



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.

Click an account tile to view details and transaction history. ✕

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Home

ACCOUNTS 

JCDC **8655 Available Balance \$4,939.00 Current Balance \$4,939.00	ATM SURCHARGE EXPENSE **8898 Available Balance \$10,205.00 Current Balance \$10,205.00
COMMERCIAL CHECKING **7245 Available Balance \$6,973.49 Current Balance \$6,973.49	COMMERCIAL HYBRID **7311 Available Balance \$180.50 Current Balance \$180.50
MUNICIPAL COMMER CKG **5122 Available Balance \$4,032.18 Current Balance \$4,032.18	MUNICIPAL HYBRID **7152 Available Balance \$5,128.01 Current Balance \$5,128.01
NON-PR COMMERC CKG **5537 Available Balance \$4,720.01 Current Balance \$4,720.01	OFFICIAL CHECKING **7311 Available Balance \$180.50 Current Balance \$180.50
NON PR COM CKG W/INT **1995 Available Balance \$4,760.25 Current Balance \$4,760.25	WHOLESALE MM **7311 Available Balance \$180.50 Current Balance \$180.50
COMMERCIAL CKG W/INT **7757 Available Balance \$5,154.38 Current Balance \$5,154.38	COMMERCIAL CKG W/INT **7757 Available Balance \$5,154.38 Current Balance \$5,154.38
MUNI COMM CKG W/INT **9706 Available Balance \$4,661.41 Current Balance \$4,661.41	COMMERCIAL HYBRID **0428 Available Balance \$0.00 Current Balance \$0.00

In order to create a user with access to nothing but Positive Pay or DepositPartner, you will first need to create a User Role that applies those limits.

To get started, select **User Roles** under the **Settings** menu.

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User Roles ?

Create Role

USER ROLES

Name	Description	Users	
Admin	None	10	  
Test Role	None	None	  

Click **Create Role**

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User Roles > New User Role

Role Name

Description (optional)

Assign the User Role a **Role Name**. You can assign multiple users to one role, so you can create a generic "Positive Pay and/or DepositPartner Only" role for easy entitling of users who need only this access.

Enter an optional **Description** if you choose.

Click **Continue**.

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User Roles ▶ Positive Pay & DepositPartner Only

Save

User Role with access to Positive Pay and DepositPartner only

- Overview
- Features
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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.

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	\$99,999,999,999.99	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	\$99,999,999,999.99	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	\$99,999,999,999.99	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 / \$99,999,999,999.99	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 - Domestic	\$10.00	50 / \$10.00	500 / \$100.00	50 / \$10.00	1 Any	1 Any	1 Any	No

- User Roles**
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User Roles ▶ Positive Pay & DepositPartner Only

Save

User Role with access to Positive Pay and DepositPartner only

Overview Features Accounts

ACH COLLECTION [Change](#)

Enabled

Allowed Actions Rights Approval Limits

Open Policy Tester

Allows ACH Collection transaction for any amount

OPERATIONS Any	AMOUNT Any	SUBSIDIARIES Any	ACCOUNTS Any	DRAFT HOURS Any
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On the Transaction Type detail screen, click the **Enabled** slider icon to **Disable** the transaction type.

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User Roles ▶ Positive Pay & DepositPartner Only

User Role with access to Positive Pay and DepositPartner only

Overview Features Accounts

ACH COLLECTION **Change** Disabled

Allowed Actions Rights Approval Limits

Open Policy Tester

Allows **ACH Collection** transaction for **any amount**

OPERATIONS Any	AMOUNT Any	SUBSIDIARIES Any	ACCOUNTS Any	DRAFT HOURS Any
-------------------	---------------	---------------------	-----------------	--------------------

You will see the slider now says **Disabled**.

Next, click **Change** (next to the Transaction Type name).

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User Roles ▶ Positive Pay & DepositPartner Only

Save

User Role with access to Positive Pay and DepositPartner only

Overview Features Accounts

ACH COLLECTION [Change](#)

Disabled

Choose a new transaction type

Stop Payment	Transfer - Internal	EFTPS	Payroll
Wire - Domestic	Wire - International	ACH Collection	ACH Passthru
ACH Payments	ACH Payment - Single	ACH Receipt - Single	

Allowed Actions Rights Approval Limits

Open Policy Tester

Allows **ACH Collection** transaction for **any amount**

OPERATIONS Any	AMOUNT Any	SUBSIDIARIES Any	ACCOUNTS Any	DRAFT HOURS Any
-------------------	---------------	---------------------	-----------------	--------------------

After clicking **Change** you will see a list of all Transaction Types available to your company. Click the first Transaction Type in the list.

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User Roles ▶ Positive Pay & DepositPartner Only

User Role with access to Positive Pay and DepositPartner only

Overview Features Accounts

STOP PAYMENT Change Disabled

Choose a new transaction type

Stop Payment	Transfer - Internal	EFTPS	Payroll
Wire - Domestic	Wire - International	ACH Collection	ACH Passthru
ACH Payments	ACH Payment - Single	ACH Receipt - Single	

Allowed Actions Rights Approval Li

Allows Sto

OPERATIONS
Any

The screen will update with the newly selected Transaction Type.

Repeat the previous steps:

- Click the Enabled Slider to Disable the Transaction Type
- Click Change
- Click the next Transaction Type in the list.

Repeat this for all Transaction Types available. When finished, click the **Overview** tab near the top of the page.

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User Roles ▶ Positive Pay & DepositPartner Only

Save

User Role with access to Positive Pay and DepositPartner only

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	\$99,999,999,999.99	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	\$99,999,999,999.99	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	\$99,999,999,999.99	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 / \$99,999,999,999.99	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-Domestic	\$10.00	50 / \$10.00	500 / \$100.00	50 / \$10.00	1 Any	1 Any	1 Any	No

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.

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- Transactions

User Roles ▶ Positive Pay & DepositPartner Only

[Save](#)

User Role with access to Positive Pay and DepositPartner only

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FEATURES ⓘ

RIGHTS

 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)

INFORMATION 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[Log Off](#)

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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User Roles

User Role

Over

Transaction Type

ACH Collection

ACH Passthru

ACH Payment -Single

ACH Payments

ACH Receipt-Single

EFTPS

Payroll

Stop-Payment

Transfer-Internal

Wire-Domestic

Transaction Type	Approval	Draft Actions Max	Approve Actions Max	Cancel Actions Max	View
ACH Collection	\$99,999,999,999.99 / \$99,999,999,999.99	1	1	1	No
ACH Passthru	\$99,999,999,999.99 / \$99,999,999,999.99	1	1	1	No
ACH Payment -Single	\$99,999,999,999.99 / \$99,999,999,999.99	1	1	1	No
ACH Payments	\$99,999,999,999.99 / \$99,999,999,999.99	1	1	1	No
ACH Receipt-Single	\$99,999,999,999.99 / \$99,999,999,999.99	1	1	1	No
EFTPS	\$99,999,999,999.99 / \$99,999,999,999.99	1	1	1	No
Payroll	\$99,999,999,999.99 / \$99,999,999,999.99	1	1	1	No
Stop-Payment	50 / 200 / 50	1	1	1	No
Transfer-Internal	\$99,999,999,999.99 / \$99,999,999,999.99	1	1	1	No
Wire-Domestic	\$10.00 / 50 / \$10.00 / 500 / \$100.00 / 50 / \$10.00	1	1	1	No



Policy Saved

Policy changes have been accepted.

[Close](#)

Delete

You will see a Policy Saved confirmation screen. Click **Close**

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User Roles ▶ Positive Pay & DepositPartner Only

Delete

User Role with access to Positive Pay and DepositPartner only

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				
ACH Passthru	\$99,999,999,999.99	999,999,999 / \$99,999,999,999.99	999,999,999 / \$99,999,999,999.99					
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 / \$99,999,999,999.99	Any	Any	Any	
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	\$99,999,999,999.99	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 / \$99,999,999,999.99	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-Domestic	\$10.00	50 / \$10.00	500 / \$100.00	50 / \$10.00	1 Any	1 Any	1 Any	No

Next, you will need to create the user in AccessJFG. Click **Users** found in the **Settings** menu.

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User Management

Add User

User	Email Address	Role	Status	Last login	
Ant	iancialgroup.com	Admin	Active	20 hours ago	
Kyl	iancialgroup.com	Admin	Active	35 minutes ago	
Mel	sonfinancialgroup.com	Admin	Active	8 days ago	
Sar	ifinancialgroup.com	Admin	Active	a day ago	
Sar	algroup.com	Admin	Active	2 hours ago	
Sar	iancialgroup.com	Admin	Active	5 days ago	
Tes	sonfinancialgroup.com	Admin	Active	a month ago	
Ton	iancialgroup.com	Admin	Active	a month ago	
Ton		Unassigned	Active		
Ton	iancialgroup.com	Admin	Active		
Tra	ialgroup.com	Admin	Active	25 minutes ago	

Click **Add User**

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New User Details

PERSONAL DETAILS

First Name	Last Name	Email Address
<input type="text" value="Hans"/>	<input type="text" value="Gruber"/>	<input type="text" value="Hans@NakatomiTower.com"/>
Phone Country	Phone	
<input type="text" value="United States"/>	<input type="text" value="(888)769-3796"/>	

LOGIN DETAILS

User ID	Password
<input type="text"/>	<input type="text"/>
User Role	
<input type="text" value="Unassigned"/>	

Discard

In the **Personal Details** section, enter your user's name, email, and phone information. Phone number should be a direct phone number as it will be used for security access code verification upon login.

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New User Details

PERSONAL DETAILS

First Name: Hans
Last Name: Gruber
Phone Country: United States
Phone: (888) 769-3796

LOGIN DETAILS

User ID: hgruber
Password:
Confirm Password:

User Role:
Unassigned
Unassigned
Admin
Test Role
Positive Pay & DepositPartner Only

New User Details Save New User Details

In the **Login Details** section, create a User ID, Password (user will be required to update password upon first login), and confirm the password. From the **User Role** dropdown menu, select your newly created Positive Pay and/or Deposit Partner Only user role.

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- Log Off

New User Details

PERSONAL DETAILS

First Name	Last Name	Email Address
<input type="text" value="Hans"/>	<input type="text" value="Gruber"/>	<input type="text" value="Hans@NakatomiTower.com"/>
Phone Country	Phone	
<input type="text" value="United States"/>	<input type="text" value="(888)769-3796"/>	

LOGIN DETAILS

User ID	Password	Confirm Password
<input type="text" value="hgruber"/>	<input type="password" value="....."/>	<input type="password" value="....."/>

User Role

Click **Save New User Details** when completed.

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Anthony

Hans Gr

Kyle Kasbohm

kkasbohm@johnsonfinancialgroup.com

Admin

Melody Christopherson

mchristopherson@johnsonfinancialgroup.com

Admin

Sarah Montemurro

smontemurro@johnsonfinancialgroup.com

Admin

Sarah Plehn

splehn@johnsonfinancialgroup.com

Admin

Sarah Thomsen

sthomsen@johnsonfinancialgroup.com

Admin

Test SSO

mchristopherson@johnsonfinancialgroup.com

Admin

Tony Test

adomanico@johnsonfinancialgroup.com

Admin

Tony Test

Unassigned

Tony Test11

adomanico@johnsonfinancialgroup.com

Admin

Tracey Zapata

tzapata@johnsonfinancialgroup.com

Admin

Close



Save User

The user has been saved

A **Save User** confirmation screen will show your user has been created. Click **Close**.

Provide your new user with the User ID and Password you created.

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:
 - » <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.

