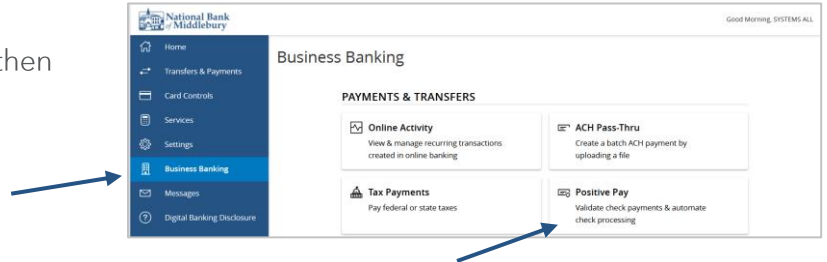




The User Setup page is used by the company administrator to manage users.

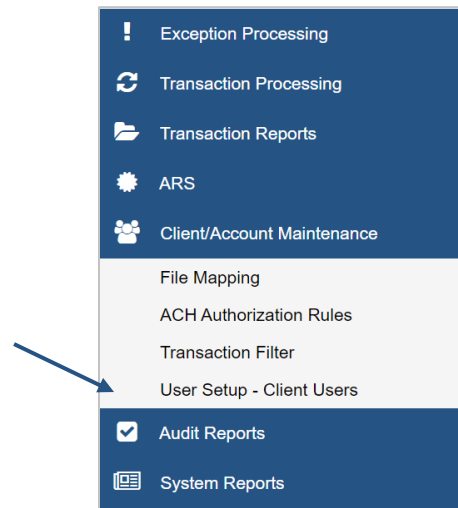
1. Select the 'Business Banking' menu and then 'Positive Pay'.



2. Click 'Launch Advanced Options' button to visit the full Positive Pay site.



3. Select the 'Client/Account Maintenance' menu then 'User Setup – Client Users'.



4. Click the 'Add New' button to set up a new user.

The screenshot shows the 'User Setup - Client Users' page. The 'Add New' button is highlighted in the bottom right corner. An arrow points from the 'Add New' button to the next screenshot.

Name	Username	Email Address	Last Logged On	Status	
DOE, JOHN	JOHNDOE	ECORP@NBMT.COM	--	Active	Edit Copy
SLL, SYSTEMS G	ALLSYSTEMSGO	ECORP@NBMT.COM	7/18/2023 12:07 PM	Active	Edit Copy
					Add New

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



5. On the 'Contact Information' tab, complete all required fields on the screen which are designated with an asterisk.

* First Name:
 Middle Initial:
 * Last Name:
 * Email Address: Exclude From Email
 Primary Phone Number:
 Secondary Phone Number:
 Mobile Number:
* Indicates required fields

6. Click on the 'Security Settings' tab.

7. Enter the user's current Business Digital Banking Login ID into the 'Username' field.

8. The 'SSO Only' field will default to Yes, so there is no need to enter a password.

9. Select the accounts in the box on the left side of the screen the user should have access to. If the user should have access to all accounts, click the 'Add All' button.

* Username:
 SSO Only:
 * Password:
 * Verify Password:
Passwords require uppercase letters, lowercase letters, numbers and special characters.
 Customer: SYSTEMS G ALL
 Account Nickname:
 Type to filter... Showing 2 of 2 Assigned
 ACCOUNT 3333
 ACCOUNT 4444

 Assign all new accounts to this user

10. Click the 'Assign all new accounts to this user' option if the user should be automatically granted access to all new accounts opened by the company.

11. Select the 'ACH Reports' in the box on the left side of the screen that the user should have access to. If the user should have access to all reports, click the 'Add All' button.

ACH Reports:
 Type to filter... Showing 0 of 0 Assigned

 Assign all new ACH reports to this user

12. Click the 'Assign all new ACH Reports to this user' option, if the user should be automatically granted access to all new reports created by the company.

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





- Click on 'Transaction Data User Rights' to expand the listing of rights available to assign to the user. Select all that apply.
- Click on 'Setup User Rights' to expand the listing of rights available to assign to the user. Select all that apply.
- Click 'User Locked' to lock the user record if the user should not be allowed to log into the system.

The screenshot shows two sections of the user setup form:

- Transaction Data User Rights:**
 - Allow user to add/edit transactions
 - Allow user to delete transactions
 - Allow user to download issued check files
 - Check Exception Type:
 - ACH Exception Type:
- Setup User Rights:**
 - Allow user to add ACH Authorization Rules in Quick Exception Processing
 - Allow user to add/edit ACH Reports
 - User Locked

* Indicates required fields

Submit

- Click on the 'Menu Settings' menu.
- Select the 'User Security Template' the user should have access to.

The screenshot shows the 'User Setup - Client Users' interface with the 'Menu Settings' tab selected. The 'User Security Template' dropdown menu is visible.

Submit

- Click on the 'System Messages' menu to designate the notifications the user should receive.
- Select an option from the drop-down menu beside 'User Notification Template' to quickly select the all email notification option.
- Click 'Submit' to complete the user setup process.

The screenshot shows the 'User Setup - Client Users' interface with the 'System Messages' tab selected. The 'User Notification Template' dropdown is set to 'All Email'. A list of messages with checkboxes for email notification is shown.

Message	Email
CLIENT - No excep	<input type="checkbox"/>
CLIENT - Exception notification	<input type="checkbox"/>
CLIENT - Reminder to process exceptions	<input type="checkbox"/>
CLIENT - Filtered / blocked transaction notification	<input type="checkbox"/>
CLIENT - Unauthorized ACH transaction notification	<input type="checkbox"/>
CLIENT - Issued file processing status	<input type="checkbox"/>
CLIENT - New ACH authorization rule added	<input checked="" type="checkbox"/>
CLIENT - New transaction filter / block added	<input type="checkbox"/>
CLIENT - ACH reporting system new file notification	<input type="checkbox"/>
CLIENT - ACH reporting file sent as email attachment	<input type="checkbox"/>

Submit

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





21. To search for an existing user, select the desired 'User Status' from the drop-down menu, then click the 'Search' button.

Name	Username	Email Address	Last Logged On	Status	
DOE, JOHN	JOHNDOE	ECORP@NBMVT.COM	--	Active	Edit Copy
SLL, SYSTEMS G	ALLSYSTEMSGO	ECORP@NBMVT.COM	7/18/2023 12:43 PM	Active	Edit Copy

22. Click the 'Edit' button to edit an existing user or 'Copy' to copy an existing user.

Name	Username	Email Address	Last Logged On	Status	
DOE, JOHN	JOHNDOE	ECORP@NBMVT.COM	--	Active	Edit Copy
SLL, SYSTEMS G	ALLSYSTEMSGO	ECORP@NBMVT.COM	7/18/2023 12:43 PM	Active	Edit Copy

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