User Maintenance Quick Reference Guide

EASTERN TREASURY™

January 2019

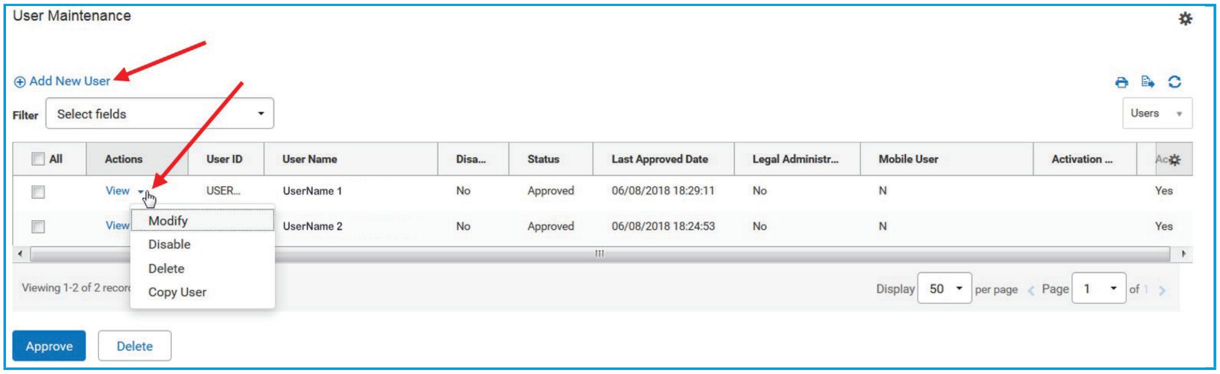
Eastern Bank

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

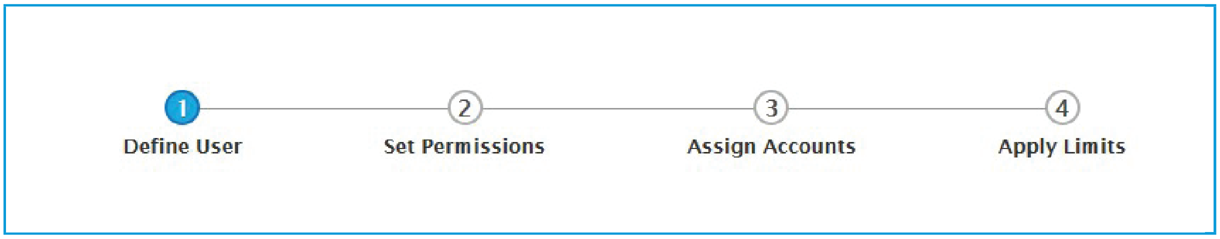
1. Login and navigate to the User Maintenance widget
2. Click **Add New User**. For existing users, click **View** and then choose **Modify**, **Disable**, **Delete** or **Copy User**
3. You will be directed to the user information screen and see the step navigation bar (see steps numbered 1 – 4) at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



STEP NAVIGATION BAR

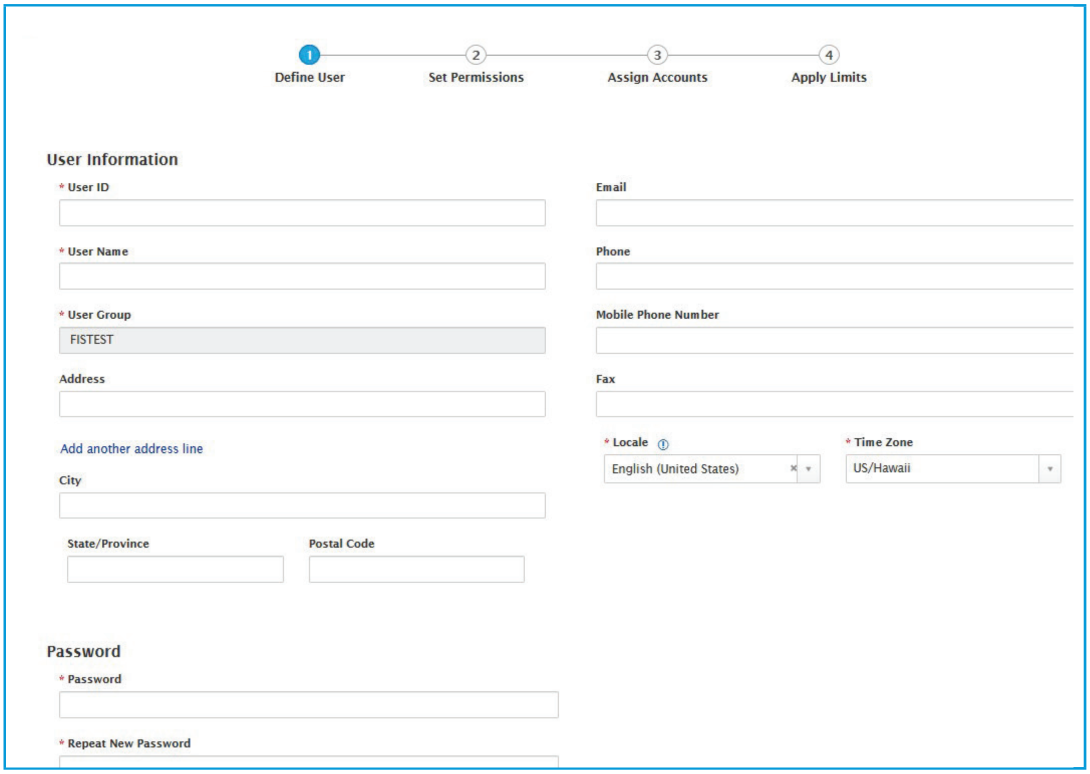
1. The Step Navigation Bar at the top of the screen displays sections 1 through 4
2. Follow the Step Navigation workflow to set permissions, assign accounts and apply limits
3. The Step Bar Circles will change to blue as you continue through the setup process

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



DEFINE USER - STEP 1

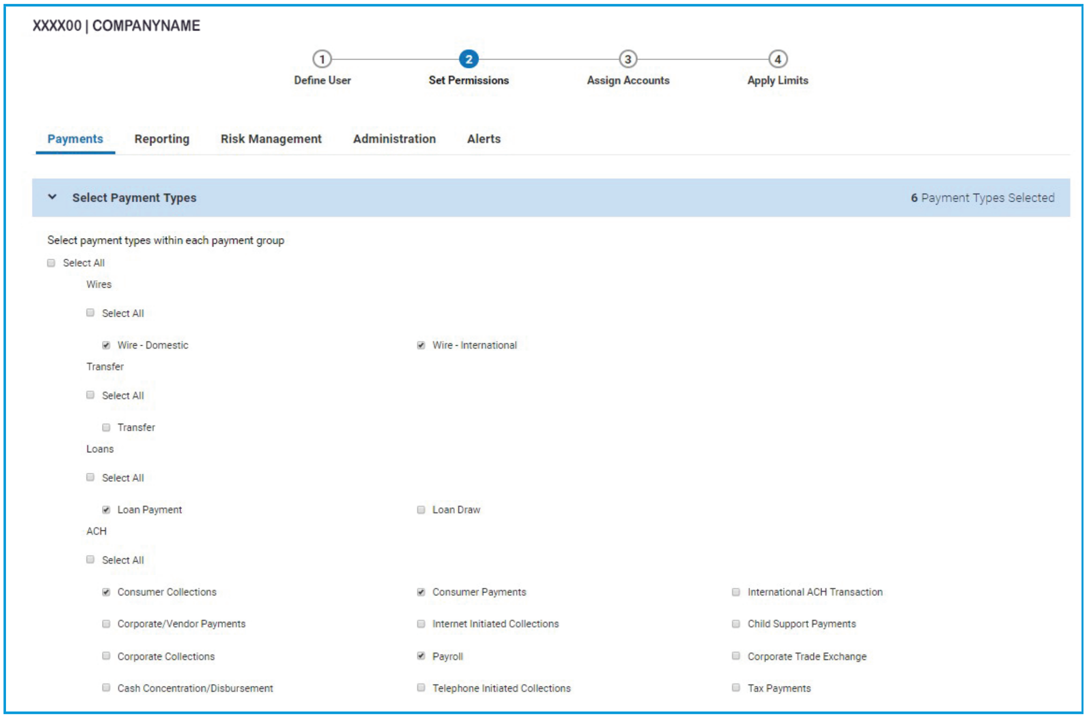
1. **Complete the required fields** (red *) below the heading User Information that includes User ID, User Name, email, etc.
2. **Enter a Password** – this will be a temporary password.
3. **Select the user's activation date** in the Admin Settings section and then check **Mobile User** if desired *(optional)*
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



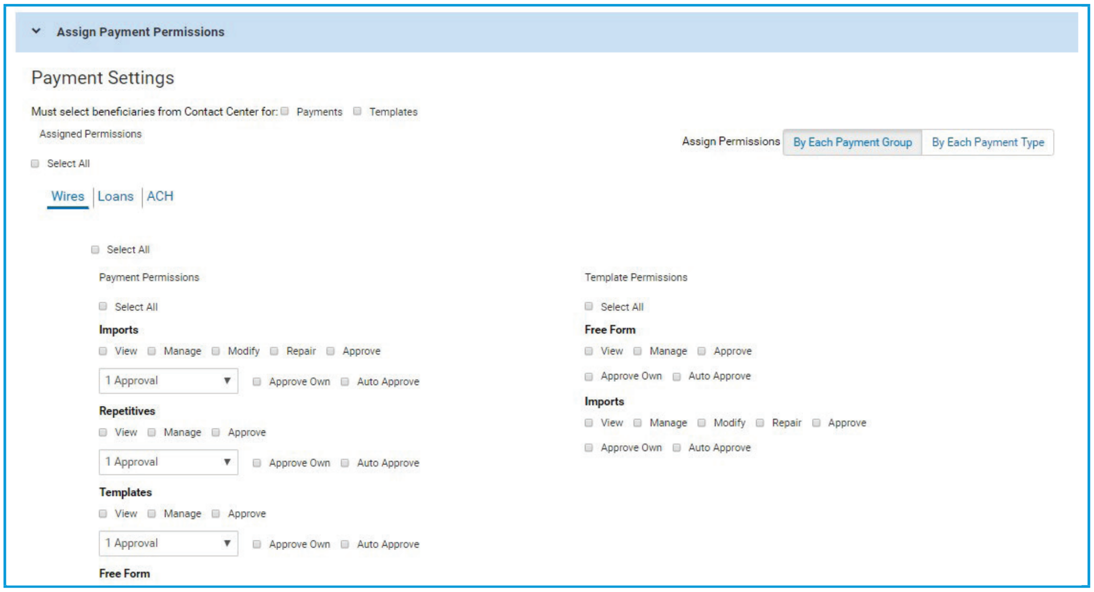
SET PERMISSIONS - STEP 2

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

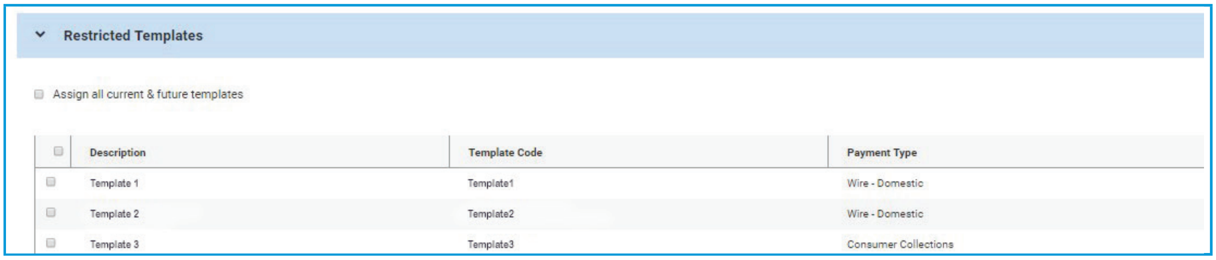


b. Assign Payment Permissions – allows the user to setup payment permissions for Wires, Transfers, Loans and ACH for View, Manage Modify, repair, Approve Own, Auto Approver and number of Approvals required.

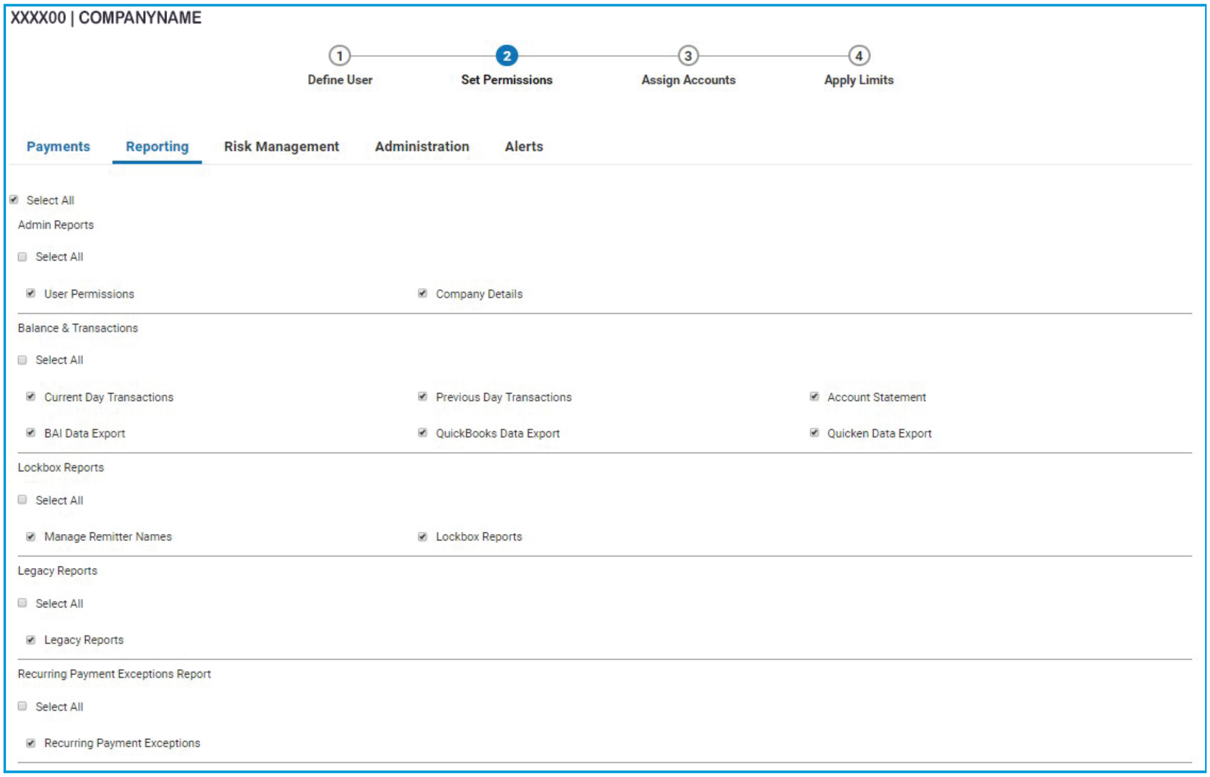


c. Restricted Templates – allows you to permit the user to any of the restricted templates that have been created. This is an optional permission. You may also select "Assign all current and future templates."

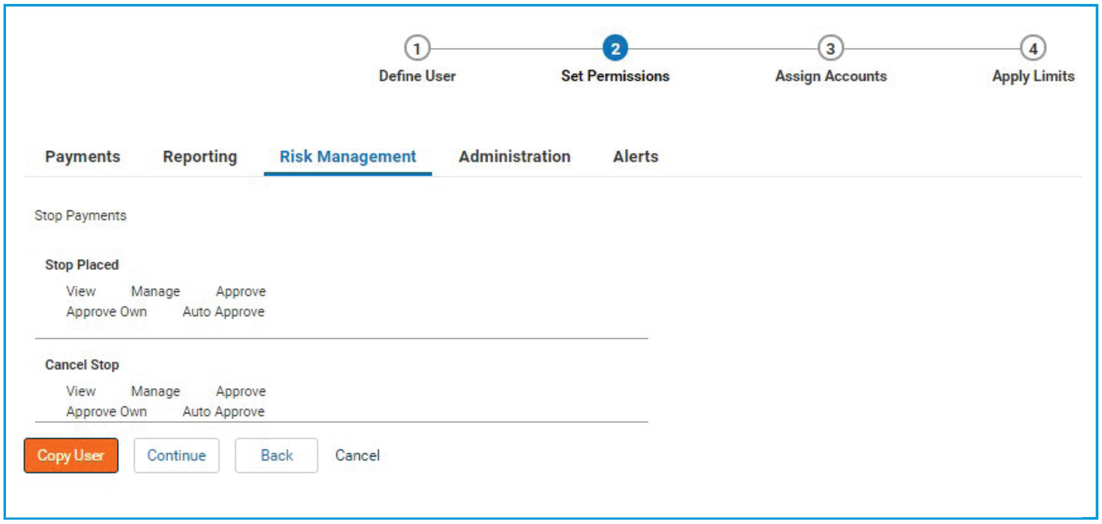
Note: *this only applies to users permitted to payments.*



2. Click On Reporting Tab
   a. **Reporting Tab** – enables you to permit the user to various types of reporting functions including: Admin Reports, Balance and Transactions, Legacy Reports, Lockbox Reports, Recurring Payment Exceptions Report, Payment Reports and Check Inquiry

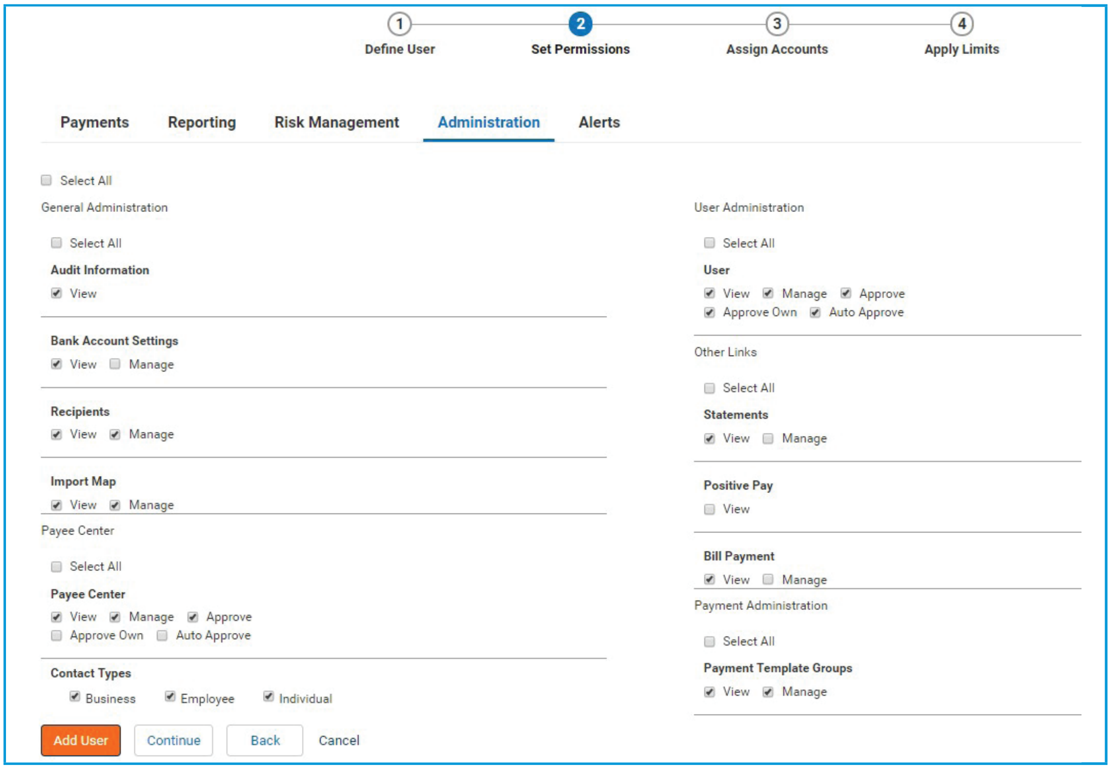


3. Click On Risk Management Tab
   a. **Risk Management** – allows you to permit the user to Stop Payments – including placing Stop Payments and Cancelling Stop Payments



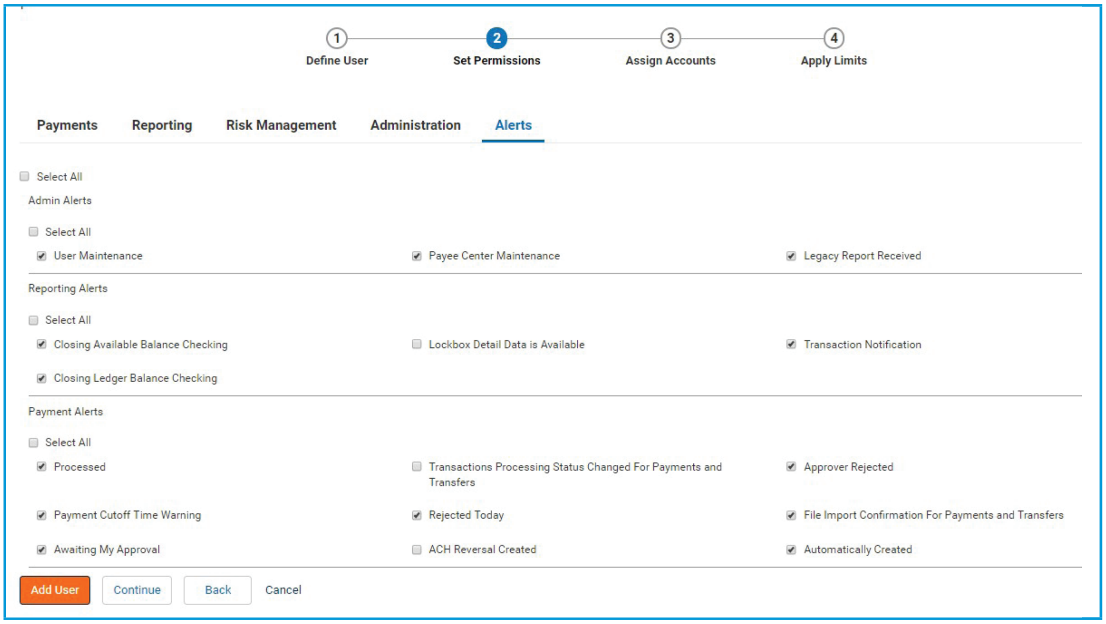
4. Click on Administration Tab

   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



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:

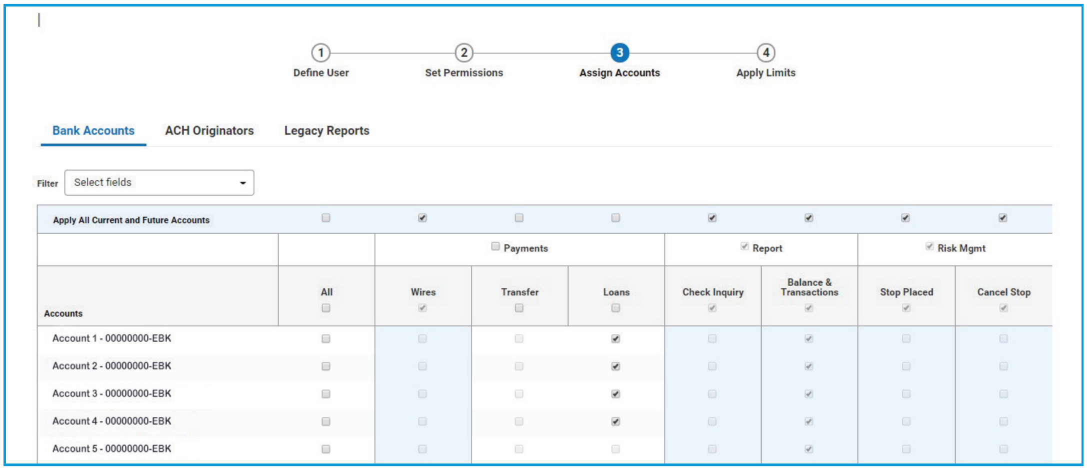
a. select all permissions for a single account with a single click

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)

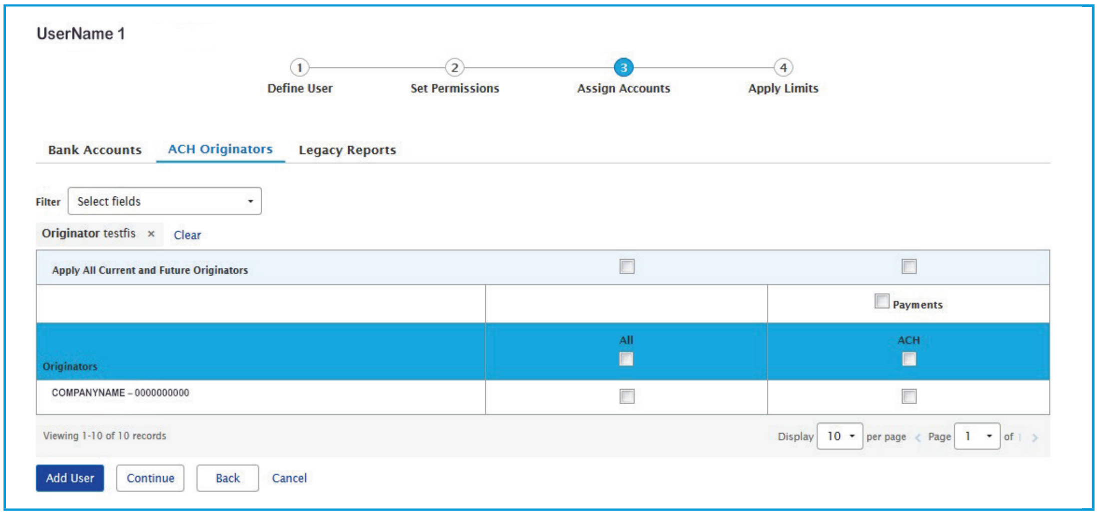
e. Select Apply All Current and Future Accounts which will assign all accounts currently enabled for that feature as well as any new accounts added to that feature in the future



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

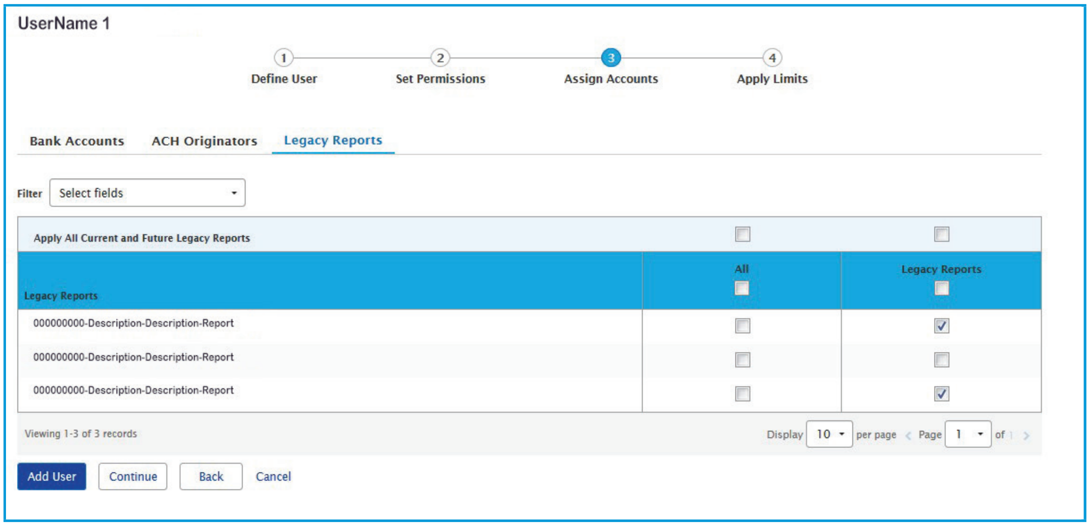


Legacy Reports

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

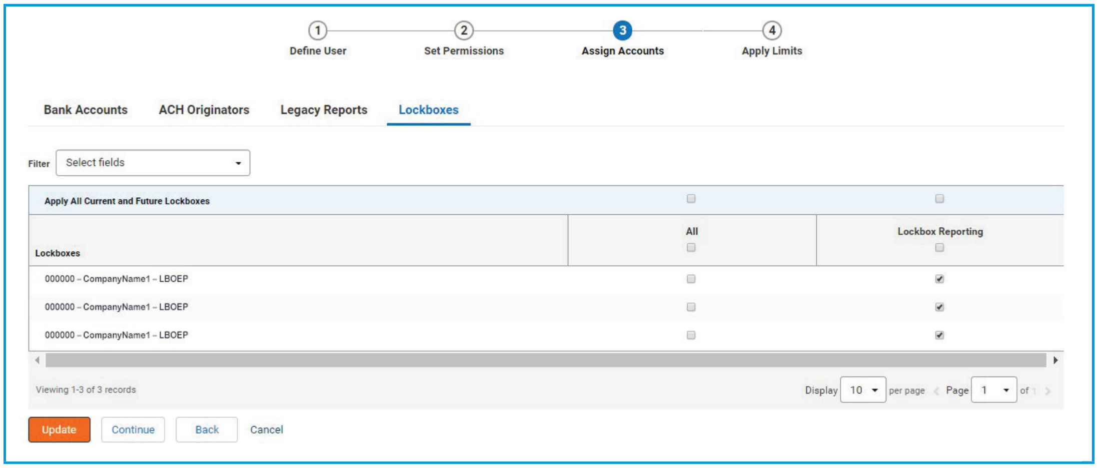
b. Select All Current and Future Accounts to assign all accounts currently enabled for that feature as well as any new accounts added to that feature in the future



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



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

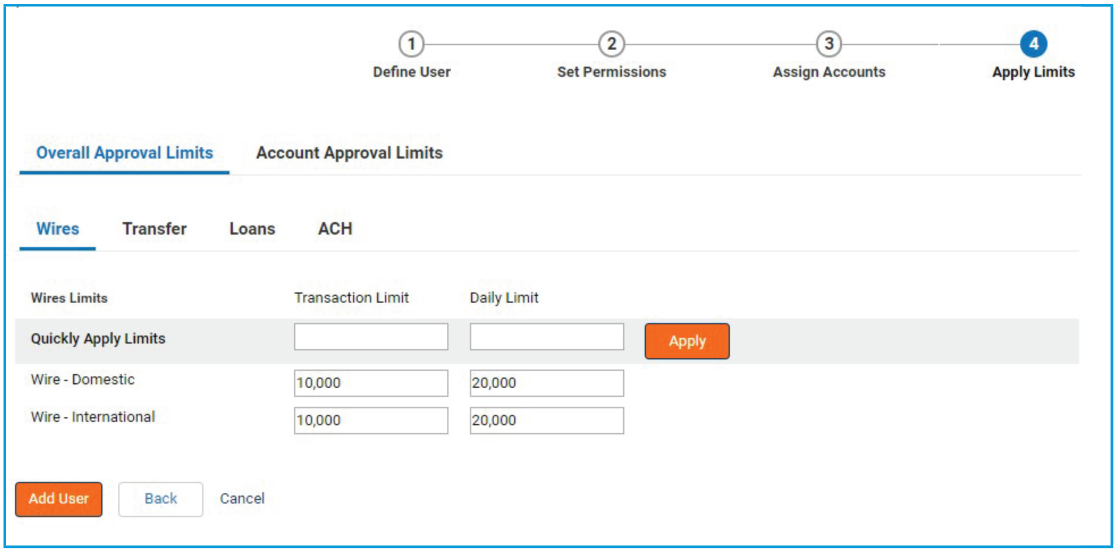
If you permitted any Payment Types in Step 2 – Set Permissions with the "Approval" action, you will now see the Apply Limits step available here in Step 4

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

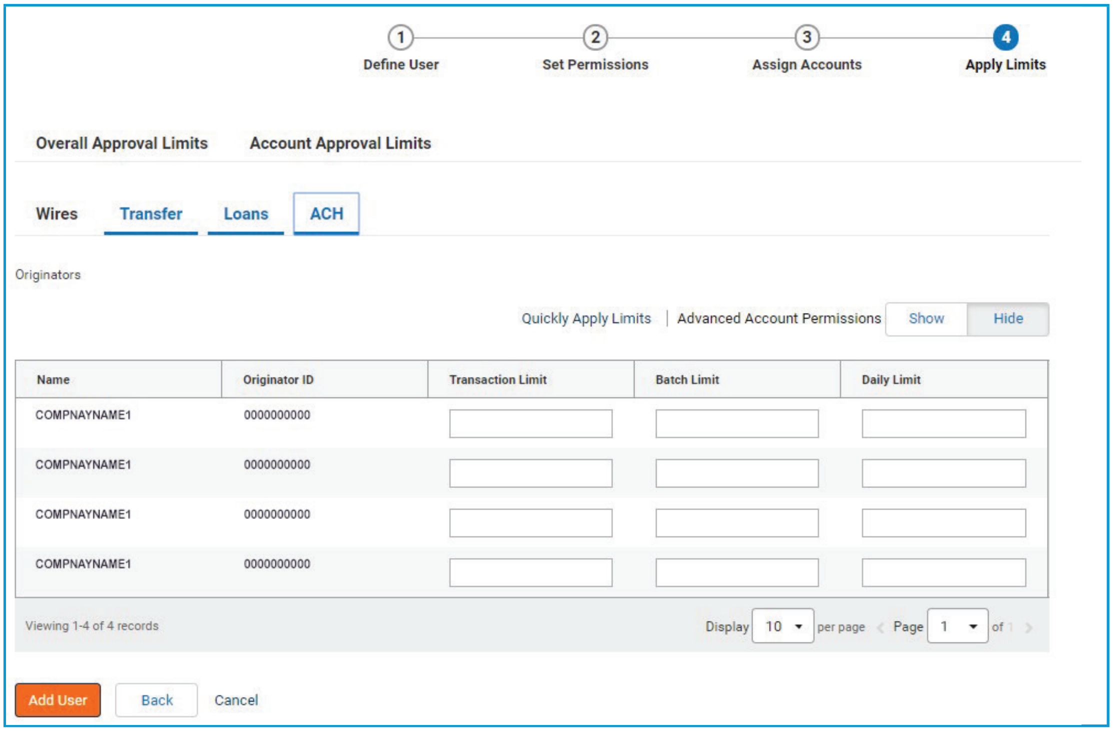
- **a.** Transaction Limits
- **b.** Daily Limit
- **c.** Batch Limits (ACH Only)
- **d.** Quick Apply Limits appears at the top of the list and allows the value you enter to populate all fields listed below



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



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.