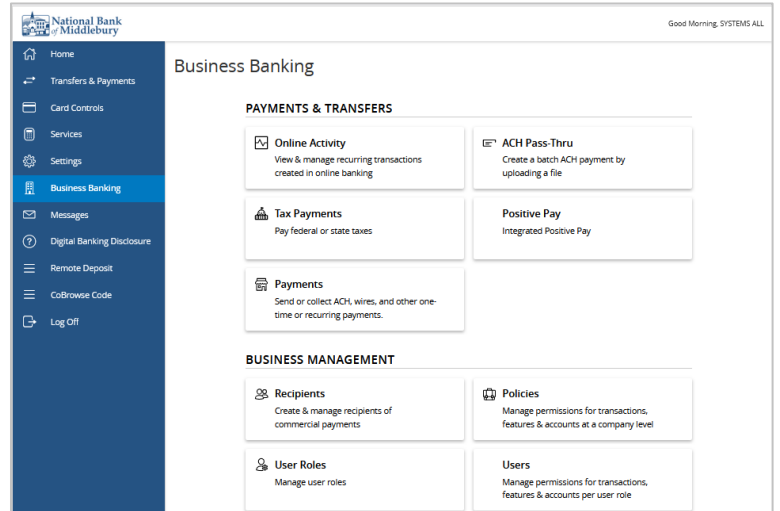


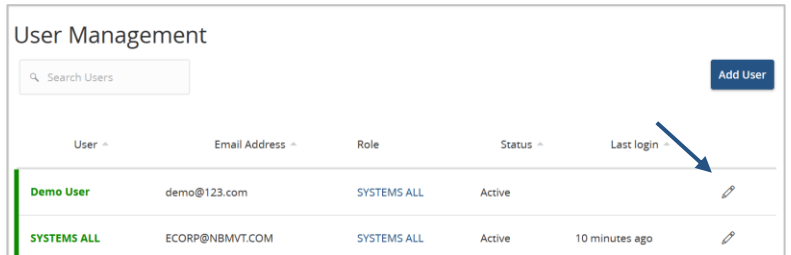
Managing Existing Online Users

1. Select 'Business Banking' menu and then select 'Users'



The screenshot shows the Business Banking interface. The left sidebar contains a menu with 'Business Banking' selected. The main area is divided into two sections: 'PAYMENTS & TRANSFERS' and 'BUSINESS MANAGEMENT'. Under 'BUSINESS MANAGEMENT', there are four options: 'Recipients', 'Policies', 'User Roles', and 'Users'. The 'Users' option is highlighted with a blue arrow.

2. Click on the pencil icon next to the user you wish to edit.



The screenshot shows the User Management interface. At the top, there is a search bar and an 'Add User' button. Below is a table with the following data:

User	Email Address	Role	Status	Last login	
Demo User	demo@123.com	SYSTEMS ALL	Active		
SYSTEMS ALL	ECORP@NBMT.COM	SYSTEMS ALL	Active	10 minutes ago	

A blue arrow points to the pencil icon next to the 'Demo User' entry.

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3. One of three update actions may be made to an existing user:
 - a. Select 'Deactivate User' to disallow a user from logging in without completely deleting the user.
 - b. Select the 'User Role' drop down menu to update the 'User Role' for a user. Click 'Update Role' upon completion.
 - c. Select the 'Delete' button to permanently delete the online user. This action cannot be undone.

NOTE: The User Role update will go into effect upon the user's subsequent log on after the change has been made.

User Details

Status: Active

Buttons: Cancel, Deactivate User

PERSONAL DETAILS

First Name: Demo	Last Name: User	Email Address: demo@123.com
Phone Country: United States	Phone: (111)111-1111	

USER ROLE [Manage User Roles](#)

Current Role: SYSTEMS ALL

Update Role

USER LOGINS

Login Name	Channel	Status	Last Logon	Actions
Demouser123	Internet	Password Change Required		[More]

Buttons: Cancel, Delete

Creating New Online Users

1. Click the 'Add User' button.

User Management

Search Users

Buttons: Add User

User	Email Address	Role	Status	Last login	Actions
Demo User	demo@123.com	SYSTEMS ALL	Active		[Edit]
SYSTEMS ALL	ECORP@NBMT.COM	SYSTEMS ALL	Active	10 minutes ago	[Edit]

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2. Complete all fields.
3. Click the 'Save New User Detail' button when done.

NOTE: Reference the User Roles setup guide for assistance with setting up a 'User Role'.

New User Details

PERSONAL DETAILS

First Name Last Name Email Address

Phone Country Phone

LOGIN DETAILS

Login ID Password Confirm Password

User Role

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