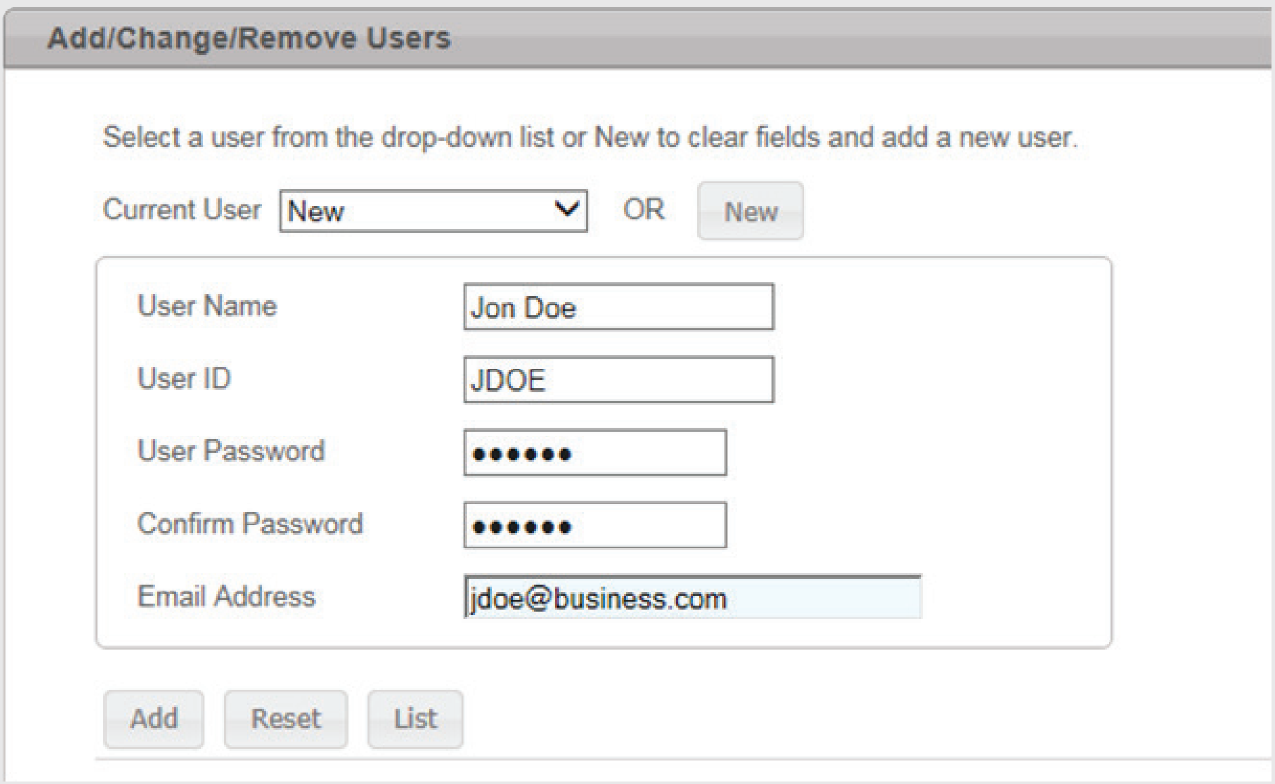
Business Online Banking

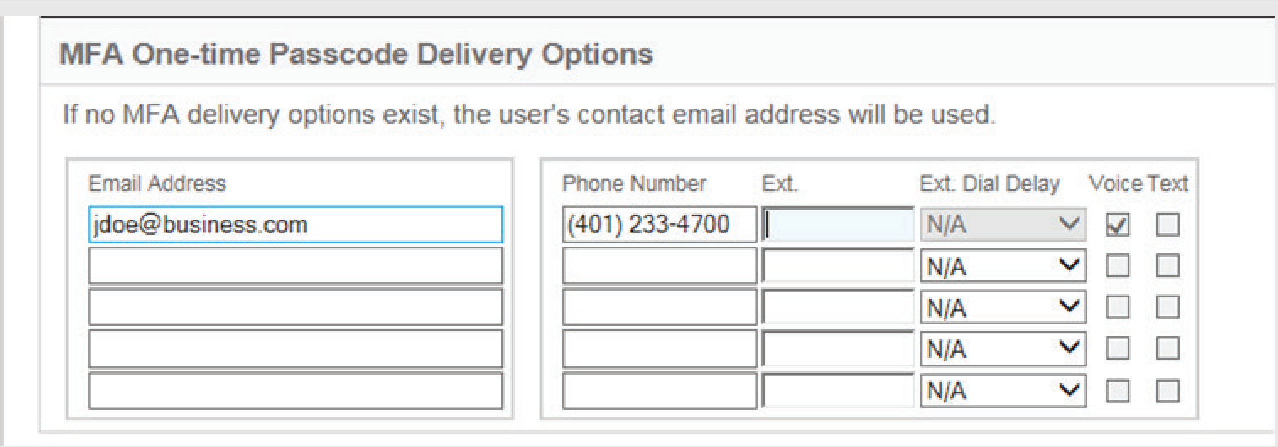
How to Create an Additional User

1. Administration > Add / Change / Remove Users

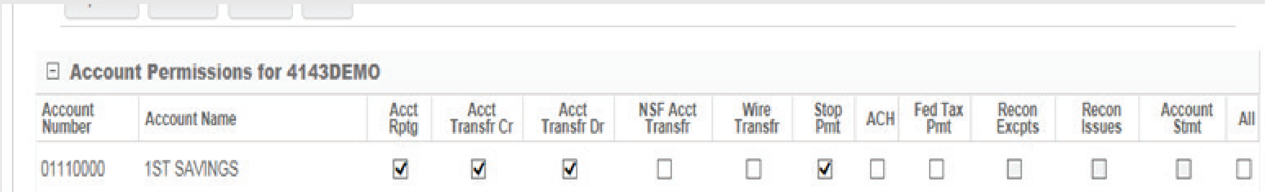


Once all fields are completed, click Add.

2. Administration > Add / Change / Remove Users > Bring up user profiles

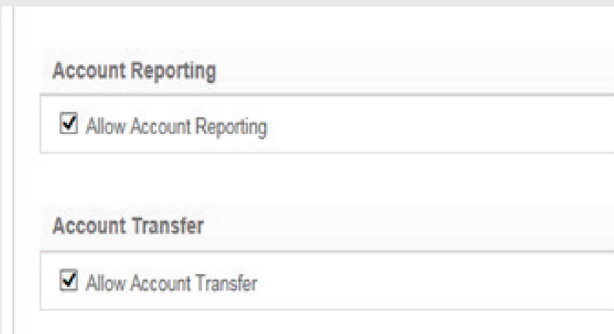


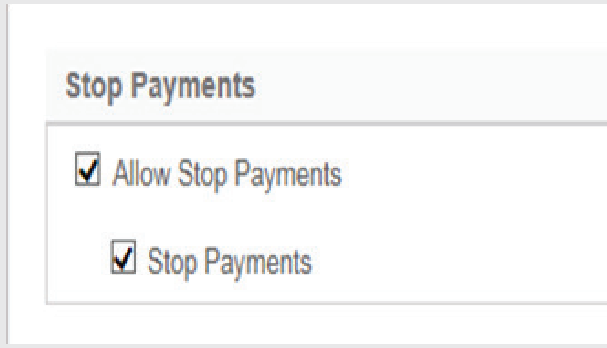
3. Enter the users email and phone number for a one-time passcode delivery



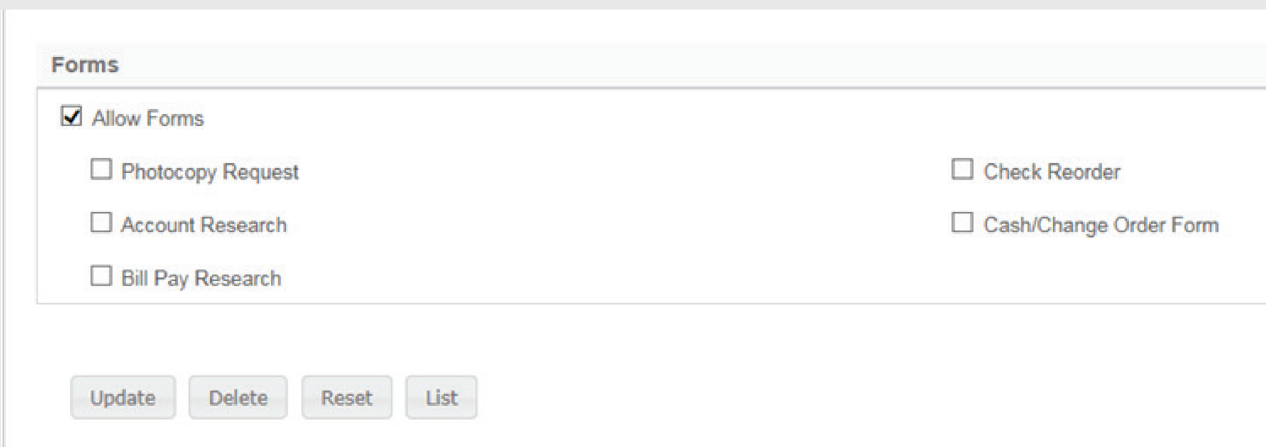
Assign permissions

Acct Reporting allows viewing the balance & transactions.
Acct Transfer CR & DR allows crediting and debiting the account.
Stop Pmt allows the user to submit stops on checks.





All these boxes should be checked if the permissions were granted above.



Forms allow the user to send emails to the Business Online Banking Department for research / reordering checks. Select applicable boxes.

Click Update