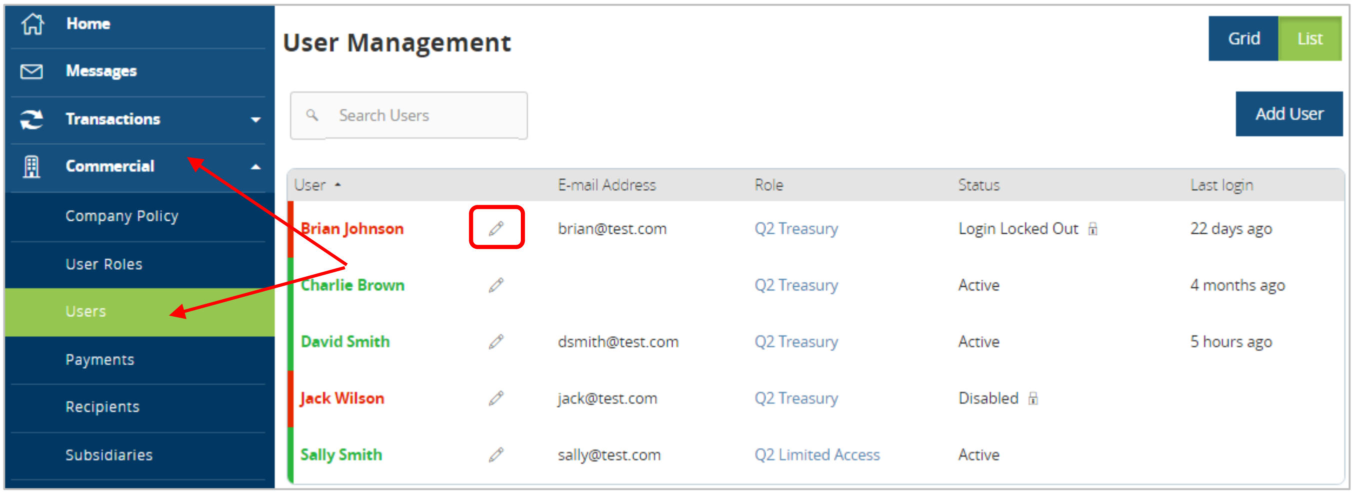
Online User Management

Contents

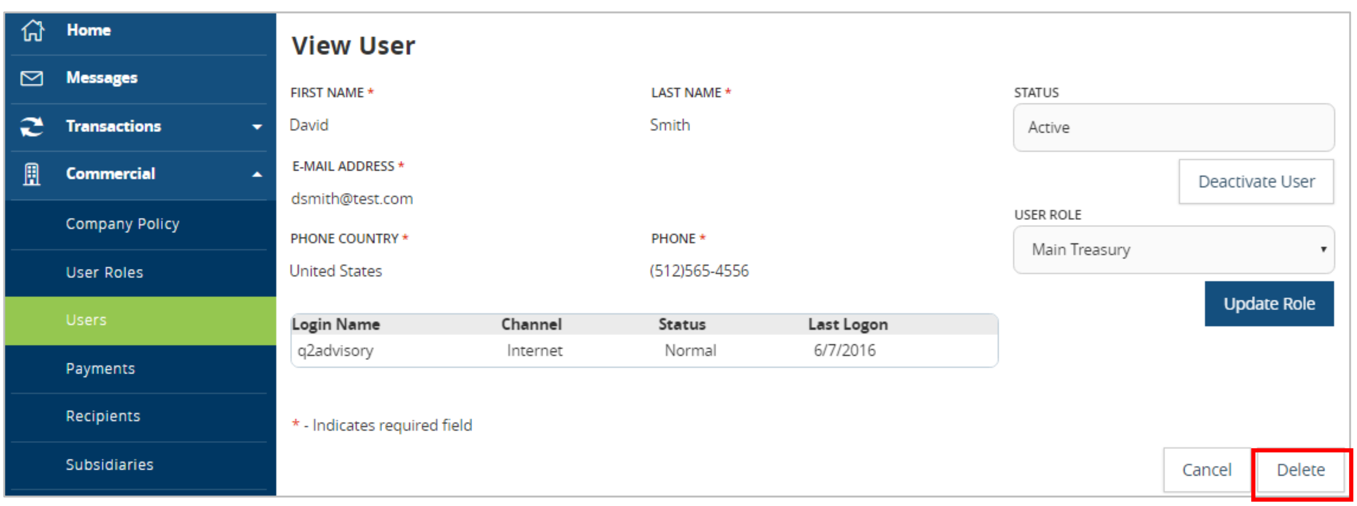
Existing Online Users

1. Select the 'Users' option under the 'Commercial' menu.
2. All existing online users will be listed on the screen.
3. Click the pencil icon next to an existing user to be updated.



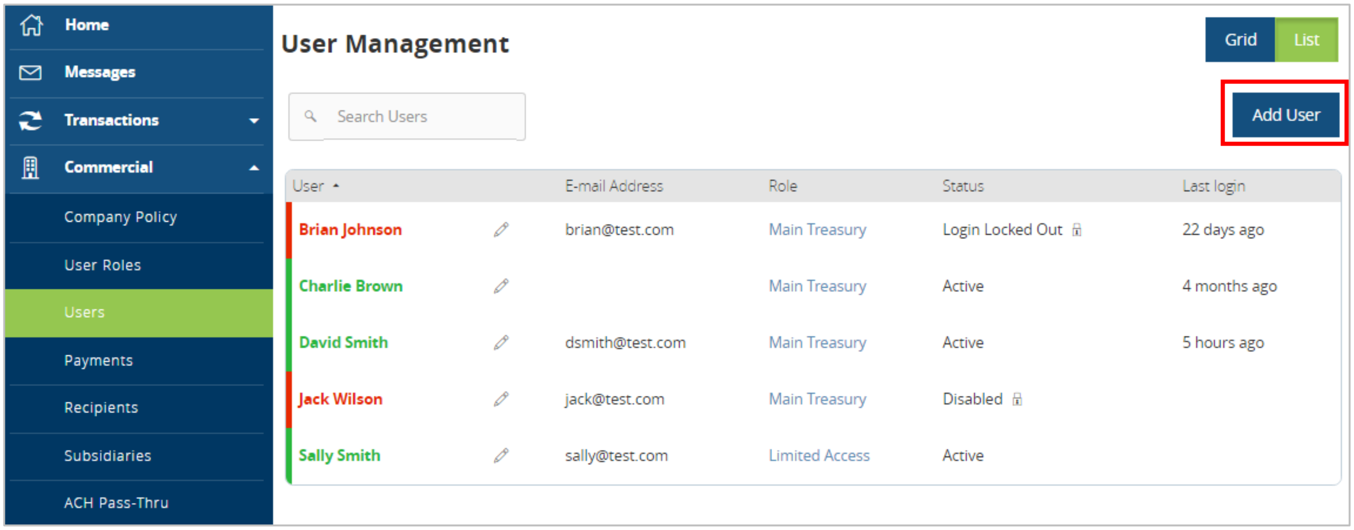
4. Click 'Deactivate User' to disallow a user from logging in without completely deleting the user.
5. Click the 'User Role' drop down menu to update the 'User Role' for a user. Click 'Update Role' upon completion.

   Note: The user role update will go into effect the upon the user's subsequent logon after the change has been made.
6. Click the 'Delete' button to delete the online user.



Creating new online users

1. Click the ‘Add User’ button to add a new online banking user.



2. Enter all fields on the form. Login ID and Password requirements are listed on the right side of the screen.

3. Assign a User Role to the user.

   NOTE: If the new user requires entitlements different than any existing user role, copy an existing user role, make the necessary changes and then assign to the new user.

4. Click the ‘Save’ button when done.