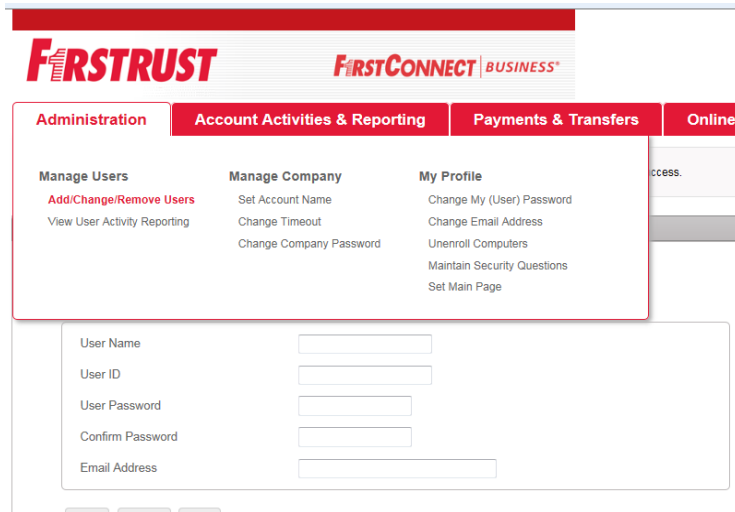


FirstConnect | Business® Managing Users

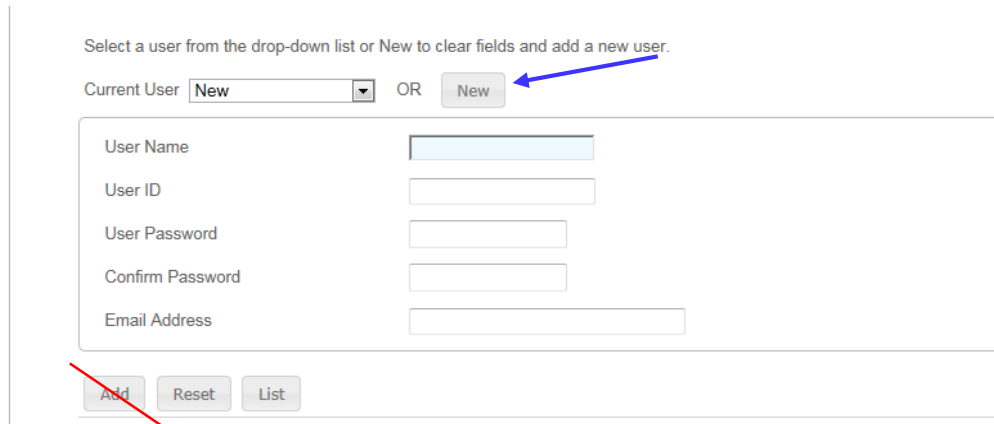
Administration Tab

1. Click on the **Administration Tab**; under **Manage Users**, select **Add/Change/Remove Users**:

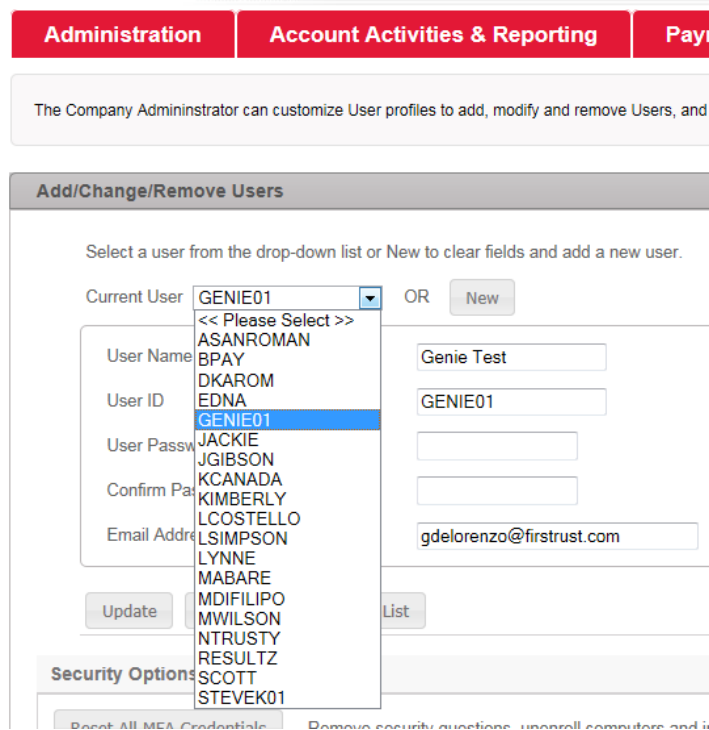


2. Select New to add a User.

3. Enter required new user data. ****Do Not Click the ADD icon at this time. (Go to Step 4)**



4. To update an existing User, select a User from the *Current User* dropdown menu:



5. Scroll down to the **Account Permissions section** and check applicable accounts and services for that User. The primary purpose of this section is to allow high-level service access to each account to a specific User. More detailed access will be granted in step 6.

**If the check box is grayed out, the service is not available to your Company.*

- Check the *Select All* box across the bottom to allow that service across all accounts
- Check the *Select All* box on the far right to allow all services on that specific account

Account Permissions for FIRSTTRUST TEST ACCOUNT								
Account Number	Account Name	Acct Rptg	Acct Transfr Cr	Acct Transfr Dr	NSF Acct Transfr	Wire Transfr	Stop Pmt	ACH
0005107683	Commercial Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0080903677	test1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0080903701	TEST11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select All		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Scroll down and assign specifics to each Service. Enter required limits for User where applicable. User Limits may not exceed the Company Limits:

Account Permissions for FIRSTRUST TEST ACCOUNT												
Account Number	Account Name	Acct Rptg	Acct Transfr Cr	Acct Transfr Dr	NSF Acct Transfr	Wire Transfr	Stop Pmt	ACH	Fed Tax Pmt	Recon Excppts	Recon Issues	All
0080903677	test1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0080903701	TEST2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select All		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Account Permissions for FIRSTRUST TEST

Account Reporting

Allow Account Reporting

Account Transfer

Allow Account Transfer

Wire Transfer

Allow Wire Transfer

Initiate Template Initiate Group

Initiate Freeform Approval

Template Maintenance Template Group Maintenance

Incoming Wires Suppress Email Approval Request

Investigation Request Suppress Incoming Email Notification

Daily Limit Transaction Limit Daily Approval Limit Transaction Approval Limit

Stop Payments

Allow Stop Payments

Stop Payments

ACH

Allow ACH

Participant Maintenance Assign Participant to Batch

ACH Approval Suppress Email Approval Request

Batch Template Maintenance Initiate Batch

Send ACH File

Daily Credit Limit Daily Debit Limit Batch Credit Limit Batch Debit Limit

Daily Approval Credit Limit Daily Approval Debit Limit Batch Approval Credit Limit Batch Approval Debit Limit

Federal Tax Payments

Allow Federal Tax Payments

Federal Tax Payments Federal Tax Payments Approval

Suppress Email Approval Request

Daily Limit Transaction Limit Daily Approval Limit Transaction Approval Limit

Additional Services

Bill Pay Positive Pay

Electronic Check Recovery Secure Support

Online Statements

Services must be checked under Account Permissions, and in each Service Section.

7. Click on ADD for New Users. Current Users may be updated or deleted. Available options depend on the type: Step 2 to add a User, or Step 4 to update a User:

