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.
Click on User Roles to create a new User Role.

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.
Give your User Role a name and a description. Click **Continue**.
You will see all the transactions your company has access to. Click on a transaction type to edit entitlements.

## User Roles ▶ Accounts Payable

View Transaction Activity, Submit ACH/Wire Payments

### Transaction Types

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Approval Limit</th>
<th>Per Day Approval Limits</th>
<th>Per Month Approval Limits</th>
<th>Per Account Approval Limits</th>
<th>Draft Actions Max</th>
<th>Approve Actions Max</th>
<th>Cancel Actions Max</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH Collection</td>
<td>$999,999.99</td>
<td>$999,999.99 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>1 Any</td>
<td>1 Any</td>
<td>1 Any</td>
<td>All</td>
</tr>
<tr>
<td>ACH Pass thru</td>
<td>$999,999.99</td>
<td>$999,999.99 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>1 Any</td>
<td>1 Any</td>
<td>1 Any</td>
<td>All</td>
</tr>
<tr>
<td>ACH Payroll</td>
<td>$999,999.99</td>
<td>$999,999.99 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>1 Any</td>
<td>1 Any</td>
<td>1 Any</td>
<td>All</td>
</tr>
<tr>
<td>Change Address</td>
<td>50</td>
<td>200</td>
<td>5</td>
<td></td>
<td>1 Any</td>
<td>1 Any</td>
<td>1 Any</td>
<td>All</td>
</tr>
<tr>
<td>Check Reorder</td>
<td>50</td>
<td>200</td>
<td>5</td>
<td></td>
<td>1 Any</td>
<td>1 Any</td>
<td>1 Any</td>
<td>All</td>
</tr>
<tr>
<td>EFTPS</td>
<td>$999,999.99</td>
<td>$999,999.99 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>1 Any</td>
<td>1 Any</td>
<td>1 Any</td>
<td>All</td>
</tr>
<tr>
<td>Payroll</td>
<td>$999,999.99</td>
<td>$999,999.99 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>1 Any</td>
<td>1 Any</td>
<td>1 Any</td>
<td>All</td>
</tr>
<tr>
<td>Stop Payment</td>
<td>50</td>
<td>200</td>
<td>5</td>
<td></td>
<td>1 Any</td>
<td>1 Any</td>
<td>1 Any</td>
<td>All</td>
</tr>
<tr>
<td>Transfer - Internal</td>
<td>$999,999.99</td>
<td>$999,999.99 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>1 Any</td>
<td>1 Any</td>
<td>1 Any</td>
<td>All</td>
</tr>
<tr>
<td>Wire - Domestic</td>
<td>$999,999.99</td>
<td>50 / $999,999.99</td>
<td>500 / $999,999.99</td>
<td>999 / $999,999.99</td>
<td>1 Any</td>
<td>1 Any</td>
<td>1 Any</td>
<td>All</td>
</tr>
</tbody>
</table>

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Enable or Disable the Transaction Types required.
You can set Advanced Entitlements.

From the Overview tab, click Allowed Actions.

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

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You can chain Allowed Actions together. Click **Change** to switch between transaction types.

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

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Policy Tester allows you to test your allowed actions. 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.

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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.

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.
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.

<table>
<thead>
<tr>
<th>Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Incoming/Outgoing Wire Alerts</td>
</tr>
<tr>
<td>Allow one-time recipients</td>
</tr>
<tr>
<td>Manage Recipients</td>
</tr>
<tr>
<td>Recipient upload from batch</td>
</tr>
<tr>
<td>View Wire Activity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH Activity Report Current Day</td>
</tr>
<tr>
<td>ACH Online Origination</td>
</tr>
<tr>
<td>Balance and Activity Statement Current Day</td>
</tr>
<tr>
<td>Cash Position Previous Days</td>
</tr>
</tbody>
</table>
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 Manage Company Policy rights, you can add restrictions across all users in the company.

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.
If you have Manage Company Policy rights, you can add even more control.

Select a Transaction Type to add Company level restrictions.

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If you have Manage Company Policy rights, you can add even more control.

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

Click on Allowed Actions.

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If you have Manage Company Policy rights, you can add even more control. 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...

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You can control which region the IP address making the transaction reside in.

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

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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.

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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.
You now need to add the User to the User Role.

To create a new user, click Add User.

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.
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 User Role you just created and assign it to the User. 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.