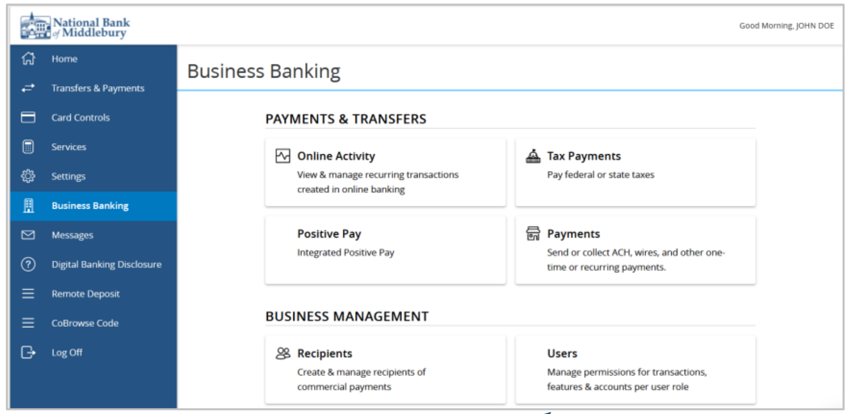
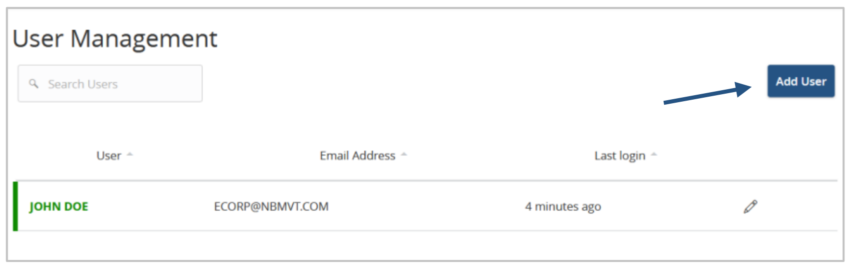
National Bank of Middlebury

Creating New Users

1. Select the ‘Business Banking’ menu and then select ‘Users’.



2. Click the ‘Add User’ button on the right side of the screen.

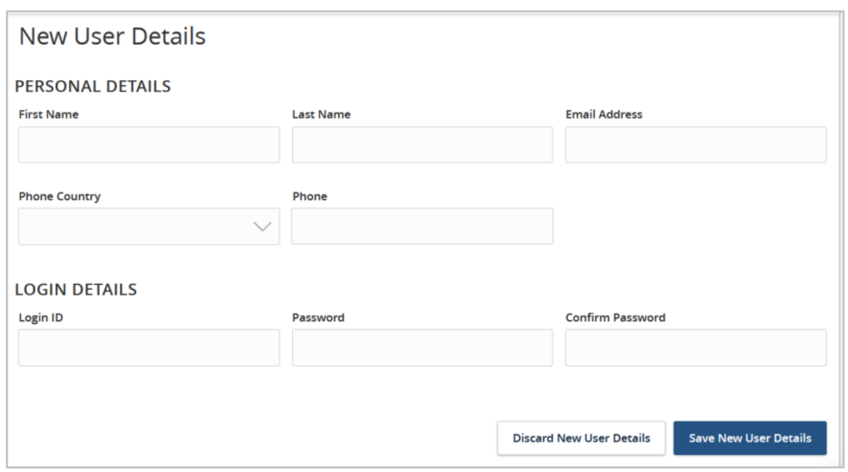


3. Enter the required fields for the new user.

NOTE: If the chosen user ID is already in use it will not allow you to save.

NOTE: User will be disabled and cannot login until the bank confirms the New User’s permissions with the company administrator.

NOTE: Password assignment is temporary. User must login and change password within 72 hours before the password expires.

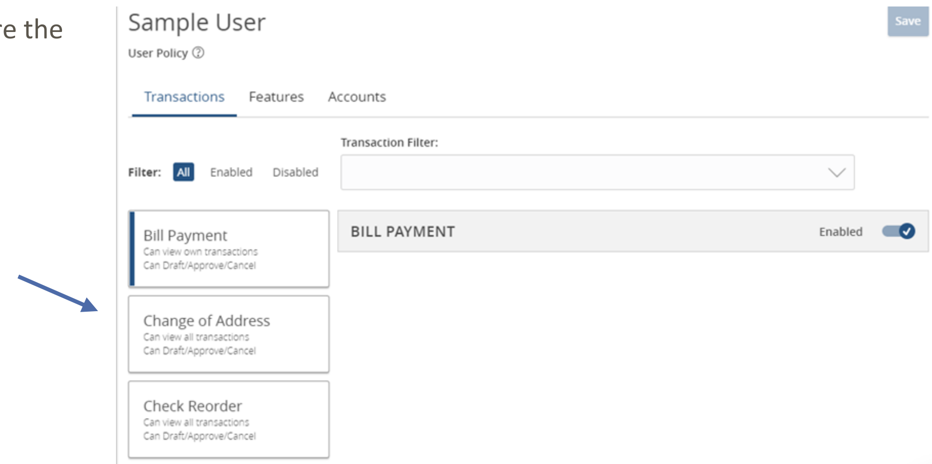


4. Click the ‘Save New User Details’ button on the bottom right-hand corner of the screen.

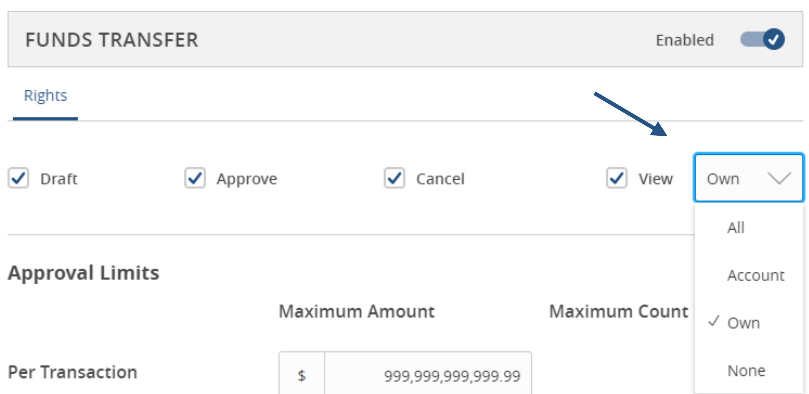
Questions? We’re here to help.
Customer Service: 877.508.8455

EQUAL HOUSING LENDER Member FDIC

5. Click on each Transaction Type to configure the user's entitlements and limits.

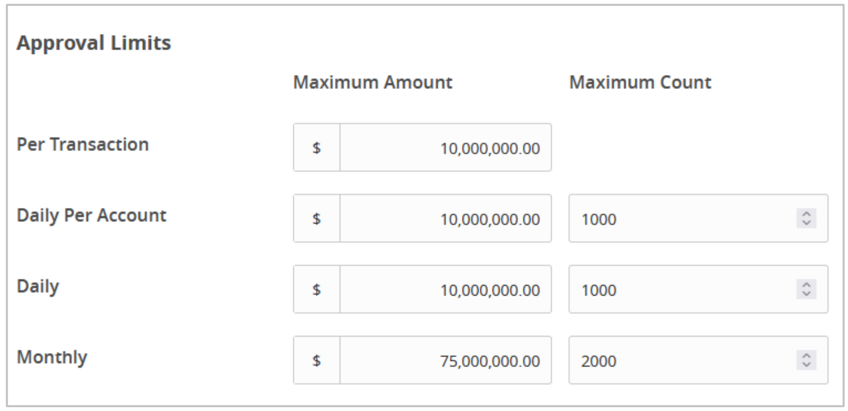


6. Click on the drop-down menu to adjust the view rights.
   a. All: Can view transactions initiated by any user within the company.
   b. Account: Can view transactions initiated within accounts the user is entitled to within digital banking
   c. Own: Can only view the user's own transactions.
   d. None: Cannot view any transactions.



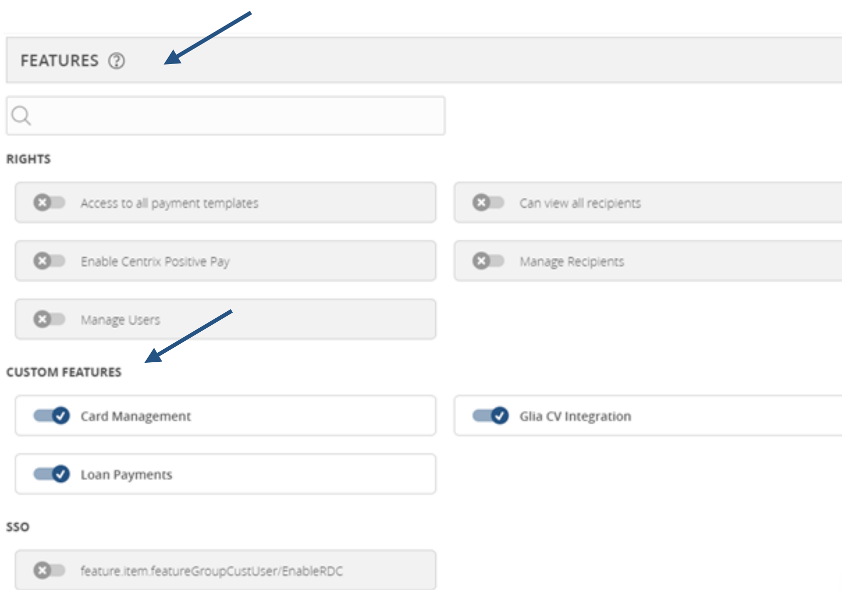
7. In the 'Approval Limits' section, enter the user's transaction dollar and count limits.

NOTE: Repeat steps 5- 8 for each transaction type.



8. Click on the 'Features' tab.

9. On the 'Features' tab, select the appropriate non-transactional features.



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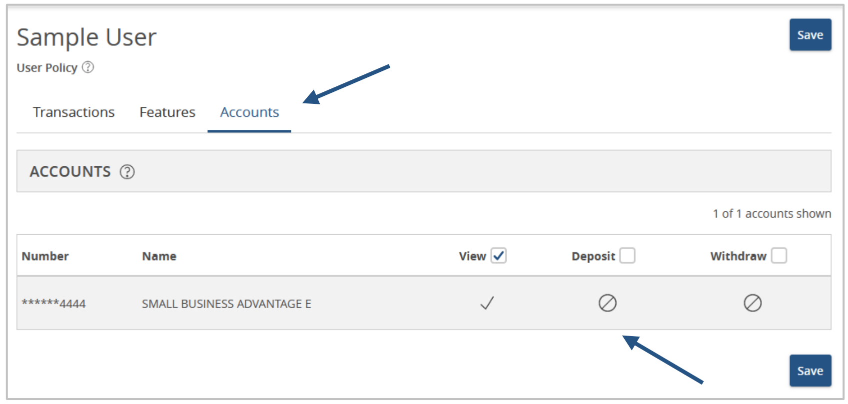
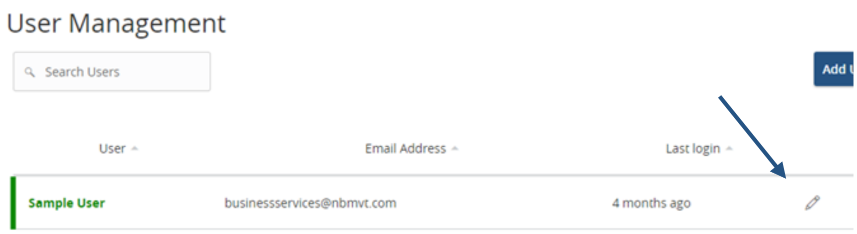
10. On the 'Accounts' tab, designate the user's account rights.
    a) Circle with a slash: Access is disabled but can be enabled.
    b) Checkmark: Access is enabled.

11. Click the 'Save' button in the top right corner of the screen.



Maintaining Existing Users

1. Click the pencil icon to edit the existing user.



2. Click on 'Assign Rights' towards the bottom right corner of the screen.

3. Follow steps 5-10 in the 'Creating New Users' section above.