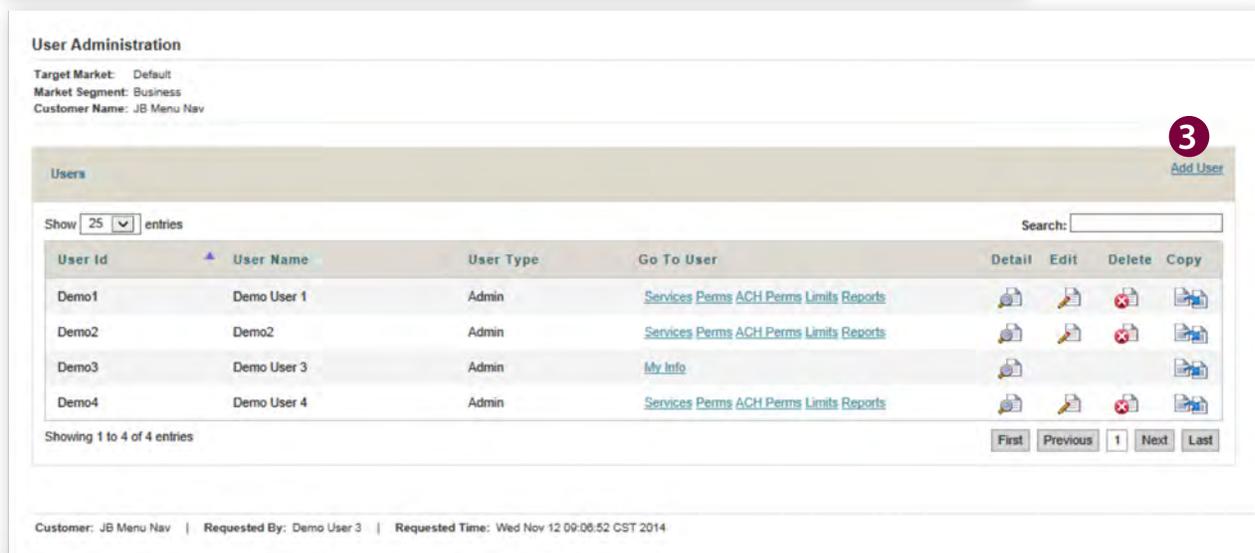


# USER ADMINISTRATION

Administrators can maintain and setup Users from the Administration section of the Dashboard or by selecting the Corporate Users from the dropdown menu. With a few clicks and keystrokes, you can establish specific permissions and authorize functions per User.

There are two User types – Administrator and User. Administrators have access to tasks such as granting permissions, assigning accounts and setting up functions.

## CREATE A NEW USER



To add a new User: **1** Select the Administration Menu **2** Choose User Administration. **3** Click the Add User button.

**CONTINUED ON BACK >**

**Add New User**

Customer Info: jbmenu - JB Menu Nav

User Info and Services | Return to Users

**5**

**User Login Information**

\* User Code (12)

Generated Password  Send password to user's email

**4** **User Name and Address**

\* User Name (40)

Address 1 of 2 (40)

Address 2 of 2 (40)

City (25)

State or Province (25)

Postal Code (20)

**Service Info**

Copy permissions from existing user: -- None --

SELECT ALL

[ACH](#)

ACH Batch Activation

ACH Batch Approval

ACH Batches

ACH Exception Report

ACH Participants

ACH Report

ACH Reversal

ACH Template Approval

[ACH Import](#)

ACH Import

## SERVICES:

- 4** **ENTER USER INFORMATION**  
 The number in parentheses indicates the maximum number of characters allowed. The User Code is the User ID that is needed to login and should be unique to the User and identifiable on audit reports. Once the User Code has been added, it cannot be changed. The User Type automatically defaults to Admin. If a User will not have Admin responsibilities, select User.

- 5** **SELECT USER SERVICE PERMISSIONS**  
 Click the checkbox next to the product to permit all services associated with that product to the User or permit services individually by checking the box next to each service. **Click Submit. Then proceed to the Permissions Tab.**  
**Note:** The products/services that appear under User Service Permissions are based on the products/services that your Company currently has access to. Please contact Johnson Bank if you would like access to additional services.

## PERMISSIONS:

- 6** **ASSIGN ACCOUNT PERMISSIONS**  
 Check the box in a row/column position to give permission to use the specified account with a specific service (i.e. Book Transfer, Stops). **Click Submit. Then proceed to the Limits Tab.**

## LIMITS:

- 7** **SET INDIVIDUAL USER LIMITS**  
 If applicable, user limits must be set for ACH, Book Transfers, Loans, and Wires. The limits that appear on the User Limits screen are the company limits set by Johnson Bank. User limits can be increased and decreased as needed, but cannot exceed the company limits set by Johnson Bank. **Click Submit**  
**NOTE:** Administrators can force Users to submit Wire Transfers via template only by checking the Template Only checkbox.