

EASTERN TREASURY™

User Maintenance Quick Reference Guide

January 2019



USER MAINTENANCE PERMISSION

Grant a user permission to the various features and functions that have been permitted to your company by the Bank. This may include Payments, Reporting, Risk management, Administrative and Alert functions.

CLIENT USER

1. Login and navigate to the User Maintenance widget
2. Click **Add New User**. For existing users, click **View** and then choose **Modify**, **Disable**, **Delete** or **Copy User**
3. You will be directed to the user information screen and see the step navigation bar (see steps numbered 1 – 4) at the top.

The screenshot shows the 'User Maintenance' interface. At the top left, there is a button labeled 'Add New User' with a red arrow pointing to it. Below this is a 'Filter' dropdown menu. The main area contains a table with columns: All, Actions, User ID, User Name, Disa..., Status, Last Approved Date, Legal Administr..., Mobile User, Activation..., and Ac... The table lists two users: 'USER...' and 'UserName 1', and 'UserName 2'. A context menu is open over the 'View' button for the first user, showing options: Modify, Disable, Delete, and Copy User. At the bottom left, there are 'Approve' and 'Delete' buttons. At the bottom right, there is a pagination control showing 'Display 50 per page' and 'Page 1 of 1'.

STEP NAVIGATION BAR

1. The Step Navigation Bar at the top of the screen displays sections 1 through 4
2. Follow the Step Navigation workflow to set permissions, assign accounts and apply limits
3. The Step Bar Circles will change to blue as you continue through the setup process

Note: A User cannot access the Apply Limits sections unless the user has set up Payment Permissions in Step 2



DEFINE USER - STEP 1

1. **Complete the required fields** (red *) below the heading User Information that includes User ID, User Name, email, etc.
2. **Enter a Password** – this will be a temporary password.
3. **Select the user's activation date** in the Admin Settings section and then check **Mobile User** if desired (*optional*)
4. You may opt to copy an existing User's Permissions – click the drop down and scroll to the user you wish to copy
5. Click **Continue** and the Step Navigator Bar will advance to Step 2 – Set Permissions

The screenshot displays a 'Define User' form with a step navigator at the top. The steps are: 1. Define User (highlighted), 2. Set Permissions, 3. Assign Accounts, and 4. Apply Limits. The form is divided into two main sections: 'User Information' and 'Password'.

User Information:

- * User ID: Text input field.
- * User Name: Text input field.
- * User Group: Dropdown menu with 'FISTEST' selected.
- Address: Text input field.
- Add another address line: Text input field.
- City: Text input field.
- State/Province: Text input field.
- Postal Code: Text input field.
- Email: Text input field.
- Phone: Text input field.
- Mobile Phone Number: Text input field.
- Fax: Text input field.
- * Locale: Dropdown menu with 'English (United States)' selected.
- * Time Zone: Dropdown menu with 'US/Hawaii' selected.

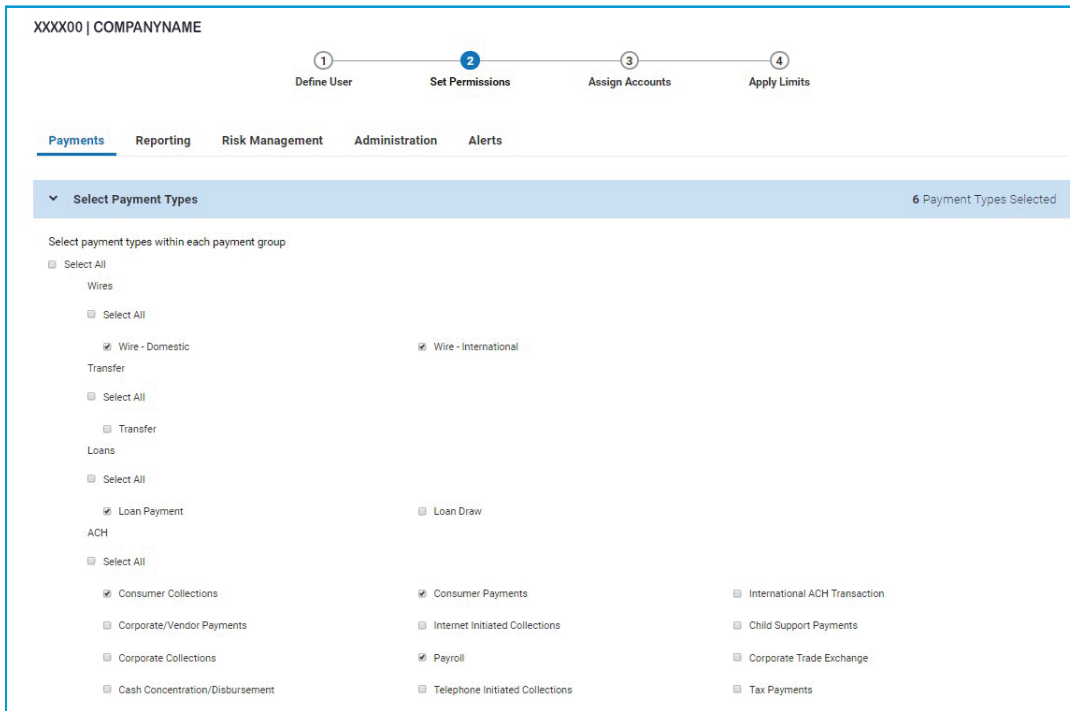
Password:

- * Password: Text input field.
- * Repeat New Password: Text input field.

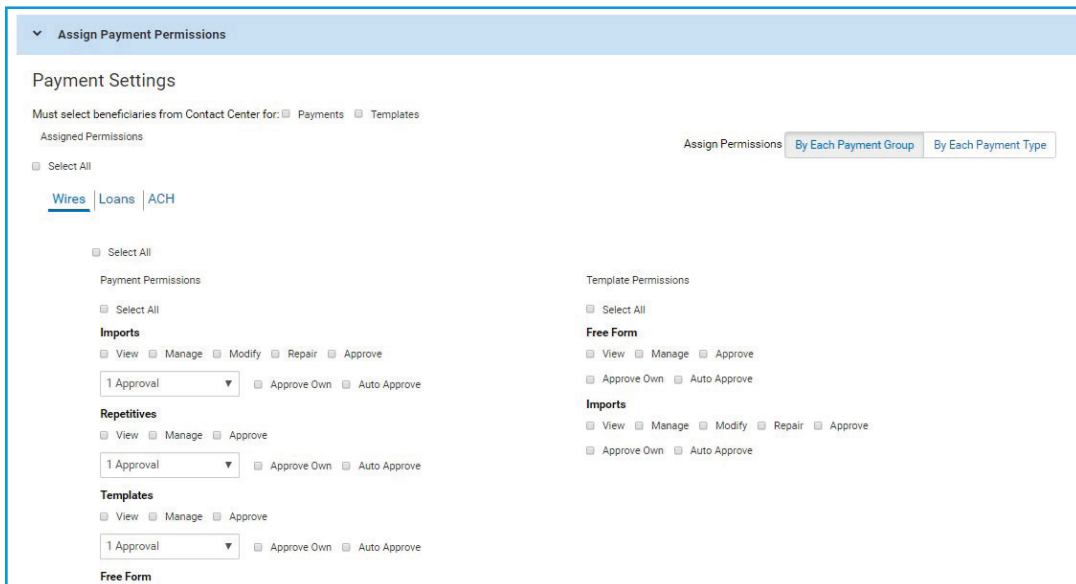
SET PERMISSIONS - STEP 2

Set Permissions sections allows you to provide the user permissions for Payments, Reporting, Risk Management, Administration and Alerts. Permissions will vary depending on the Company Level Entitlements.

1. Click on **Payments Tab**
 - a. **Select Payment Types** – allows the user to setup payment type permissions including: Wires, Transfers, Loans, ACH

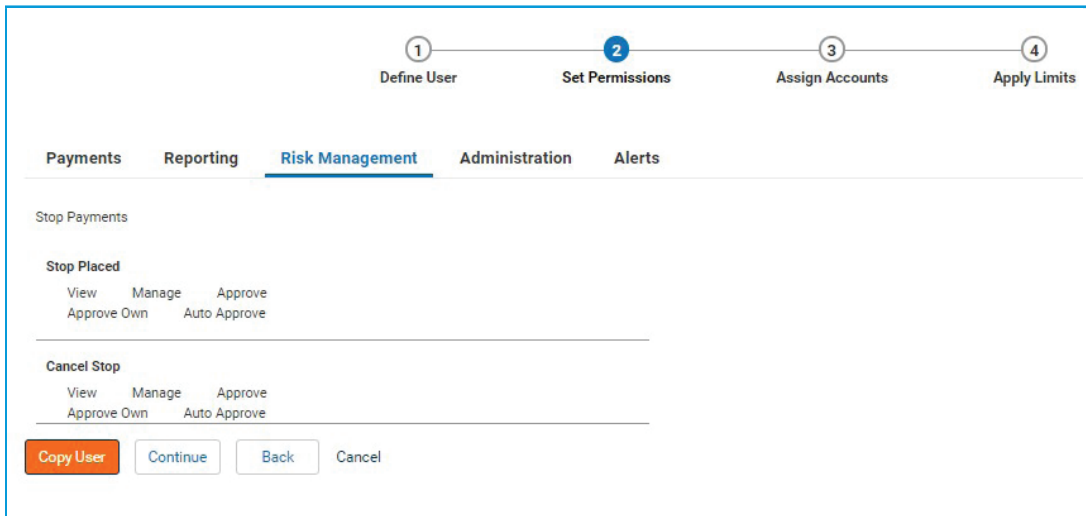


b. Assign Payment Permissions – allows the user to setup payment permissions for Wires, Transfers, Loans and ACH for View, Manage Modify, repair, Approve Own, Auto Approver and number of Approvals required.



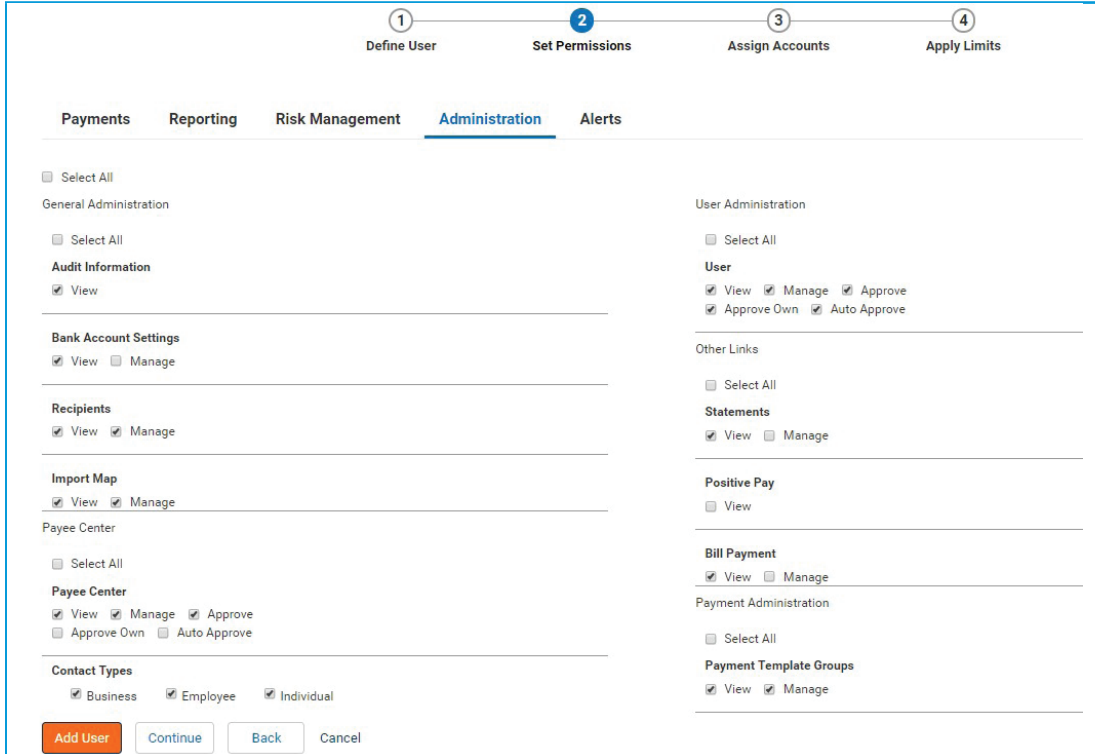
c. Restricted Templates – allows you to permit the user to any of the restricted templates that have been created. This is an optional permission. You may also select “Assign all current and future templates.”

Note: *this only applies to users permitted to payments.*



4. Click on Administration Tab

- a. **Administration Tab** – allows you to permit the user to various types of administration functions including: Audit Information, Bank Account Settings, Recipients, Import Map, Payee Center, Contact types, User Administration, Payment Template Groups, Other links such as Statements, Positive Pay and Bill Payment.



5. Click on Alerts Tab

a. Alerts Tab – allows you to permit the user to setup various types of alerts including: Admin Alerts, Reporting Alerts and Payment Alerts

The screenshot displays the 'Alerts' configuration screen. At the top, a progress bar indicates the current step is 'Set Permissions' (Step 2 of 4). The main content area is divided into three sections: Admin Alerts, Reporting Alerts, and Payment Alerts. Each section contains a 'Select All' checkbox and several individual alert checkboxes. The 'Add User' button is highlighted in orange.

| Section | Alert Type | Selected |
|------------------|---|-------------------------------------|
| Admin Alerts | Select All | <input type="checkbox"/> |
| | User Maintenance | <input checked="" type="checkbox"/> |
| | Payee Center Maintenance | <input checked="" type="checkbox"/> |
| Reporting Alerts | Select All | <input type="checkbox"/> |
| | Closing Available Balance Checking | <input checked="" type="checkbox"/> |
| | Closing Ledger Balance Checking | <input checked="" type="checkbox"/> |
| | Transaction Notification | <input checked="" type="checkbox"/> |
| Payment Alerts | Select All | <input type="checkbox"/> |
| | Processed | <input checked="" type="checkbox"/> |
| | Payment Cutoff Time Warning | <input checked="" type="checkbox"/> |
| | Awaiting My Approval | <input checked="" type="checkbox"/> |
| | Transactions Processing Status Changed For Payments and Transfers | <input type="checkbox"/> |
| | Rejected Today | <input checked="" type="checkbox"/> |
| | ACH Reversal Created | <input type="checkbox"/> |

Once all permissions have been entitled, click **Continue** to advance to Step- 3 Assign Accounts

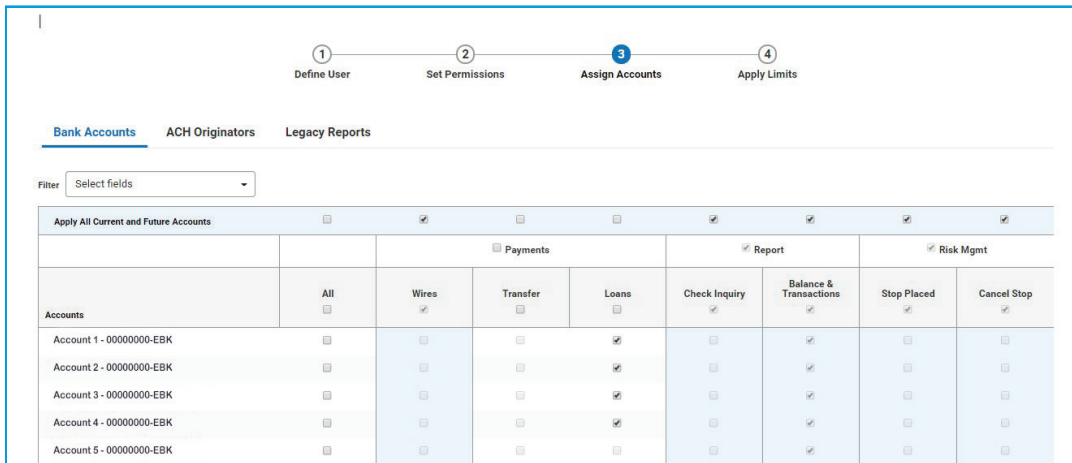
ASSIGN ACCOUNTS - STEP 3

Step 3 Assign Accounts offers three tabs that allow you to permit a user to Bank Accounts, ACH Originators and Legacy reports.

Bank Accounts

Bank Accounts allows you to permit a user to Bank Accounts and provides the following options:

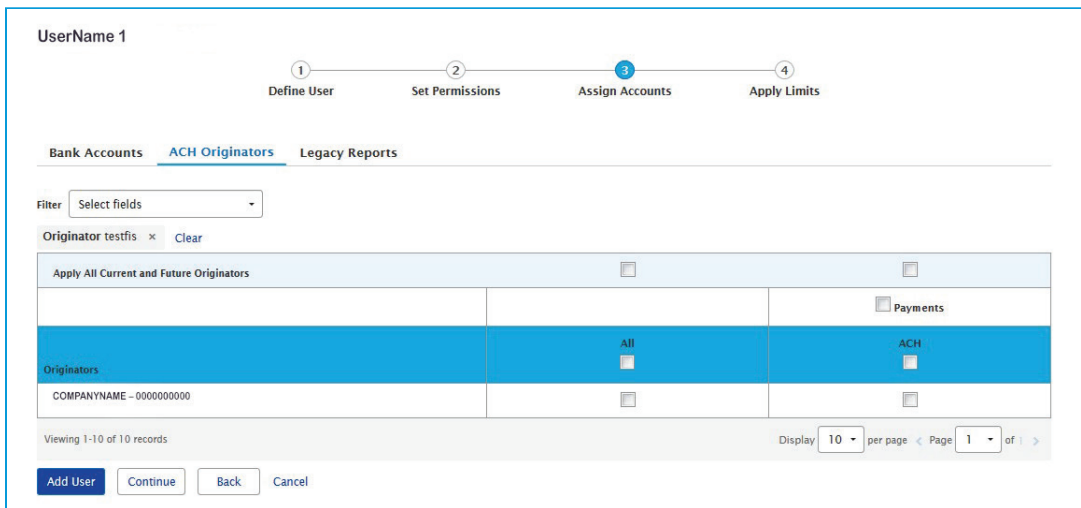
- a. select all permissions for a single account with a single click
- b. select all accounts for a single permission with a single click
- c. select all accounts for all permissions with a single click
- d. select all accounts for all permissions in a Permission Group Type (Payments, Reporting, Risk Management)
- e. Select Apply All Current and Future Accounts which will assign all accounts currently enabled for that feature as well as any new accounts added to that feature in the future



ACH Originators

ACH Originators allows you to permit a user to ACH Originators and provides the following options:

- a. select all permissions for a single Originator ID with a single click
- b. select all Originator IDs for a single permission with a single click
- c. select all Originator IDs for all permissions with a single click
- d. select all Originator IDs for all permissions in a Permission Group Type (Payments)
- e. Select the Apply All Current and Future Originator which will assign all originators currently enabled for that feature as well as any new originators added to that feature in the future



Legacy Reports

Legacy Reports allows you to permit a user to Legacy Reports and provides the following options:

- a. Select Legacy Report IDs individually or select all at once from a grid view
- b. Select All Current and Future Accounts to assign all accounts currently enabled for that feature as well as any new accounts added to that feature in the future

The screenshot shows the 'Legacy Reports' configuration page for 'UserName 1'. At the top, a progress bar indicates four steps: 1. Define User, 2. Set Permissions, 3. Assign Accounts (current step), and 4. Apply Limits. Below the progress bar are tabs for 'Bank Accounts', 'ACH Originators', and 'Legacy Reports'. A 'Filter' dropdown is set to 'Select fields'. The main table has three columns: 'Apply All Current and Future Legacy Reports', 'All', and 'Legacy Reports'. The 'Legacy Reports' column is expanded to show three rows, each with a '00000000-Description-Description-Report' ID and a checked checkbox. At the bottom, there are buttons for 'Add User', 'Continue', 'Back', and 'Cancel', along with pagination controls showing 'Display 10 per page' and 'Page 1 of 1'.

Lockboxes

Lockboxes allows you to permit a user to Lockbox Reporting and provides the following options:

- a. Select Lockbox numbers individually or select all at once from a grid view

The screenshot shows the 'Lockboxes' configuration page for 'UserName 1'. At the top, a progress bar indicates four steps: 1. Define User, 2. Set Permissions, 3. Assign Accounts (current step), and 4. Apply Limits. Below the progress bar are tabs for 'Bank Accounts', 'ACH Originators', 'Legacy Reports', and 'Lockboxes'. A 'Filter' dropdown is set to 'Select fields'. The main table has three columns: 'Apply All Current and Future Lockboxes', 'All', and 'Lockbox Reporting'. The 'Lockbox Reporting' column is expanded to show three rows, each with a '000000 - CompanyName1 - LBOEP' ID and a checked checkbox. At the bottom, there are buttons for 'Update', 'Continue', 'Back', and 'Cancel', along with pagination controls showing 'Display 10 per page' and 'Page 1 of 1'.

Once entitlement for Bank Accounts, ACH Originator, Legacy Reports, and Lockboxes have been assigned, click on **Continue** to advance to Step 4 Apply Limits

APPLY LIMITS - STEP 4

If you permitted any Payment Types in Step 2 – Set Permissions with the “Approval” action, you will now see the Apply Limits step available here in Step 4

There are two Tabs: Overall Approval Limits and Account Approval Limits

Overall Approval Limits

Allows a user to setup limits for Wires, Transfer, Loans and ACH

- a. Transaction Limits
- b. Daily Limit
- c. Batch Limits (ACH Only)
- d. Quick Apply Limits appears at the top of the list and allows the value you enter to populate all fields listed below

Progress bar: 1 Define User, 2 Set Permissions, 3 Assign Accounts, 4 Apply Limits

Overall Approval Limits | Account Approval Limits

Wires | Transfer | Loans | ACH

| Wires Limits | Transaction Limit | Daily Limit |
|----------------------|-------------------------------------|-------------------------------------|
| Quickly Apply Limits | <input type="text"/> | <input type="text"/> |
| Wire - Domestic | <input type="text" value="10,000"/> | <input type="text" value="20,000"/> |
| Wire - International | <input type="text" value="10,000"/> | <input type="text" value="20,000"/> |

Buttons: Add User, Back, Cancel

Account Approval Limits

Account Approval Limits can be setup for Wires, Transfers, Loans and ACH

- a. Transactions Limits
- b. Daily Limits
- c. Batch Limits (ACH Only)
- d. Quick Apply Limits appears at the top of the list and allows the value you enter to populate all fields listed below

1 Define User 2 Set Permissions 3 Assign Accounts 4 Apply Limits

Overall Approval Limits Account Approval Limits

Wires Transfer Loans **ACH**

Originators

Quickly Apply Limits | Advanced Account Permissions Show Hide

| Name | Originator ID | Transaction Limit | Batch Limit | Daily Limit |
|---------------|---------------|----------------------|----------------------|----------------------|
| COMPANAYNAME1 | 0000000000 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| COMPANAYNAME1 | 0000000000 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| COMPANAYNAME1 | 0000000000 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| COMPANAYNAME1 | 0000000000 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Viewing 1-4 of 4 records Display 10 per page < Page 1 of >

Add User Back Cancel

ADD USER

After Define User, Set Permissions, Assign Accounts and Apply Limits have been entitled the New User can be added by clicking on **Add User**.

User must be in Approved Status for changes to take effect.