Creating an Authorized User

A user who has the Manage Users feature assigned can create other users on the User Management page.

To add a user

1. In the navigation menu, click or tap **Manage Users** > **Add/Edit Users**. The User Management page appears.
2. Click or tap **Add User**. The New User page appears.
3. Complete the following:
    - o In the **First Name** and **Last Name** fields, enter names.
    - o In the **E-Mail Address** field, enter a valid email address.
    - o In the **Phone Country** drop-down list, select the country.
    - o In the **Phone** field, enter a valid phone number.
    - o In the **Login ID** field, enter a login name.
    - o In the **Password** field, enter a default password, and re-enter it in the **Confirm Password** field.
    - o Click or tap **Save New User Details.** The Save User page appears.
4. Click or tap **Close**.
5. Transactions: do the following:
    - o Click or tap **Enable** to enable the Transaction Type.
    - o Click or tap the icons for **Draft**, **Approve**, **Cancel**, and **View Online Activity** to assign rights to the user.
    - o Click or tab a limit, then enter limit.
7. Click or tap Features to enable business online banking right.
8. Click or tap Accounts to assigned account rights.
9. Click or tap Show unassigned accounts.
10. For each account, click or tap the icon in each of the following columns to configure access:
    - o **View**
    - o **Deposit**
    - o **Withdraw**
11. Click or tap **Save**.
12. On the success message, click or tap **Close**.

Note: Some features require Account Rights in addition to the feature. **Mobile Capture** requires view and deposit rights, and **Bill Pay** requires view and withdrawal rights. **Statemen**t rights will display the monthly statement that includes all accounts and loans for the business.

FAIRWINDS