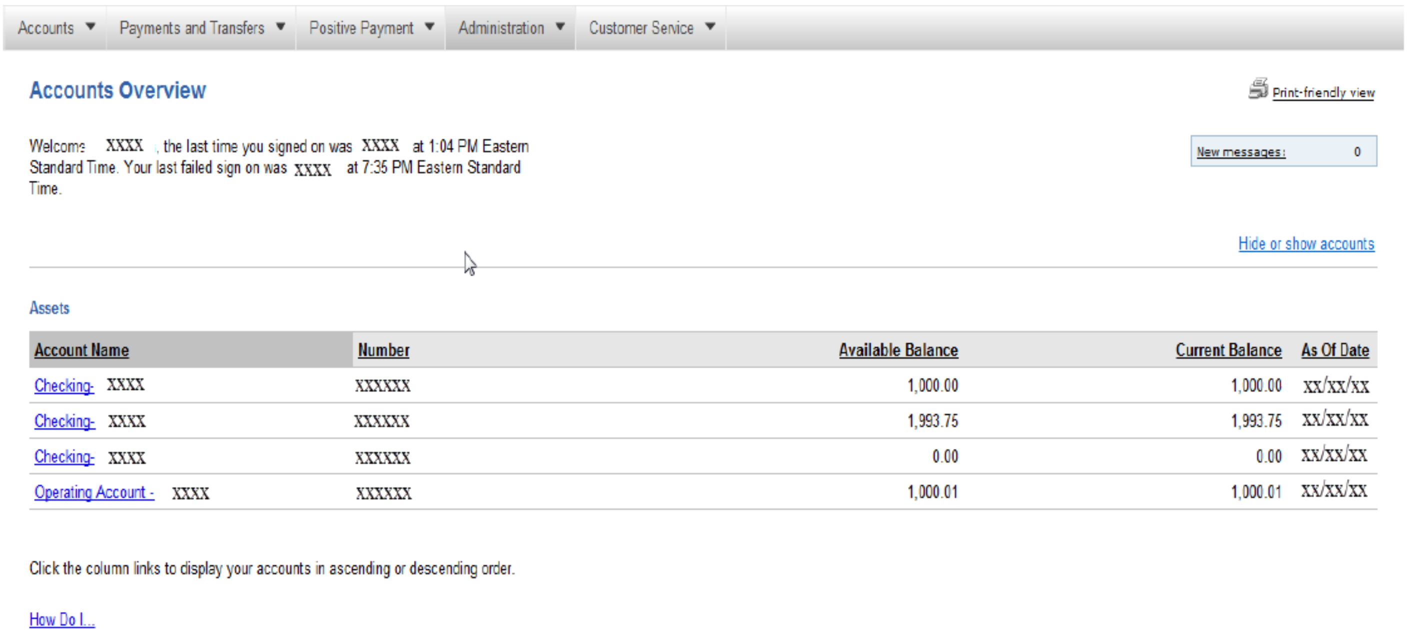
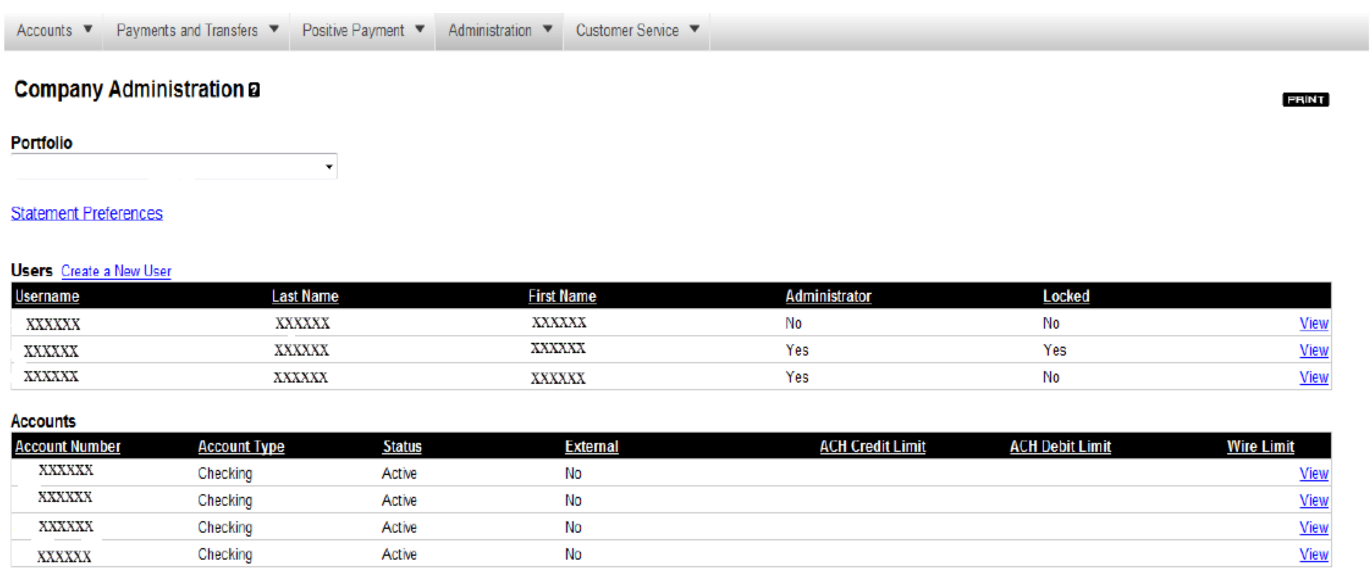
As a Company Administrator you must log-in into your new Online Banking (OLB) and follow these steps to give account rights to allow the other employees or Sub-users to be able to perform specific Online Banking actions.

1. As the Company Administrator, log-in to your own Online Banking session.

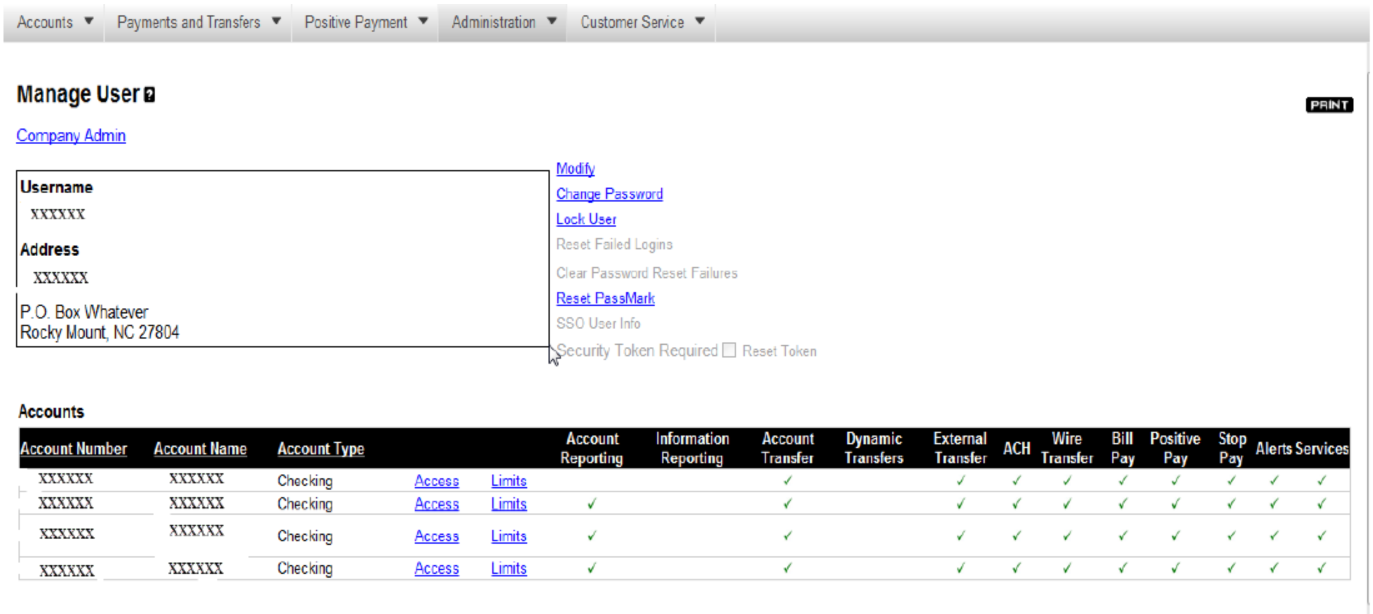
2. Go to the "Administration" option located in the horizontal bar toward the top of the screen. Scrolling over this heading, you should see a drop-down menu appear.



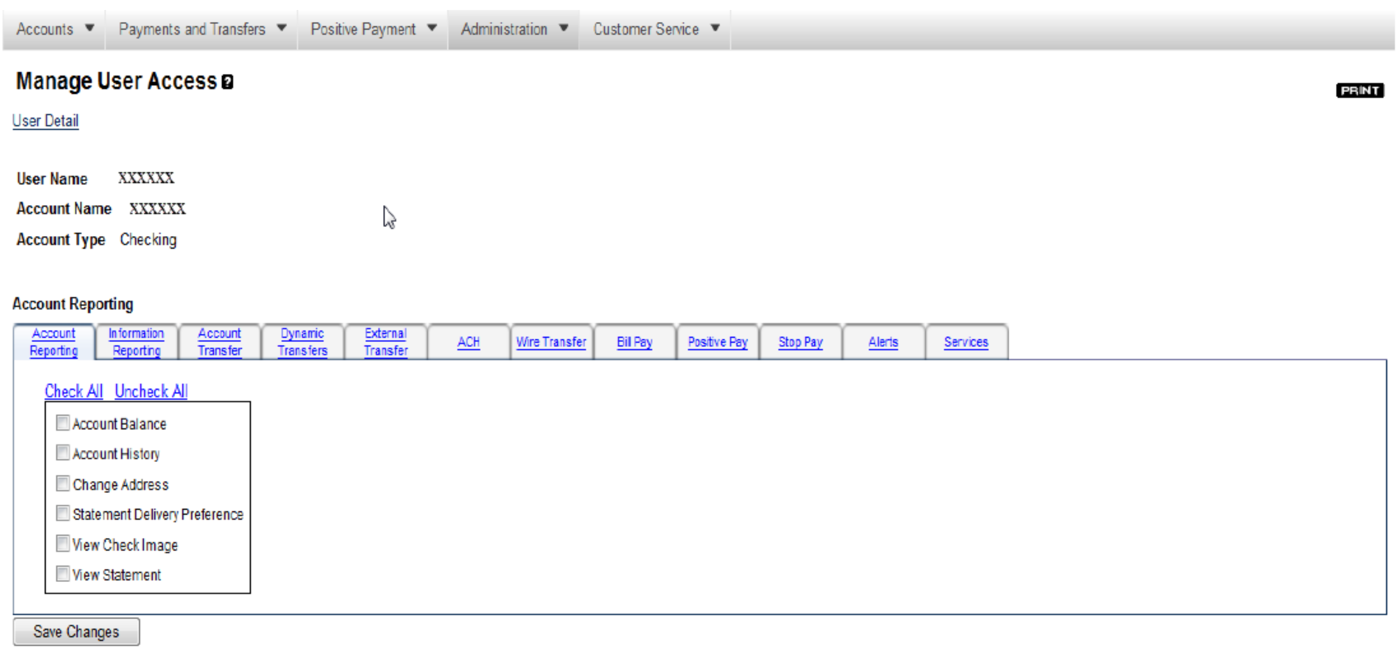
3. Under "Administration User" choose the "Company Admin" option. Click "View" for the sub-user in order to add their account rights.



4. This will bring you to the “Manage User” screen. All of the Company’s accounts will be listed. Now choose the account that you would like this user to have access to and click the “Access” link next to that account.



5. Begin granting access to accounts by choosing a heading tab like “Account Reporting” for example.



6. Then, to allow this user access to these functions you can either use the “Check All” link or check items individually. The action of checking the Account Balance box, for example, will allow this user to see the balance of this account when they log-in.

7. Please click “Save Changes” for the edit(s) you make to take effect. The “Save Changes” button must be pressed after you are finished with editing each specific tab. You should see a “**Data saved successfully.”** message on the screen.

8. You should continue moving through the tabs to allow access to all items/actions the user should be authorized to perform. For example, if the user needs to initiate ACH and Wires, then you would check the corresponding boxes for each tab or use the “Check All” feature.

9. Remember, these steps must take place for each account that the user needs to have access to. <u>Each user can be enabled/disabled to use each account and perform each function for each account.</u> If the box is checked then that specific action is enabled for that user. If the box is unchecked then the specific action is disabled for that user.

10. Continue to edit each user in this manner until each user has access to the correct accounts and items/actions that they should have.