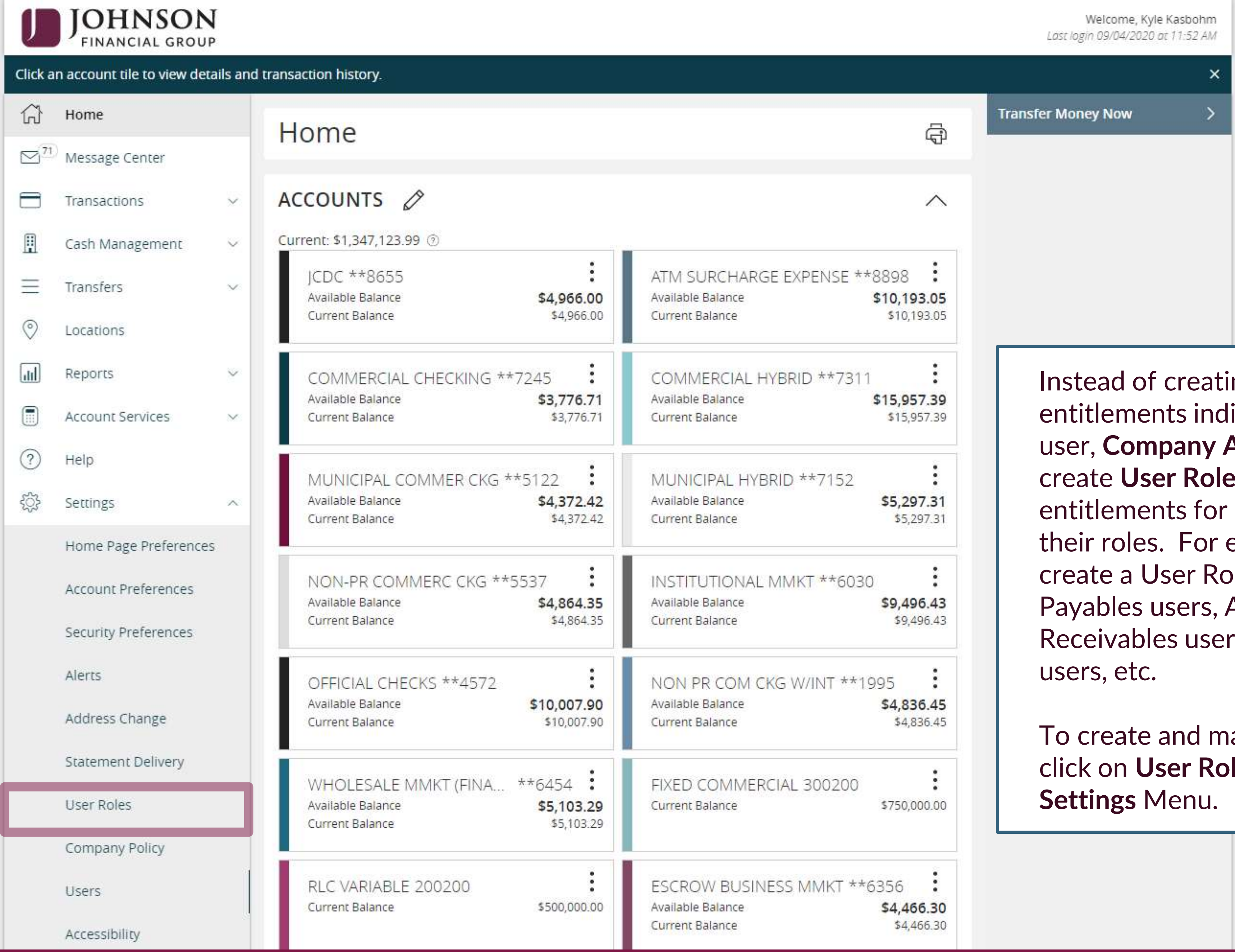
JOHNSON FINANCIAL GROUP®
BANKING
WEALTH
INSURANCE

Managing Corporate Users and User Roles



Instead of creating user entitlements individually for each user, **Company Administrators** will create **User Roles** to easily assign entitlements for users based on their roles. For example, you could create a User Role for Accounts Payables users, Accounts Receivables users, View Only users, etc.

To create and manage User Roles, click on **User Roles** under the **Settings** Menu.

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Welcome, Kyle Kasbohm

- Home
- Message Center 71
- Transactions
- Cash Management
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
  - Home Page Preferences
  - Account Preferences
  - Security Preferences
  - Alerts
  - Address Change
  - Statement Delivery
  - User Roles
  - Company Policy
  - Users
  - Accessibility
- Log Off

User Roles

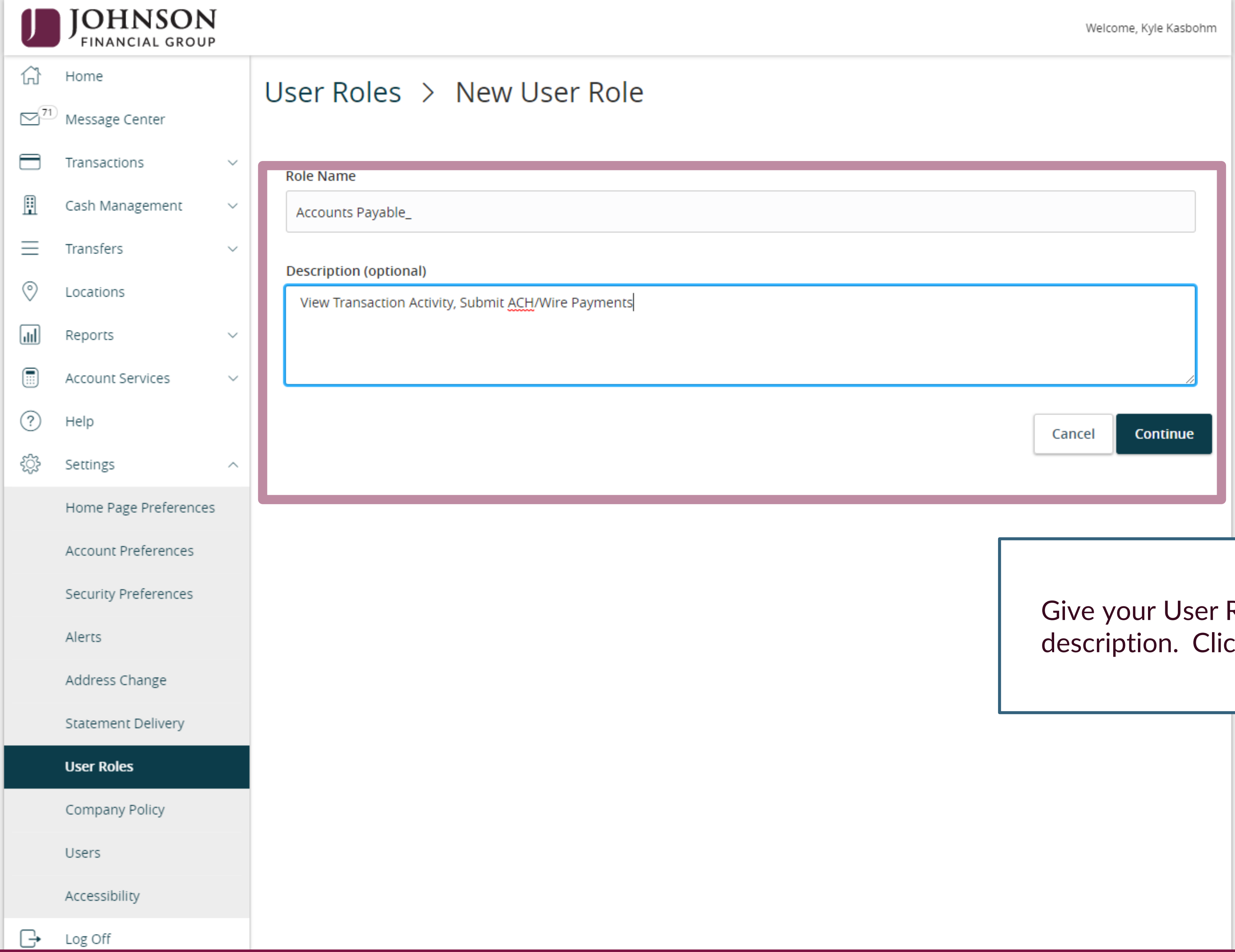
Search

Create Role

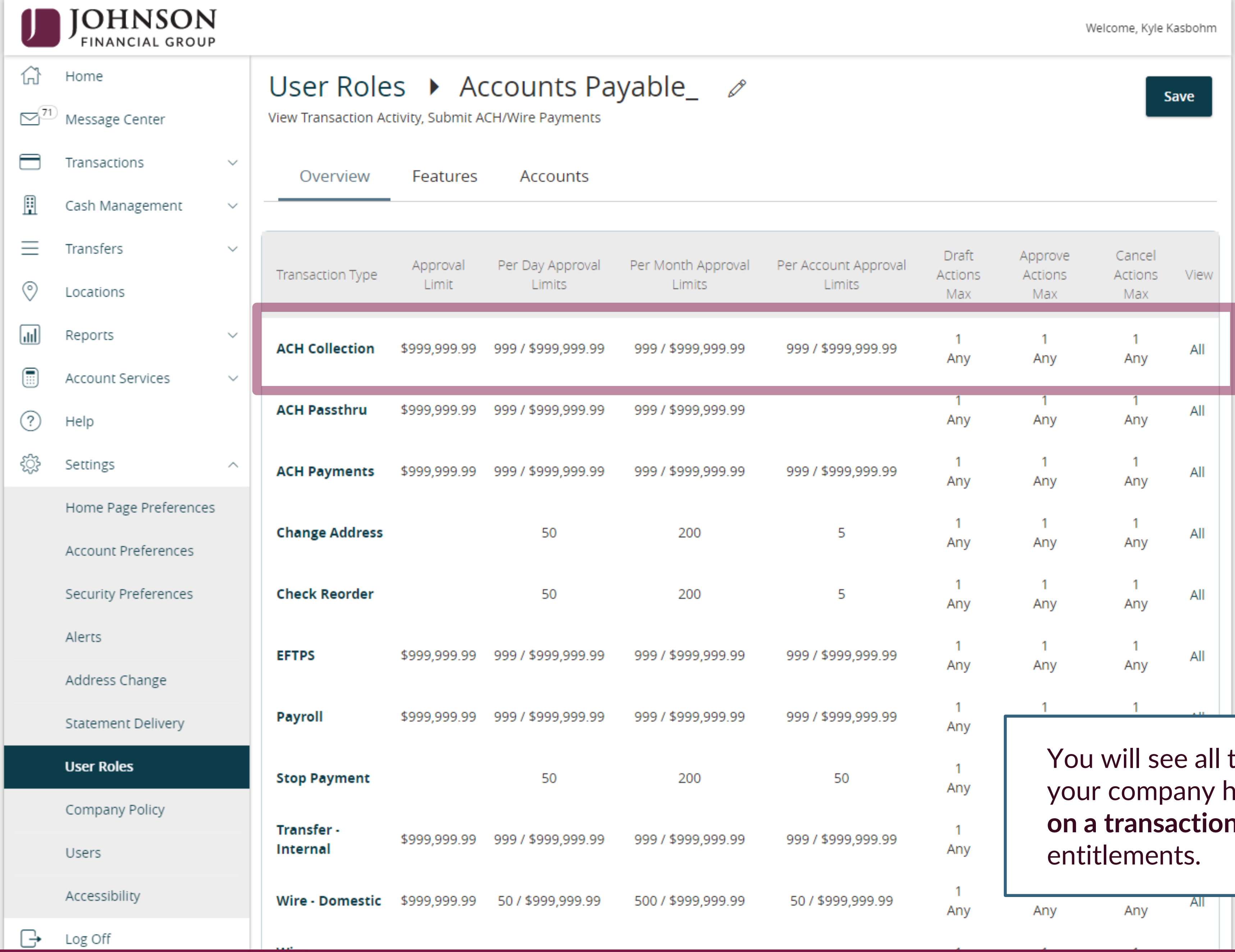
USER ROLES

Name	Description	Users
Accounts Payable	None	1
Accounts Receivable	None	1
Administration	None	44
Jordan Role	None	None
JoshW Mobile Test	None	1
Kyle Test Role for Training	None	1
View Only	None	None

Click **Create Role** to create a new User Role.

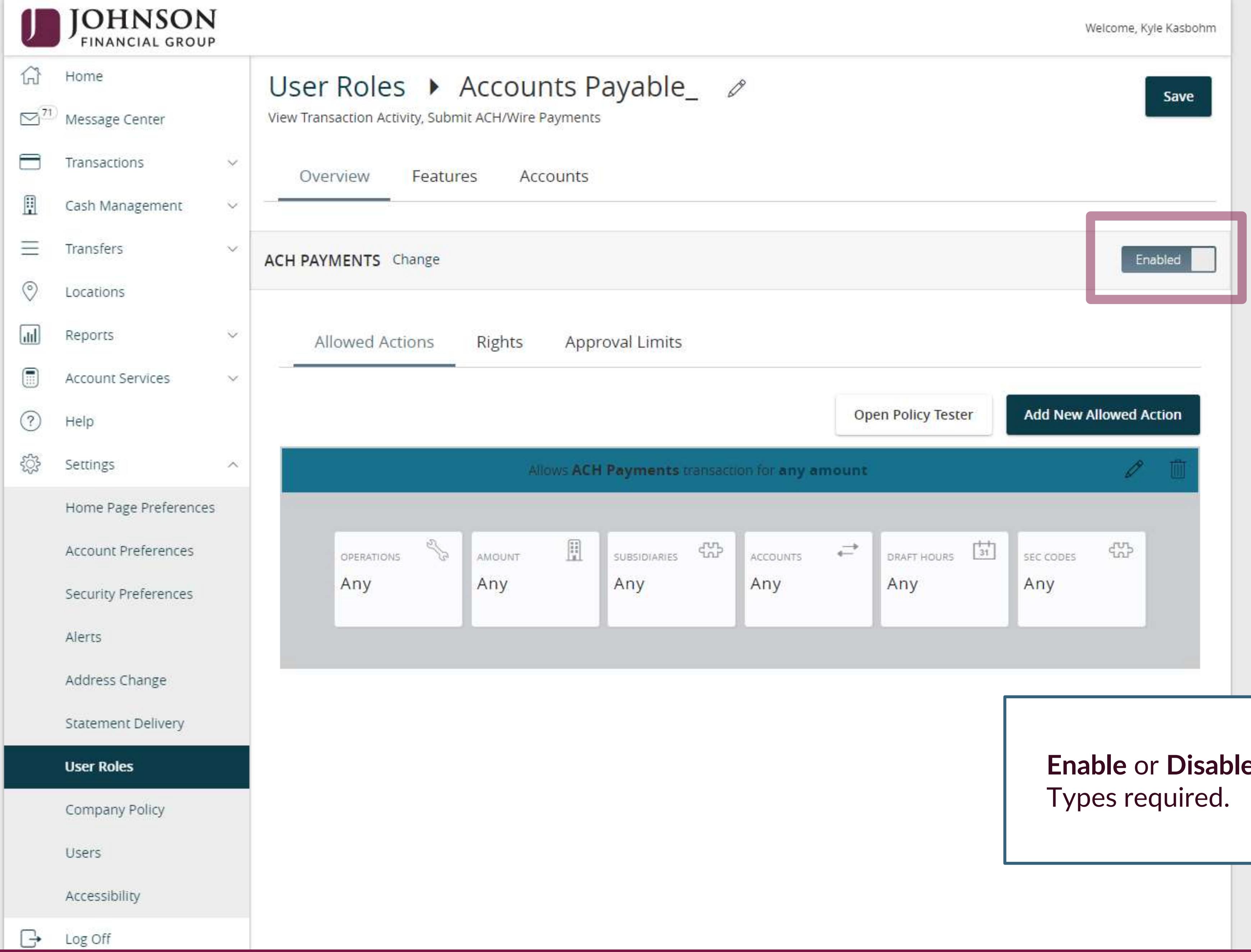


Give your User Role a name and a description. Click **Continue.**

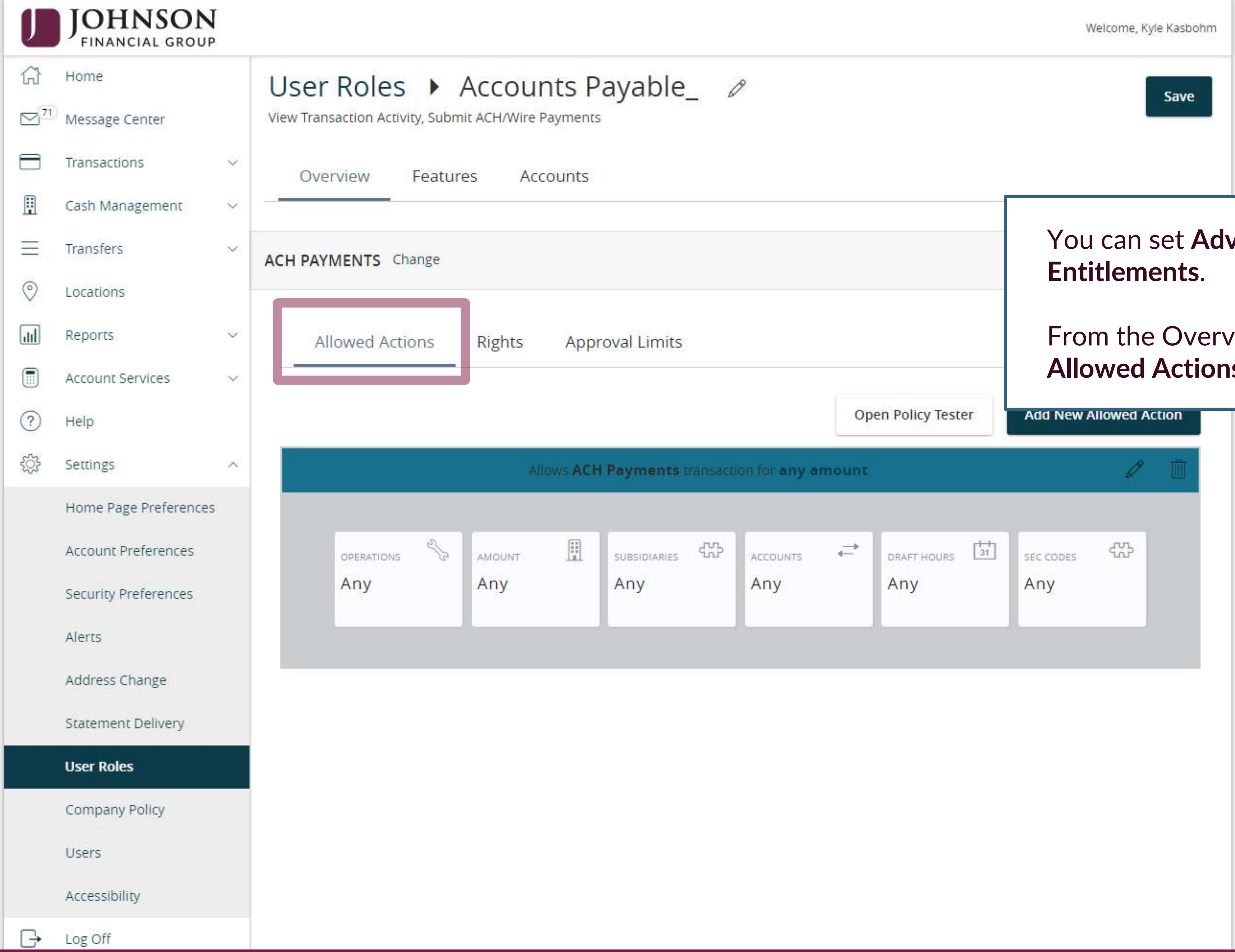


Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions Max	Cancel Actions Max	View
ACH Collection	$999,999.99	999 / $999,999.99	999 / $999,999.99	999 / $999,999.99	1 Any	1 Any	1 Any	All
ACH Passthru	$999,999.99	999 / $999,999.99	999 / $999,999.99		1 Any	1 Any	1 Any	All
ACH Payments	$999,999.99	999 / $999,999.99	999 / $999,999.99	999 / $999,999.99	1 Any	1 Any	1 Any	All
Change Address		50	200	5	1 Any	1 Any	1 Any	All
Check Reorder		50	200	5	1 Any	1 Any	1 Any	All
EFTPS	$999,999.99	999 / $999,999.99	999 / $999,999.99	999 / $999,999.99	1 Any	1 Any	1 Any	All
Payroll	$999,999.99	999 / $999,999.99	999 / $999,999.99	999 / $999,999.99	1 Any	1	1	
Stop Payment		50	200	50	1 Any			
Transfer - Internal	$999,999.99	999 / $999,999.99	999 / $999,999.99	999 / $999,999.99	1 Any			
Wire - Domestic	$999,999.99	50 / $999,999.99	500 / $999,999.99	50 / $999,999.99	1 Any	Any	Any	All

You will see all the transactions your company has access to. **Click on a transaction type** to edit entitlements.

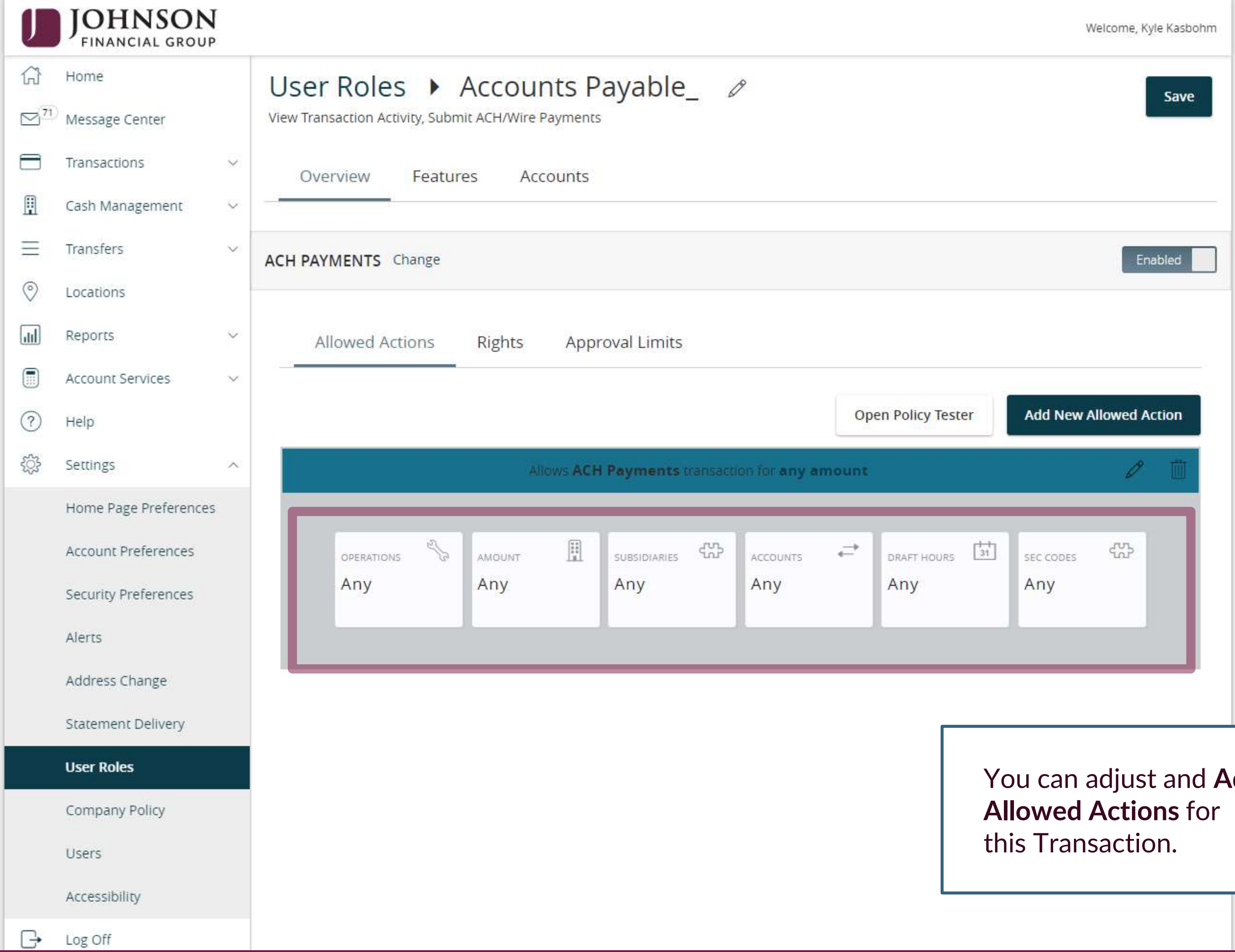


Enable or **Disable** the Transaction Types required.

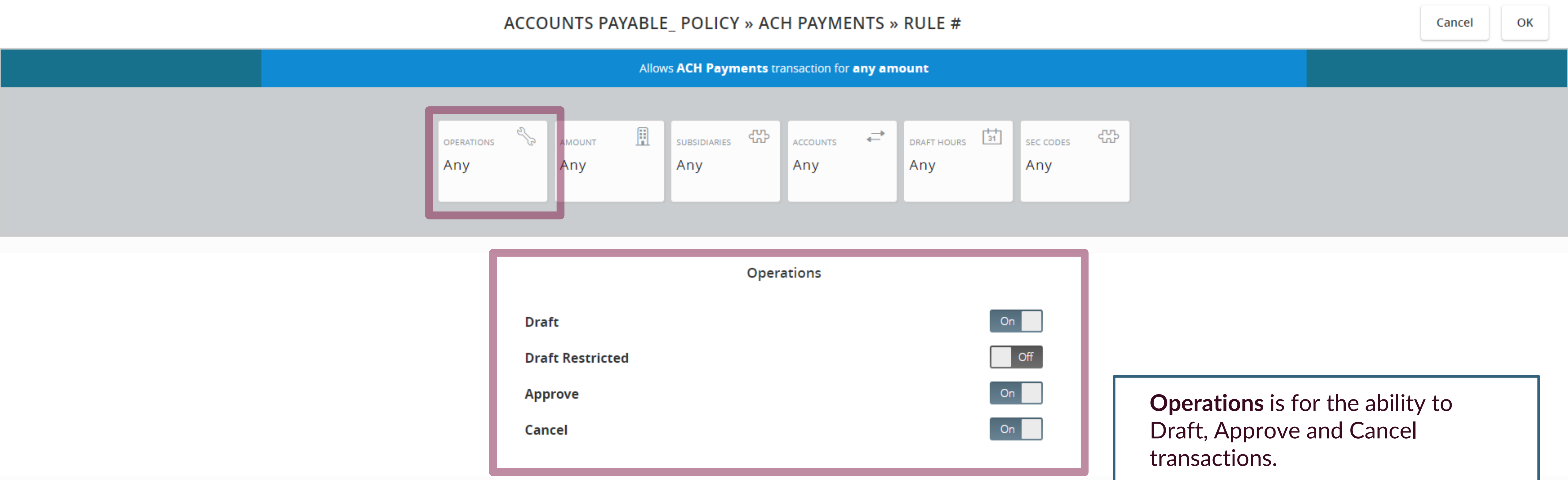


You can set **Advanced Entitlements**.

From the Overview tab, click **Allowed Actions**

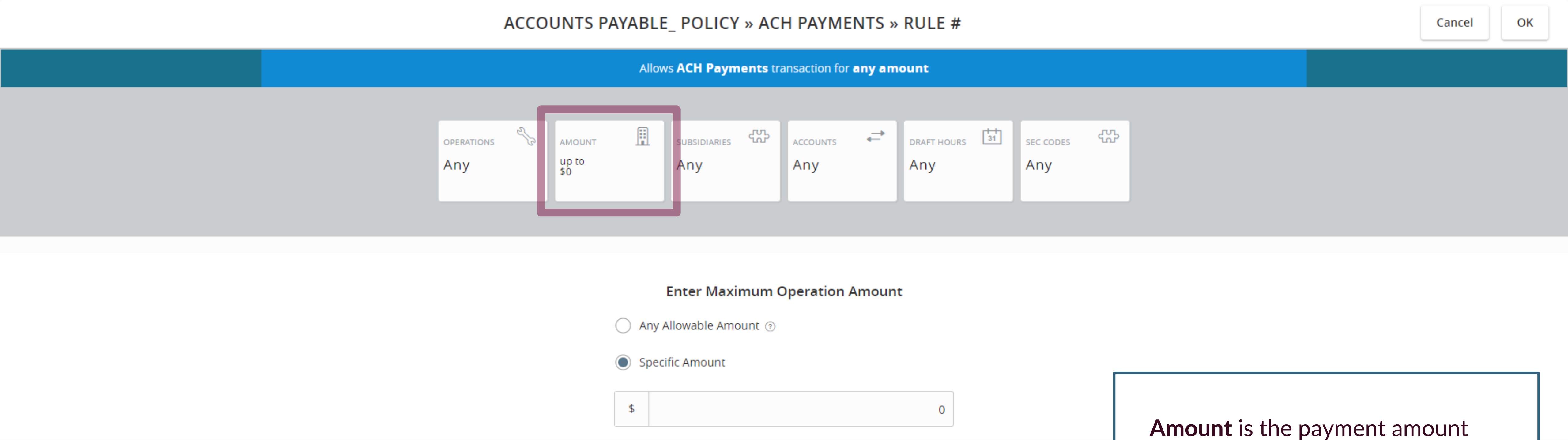


You can adjust and **Add New Allowed Actions** for this Transaction.



Operations is for the ability to Draft, Approve and Cancel transactions.

Draft Restricted is a special case that only gives the user access to templates someone else has setup for them.



Amount is the payment amount for this Allowed Action.

ACCOUNTS PAYABLE_ POLICY » ACH PAYMENTS » RULE #

Cancel OK

Allows **ACH Payments** transaction for **any amount**

OPERATIONS	AMOUNT	SUBSIDIARIES	ACCOUNTS	DRAFT HOURS	SEC CODES
Any	Any	Any	Any	Any	Any

Items:

McQuetoo Transportation Company

ACH Pass Thru Testing

JFG Test

JFG Test 2

JFG Test 3

JOSHW MOBILE

McQuetoo Payables

RustySubACH1

Sarah M Test

Shawshank Penitentiary

Subsidiaries limits the choice of ACH Companies this user role has access to.

ACCOUNTSPAYABLE POLICY » ACH PAYMENTS » RULE #

Cancel OK

Allows **ACH Payments** transaction less than or equal to **$200** by **McQuetoo Transportation Company**

OPERATIONS	AMOUNT	SUBSIDIARIES	ACCOUNTS	DRAFT HOURS	SEC CODES
Any	up to $200	McQuetoo Trans...	Any	Any	PPD CCD

Not all accounts have the appropriate permissions for this transaction type. Only eligible accounts are displayed.

Groups:

Main Acct

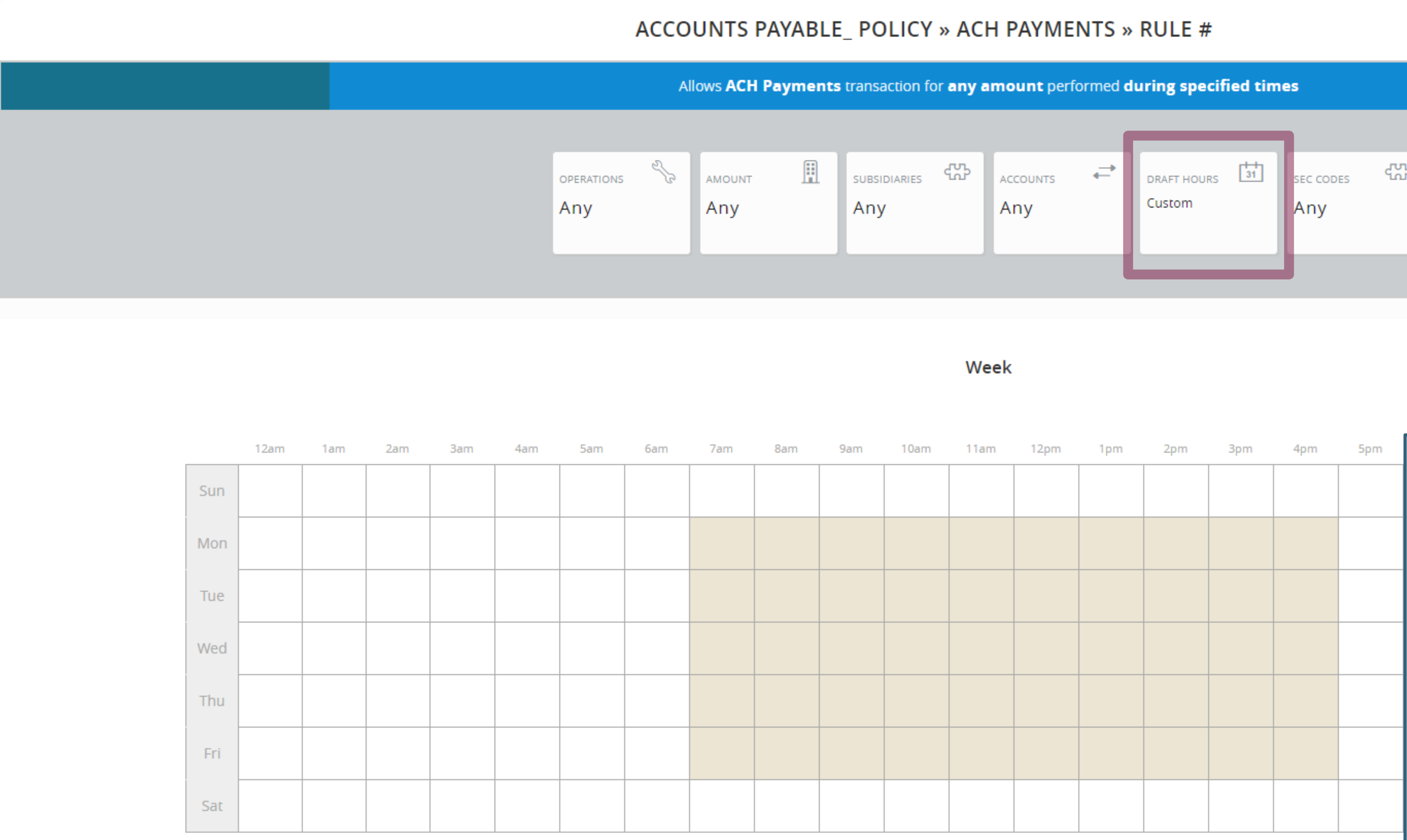
test

Items:

COMMERCIAL CKG W/INT ****4277	OFFICIAL CHECKS ****4572	COMMERCIAL CHECKING ****7245
ATM SURCHARGE EXPENSE ****8898	INSTITUTIONAL MMKT ****6030	ESCROW BUSINESS MMKT ****6356
JCDC ****8655	NON-PR COMMERC CKG ****5537	NON PR COM CKG W/INT ****1995
MUNICIPAL HYBRID ****7152	MUNICIPAL MMKT CKG ****5221	MUNI COMM CKG W/INT ****9706
RLC VARIABLE ****200200		

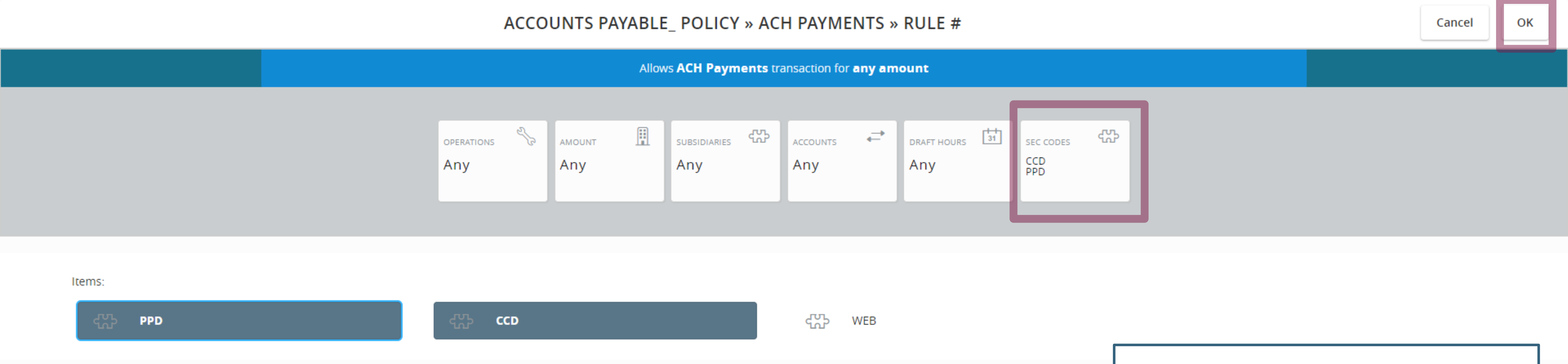
Accounts limits the number of accounts this user role has access to.

Please note, in your company profile, each subsidiary (ACH ID) will be linked to only one account so it would be advised to select the proper subsidiaries for this User Role but leave Accounts unrestricted.



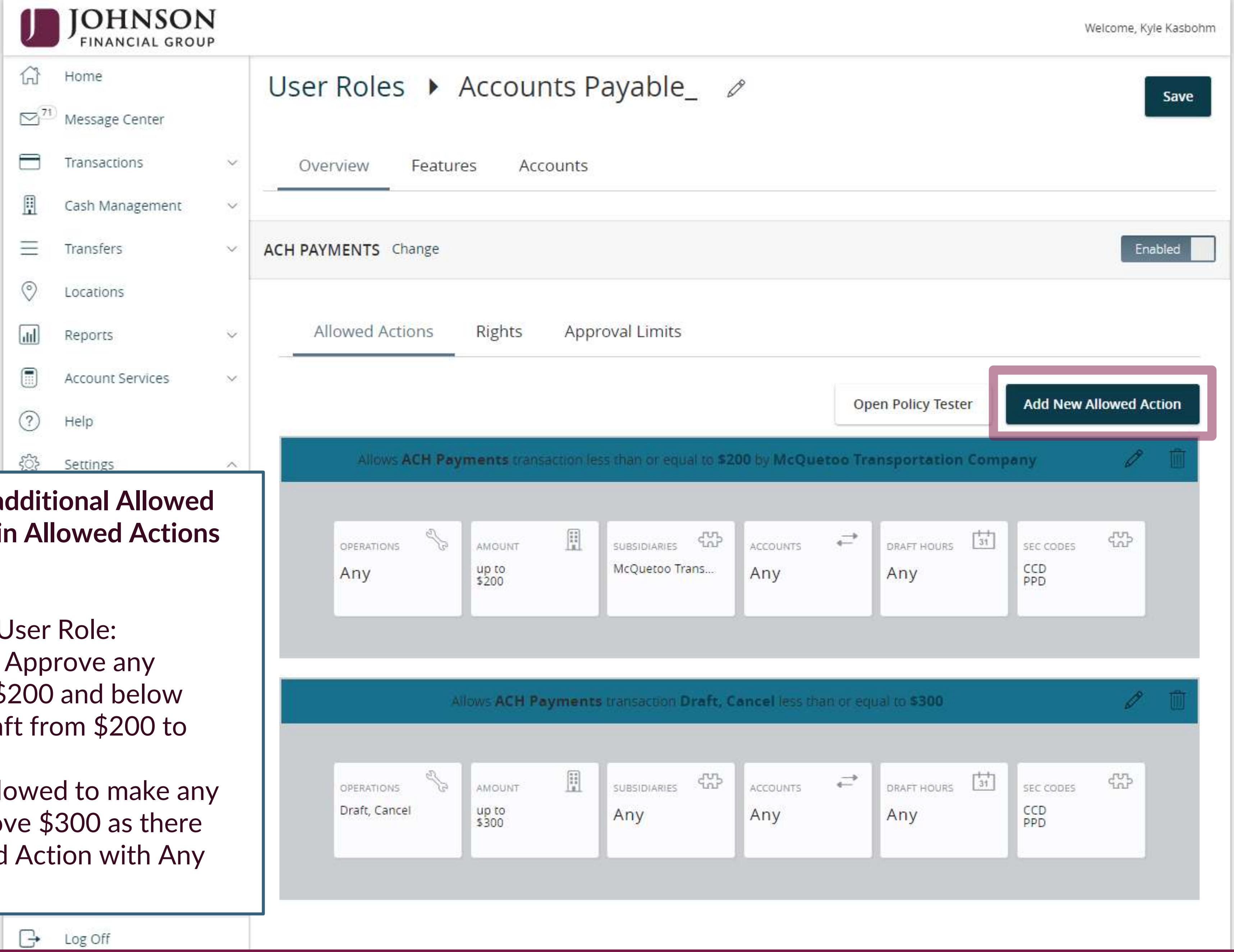
Draft Hours limits when transactions can take place. If you would like to limit what hours transactions can be completed, click on the individual tiles.

The shaded tiles are the hours transactions are allowed; the white tiles are disallowed. If no tiles are shaded, there are no time restrictions in place.



SEC Codes shows the codes allowed with this transaction.

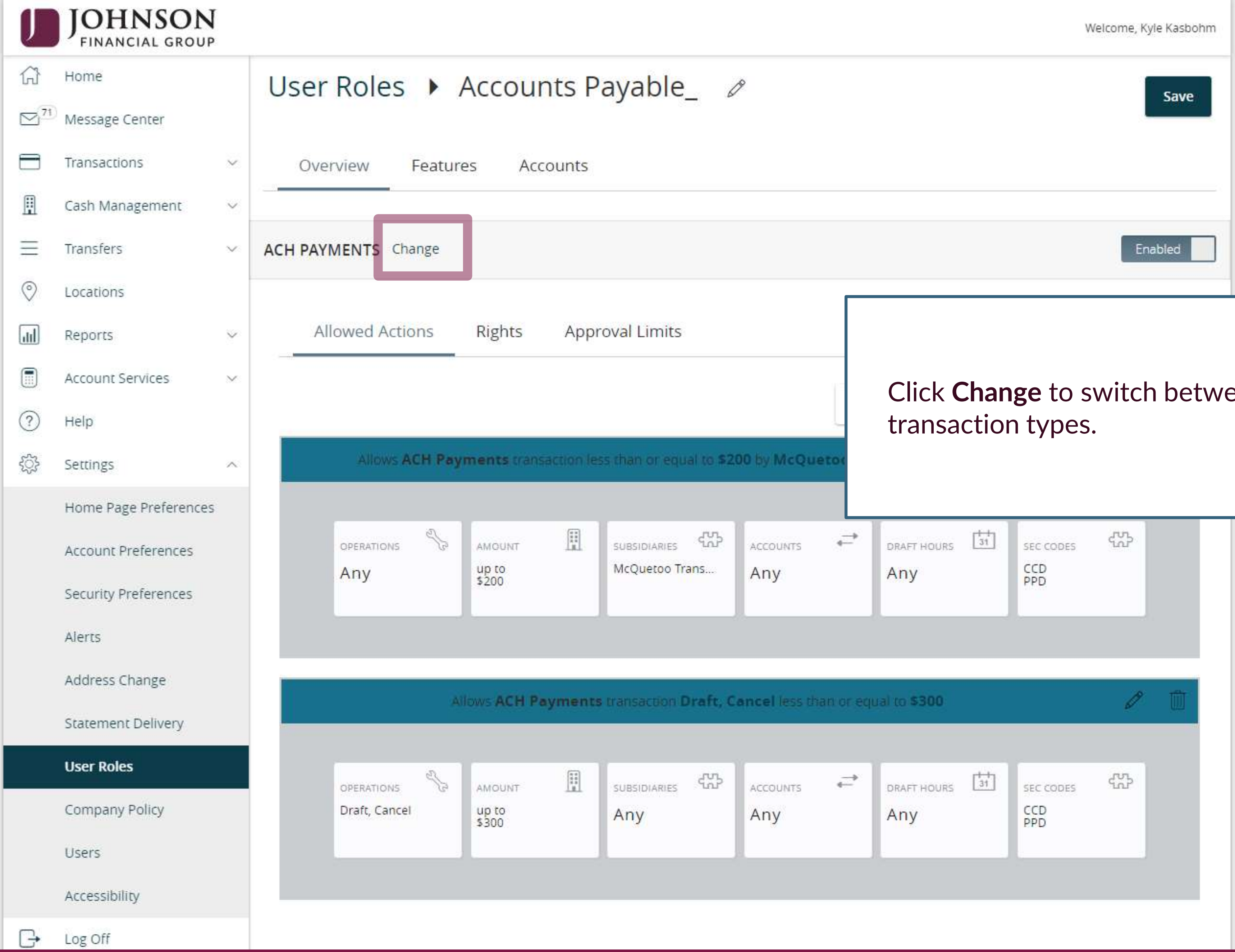
Click **OK** when you are completed updating the Policy.



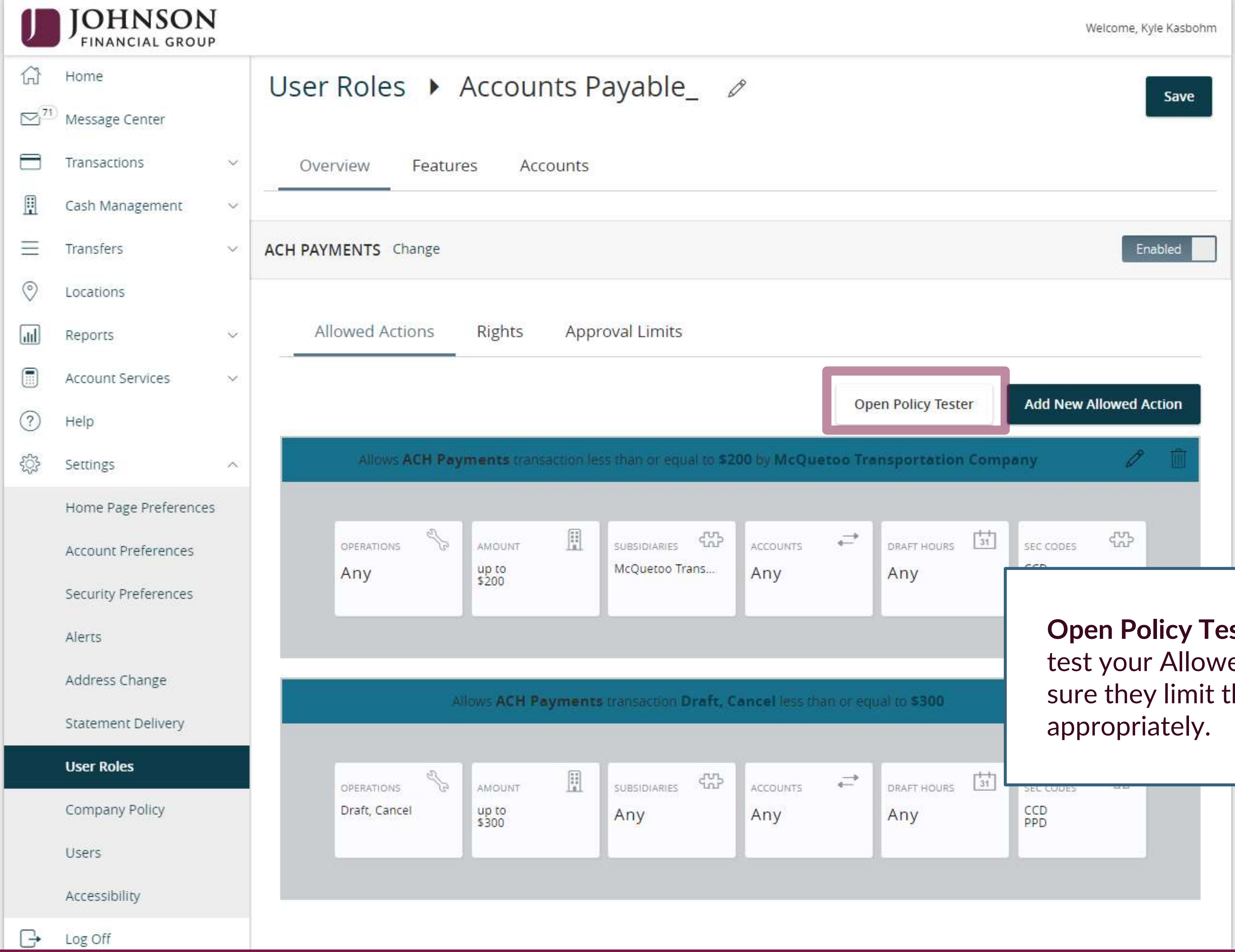
You can create additional Allowed Actions and chain Allowed Actions together.

In this case, the User Role:

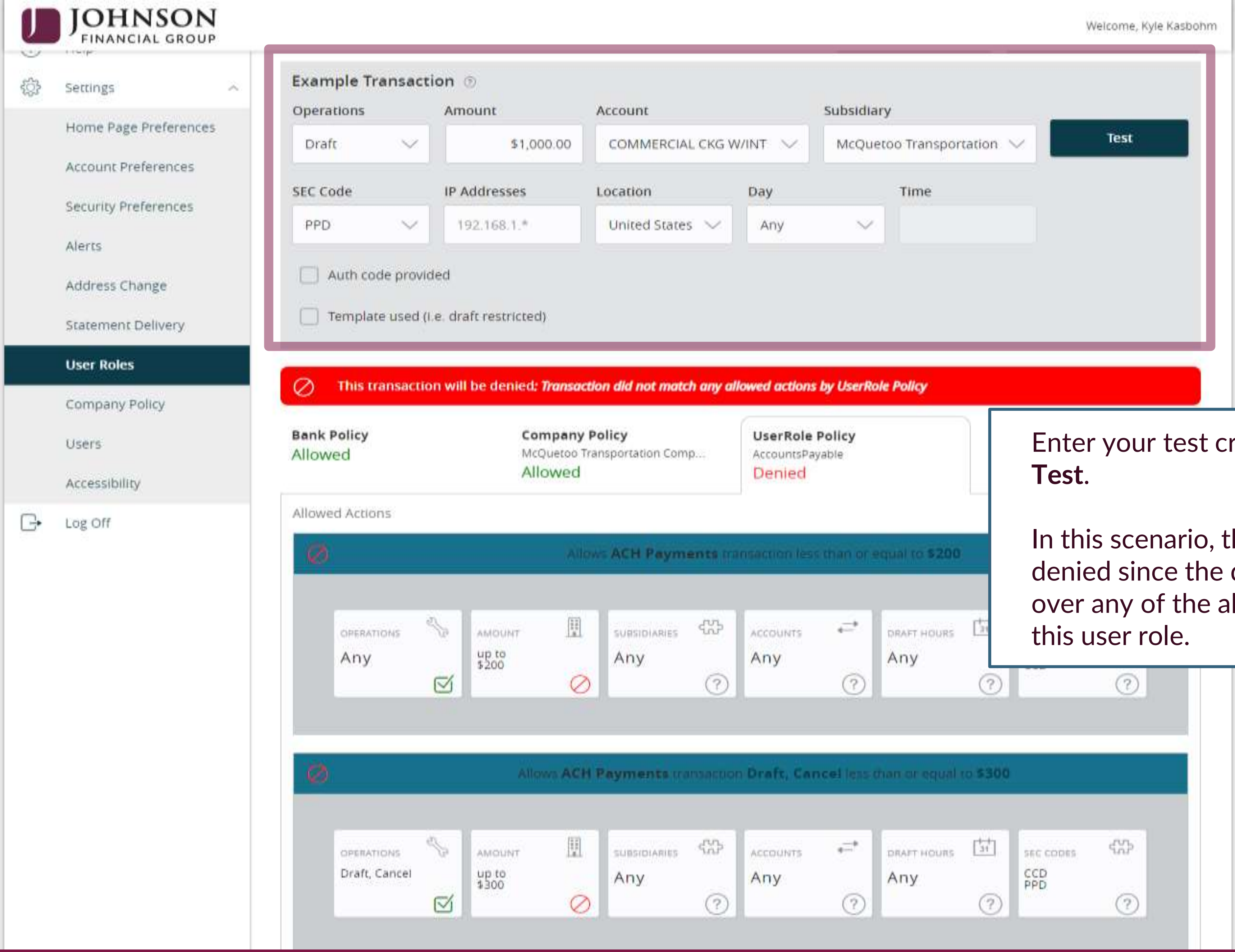
- Can Draft or Approve any payment of $200 and below
- Can only Draft from $200 to $300
- And is not allowed to make any payment above $300 as there is no Allowed Action with Any Amount.



Click **Change** to switch between transaction types.

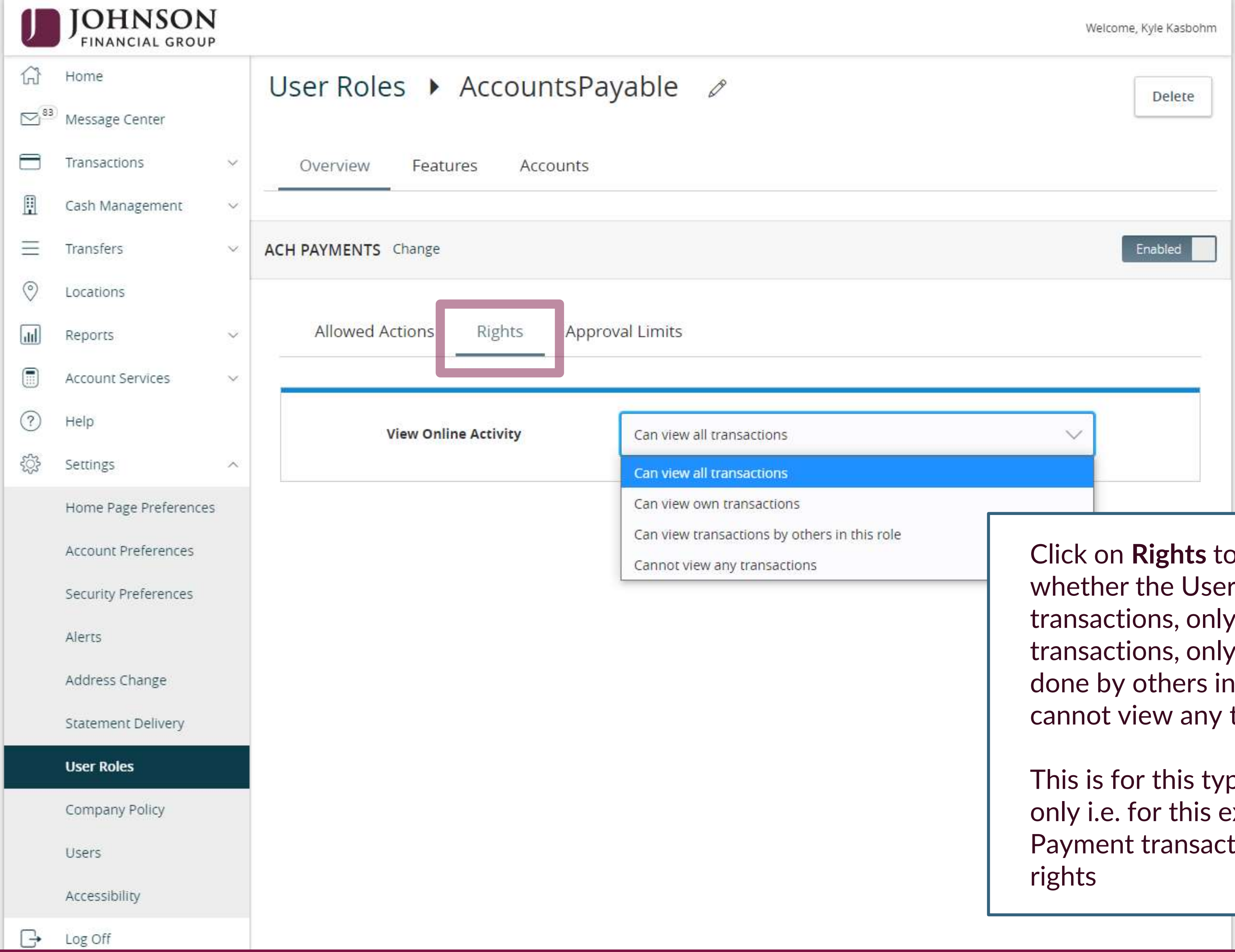


Open Policy Tester allows you to test your Allowed Actions to make sure they limit the User Role appropriately.



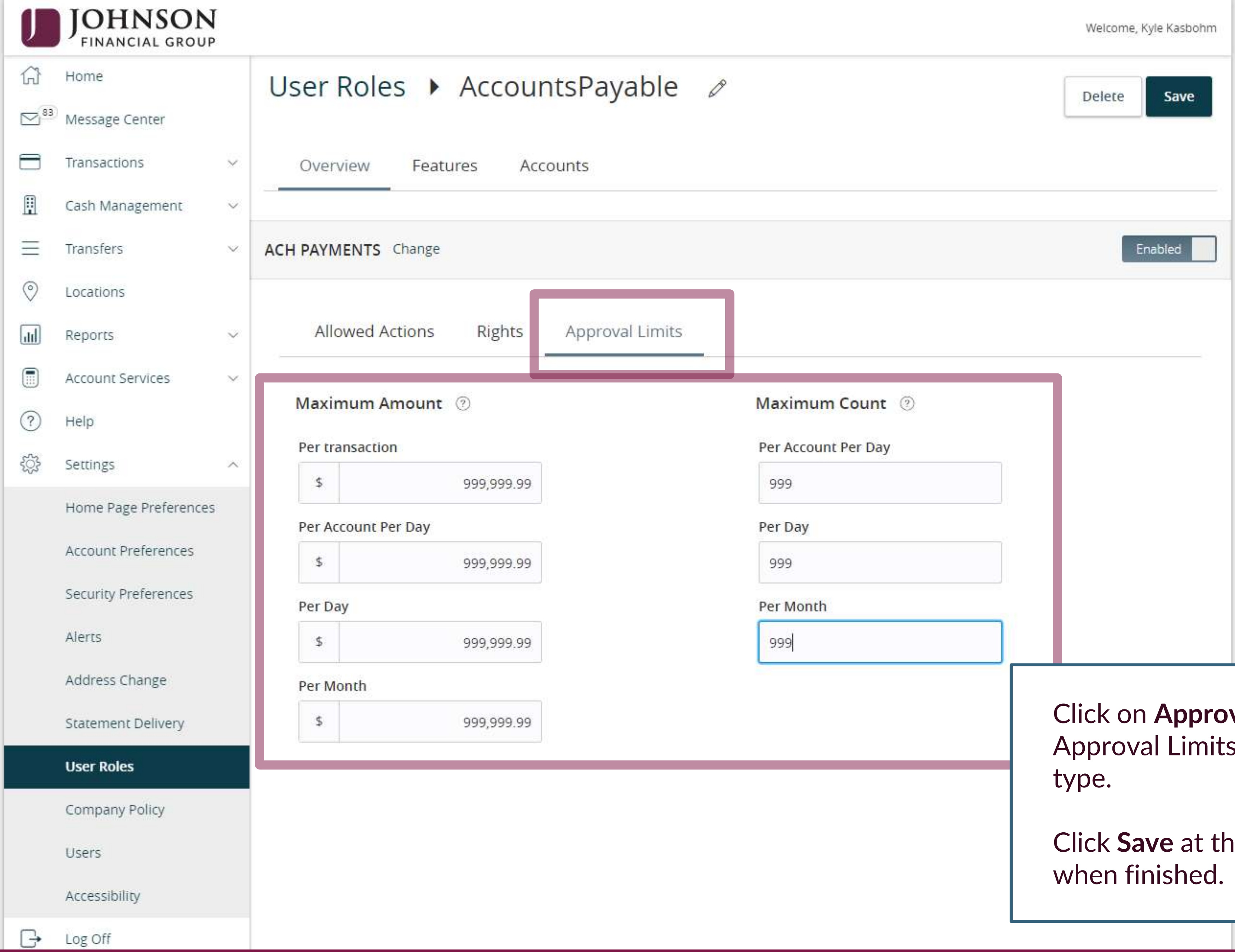
Enter your test criteria and click **Test**.

In this scenario, the transaction is denied since the dollar amount is over any of the allowed actions for this user role.



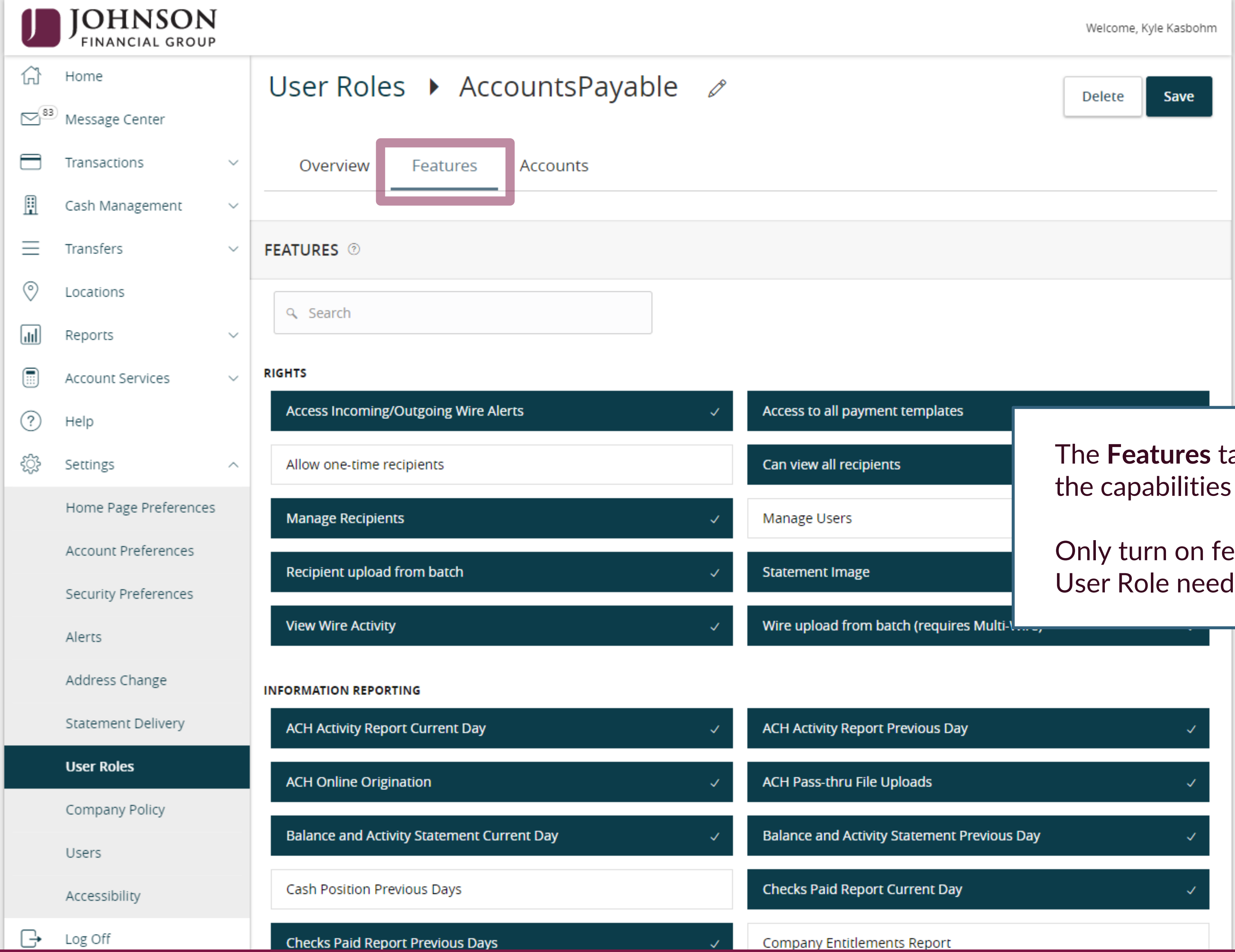
Click on **Rights** to determine whether the User Role can see all transactions, only view their own transactions, only view transactions done by others in the same role or cannot view any transactions.

This is for this type of transaction only i.e. for this example, the ACH Payment transaction has View All rights



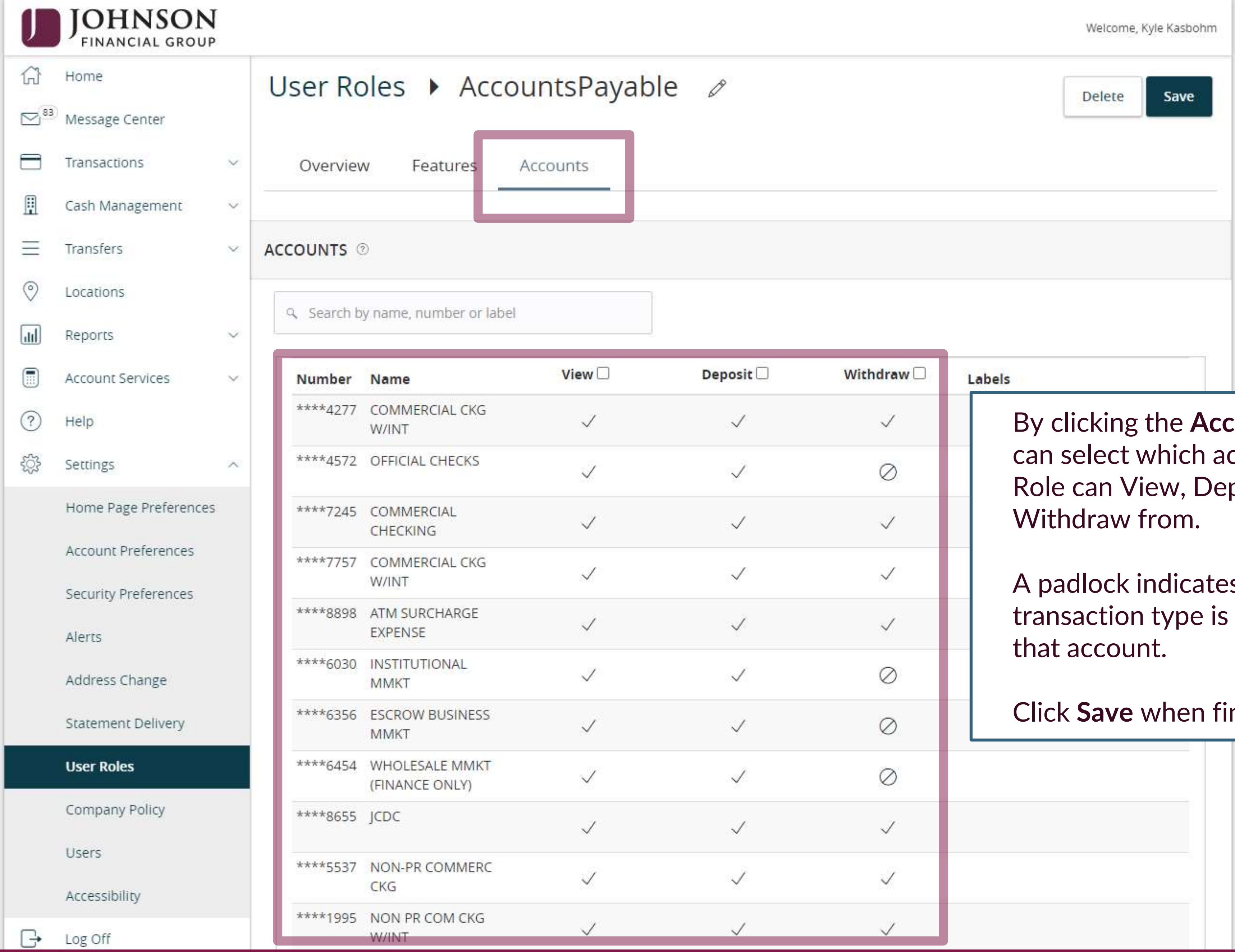
Click on **Approval Limits** to set the Approval Limits for this transaction type.

Click **Save** at the top of the screen when finished.



The **Features** tab allows you to set the capabilities the User Role has.

Only turn on features that the User Role needs.

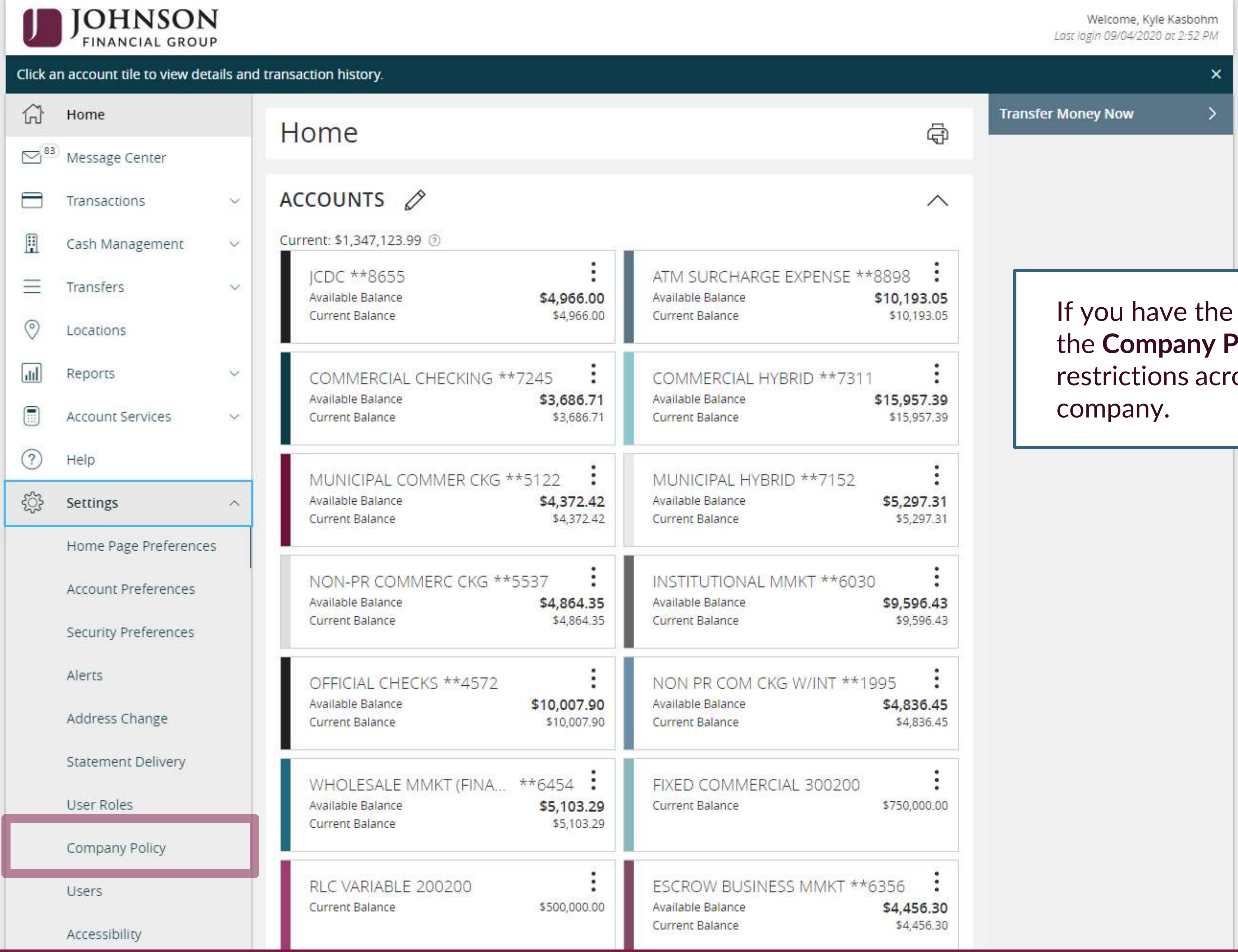


Number	Name	View	Deposit	Withdraw
****4277	COMMERCIAL CKG W/INT	✓	✓	✓
****4572	OFFICIAL CHECKS	✓	✓	⊘
****7245	COMMERCIAL CHECKING	✓	✓	✓
****7757	COMMERCIAL CKG W/INT	✓	✓	✓
****8898	ATM SURCHARGE EXPENSE	✓	✓	✓
****6030	INSTITUTIONAL MMKT	✓	✓	⊘
****6356	ESCROW BUSINESS MMKT	✓	✓	⊘
****6454	WHOLESALE MMKT (FINANCE ONLY)	✓	✓	⊘
****8655	JCDC	✓	✓	✓
****5537	NON-PR COMMERC CKG	✓	✓	✓
****1995	NON PR COM CKG W/INT	✓	✓	✓

By clicking the **Accounts** tab, you can select which accounts the User Role can View, Deposit into, or Withdraw from.

A padlock indicates that transaction type is restricted from that account.

Click **Save** when finished.



If you have the rights to manage the **Company Policy**, you can add restrictions across all users in the company.

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Welcome, Kyle Kasbohm

- Home
- Message Center 83
- Transactions
- Cash Management
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
  - Home Page Preferences
  - Account Preferences
  - Security Preferences
  - Alerts
  - Address Change
  - Statement Delivery
  - User Roles
  - **Company Policy**
  - Users
  - Accessibility
- Log Off

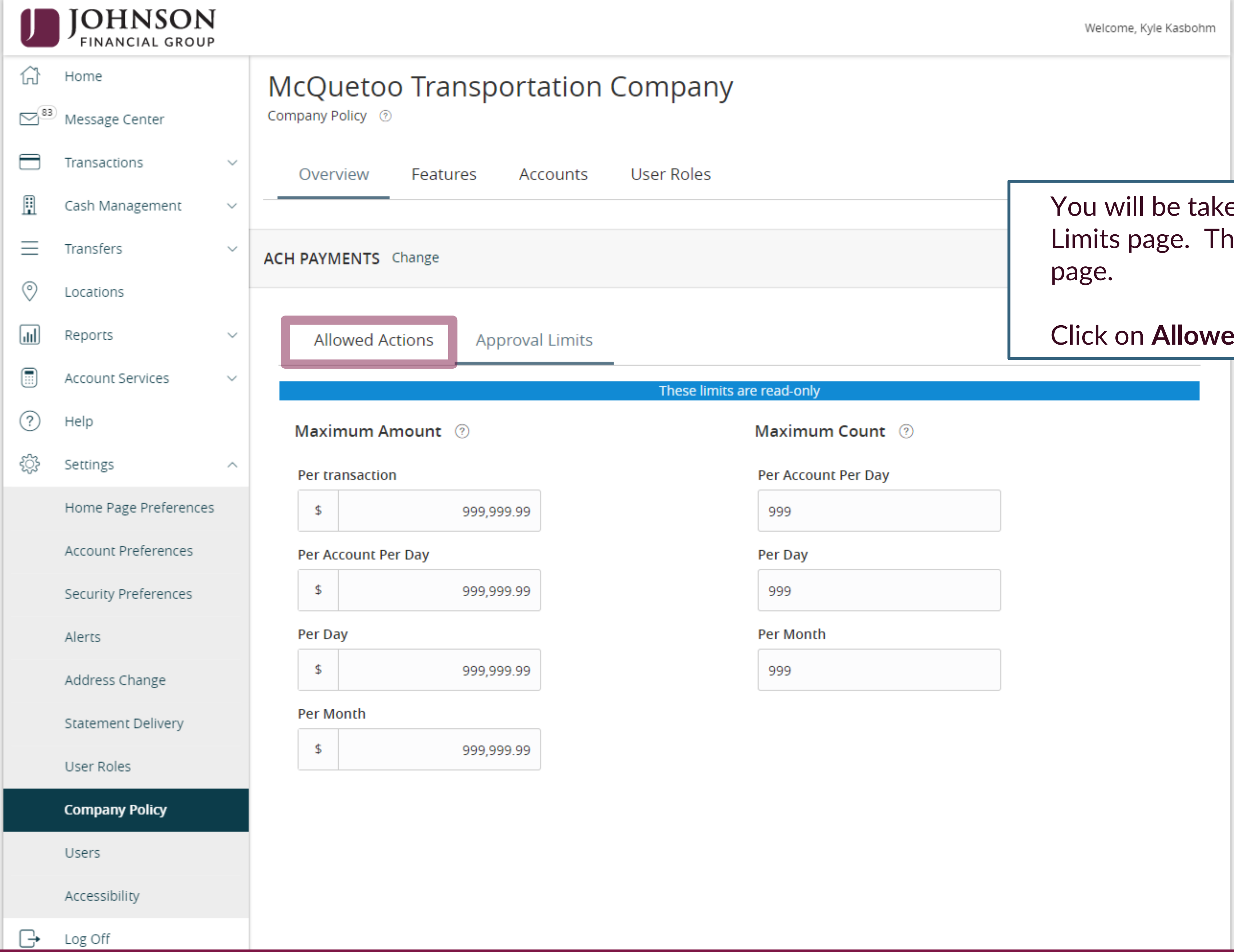
McQuetoo Transportation Company

Company Policy

Overview | Features | Accounts | User Roles

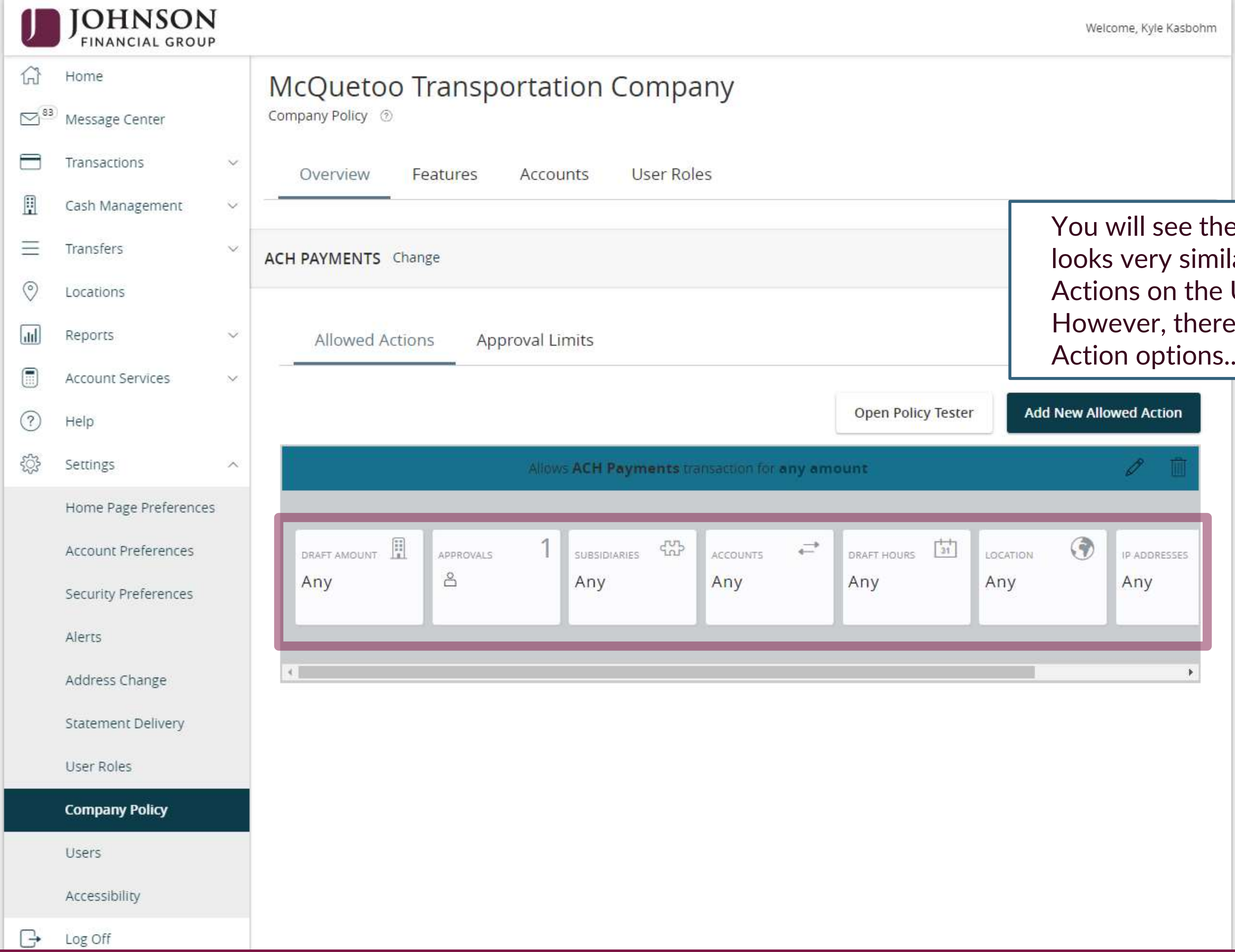
Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max		
ACH Collection	$999,999.99	999 / $999,999.99	999 / $999,999.99	999 / $999,999.99	1 Any		
ACH Passthru	$999,999.99	999 / $999,999.99	999 / $999,999.99		1 Any	1 Any	1 Any
ACH Payments	$999,999.99	999 / $999,999.99	999 / $999,999.99	999 / $999,999.99	1 Any	1 Any	1 Any
Change Address		50	200	5	1 Any	1 Any	1 Any
Check Reorder		50	200	5	1 Any	1 Any	1 Any
EFTPS	$999,999.99	999 / $999,999.99	999 / $999,999.99	999 / $999,999.99	1 Any	1 Any	1 Any
Payroll	$999,999.99	999 / $999,999.99	999 / $999,999.99	999 / $999,999.99	1 Any	1 Any	1 Any
Stop Payment		50	200	50	1 Any	1 Any	1 Any
Transfer - Internal	$999,999.99	999 / $999,999.99	999 / $999,999.99	999 / $999,999.99	1 Any	1 Any	1 Any
Wire - Domestic	$999,999.99	50 / $999,999.99	500 / $999,999.99	50 / $999,999.99	1 Any	1 Any	1 Any

Select a Transaction Type to add Company level restrictions.

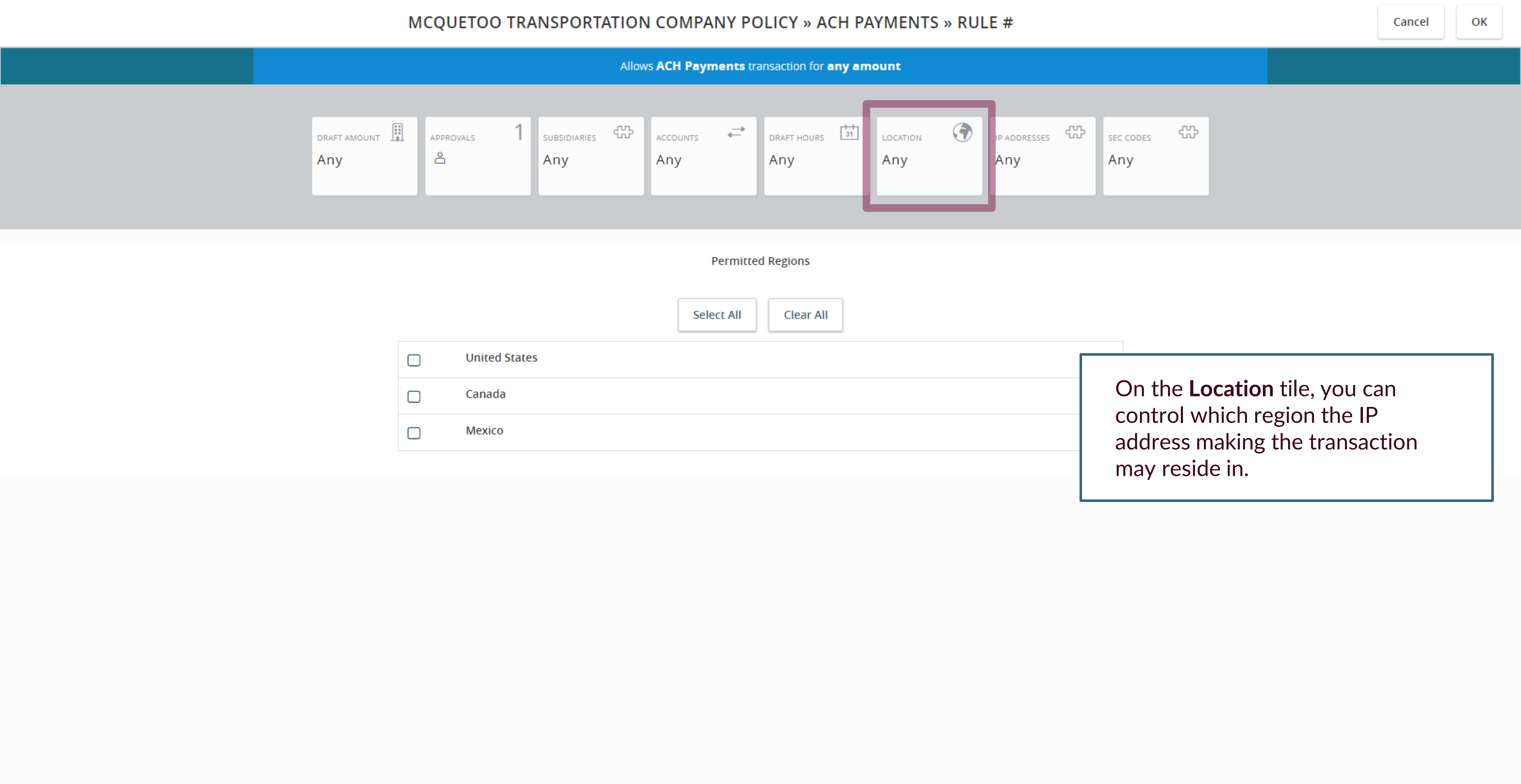


You will be taken to the Approval Limits page. This is a view only page.

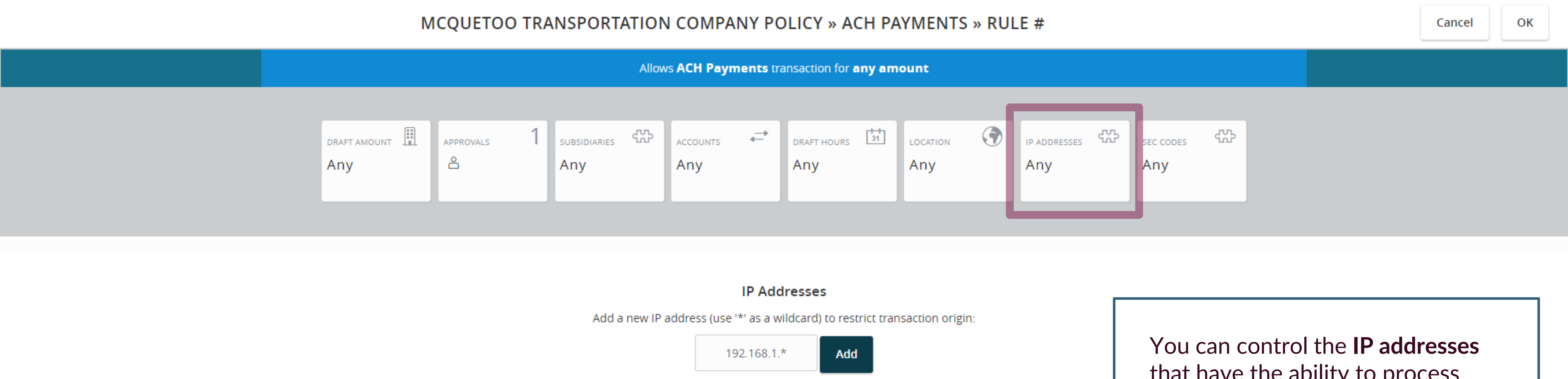
Click on **Allowed Actions.**



You will see the **Allowed Actions** looks very similar to the Allowed Actions on the User Roles page. However, there are a couple extra Action options...

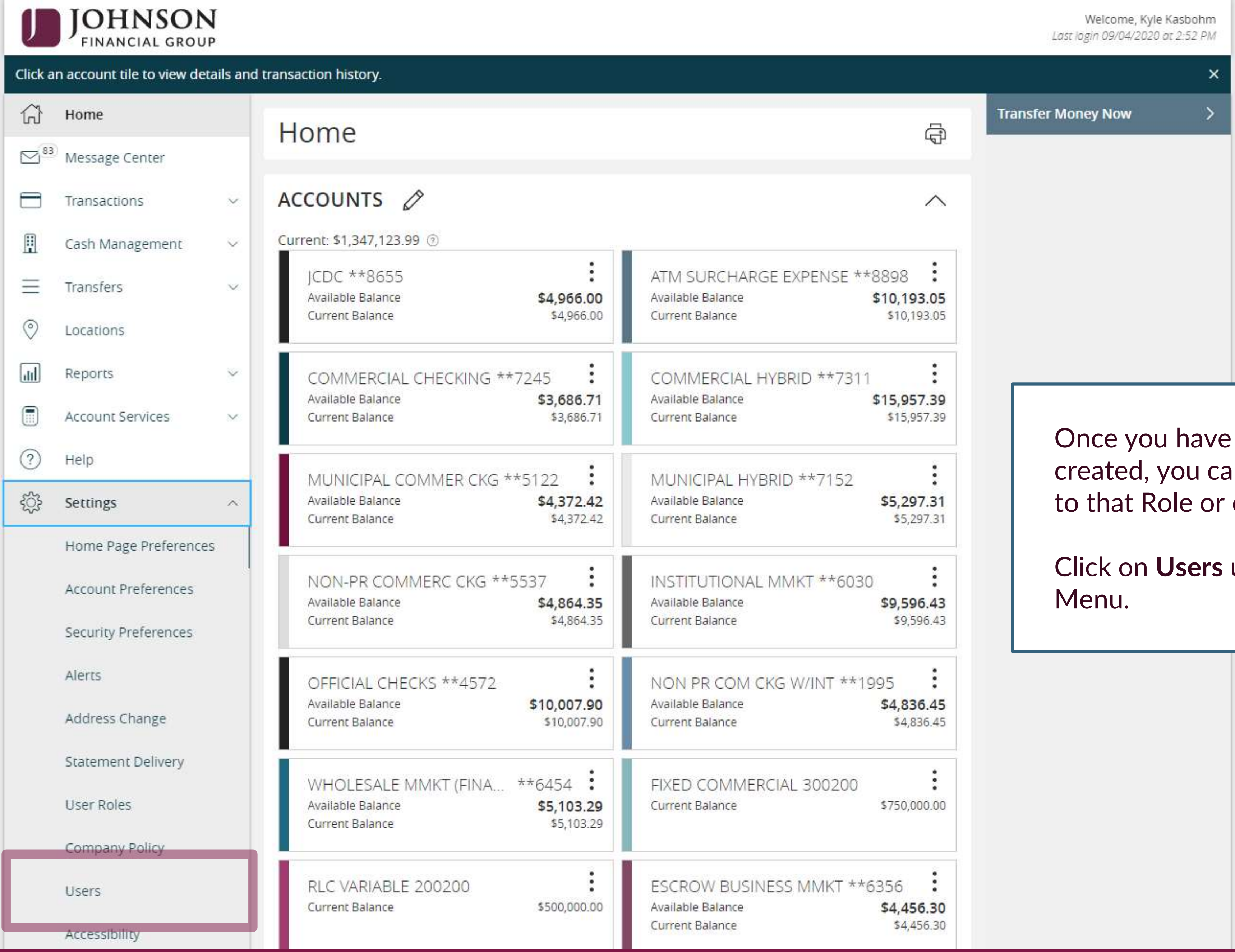


On the **Location** tile, you can control which region the IP address making the transaction may reside in.



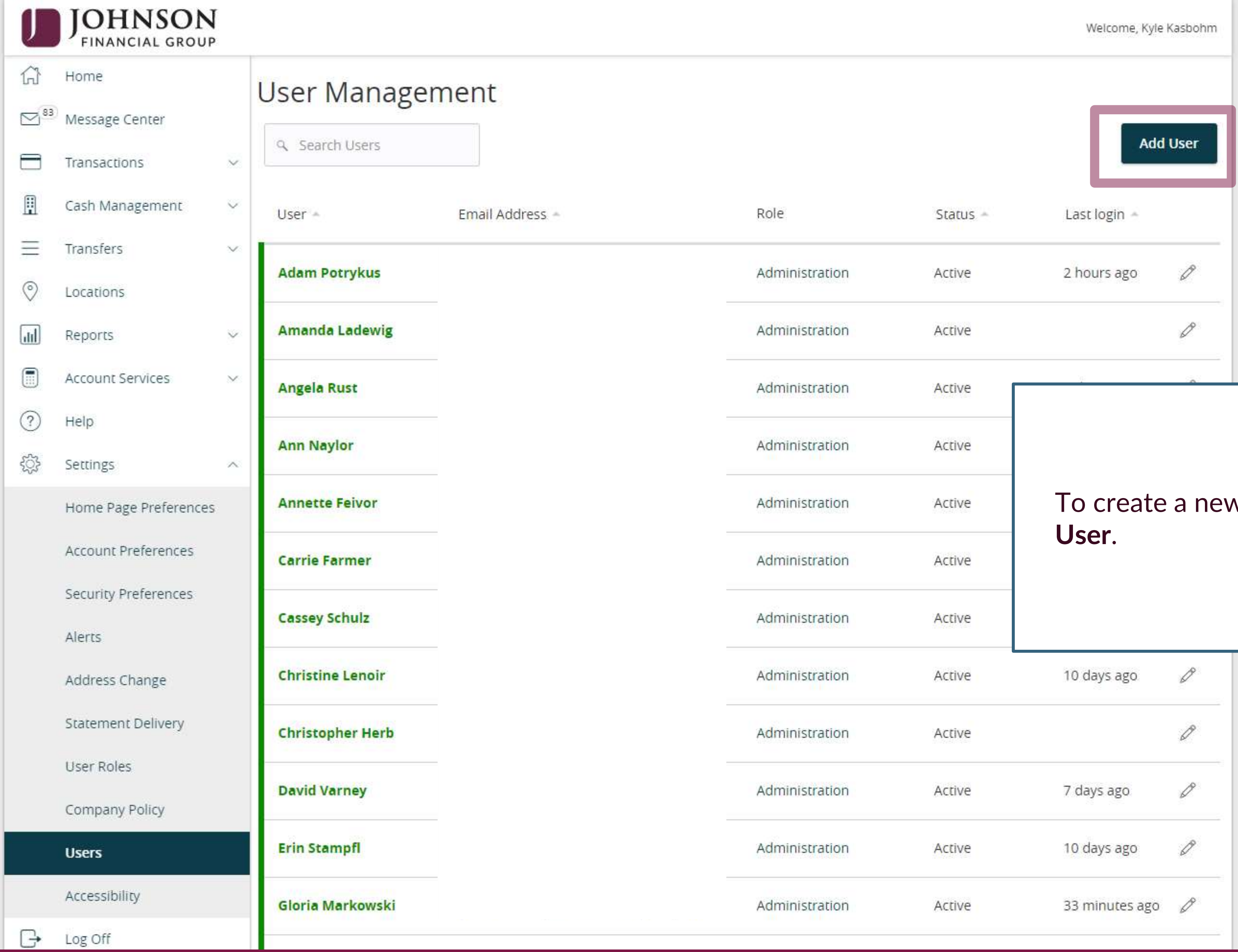
You can control the **IP addresses** that have the ability to process these transactions

Please note: This setting will stop anyone using the mobile app, as each mobile phone has an IP address that the provider supplies.

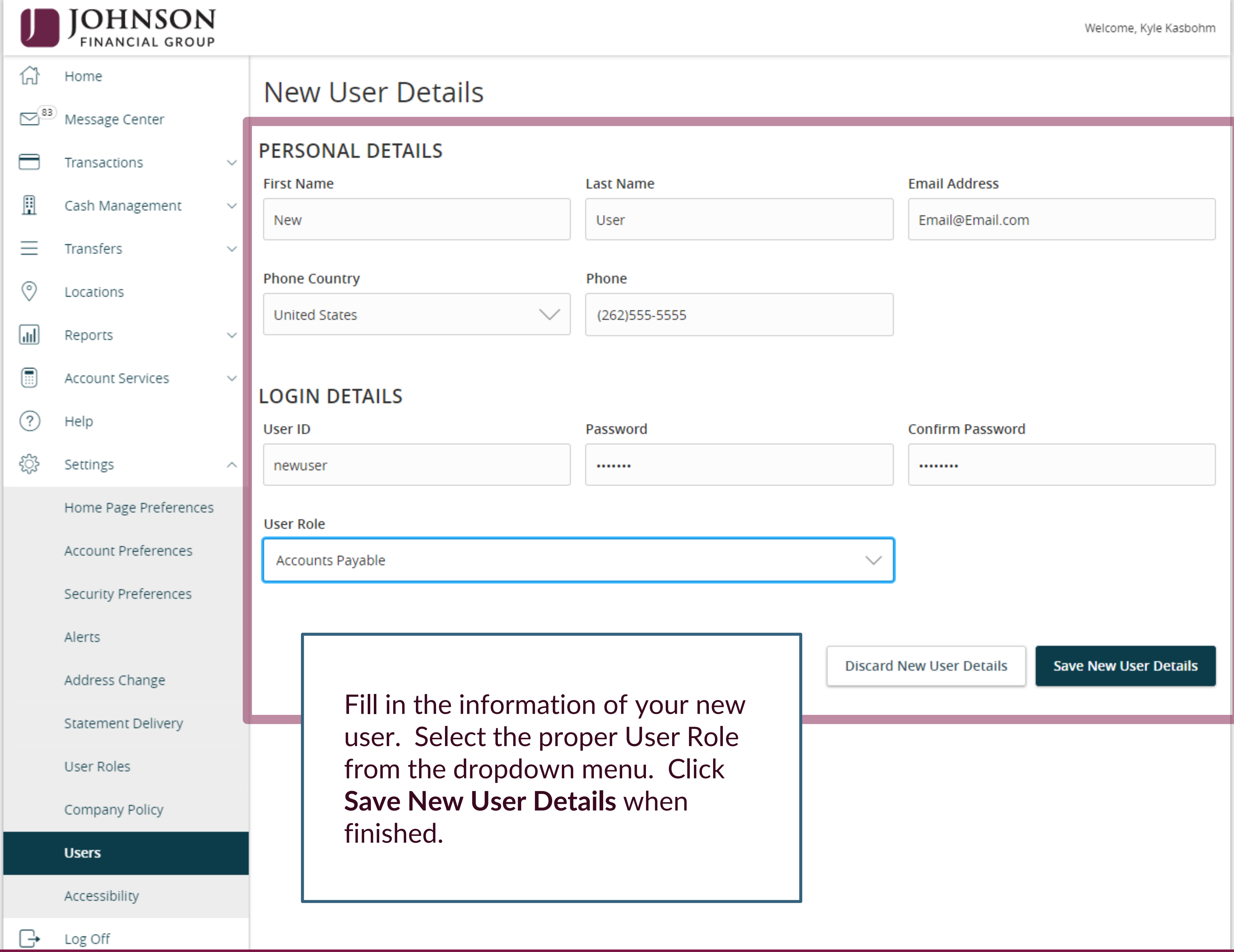


Once you have the User Role created, you can **add** existing users to that Role or create a new user.

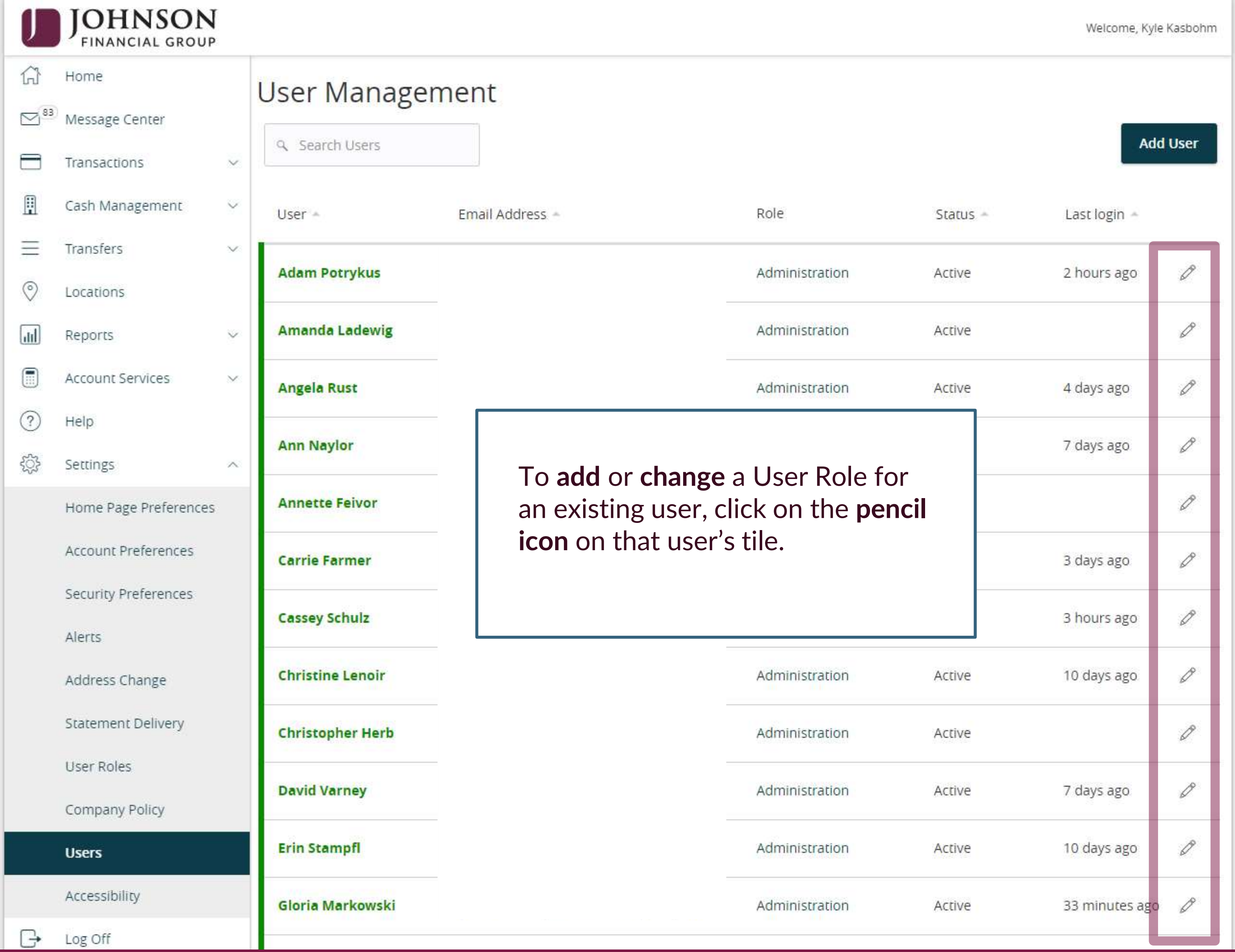
Click on **Users** under the **Settings** Menu.



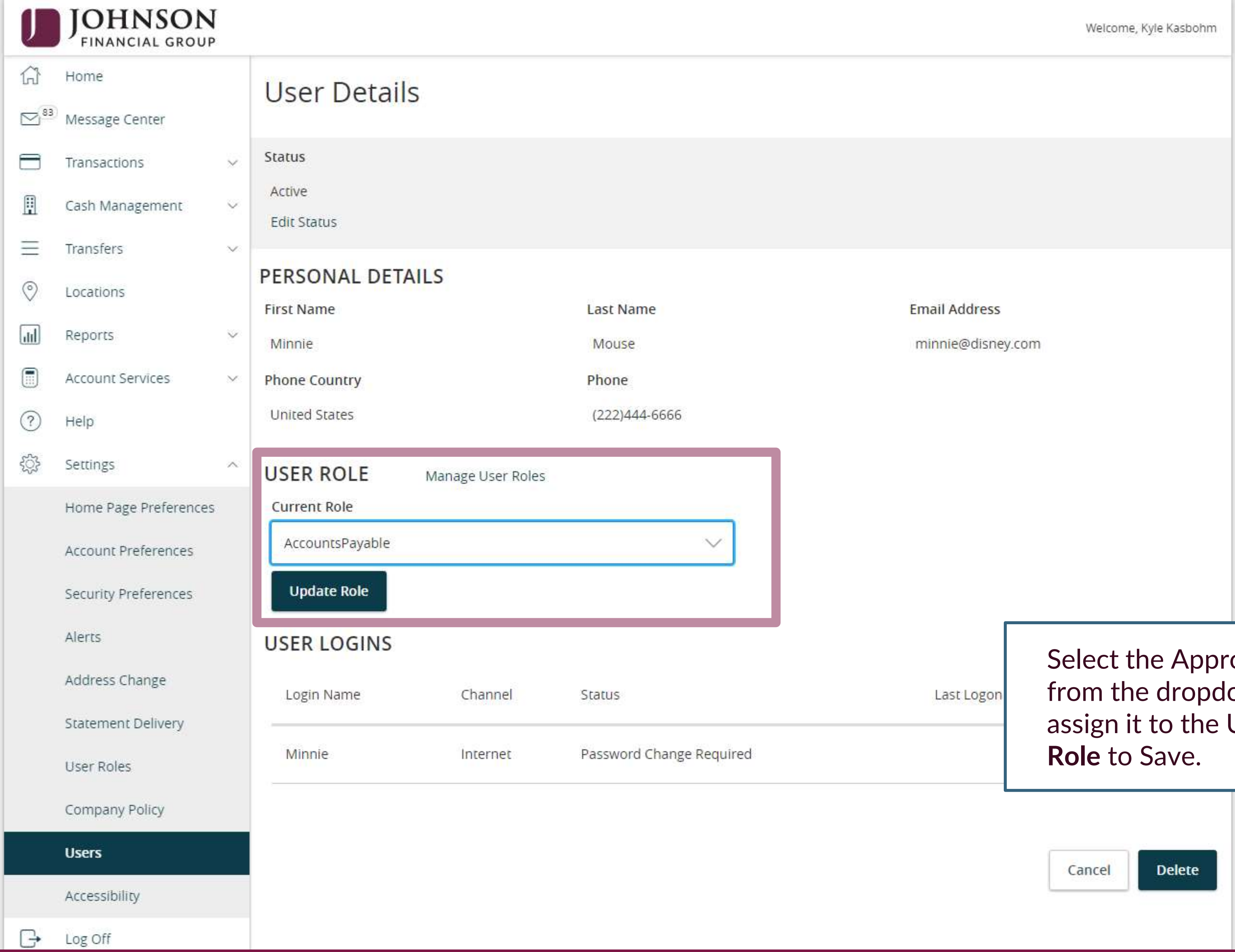
To create a new user, click **Add User**.



Fill in the information of your new user. Select the proper User Role from the dropdown menu. Click **Save New User Details** when finished.



To **add** or **change** a User Role for an existing user, click on the **pencil icon** on that user's tile.



Select the Appropriate User Role from the dropdown menu and assign it to the User. Click **Update Role** to Save.

Additional Resources and Support

- For additional resources, including "how-to" guides, please visit our online Client Resources page at:
  - https://www.johnsonfinancialgroup.com/client-resources

- If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at tmsupport@johnsonfinancialgroup.com.