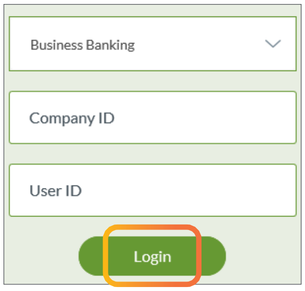
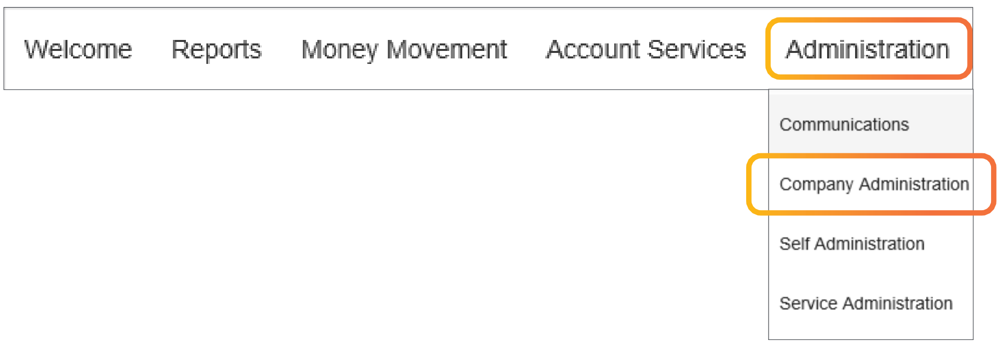
ADMINISTRATOR RESPONSIBILITIES

1. Log in to **USB Business Banking**



2. From the home page under the **Administration** tab, click **Company Administration**



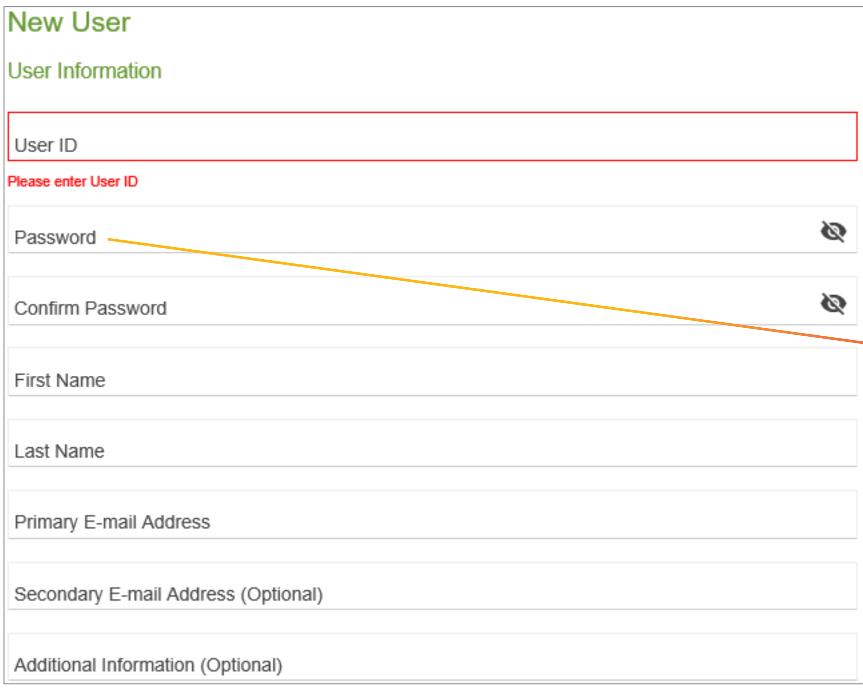
ADMINISTRATOR RESPONSIBILITIES

The **Manage Users** tab allows the **Primary User** to **Create New Users**, **Modify and Delete Existing Users**.

Creating a New User

1. Click the **Create New User** tab to **create a new user**.

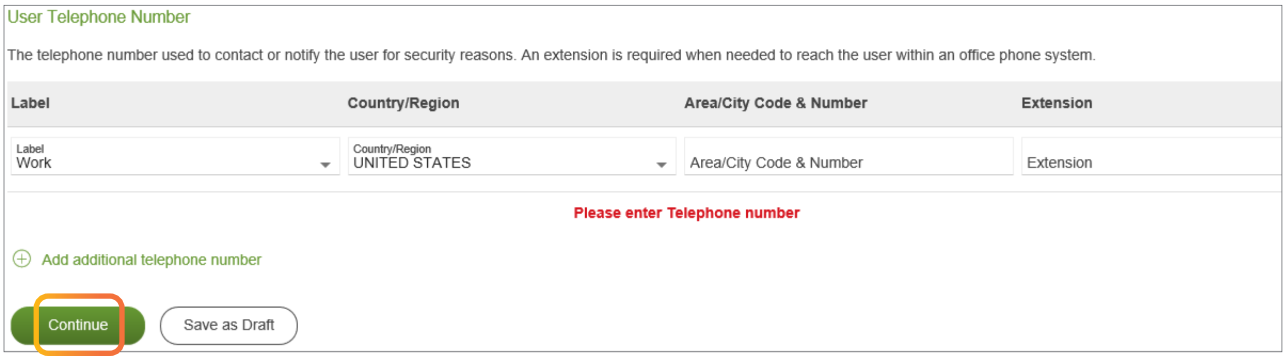
2. Complete all **New User** Information.



Password is case sensitive. User will be prompted to change this password at first log in.

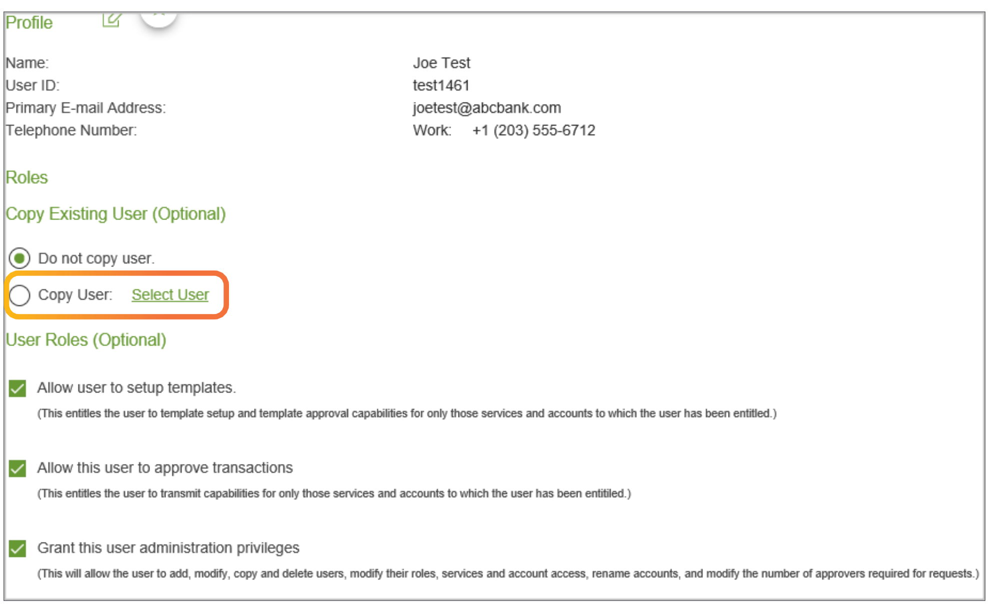
3. Enter the user's **Telephone Number** and then **Continue**.

NOTE: It is recommended to enter the user's mobile number, as it is the best contact in the event the user does not have access to their office number.



4. Review **User Profile** and assign **User Roles**. Or to **copy an existing user**, select the **copy user and then click on the select user link**.

NOTE: The roles that are selected will drive the users' responsibilities.



5. Click **Continue**.

6. Assign **Services and Accounts** by clicking the **plus sign**.

Services & Accounts (Optional)

To enable a service and assign accounts, click the appropriate link. To disable all services and accounts, click "Clear All".

0 of 33 services enabled — Clear All

Service
ACH File Upload
ACH Positive Pay
ACH Reporting
CCD Collection

7. If accounts are attached to the service, check **entitled account and/or allow transmit**.

NOTE: The **user roles** that were previously selected drive which services are permitted by the user. **Entitled Account** allows the user to upload files after upload files insert or enter transactions into the system and **Allow Transmit** allows the user to approve the transactions.

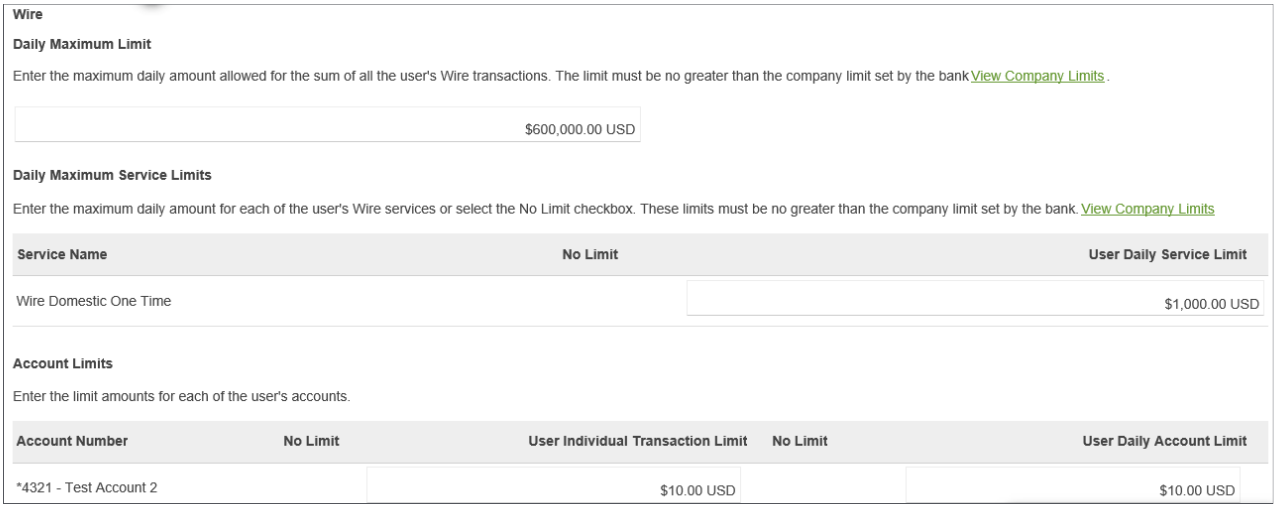
Service
ACH File Upload
ACH Positive Pay — Service enabled, accounts entitled.

Description	Account Number	TRC	Entitled Account	Allow Transmit
Test Account 1	123456789	221172241	☑	☑
Test Account 2	987654321	221172241	☑	☑
WIRE TRANSFER TEST PT 76	6693098338	221172241	☑	☐
WIRE TRANSFER TESTING PT 175	6041991870	221172241	☐	☐

8. Click **Continue**.

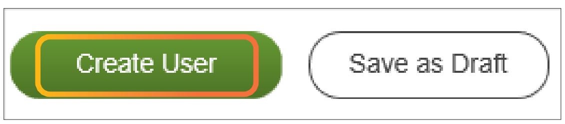
9. If a service requires individual limits to be established, the **type of service under limits** will be listed. If individual limits are not entered the company limit set at the bank level will apply. Click on **the pencil icon**.

10. Set the **limit amount** by the **service** or the **account**.



11. Click **Continue**.

12. Verify that **Profile**, **Roles**, **Services & Accounts**, **and Limits are complete**, click **Create User**.



13. A **New User Confirmation** will appear.

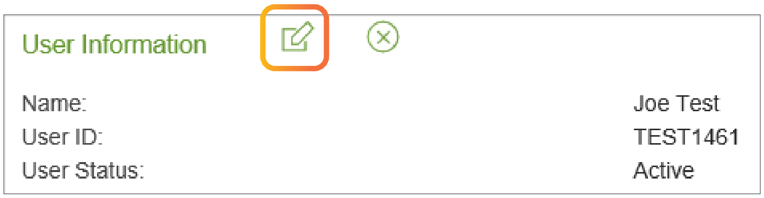
NOTE: The admin must provide the credentials to the new user after the profile has been created.

ADMINISTRATOR RESPONSIBILITIES

Manage Existing Users

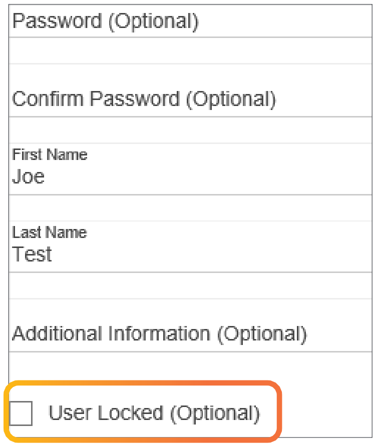
1. Select the **User ID**, click on the **link**.

2. To edit **User Information** click on the **pencil**.



3. This allows the primary user to **update/change passwords, names**, **lock and unlock a user**.

NOTE: If the User **Locked Box** is checked, uncheck the box to unlock the user. If the primary user chooses to lock out a user, the box needs to be checked.



4. Click **Save Changes**.

ADMINISTRATOR RESPONSIBILITIES

5. To **Delete** a use click on the **X**

User Information

Name: Joe Test
User ID: TEST1461
User Status: Active

6. A **notification** will pop up prompting the primary user to delete the profile.

Delete User Profile

You have requested to delete the following user. Once deleted the user cannot be recovered. Scheduled requests set up by this user will be deleted.

7. Scroll to bottom of page and click on **Delete User**.

Delete User | Do not save changes

8. The primary user will receive a **confirmation** stating the user was succesfully deleted.

The user was deleted successfully.

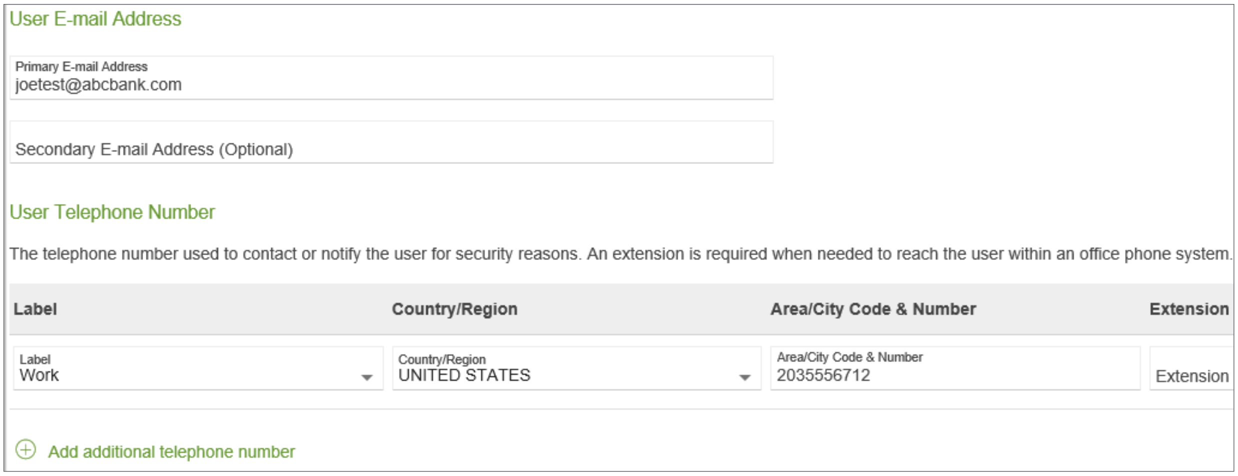
To review the approval settings, which may be impacted by this change, go to Approvals Administration

9. To edit **Contact Information** select the **pencil icon**.

Contact Information

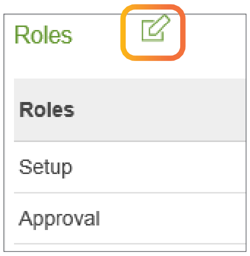
Primary E-mail Address: joetest@abcbank.com
Secondary E-mail Address: No secondary e-mail address on file
Telephone Number: Work: +1 (203) 555-6712

10. This allows the primary user to **update/change users' email address and telephone numbers**.



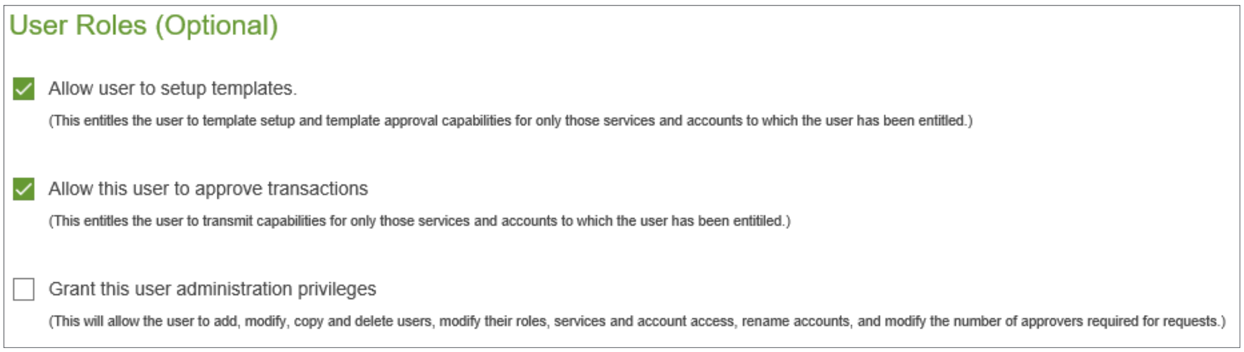
11. Click **Save Changes**.

12. To edit **Roles** click on the **pencil icon**.



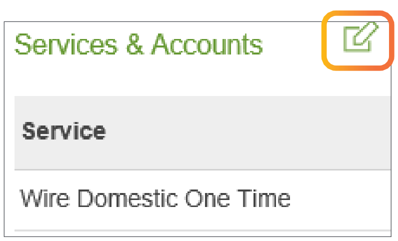
13. This allows the primary user to **change/update the users roles**.

NOTE: The role drives the users responsibilities.

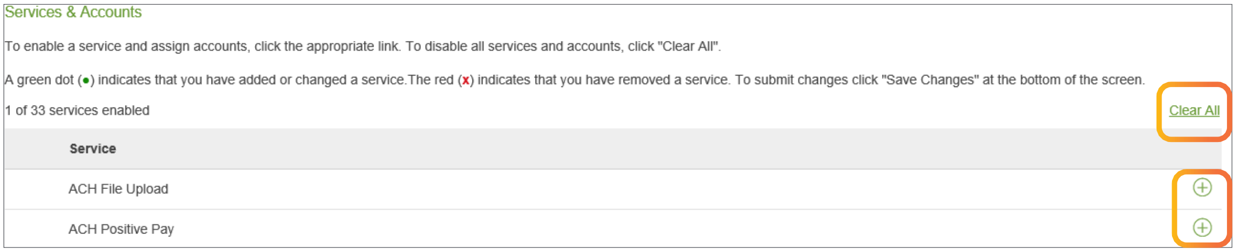


14. Click **Save Changes**.

15. To edit **Services & Accounts** click on the **pencil icon**.

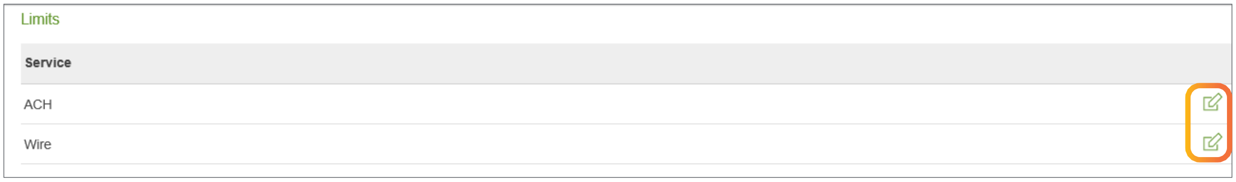


16. Click on the **plus sign** to make any **edits/changes to Services & Accounts**. The **Clear All** link disables all services and accounts.

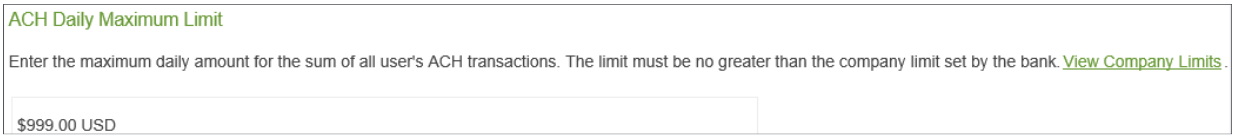


17. Click **Save Changes**.

18. To edit **Limits** click on the **pencil icon**.



19. The **primary user** can set the user's **daily maximum limit**, **but cannot be greater than the company limit set by bank**.



20. If **No Limit** box is checked, the **dollar amount** is set to the company limit. If the primary user unchecks **No Limit** box, the primary user will assign a limit for that **specific service**.

ACH Daily Maximum Service Limits

Enter the maximum daily amount for each of the user's ACH services or select the No Limit checkbox. These limits must be no greater than the company limit set by the bank. View Company Limits.

Service Name	No Limit	User Daily Service Limit
ACH File Upload	☐	0
CCD Collection	☑	
CCD Payment	☑	

21. If **No Limit** box is checked, the **dollar amount** is set to the company limit. If the primary user unchecks **No Limit** box, the primary user will assign a limit for that **specific account**.

Account Limits

Enter the limit amounts for each of the user's accounts.

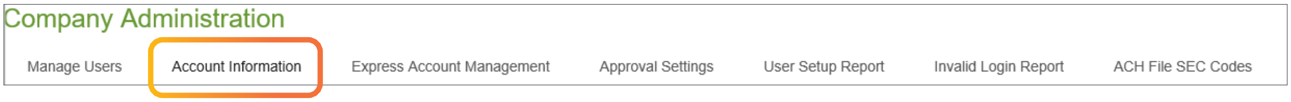
Account Number	No Limit	User Daily Account Limit
*1870 - WIRE TRANSFER TESTING PT 175	☐	0
*4321 - Test Account 2	☐	0
*6789 - Test Account 1	☑	
*8338 - WIRE TRANSFER TEST PT 76	☑	

22. Click **Save Changes**.

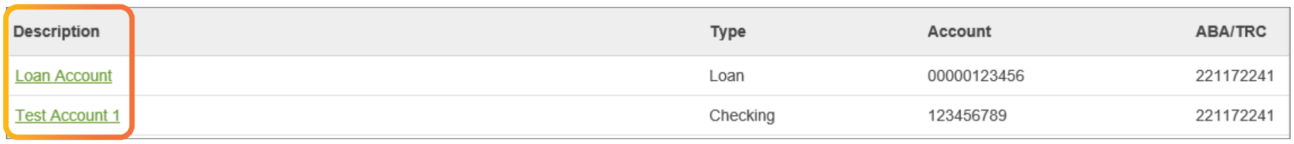
Save Changes | Do not save changes

Account Informtion tab allows the primary user to change the description of an account.

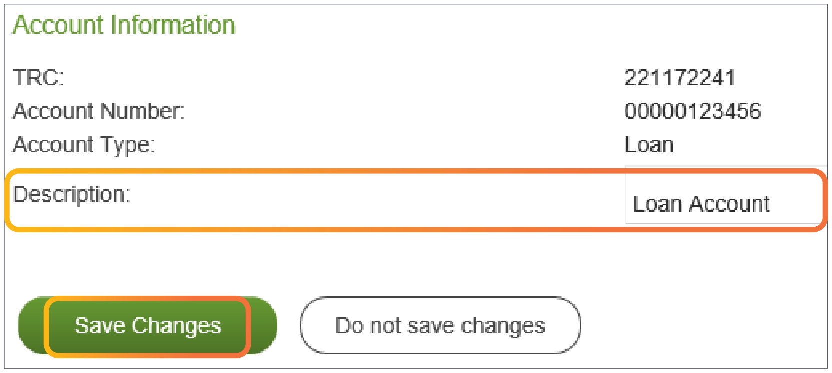
23. Click on the **Account Information tab**.



24. Under **Description**, select the **account to change**.



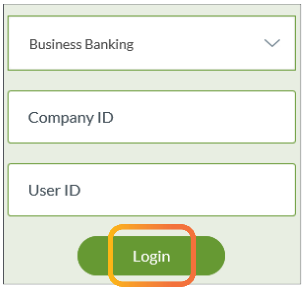
25. **Rename** the account description, click **Save Changes**.



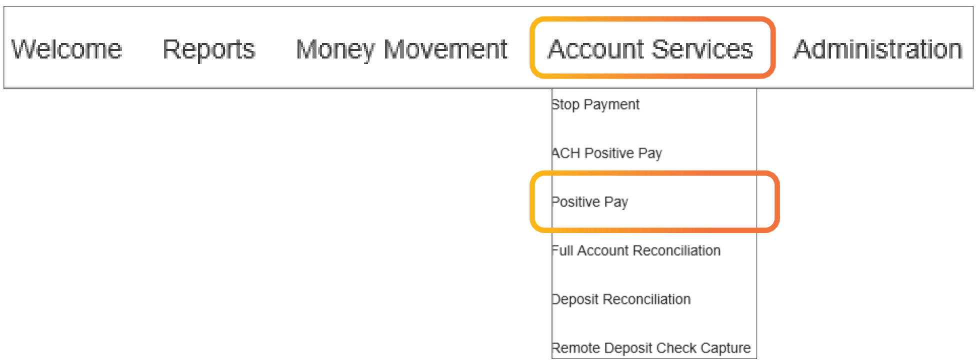
Positive Pay Set Up

Adding a File Definition. Please refer to your Check Issue File to complete the creation of the File Definition.

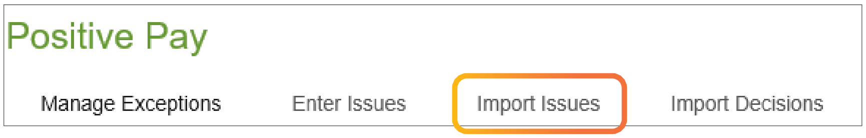
1. Log in to **USB Business Banking**



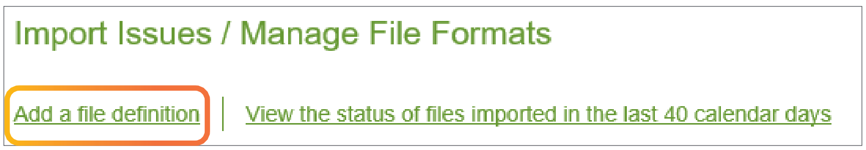
2. From the home page under the **Account Services** tab, click **Positive Pay**.



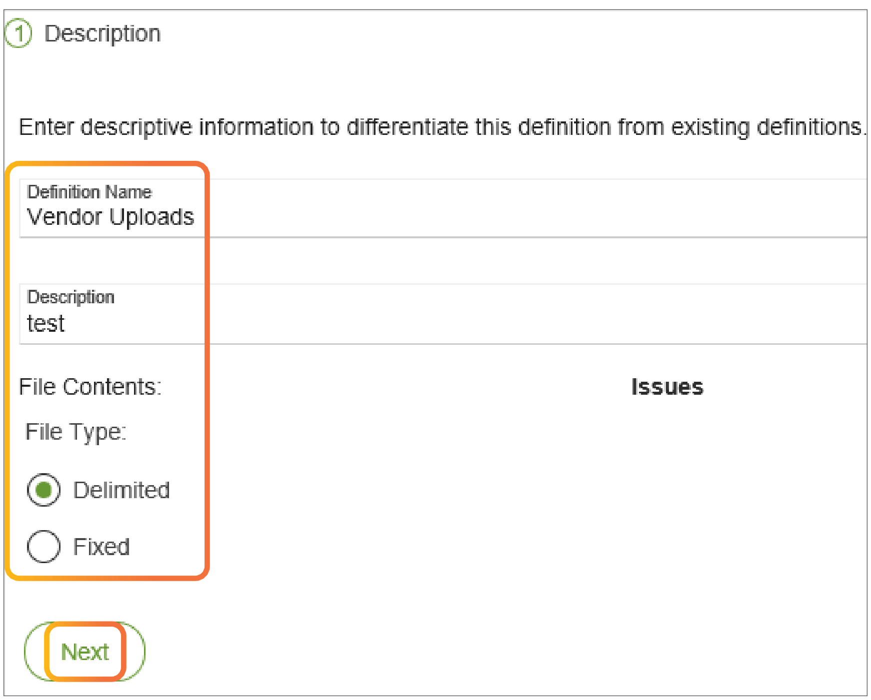
3. From the menu bar select **Import Issues**.



4. Click on the **Add a file definition** link.



5. Enter a **Definition Name and Definition Description**. Keep File Type on **Delimited**. Click **Next**.



6. Field Delimiter and **Text Qualifier** stay as is.

Field Delimiter
Comma (,)

Text Qualifier
Double Quote(")

7. Select **Decimal included**. **Please see example below from Check Issue File**.

Amount Format:

- (●) Decimal included (i.e. 123.00)
- ( ) Decimal not included (i.e. 123)

Example:

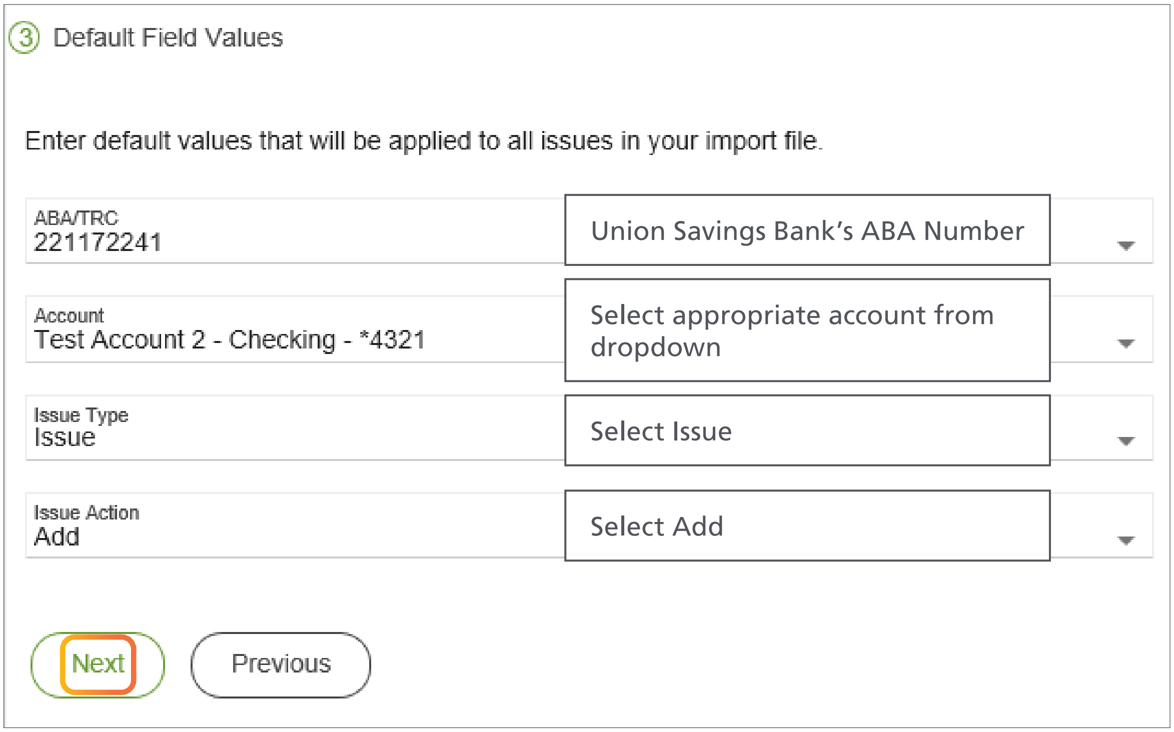
A	B	C	D
2/24/2020	5001	John Smith	$3.19
2/24/2020	5002	Mary Jones	$4.79
2/24/2020	5003	Martin Nilson	$10.00
2/24/2020	5004	Daniel Diaz	$1.50

8. Select appropriate **Date Format** from the drop down menu. Click **Next**.

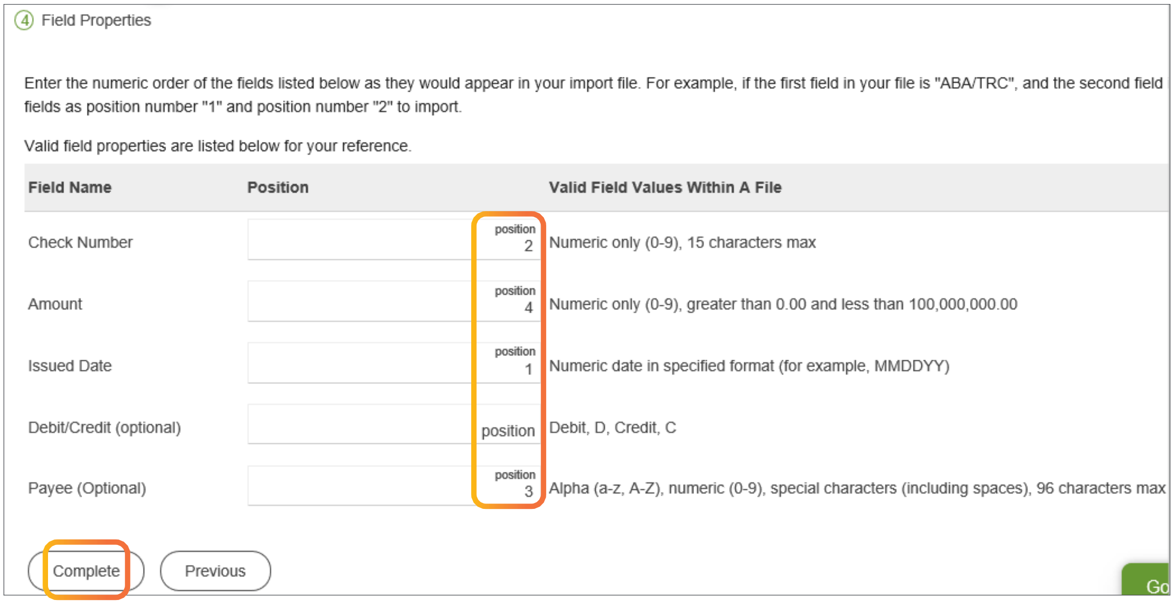
Example:

A	B	C	D
2/24/2020	5001	John Smith	$3.19
2/24/2020	5002	Mary Jones	$4.79
2/24/2020	5003	Martin Nilson	$10.00
2/24/2020	5004	Daniel Diaz	$1.50

9. Enter **Default Values**. Click **Next**.



10. Enter **Field Properties**. Also, please see below the example of **Check Issue File**. Click **Complete**.



Example:

A 1	B 2	C 3	D 4
2/24/2020	5001	John Smith	$3.19
2/24/2020	5002	Mary Jones	$4.79
2/24/2020	5003	Martin Nilson	$10.00
2/24/2020	5004	Daniel Diaz	$1.50

11. Click **Add File Definition**.

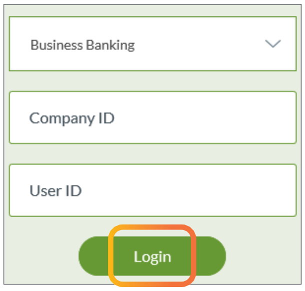
12. See Positive Pay Reference Guide on how to Upload a Check Issue File.

Remote Deposit Capture

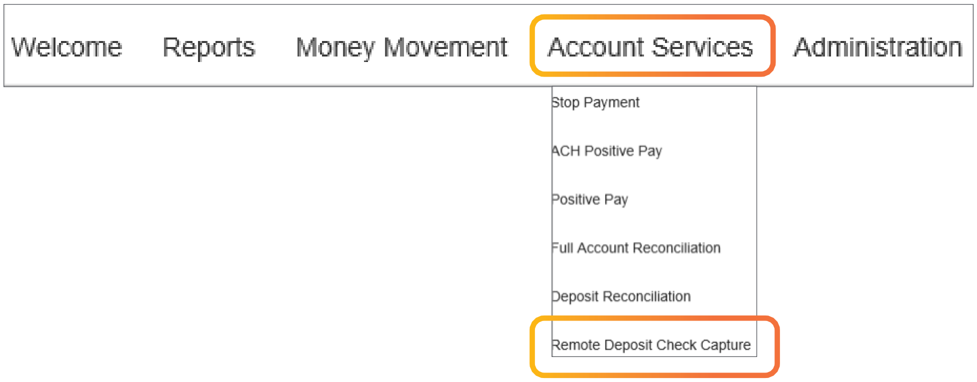
Creating, Modifying and Deleting User Profiles for Businesses Using Remote Deposit.

NOTE: A user profile needs to be created already in BEB before creating a profile in Remote Deposit

1. Log in to **USB Business Banking**

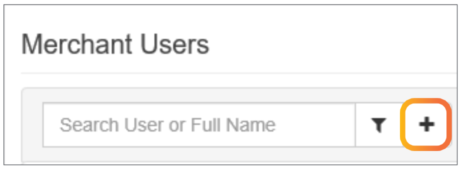


2. From the home page under the **Account Services** tab, click **Remote Deposit Check Capture**.

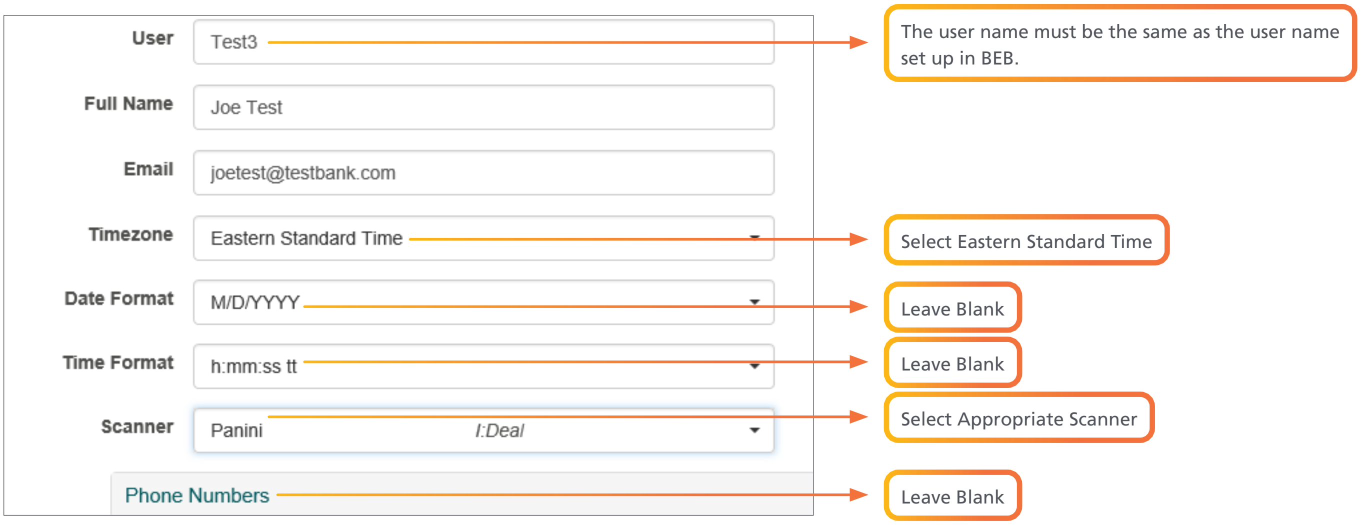


3. From the menu bar click on **Administration**.

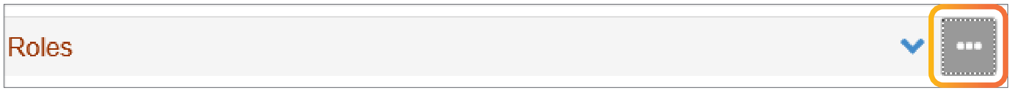
4. Click on the **plus sign to create a new user**.



5. Enter in all **required information**.

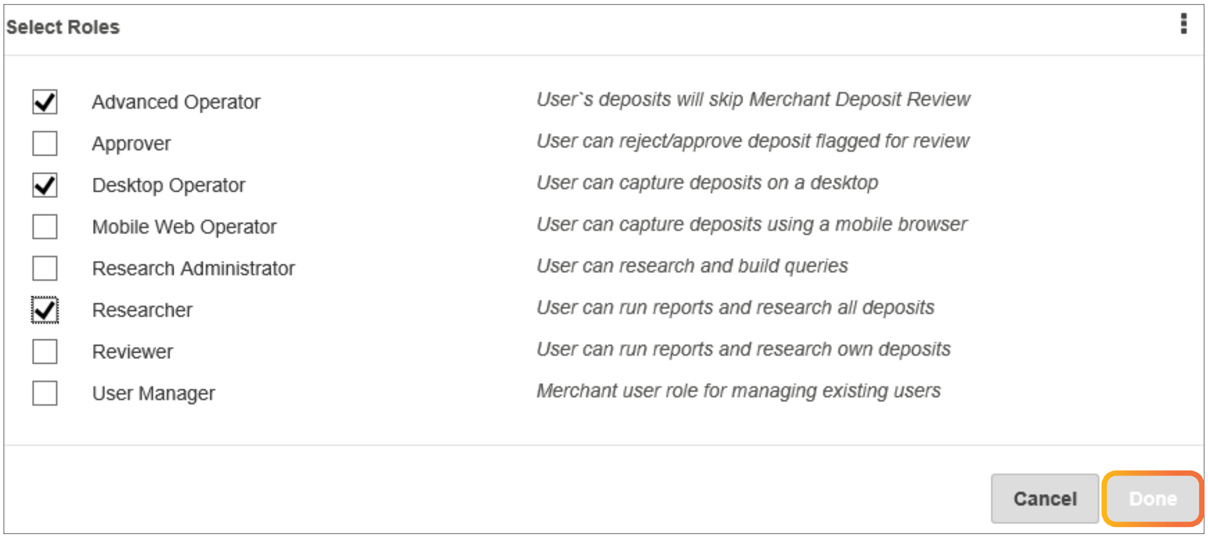


6. To assign **Roles** click on the **three dots**.

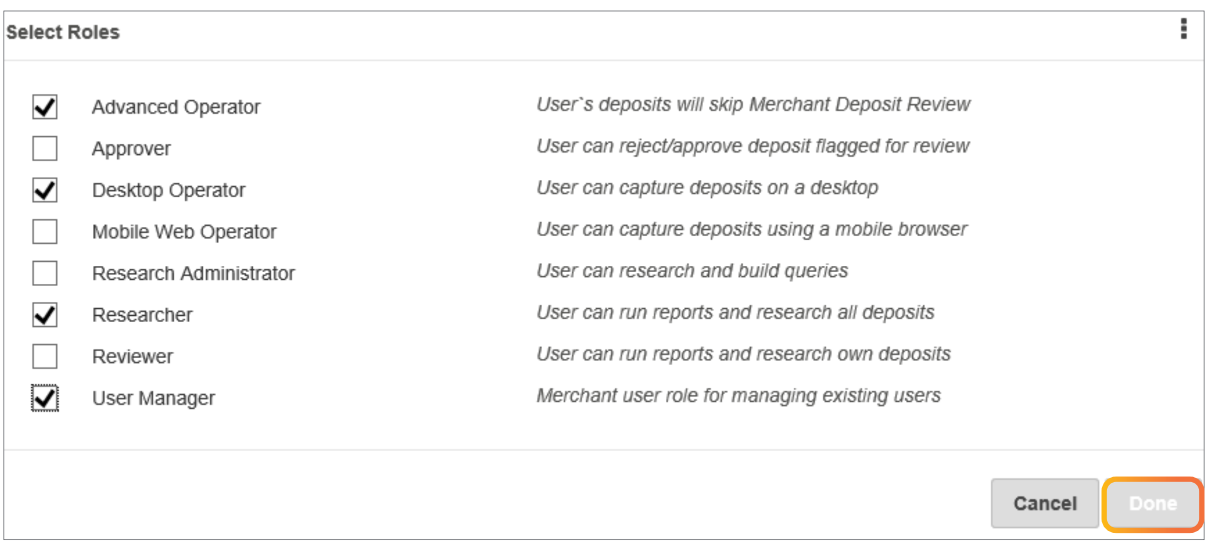


ADMINISTRATOR RESPONSIBILITIES

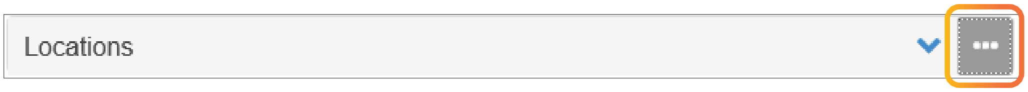
7. To assign a **Processor Role**, which allows the user to **create**, **submit and research deposits**, select the following and then click **Done**.



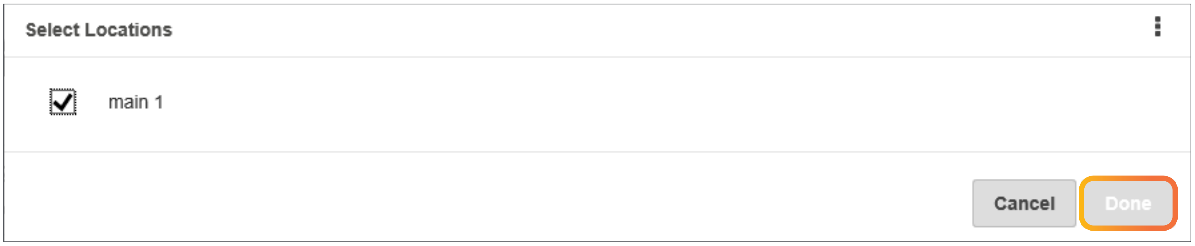
8. To assign an **Admin Role**, which allows the user to manage existing accounts, select **User Manager**. Click **Done**.



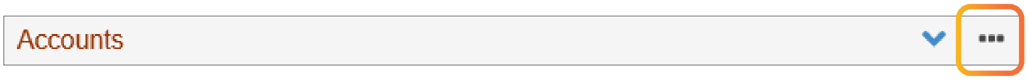
9. To assign **locations** click on the **three dots**.



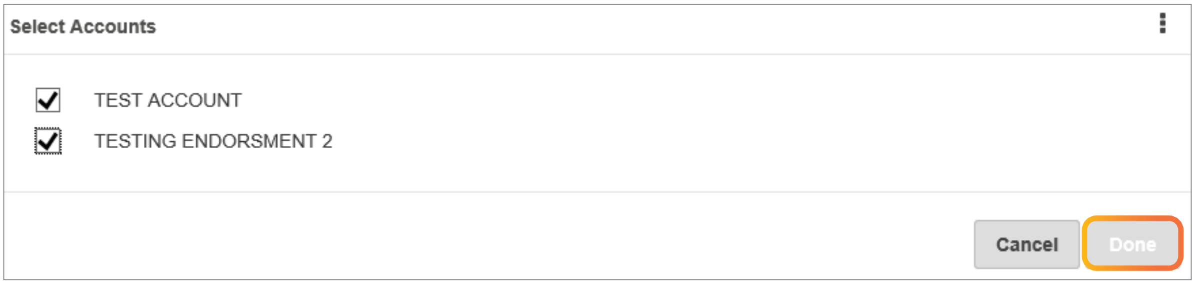
10. Select **Location**. If the company has multiple locations, select the appropriate one. Click **Done**.



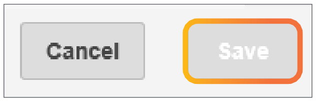
11. To assign **Accounts** click on the **three dots**.



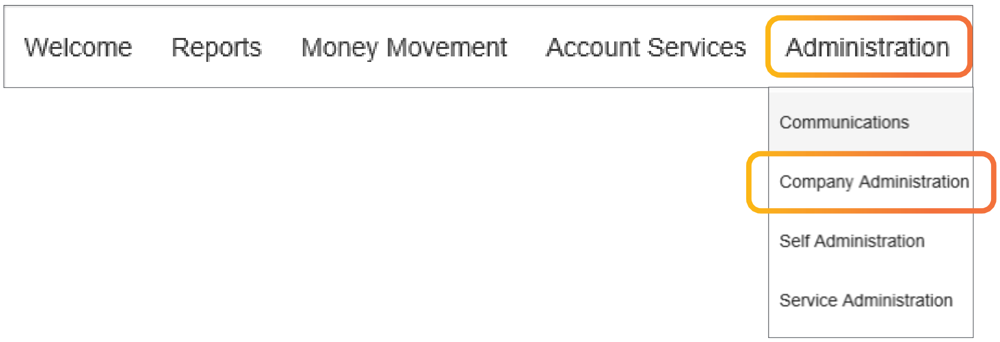
12. Select **Accounts** the primary user wishes to enable for the user. Click **Done**.



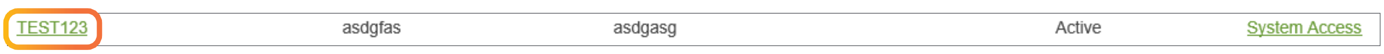
13. Click **Save**.



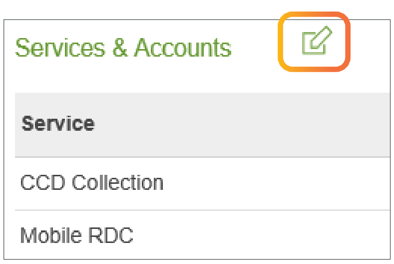
14. Go back into **BEB**. Under **Administration**, select **Company Administration**.



15. Select the the **user** that was just **created in Remote Deposit**.



16. Scroll to **Services & Accounts**, click the **pencil icon**.



17. Scroll to **Remote Deposit Check Capture**, click the **plus sign**.

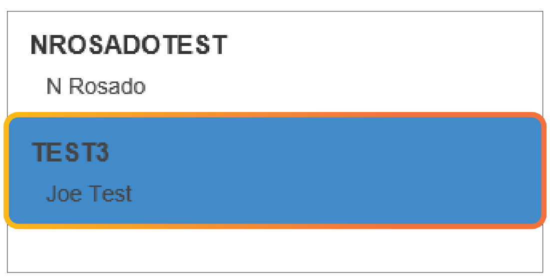
18. Click on the **pencil icon**.

19. Enter in the **User ID** that is used for **both BEB and Remote Deposit**. This will then attach both profiles together.

20. Click **Save Changes** at bottom of the page.

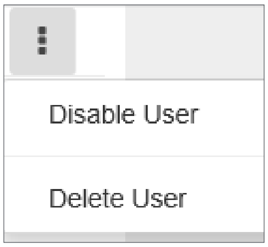
To Delete or Disable a User in Remote Deposit.

1. When in **Remote Deposit**, under **Administration** select the **merchant user**.



2. Go back up to the **top right** of the page, click on the **three dots**.

3. Select **Disable User** (locks user out) or **Delete User**.



4. **Deleting** a user will prompt the primary user to select **OK**.