

Creating Positive Pay and/or DepositPartner Users in AccessJFG

As of 12.3.20

IMPORTANT:

Positive Pay and DepositPartner users will need to be created in both the Positive Pay or DepositPartner system as well as in AccessJFG. For assistance with creating users in Positive Pay or DepositPartner, see their respective Administration guides found in Client Resources. If at all possible, use the same username for new users in both AccessJFG and Positive Pay/DepositPartner. Please allow up to two business days for Single Sign On to be activated for new users.

_ACCESSJFG **□**

Welcome, Kyle Kasbohm Last login 12/01/2020 at 9:50 AM

Click a	an account tile to view details an	d transaction history.				×	
ŵ	Home	Home		a	DepositPartner	>	
	⁶ Message Center	Home		ч с т-	Positive Pay	>	
	Transactions ~	ACCOUNTS 🖉		\wedge	Business Gateway	>	
	Cash Management ~ Transfers ~	JCDC **8655 Available Balance \$4,939.00	ATM SURCHARGE E Available Balance	EXPENSE **8898			
0	Locations	Current Balance \$4,939.00	Current Balance	\$10,205.00			
.III	Reports ~	COMMERCIAL CHECKING **7245 Available Balance \$6,973.49	COMMERCIAL CHECKING **7245 COMMERCIAL HYBRID **7311 Available Balance \$6,973.49 Available Balance \$180.				
	Account Services \checkmark	Current Balance \$6,973.49	Current Balance	\$180.50			
?	Help ~	MUNICIPAL COMMER CKG **5122 Available Balance \$4,032.18	MUNICIPAL HYBRID	\$5,128.01			
ţ	Settings ^	Current Balance \$4,032.18	Current Balance	45 400 O4			
	Home Page Preferences Account Preferences	NON-PR COMMERC CKG **5537 Available Balance \$4,720.01 Current Balance \$4,720.01	OFFICIAL CHECK Available Balance Current Balance	In order to cr nothing but I	reate a user with Positive Pay or Per you will first	access t	0
	Security Preferences			create a User	ser Role that applies those		
	Alerts	NON PR COM CKG W/INT **1995 Available Balance \$4,760.25 Current Balance \$4,760.25	NON PR COM CKG W/INT **1995 WHOLESALE MM Available Balance \$4,760.25 Available Balance Imit				
	User Roles			To get starte	d select User R a	oles und	er
	Company Policy	COMMERCIAL CKG W/INT **7757 Available Balance \$5,154.38	COMMERCIAL CK Available Balance	the Settings	menu.		
	Accessibility	Current Balance \$5,154.38	Current Balance				
G	Log Off	MUNI COMM CKG W/INT **9706 Available Balance \$4,661.41 Current Balance \$4,661.41	COMMERCIAL HYB Available Balance Current Balance	RID **0428 \$0.00 \$0.00			

Welcome, Kyle Kasbohm

ŵ	Home		User Roles	3)		
[]2	Message Center			9		
8	Transactions	~	Search			Create Role
≞	Cash Management	~				
≡	Transfers	~	USER ROLES			
0	Locations		Name 🔺	Description	Users 🔺	
JII	Reports	~				
	Account Services	~	Admin	None	10	
?	Help	~	Test Role	None	None	
ţ	Settings	^				
	Home Page Preferences	;				
	Account Preferences					
	Security Preferences					
	Alerts					
	User Roles					Click Create Role
	Company Policy					
	Users					
	Accessibility					
G	Log Off					

ŵ	Home		User Roles > New User Role
⊠2	Message Center		
	Transactions	~	Role Name
≞	Cash Management	~	Positive Pay & DepositPartner Only
≡	Transfers	~	Description (optional)
0	Locations		User Role with access to Positive Pay and DepositPartner only
.ul	Reports	~	
	Account Services	~	
?	Help	~	Cancel Continue
ţ	Settings	^	
	Home Page Preferences		
	Account Preferences		Assign the User Role a Role Name . You can assign multiple
	Security Preferences		users to one role, so you can create a generic "Positive Pay
	Alerts		and/or DepositPartner Only" role for easy entitling of users who need only this access
	User Roles		
	Company Policy		Enter an optional Description if you choose.
	Users		Click Continue
	Accessibility		
G	Log Off		

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

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	🖂 4 Message Center	Only 🖉	5								
	Transactions ~	User Role with access to Positive Pay an	d DepositPartner o	nly							
	🗒 Cash Management 🗸	Overview Features	Accounts								
	O Locations	Transation	Der Deu Anereu	-1	Der Marth Annre al		Draft	Approve	Cancel		
	III Reports 🗸	Type Approval Limit	Limits	dI	Limits	Limits	Actions Max	Actions Max	Actions Max	View	
			/		999,999,999 /	999,999,999 /	1		transaction		
			€.	.99	\$99,999,999,999.99	\$99,999,999,999,999.99		view all tra	inansactions	AIL	
he next page our organizat	e will show all the tran tion within AccessJFG	nsaction types available i. Since this quide is to	e to	.99	999,999,999 / \$99,999,999,999.99		Own - Can	an view owr	n transactions	ons	
uild a profile	with no entitlements itPartner, you will wa	other than Positive Pa	y these	.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	Acct - Ca from en	n view tran titled accou	isactions to ints) or	
ansactions.			/	.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	Role - Ca others in	an view tran n this role	isactions bj	у	
rst, go to the	e right-hand column	named View . Click the	, not	.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	No - Car transact	inot view ar ions	лу		
iew Any Tra	nsactions . Repeat th	hat for each line item of	n this	.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	All	
age.			/ 9.	.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	All	
	Accessibility	Stop Payment	50		200	50	1 Any	1 Any	1 Any	All	
	Log Off	Transfer - \$99,999,999,999,999.99	/ 999,999,999 \$99,999,999,999	.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999,999	1 Any	1 Any	1 Any	All	
		Wire -	50 / \$10.00		500 (\$100.00	50 / \$10.00	1	1	1		
		⇒10.00	507 \$10.00		5007\$100.00	50/\$10.00				All	

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ŵ	Home
	Message Center
	Transactions
⊞	Cash Management
\equiv	Transfers
0	Locations

User Roles

Users

Log Off

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Accessibility

Company Policy

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After updating all the transaction types to **No**. Click the name of the first Transaction Type listed.

Please note, the transaction types available to your organization may differ from what's seen on this screenshot.

User Roles

Positive Pay & DepositPartner Save Only 🖉 User Role with access to Positive Pay and DepositPartner only Overview Features Accounts Draft Approve Cancel Transaction Per Account Approval Per Day Approval Per Month Approval Approval Limit Actions Actions Actions View Туре Limits Limits Limits Max Max Max ACH 999,999,999 / 999,999,999 / 999,999,999 / 1 1 1 \$99,999,999,999.99 No Collection Any Any \$99,999,999,999,999 \$99,999,999,999,999 Any \$99,999,999,999,999 999,999,999 / 999,999,999 / 1 1 1 ACH Passthru \$99,999,999,999.99 No \$99,999,999,999.99 \$99,999,999,999.99 Any Any Any **ACH Payment** 999,999,999 / 999,999,999 / 999,999,999 / 1 1 1 \$99,999,999,999.99 No - Single \$99,999,999,999.99 \$99,999,999,999.99 \$99,999,999,999.99 Any Any Any ACH 999,999,999 / 999,999,999 / 999,999,999 / 1 1 1 \$99,999,999,999,999 No Any Payments \$99,999,999,999.99 \$99,999,999,999.99 \$99,999,999,999.99 Any Any 999,999,999 / 999,999,999 / ACH Receipt -999,999,999 / 1 1 1 \$99,999,999,999.99 No Single \$99,999,999,999.99 Any Any Any \$99,999,999,999.99 \$99,999,999,999.99 999,999,999 / 999,999,999 / 999,999,999 / 1 1 1 EFTPS \$99,999,999,999.99 No \$99,999,999,999.99 \$99,999,999,999.99 \$99,999,999,999.99 Any Any Any 999,999,999 / 999,999,999 / 999,999,999 / 1 1 1 Payroll \$99,999,999,999.99 No Any \$99,999,999,999,999 \$99,999,999,999.99 \$99,999,999,999.99 Any Any 1 1 1 Stop Payment 50 200 50 No Any Any Any Transfer -999,999,999 / 999,999,999 / 999,999,999 / 1 1 \$99,999,999,999.99 No Internal \$99,999,999,999.99 \$99,999,999,999.99 \$99,999,999,999.99 Any Any Any Wire -\$10.00 50/\$10.00 500 / \$100.00 50 / \$10.00 No

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	Home		Jser Roles Positive Pay & DepositPartner Save							
	Message Center		Only 🖉							
	Transactions	~	User Role with access to Positive Pay and DepositPartner only							
▦	Cash Management	~	Overview Features Accounts							
\equiv	Transfers	~								
0	Locations		ACH COLLECTION Change	Enabled						
Ш	Reports	~								
	Account Services	~	Allowed Actions Rights Approval Limits							
?	Help	~								
्रि	Settings	^	Open Policy Tester On the	Transaction Type detail						
	Home Page Preferences		Allows ACH Collection transaction for any amount SCreen,	, click the Enabled slider						
	Account Preferences		icon to	Disable the transaction						
	Security Preferences		operations % Amount III subsidiaries ∰ accounts ← draft hours I							
	Alerts		Any Any Any Any Any							
	User Roles									
	Company Policy									
	Users									
	Accessibility									
G	Log Off									

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	Home Message Center Transactions Cash Management	~	User Roles Only User Role with access to Positiv Overview Featur	Save				
©	Locations	~	ACH COLLECTION Change					Disabled
• ? ;;;	Account Services Help Settings	~	Allowed Actions	Rights Ap	proval Limits	Ор	en Policy Tester	You will see the slider now says
	Home Page Preferences			Allows AC	CH Collection transacti	ion for any amount		Disabled.
	Account Preferences Security Preferences Alerts		operations %	amount 🎚 Any	subsidiaries <ሙ Any	Accounts 🔿	draft hours	Next, click Change (next to the Transaction Type name).
	User Roles							
	Company Policy							
	Users							
G	Accessibility Log Off							
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ŵ	Home User Roles Positive Pay & DepositPartner									
	^A Message Center Only Ø									
	Transactions	User Role with access to Positive Pay and DepositPartner only								
≞	Cash Management	Overview Features Accounts								
≡	Transfers									
0	Locations	ACH COLLECTION Change Disabled								
ul	Reports	Choose a new transaction type								
	Account Services	Stop Payment Transfer - Internal EFTPS Payroll Wire - Domestic Wire - International ACH Collection ACH Passthru								
?	Help	ACH Payments ACH Payment - Single ACH Receipt - Single								
्रि	Settings									
	Home Page Preferences	Allowed Actions Rights Approval Limits	_							
	Account Preferences	Open Policy Tester After clicking Change you will see								
	Security Preferences	a list of all Transaction Types								
	Alerts	Allows ACH Collection transaction for any amount available to your company. Click								
	User Roles	the first Transaction Type in the								
	Company Policy	operations à amount III subsidiaries III accounts III draft hours Any Any Any Any Any Any								
	Users									
	Accessibility									
G	Log Off									

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ſ} ⊠⁴	Home Message Center	User Roles Positive Pay & DepositPartner Only
	Transactions ~	User Role with access to Positive Pay and DepositPartner only
≞	Cash Management 🗸 🗸	Overview Features Accounts
≡	Transfers ~	
0	Locations	STOP PAYMENT Change Disabled
III	Reports ~	Choose a new transaction type
	Account Services \sim	Stop Payment Transfer - Internal EFTPS Payroll Wire - Domestic Wire - International ACH Collection ACH Passthru
?	Help ~	ACH Payments ACH Payment - Single ACH Receipt - Single
्रि	Settings ^	
	Home Page Preferences	Allowed Actions Rights Approval Li
	Account Preferences	The screen will update with the newly selected Transaction
	Security Preferences	Туре.
	Alerts	Allows Stc Repeat the previous steps:
	User Roles	Click the Enabled Slider to Disable the Transaction Type
	Company Policy	• Click Change
	Users	Click the next transaction type in the list.
	Accessibility	Repeat this for all Transaction Types available. When finished,
G	Log Off	click the Overview tab near the top of the page.

G	Home
	Message Center
	Transactions
	Cash Management
\equiv	Transfers
0	Locations

On the Overview screen, verify that each transaction type is crossed out and the View column on the right says "No" for each Transaction Type.

If you are setting up a **DepositPartner only** user, this is your last step in the User Role setup. Click **Save** in the upper right-hand corner and continue to Page 14 for User Setup instructions.

If you are setting up a **Positive** Pay user, click the Features tab.

User Roles Positive Pay & DepositPartner Only 🖉 User Role with access to Positive Pay and DepositPartner only

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Save

Overview	Features	Accounts						
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	\$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	No
ACH Passthru	\$99,999,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99		1 Any	1 Any	1 Any	No
ACH Payment - Single	\$99,999,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	No
ACH Payments	\$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	No
ACH Receipt - Single	\$99,999,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	No
EFTPS	\$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	No
Payroll	\$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	No
Stop Payment		50	200	50	1 Any	1 Any	1 Any	No
Transfer - Internal	\$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	No
Wire -	\$10.00	50/\$10.00	500/\$100.00	50/\$10.00	1	1 4 m/	1	No

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ි Home	ι
🖂 4 Message Center	C
Transactions 🗸	U

This step is only for enabling Positive Pay users. Once on the Features tab, click **Enable Centrix Positive Pay**, found under the **Rights** section.

Please note, depending on the services your organization uses with AccessJFG, **Enable Centrix Positive Pay** may be located in a different spot than in this screenshot.

Once that is selected, the box will turn blue with a check mark. Click **Save** at the top of the page to complete setup of the User Role.

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Log Off

User Roles Positive Pay & Depo Only User Role with access to Positive Pay and DepositPartner only	ositPartner save
Overview Features Accounts	
ATURES ③	
۹. Search	
SHTS	
Access to all payment templates	Allow one-time recipients
Can view all recipients	Enable Centrix Positive Pay
Manage Recipients	Manage Subsidiaries
Manage Users	Recipient upload from batch
Statement Image	View Wire Activity
Wire upload from batch (requires Multi-Wire)	
FORMATION REPORTING	
ACH Activity Report Current Day	ACH Activity Report Previous Day
ACH Online Origination	ACH Pass-thru File Uploads
Balance and Activity Statement Current Day	Balance and Activity Statement Previous Day

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Û	Home		User Roles Positive Pay & DepositPartner									
	Message Center		Only 🖉	Only Ø								
	Transactions	~	User Role with ac	User Role with access to Positive Pay and DepositPartner only								
▦	Cash Management	~	Overview	Features	Accounts							
\equiv	Transfers	~		_								
\bigcirc	Locations		Transaction		Per Day Approval	Per Month Approval	Per Account Approval	Draft	Approve	Cancel		
ul	Reports	~	Туре	Approval Limit	Limits	Limits	Limits	Actions Max	Actions Max	Actions Max	View	
	Account Services	~	ACH Collection	\$99,999,999,999.99	999,999,999 /	999,999,999 /	999,999,999	Novt		vill no	od to	create the
?	Help	~	Conection		*********************	**********************	\$77,777,777,77 <u>7</u> ,77	user	in Acc	essJF(G. Cl	ick Users
्रि	Settings	^	ACH Passthru	\$99,999,999,999,999.99	\$99,999,999,9997 \$99,999,999,999.99	\$99,999,999,999,999.99 \$99,999,999,999,999.99		foun	d in th	e Set t	tings	menu.
	Home Page Preferences		ACH Payment - Single	\$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 \$99,999,999,999	АПУ	Апу	АПУ		
	Account Preferences		ACH Payments	\$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	No	\neg
	Alerts		ACH Receipt - Single	\$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	No	
	User Roles		EFTPS	\$99,999,999,999.99	999,999,999 / ¢aa aaa aaa aa	999,999,999 / \$99 999 999 999 /	999,999,999 / \$00,000,000,000,000	1 4 DV	1 4 rov	1 4 rrv	No	/
	Company Policy				000 000 000 /	422,222,222,222,222,222	422,222,222,222,222,222	1	1	1		- /
	Users		Payroll	\$99,999,999,999.99	\$99,999,999,999,999.99	\$99,999,999,999,999.99	\$99,999,999,999,999.99	Any	Any	Any	No	/
	Accessibility		Stop Payment		50	200	50	1 Any	1 Any	1 Any	No	K
₽	Log Off		Transfer - Internal	\$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	1 Any	1 Any	1 Any	No	
			Wire -	\$10.00	50/\$10.00	500/\$100.00	50/\$10.00	1	1	1	No	

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Message Center

Cash Management

Transactions

Transfers

Locations

Reports

Help

Settings

Alerts

Users

Log Off

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Accessibility

User Roles

Company Policy

Account Services

Home Page Preferences

Account Preferences

Security Preferences

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ېنې ۲ Home

Welcome, Kyle Kasbohm User Management Add User Search Users User 🔺 Email Address 🔺 Role Status 🔺 Last login 🔺 iancialgroup.com 20 hour Ant Admin Active Click Add User Kyle 35 min ancialgroup.com Admin Active sonfinancialgroup.com Mel Admin Active 8 days ifinancialgroup.com D Sari Admin a day ago Active Ø Sari algroup.com Admin Active 2 hours ago Ø Sari incialgroup.com Admin Active 5 days ago Ø Tes sonfinancialgroup.com Admin a month ago Active Ø Ton iancialgroup.com Admin Active a month ago Ø Ton Unassigned Active D iancialgroup.com Admin Active Ton Ø 25 minutes ago Tra ialgroup.com Admin Active

Welcome, Kyle Kasbohm

分	Home		New User Details		
\square^4	Message Center				
	Transactions	~	PERSONAL DETAILS First Name	Last Name	Email Address
₿	Cash Management	~	Hans	Gruber	Hans@NakatomiTower.com
\equiv	Transfers	~			
0	Locations		Phone Country	Phone	
	Reports	~	United States V	(888)769-3796	
	Account Services	~	LOGIN DETAILS		
?	Help	\sim	User ID	Password	
£	Settings	^			In the Personal Details section,
	Home Page Preferences		User Role		and phone information. Phone
	Account Preferences		Unassigned		number should be a direct
	Security Preferences				phone number as it will be used
	Alerts				verification upon login.
	User Roles			Dis	
	Company Policy				
	Users				
	Accessibility				
G	Log Off				

Welcome, Kyle Kasbohm

	Home Message Center Transactions Cash Management Transfers Locations Reports	* * *	New User Details PERSONAL DETAILS First Name Hans Phone Country United States	Last Gru Phor (88 0,70	In the Login Details (user will be required and confirm the pass menu, select your ne Deposit Partner Only	section, crea d to update p sword. From ewly created y user role.	ate a User ID, Pa bassword upon t the User Role Positive Pay and	ssword first login), dropdown d/or
	Account Services	~	LOGIN DETAILS					
?	Help	~	User ID	Passwor	ł	Confirm Password		V
£	Settings	^	hgruber	•••••		•••••		
	Home Page Preferences		User Role					
	Security Preferences		Unassigned		~			
	Alerts		Admin					
	Alerts		Test Role			New User Details	Save New User Details	
	User Roles		Positive Pay & DepositPartner Only					
	Company Policy							
	Users							
	Accessibility							
G	Log Off							
							>	

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	Home	New User Details								
	Transactions v	PERSONAL DETAILS								
	Cash Management	First Name	Last Name	Email Address						
ш	cash Management .	Hans	Gruber	Hans@NakatomiTowe	r.com					
Ξ	Transfers 🗸									
0	Locations	Phone Country	Phone							
Ň	Deports	United States	(888)769-3796			N				
	Reports									
	Account Services									
\bigcirc	Help	LOGIN DETAILS								
	i icip	User ID	Password	Confirm Password						
ۍ ۲	Settings 🗸	hgruber								
	Home Page Preferences	User Role			Click Save Details wh	New User en completed.				
	Account Preferences	Positive Pay & DepositPartner Only		\sim		·				
	Security Preferences									
	Alerts									
	User Roles		Dis	scard New User Details	Save New User Details	/				
	Company Policy					_ /				
	Users									
	Accessibility									
G	Log Off									
					>					



REMINDER:

Positive Pay and DepositPartner users will need to be created in both the Positive Pay or DepositPartner system as well as in AccessJFG. For assistance with creating users in Positive Pay or DepositPartner, see their respective Administration guides found in Client Resources. If at all possible, use the same username for new users in both AccessJFG and Positive Pay/DepositPartner. Please allow up to two business days for Single Sign On to be activated for new users.

Additional Resources and Support

- For additional resources, including "how-to" guides, please visit our online Client Resources page at:
 - » <u>https://www.johnsonfinancialgroup.com/client-resources</u>
- If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at tmsupport@johnsonfinancialgroup.com.