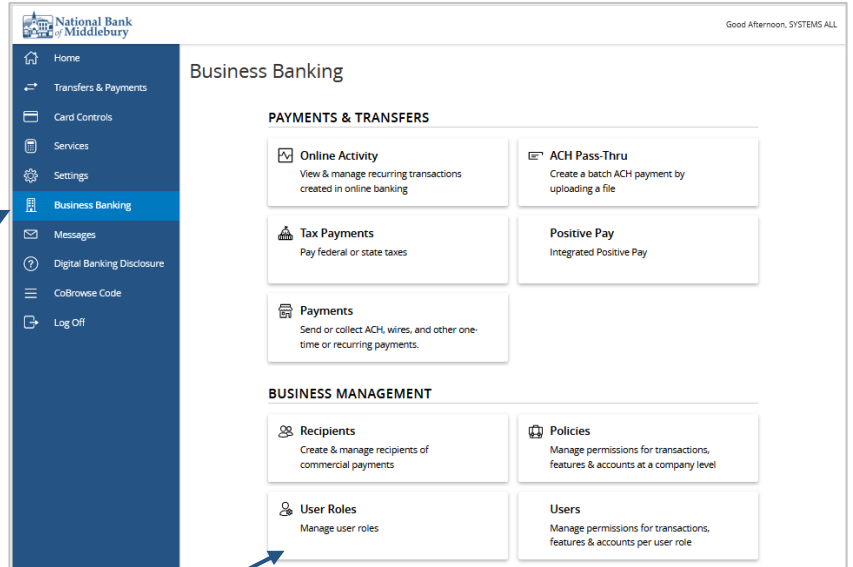


NOTE: User Roles are created to control feature entitlements and dollar limits for one or more company users.

1. Select the 'Business Banking' menu, then select 'Users Roles'.



Business Banking

PAYMENTS & TRANSFERS

- Online Activity**
View & manage recurring transactions created in online banking
- ACH Pass-Thru**
Create a batch ACH payment by uploading a file
- Tax Payments**
Pay federal or state taxes
- Positive Pay**
Integrated Positive Pay
- Payments**
Send or collect ACH, wires, and other one-time or recurring payments.

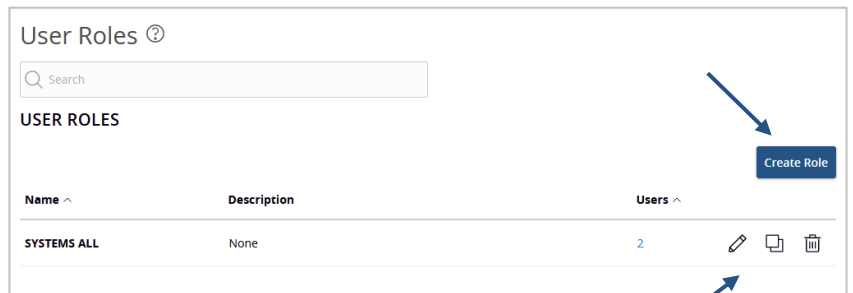
BUSINESS MANAGEMENT

- Recipients**
Create & manage recipients of commercial payments
- Policies**
Manage permissions for transactions, features & accounts at a company level
- User Roles**
Manage user roles
- Users**
Manage permissions for transactions, features & accounts per user role

2. Click on 'Create Role' to create a new user role.

NOTE: Three actions can be performed on an existing User Role.




- a) Select the pencil icon to edit the user role.
- b) Select the double paper icon to copy the user role.
- c) Select the trash bin to delete the user role.



User Roles ⓘ

Search

USER ROLES

Name ^	Description	Users ^	
SYSTEMS ALL	None	2	  

Create Role

Questions? We're here to help.
Customer Service: 877.508.8455



3. Select a transaction type that you would like to set parameters around by clicking on the transaction name.

4. Now select 'Allowed Actions'.

Approval Limits		Maximum Amount	Maximum Count
Per Transaction		\$ 50,000.00	
Daily Per Account		\$ 50,000.00	1000
Daily		\$ 50,000.00	1000

Allowed Actions

NOTE: One or multiple levels may be set up to establish general or specific user limitations.

5. To specify the allowed operation(s) for the selected transaction type, click the vertical dot icon and select 'Edit'.

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

- Show Details
- Edit
- Delete

Questions? We're here to help.
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Operations

- 6. 'Draft' allows a user to initiate a transaction.
 - 'Draft Restricted' allows a user to only access an assigned ACH or wire template. It does not allow a user to edit exiting templates or add new templates. One-time payments and recipient maintenance within existing templates are also not allowed.
 - 'Approve' allows a user to authorize a transaction.
 - 'Cancel' allows a user to cancel a drafted or authorized transaction.

Operations

Draft Draft Restricted Approve Cancel

Amount

- 7. Select the 'Any allowable amount' option or 'Specific Amount' to enter the amount for the allowed action.

Amount

Any allowable amount Specific Amount

Draft Amount: \$

Subsidiaries

- 8. Select the 'Any allowed subsidiaries' option or choose 'Select specific subsidiaries' to view the the subsidiary or subsidiaries allowed for this transaction type. This step applies only to organizations with more than one Tax ID number.

Subsidiaries

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

Accounts

- 9. Select the 'Any allowed accounts' option or choose 'Select specific accounts' to specify the account(s) allowed for this transaction type.

Accounts

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

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Draft Hours

10. The 'Draft Hours' option allows you to restrict hours and days of the week when transactions can be drafted.

11. Select 'Submit'.

Rights

12. On the Rights tab, select the appropriate right for the user role's ability to view transactions in the 'Activity Center'.

All: View transactions initiated by any user within the company

Role: View transactions initiated by users with the same role

Account: View online activity of accounts the user has access to

Own: View only your own transactions

None: Cannot view transactions

Approval Limits

13. Select the 'Approval Limits' tab to view and modify the dollar and count limits assigned by Boston Private.

14. Repeat the previous steps for each transaction type.

	Maximum Amount	Maximum Count
Per Transaction	\$ 50,000.00	
Daily Per Account	\$ 50,000.00	1000
Daily	\$ 50,000.00	1000
Monthly	\$ 50,000.00	1000

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National Bank of Middlebury

User Roles

Features

15. Select the 'Features' tab to view and modify the non-transactional features. Select features you wish to enable or disable.

Transactions Features Accounts

FEATURES ⓘ

RIGHTS

- Access to all payment templates
- Allow one-time recipients
- Can view all recipients
- Enable Centrix Positive Pay
- Manage Recipients
- Manage Users

Accounts

16. Select the 'Accounts' tab to view and modify the account entitlements by selecting the checkmark or circle with a slash under 'View', 'Deposit' or 'Withdraw'.

Transactions Features Accounts

ACCOUNTS ⓘ

Number	Name	View <input checked="" type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
*****4444	SMALL BUSINESS ADVANTAGE E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*****0001	HELOC FLEX 80	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
*****3333	SMALL BUSINESS ADVANTAGE E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
*****0001	FIXED RATE FIRST LIEN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save

17. Save the User Role by selecting the 'Save' button.

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