.00	999,999,999
<b>Monthly</b>	\$ 10,000.00	999,999,999

# Add Allowed Action



Allows **ACH Batch** transaction for **any amount**

**Operations**

Draft     Draft Restricted     Approve     Cancel

---

**Amount**

Any allowable amount  
 Specific Amount

---

**Subsidiaries**

Any allowed subsidiaries (1)    [Select specific subsidiaries](#)

---

**Accounts**

Any allowed account (0)    [Select specific account\(s\)](#)

---

**Draft Hours**

Any

Update or Add allowed Actions.

Cancel

Submit

# Add Allowed Action



## Amount

Any allowable amount  
 Specific Amount

## Subsidiaries

Any allowed subsidiaries (4) [Select specific subsidiaries](#)

## Accounts

Account selection choices will not be applied to no-offset subsidiaries.

Any allowed account (2) [Select specific account\(s\)](#)

## Draft Hours

Any

[+ Add Draft Hours](#)

## SEC Codes

Any

PPD     CCD     WEB

Cancel

Submit

Click on Allowed Actions to determine whether the User Role can process transactions any amount or specific amount, for a specific subsidiary or specific account. This is for this type of transaction. i.e. for ACH type of SEC Code allowed to process or specific time of day.

# Add Allowed Action



Allows **ACH Batch** transaction for **any amount**

## Operations

- Draft     Draft Restricted     Approve     Cancel

## Amount

- Any allowable amount  
 Specific Amount

## Subsidiaries

- Any allowed subsidiaries (1)    [Select specific subsidiaries](#)

## Accounts

- Any allowed account (4)    [Select specific account\(s\)](#)

Operations is for the Draft, Approve and Cancel.

Draft Restricted is a special case that only gives the user access to templates someone else has setup for them.

## Draft Hours

Day		Start hour		End hour			
<input type="text" value=""/>	<input type="checkbox"/> All Day	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

## SEC Codes

Any

- PPD     CCD     WEB

User Roles > admin role 

Delete

Save

User Role Policy 

Transactions Features Accounts

Filter: **All** Enabled Disabled

**ACH Batch**  
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 \$1,000.00

**ACH BATCH** Enabled

**Rights** Allowed Actions

**ACH Collection**  
 Can view all transactions  
 Can Draft/Approve/Cancel  
 \$1,000.00

View

**ACH Pass Thru**  
 Can view all transactions  
 Can Draft/Approve/Cancel  
 \$1,000.00

**Domestic Wire**  
 Can view all transactions  
 Can Draft/Approve/Cancel  
 \$1,000.00

**EFTPS**  
 Can view all transactions  
 Can Draft/Approve/Cancel  
 \$1,000.00


Approval Limits		
	Maximum Amount	Maximum Count
Per Transaction	\$ 1,000.00	
Daily Per Account	\$ 1,000.00	999,999,999
Daily	\$ 1,000.00	999,999,999
Monthly	\$ 10,000.00	999,999,999

Set the Transaction Limits for this transaction type.  
 Save the settings when you have finished.

## User Roles > admin role

Delete

Save

User Role Policy 

Transactions **Features** Accounts

### FEATURES

#### RIGHTS

Access to all payment templates

Centrix DTS Transaction Disputes

Commercial: Recipient Upload From Batch

Manage Recipients

Wire: Incoming Wire Alerts

Wire: Wire Activity Page

Allow one-time recipients

Commercial: Can view all recipients

Enable ACH Reversal

Manage Users

Wire: Upload From Batch

#### GENERATED TRANSACTION

Enable Multi-Transfer

Enable Multi-Wire

The Features tab allows you to set the capabilities the User Role has.

Only turn on the ones the user roles needed.

## Rights

Access to all payment templates  
Allow one-time recipients  
Commercial: Can view all recipients  
Commercial: Recipient Upload From Batch  
Enable ACH Reversal  
Enable Centrix Positive Pay  
Manage Recipients  
Manage Users  
Online Help Center  
User Guides

## Description

Allow access to all payment templates  
Allow access to use a recipient one-time  
Allow access to view all recipients  
Allow access to upload payment files  
Allow access to process ACH reversals  
Allow access to Positive Pay transactions  
Allow access to add, edit or delete recipients  
Allow access to add, edit or delete users  
Allow access to use system user help screens and FAQs  
Allow access to system user guides

## Generated Transaction

Enable Multi-Transfer  
Enable Multi-Wire

Allow access to create multiple transfers at one time  
Allow access to create multiple wire transfers at one time

## Corporate

Enable SFTP File Delivery  
Information Reporting (0 of 20 selected)  
Manage Company Policy  
Manage User Roles

Allow access to receive Secure File Transfer Protocol (SFTP) files  
Allow access to access account transaction information reports  
Allow access to manage permissions for transactions, features & accounts at the company level  
Allow access to add, edit or delete users roles

## ACH

Enable Same Day ACH Credits  
Enable Same Day ACH Debits  
Enable Same Day ACH Payroll

Allow access to process same day ACH Credit Transactions (additional fees will apply)  
Allow access to process same day ACH Debit Transactions (additional fees will apply)  
Allow access to process same day ACH Payroll Transactions (additional fees will apply)

## System Values

Enable SpendTrack Direct Sign-on Link  
feature.item.featureUser/CFBusinessBillPayAdmin  
feature.item.featureUser/CFBusinessBillPaySubUser

Allow access to Business Credit Card Activity  
Allow access to Business BillPay Admin rights (Admin Level 1) must be set-up by the bank  
Allow access to the Admin to add, edit or delete Business BillPay rights to other users (Admin Level 2 and 3)

## Custom Features


feature.item.featureGroupCustUser/AdvancedEstatementViewer  
feature.item.featureGroupCustUser/FiservRemittanceManager  
feature.item.featureGroupCustUser/LoanPaymentsTCT  
feature.item.featureGroupCustUser/PositivePay  
feature.item.featureGroupCustUser/Watch1

Advanced Estatement Viewer – supports the end user access the Statement & Document. This supports the users seeing statements and documents electronically.  
Fiserv Remittance Manager – this enables the Lockbox feature to Deluxe. The user also has to be linked via the linking report in console for the user to be able to access the lockbox feature.  
Loan Payments – this enables a user submitting a Loan payment.  
Positive Pay – this enables a user access Check Positive Pay feature.  
Watch1 – this enables the user enrolling for the Apple Watch

## User Roles > admin role

[Delete](#)[Save](#)User Role Policy [Transactions](#) [Features](#) [Accounts](#)

### ACCOUNTS

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
9792	Payroll Account	✓	✓	✓	
4856	COMMERCIAL REAL ESTATE INV	✓	✓		
3255	PERSONAL BASIC CHECKING	✓	✓	✓	
9636	PERSONAL MONEY MARKET	✓	✓	✓	
4444	PERSONAL SAVINGS	✓	✓	✓	

You can give the User Role access to View, Deposit and Withdraw on every account.

[Delete](#)[Save](#)

## User Roles > admin role

Delete


Save

User Role Policy 

Transactions [Features](#) [Accounts](#)


Filter: **All** Enabled Disabled

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Can Draft/Approve/Cancel  
\$1,000.00

**ACH BATCH** Enabled 

Rights Allowed Actions

**ACH Collection**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

**POLICY TESTER** 


Filter by

All 

 Search all

**Add Allowed Action**

**ACH Pass Thru**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

Allows **ACH Batch** transaction for **any amount** 

You can set times they can access the allowed actions.  
Select add allowed action


**Domestic Wire**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

**EFTPS**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

## User Roles > admin role

Delete


Save

User Role Policy 

[Transactions](#) [Features](#) [Accounts](#)


Filter: **All** Enabled Disabled

**ACH Batch**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00


**ACH BATCH** Enabled 

Rights [Allowed Actions](#)

**ACH Collection**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

**POLICY TESTER** 

Filter by

- Subsidiaries** 
- All
- Accounts
- ✓ Subsidiaries

Add Allowed Action

Subsidiaries would follow the same process

**ACH Pass Thru**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

**Domestic Wire**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00

**EFTPS**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$1,000.00



Visit us at Bankofhope.com Business Banking for additional information

<https://www.bankofhope.com/business-banking>