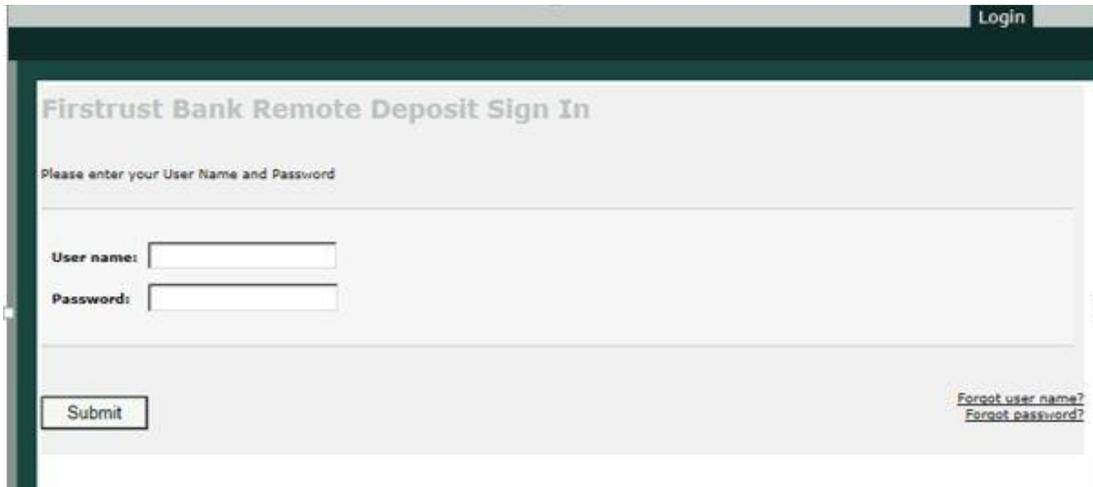


ReadyDeposit Portal for Company Administrator(s)

This is the portal for Admins to set up Users, Assign Roles and Privileges, Update User Status and Change/Update Passwords.

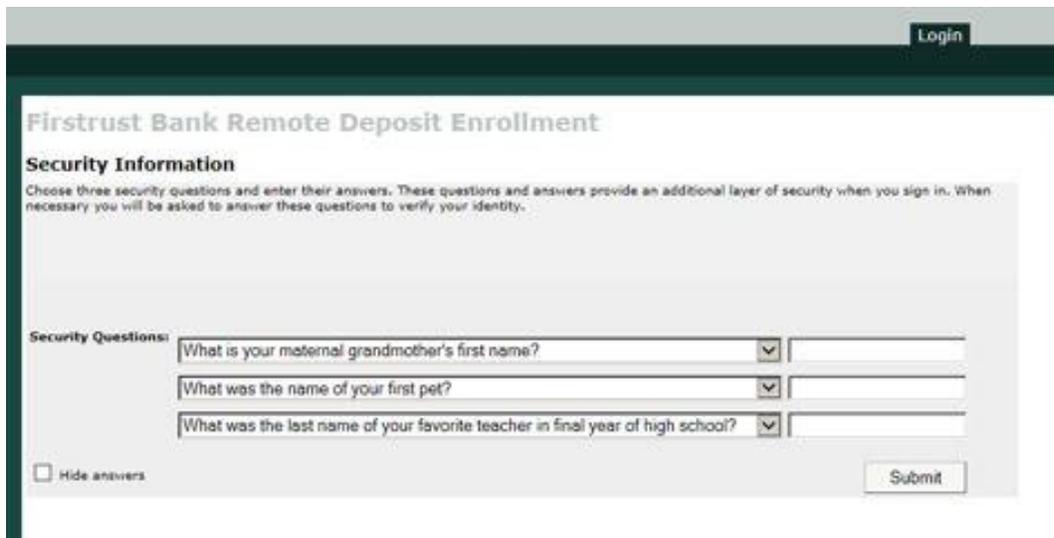
<https://firsttrustbank.bankserv.com/useradmin>

Login using the User name and Password provided in your Welcome Letter.

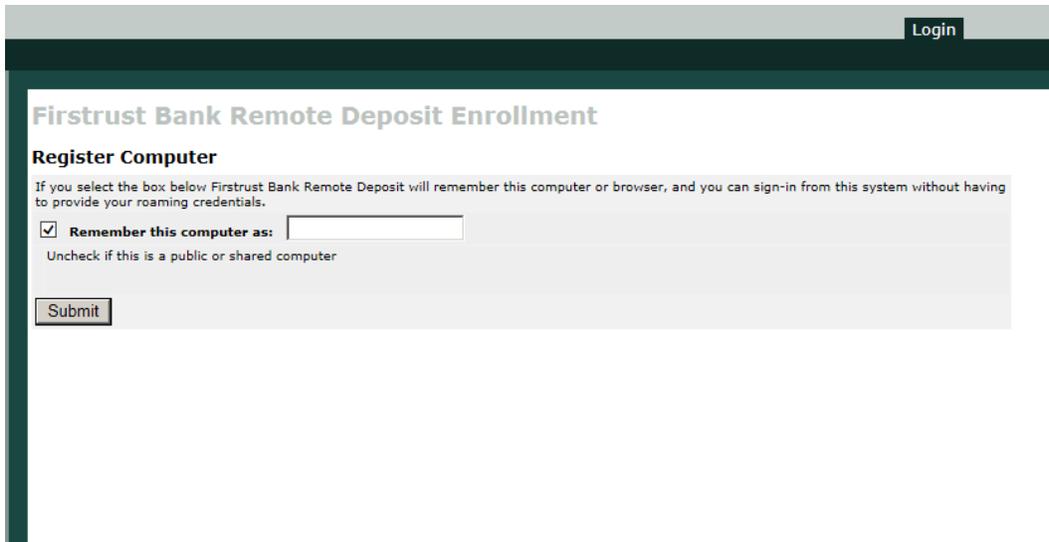


The first time you login, you will be required to answer security questions to begin the Enrollment process. Click on Enroll.

After selecting the Security Questions, click Submit.

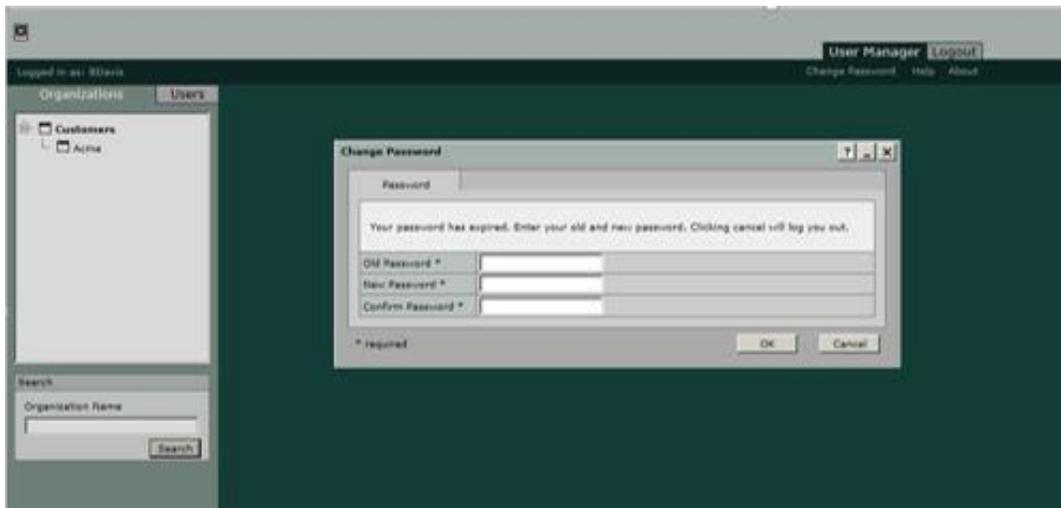


Next, the computer will need to be registered. You can keep the box checked and enter how you want it remembered or uncheck the box if it is a public or shared computer.



The screenshot shows a web browser window with a dark green header containing a "Login" button. The main content area is titled "Firsttrust Bank Remote Deposit Enrollment" and "Register Computer". Below the title, there is a paragraph of text: "If you select the box below Firsttrust Bank Remote Deposit will remember this computer or browser, and you can sign-in from this system without having to provide your roaming credentials." Below this text is a checkbox labeled "Remember this computer as:" which is checked, followed by an empty text input field. Underneath the input field is the instruction "Uncheck if this is a public or shared computer". At the bottom of the form is a "Submit" button.

This is the screen to change your password. Enter your old password, new password and confirm the new password.



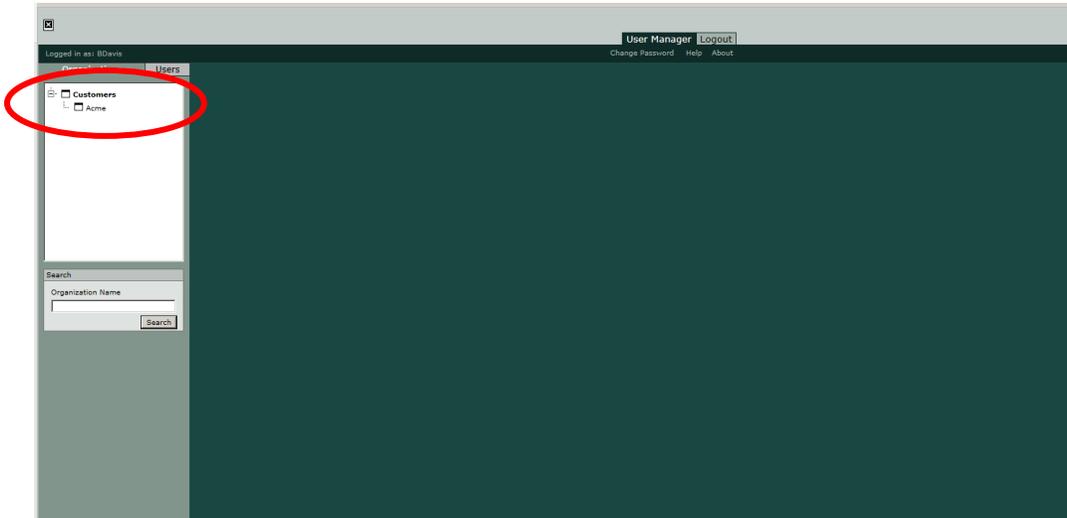
The screenshot shows a web browser window with a dark green header containing "User Manager" and "Logout" buttons. The main content area is titled "Change Password" and contains a message: "Your password has expired. Enter your old and new password. Clicking cancel will log you out." Below the message are three input fields labeled "Old Password *", "New Password *", and "Confirm Password *". At the bottom of the dialog box are "OK" and "Cancel" buttons. A small asterisk with the text "* required" is located below the input fields. On the left side of the browser window, there is a sidebar with "Organizations" and "Users" tabs, a search bar, and a list of organizations including "Customers" and "Acme".

After changing your password, this screen will appear. On the left, there are two tabs:

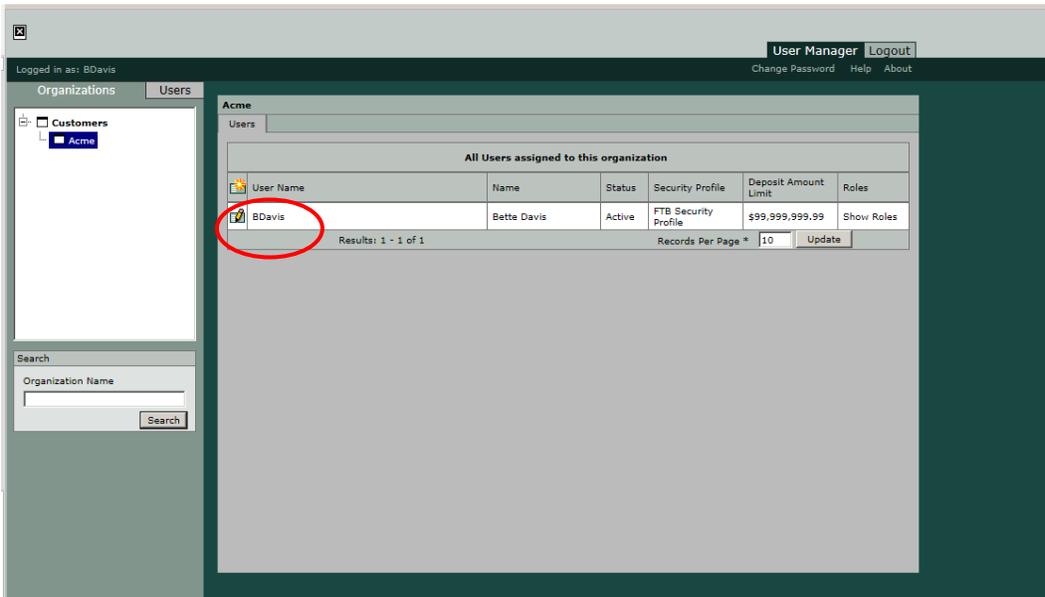
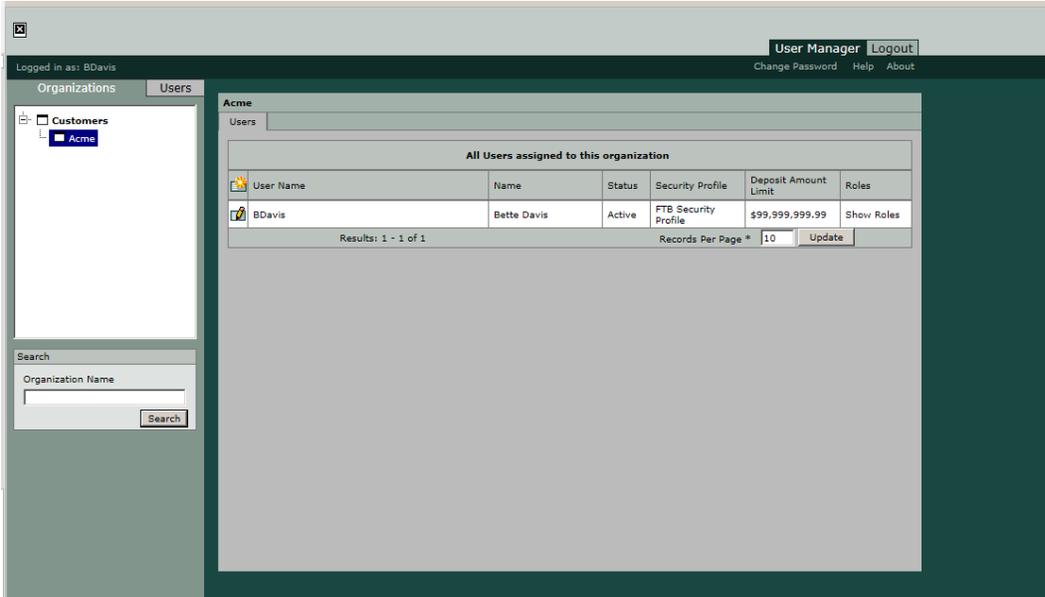
Tab 1: Organizations – Allows you to search for and select an organization. It will contain a list of organizations existing in your system.

Tab 2: Users - Allows you to search for and select a user or to create a new user.

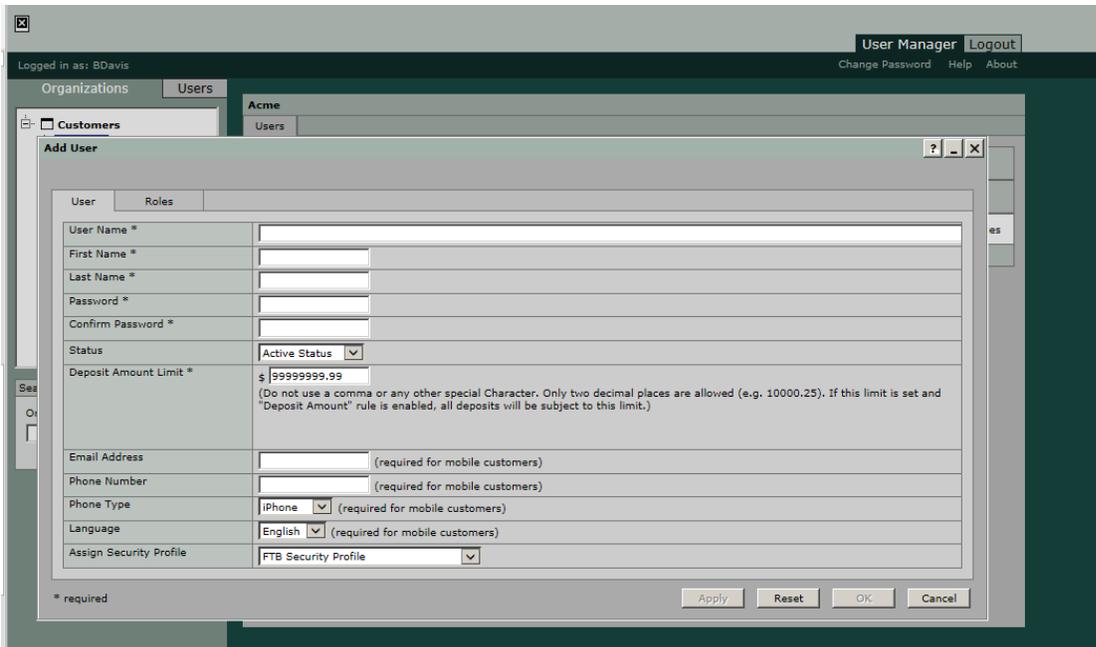
Click on your Company name on the left hand side.



You will see your User Name appear in the green area to the right. The pencil icon is for editing. The sunburst icon is for adding. You can create a user by clicking on the sunburst icon or by clicking on the Users tab and clicking New User.



This screen will appear whichever option you choose. Complete all the fields with an * and click OK.



Logged in as: BDavis

User Manager Logout

Change Password Help About

Organizations Users

Acme

Customers Users

Add User

User Roles

User Name *

First Name *

Last Name *

Password *

Confirm Password *

Status Active Status

Deposit Amount Limit * \$99999999.99
(Do not use a comma or any other special Character. Only two decimal places are allowed (e.g. 10000.25). If this limit is set and "Deposit Amount" rule is enabled, all deposits will be subject to this limit.)

Email Address (required for mobile customers)

Phone Number (required for mobile customers)

Phone Type iPhone (required for mobile customers)

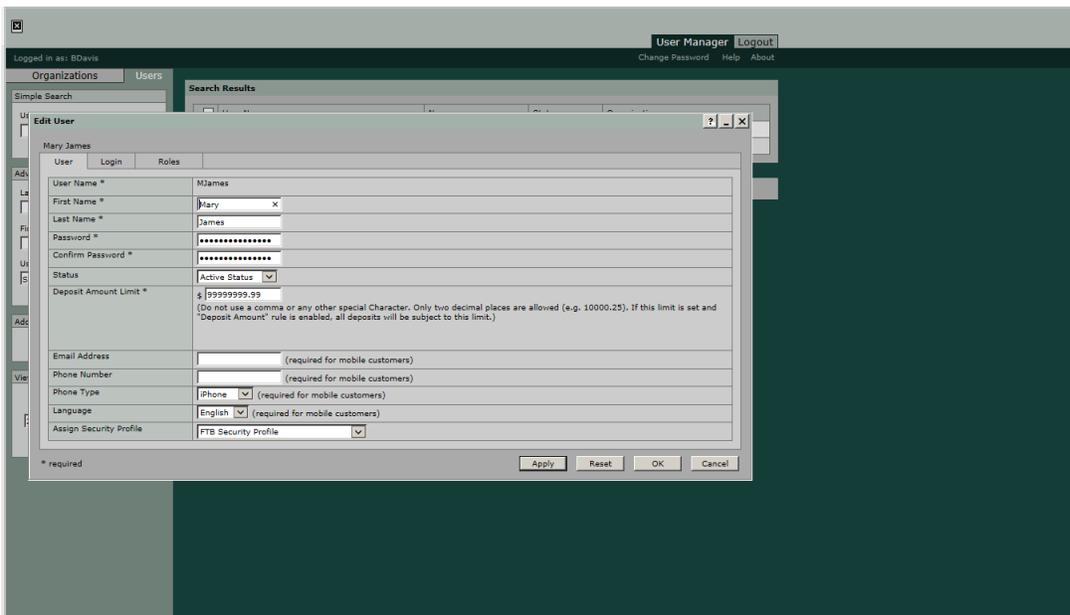
Language English (required for mobile customers)

Assign Security Profile FTB Security Profile

* required

Apply Reset OK Cancel

The Deposit Amount Limit will always default to 99999999.99. Do not change. It does not play a role in a user setup. The email address and phone number are not required fields.



Logged in as: BDavis

User Manager Logout

Change Password Help About

Organizations Users

Search Results

Simple Search

Edit User

Mary James

User Login Roles

User Name * MJames

First Name * Mary

Last Name * James

Password *

Confirm Password *

Status Active Status

Deposit Amount Limit * \$99999999.99
(Do not use a comma or any other special Character. Only two decimal places are allowed (e.g. 10000.25). If this limit is set and "Deposit Amount" rule is enabled, all deposits will be subject to this limit.)

Email Address (required for mobile customers)

Phone Number (required for mobile customers)

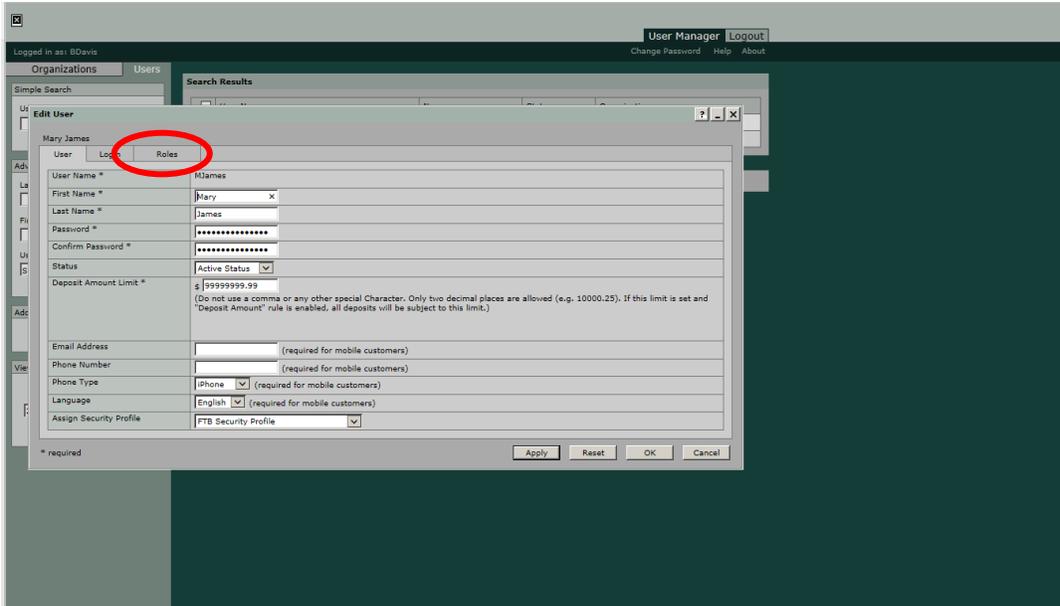
Phone Type iPhone (required for mobile customers)

Language English (required for mobile customers)

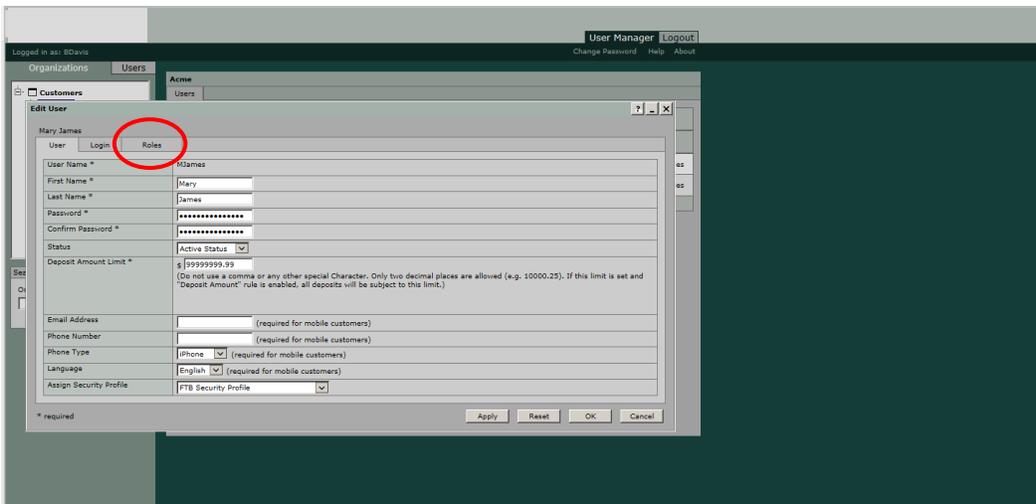
Assign Security Profile FTB Security Profile

* required

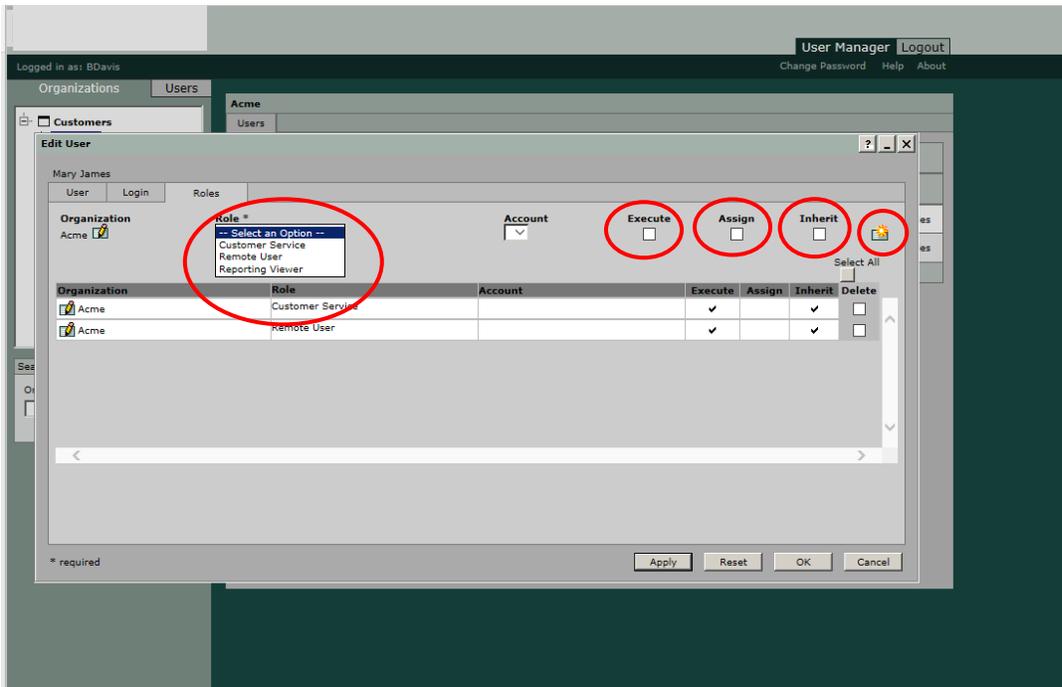
Apply Reset OK Cancel



Click on the Roles tab to assign the roles for each user.



Go to the Role drop down box and click on the arrow. This will show the roles that can be assigned to the user. Privileges must be assigned to each role. (see below for Role and Privilege meanings)



What the Roles mean:

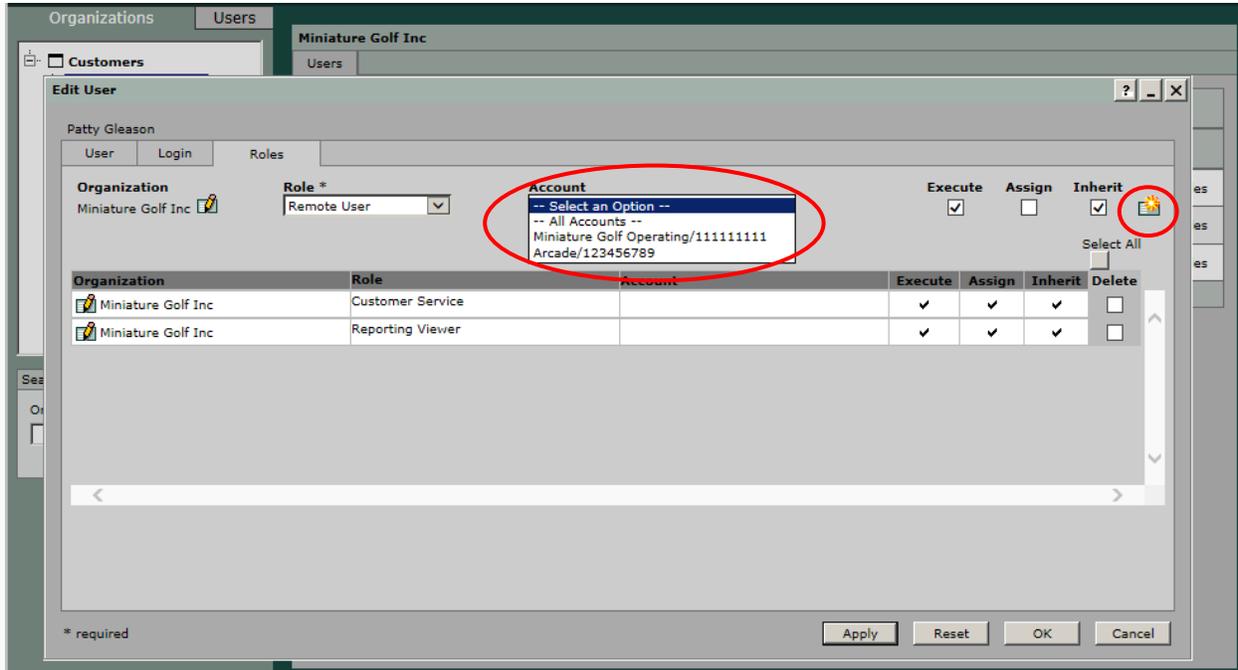
- **Customer Service** gives the user access to the User Admin Portal
- **Remote User** gives the user access to the Web Client platform to scan and run reports against the accounts that they can deposit to
- **Reporting Viewer** gives the user access to run reports on all accounts in your Organization

What the Privileges mean:

- **Execute** is if you want the user to be able to execute the role
- **Assign** is if you want the user to be able to assign this role to other users in your Organization
- **Inherit** is if you want the user to have this role for any sub levels companies that you may have setup

Choose each option one at a time by clicking on the role and privilege. Then click on the sunburst icon to add. Once the sunburst icon is clicked, the role and privileges will drop down.

Click **All Accounts** for user to have access to all the accounts. The Admin can select the accounts individually that they want the user to have access to for scanning and reports. Then click the sunburst to add the role.



The Admin can edit User Settings

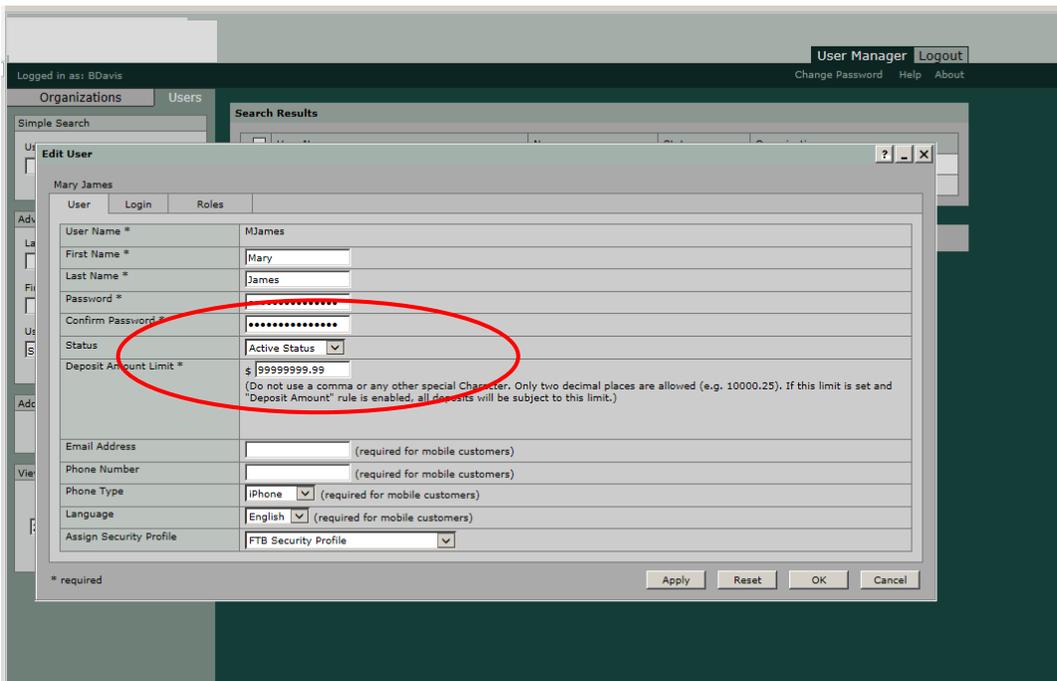
- Change a user's password
- Change a user's status
- Change a user's role assignments

Changing a password:

On the User's tab of the Edit User box, enter the desired new password for the user in the Password and Confirm Password fields. Click OK. The user's password is updated. The user will be required to provide the new password on the next log in.

Changing a User's Status:

On this same tab, the user's status can be set to inactive or deleted. Set the user to inactive when you want to temporarily revoke access. Delete the user when you want to permanently remove the user from the system. A user account cannot be reset to active or any other status after it has been deleted.



The screenshot shows the 'Edit User' form for user 'Mary James'. The form is titled 'Edit User' and has a 'Search Results' tab. The user's details are as follows:

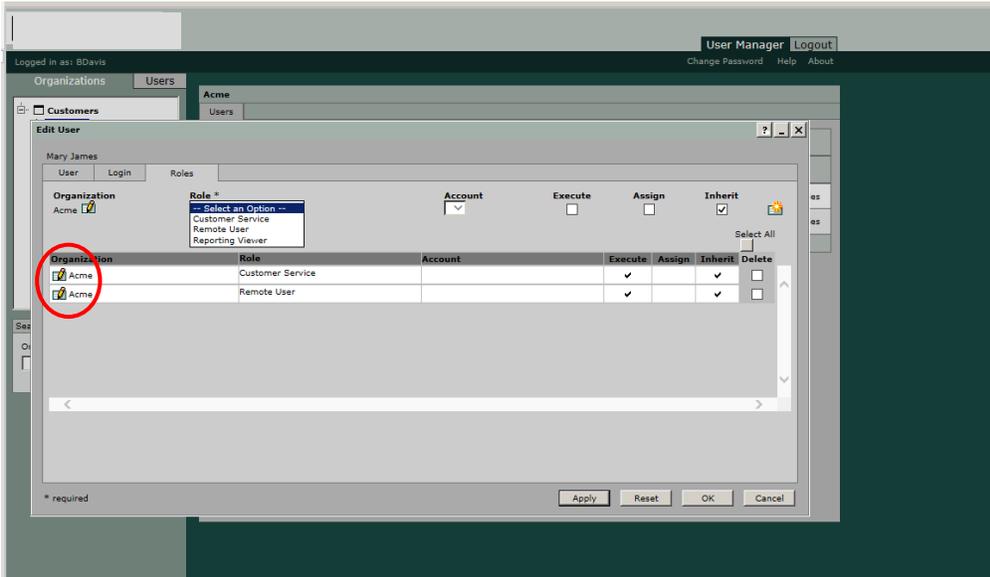
User	Login	Roles
User Name *	MJames	
First Name *	Mary	
Last Name *	James	
Password *	*****	
Confirm Password *	*****	
Status	Active Status	
Deposit Amount Limit *	\$ 9999999.99	
Email Address		(required for mobile customers)
Phone Number		(required for mobile customers)
Phone Type	iPhone	(required for mobile customers)
Language	English	(required for mobile customers)
Assign Security Profile	FTB Security Profile	

* required

Buttons: Apply, Reset, OK, Cancel

Changing a User's Role:

On the Roles tab of the Edit User dialog box, click the Edit (pencil) icon next to the role assignment. Click OK to save the changes and exit. To delete a role, select the delete box next to the role. This will remove the role assignment. Click OK. If all the roles are being deleted at one time, click Apply.



Forcing a User Logout

If the user's session was terminated without logging out (possible power loss or network failure) and the user is not allowed to log back in, the Force Logout button resets the user's status.

