



Managing Corporate Users and User Roles

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. ✕
Click an account tile to view details and transaction history. ✕

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Home Print

ACCOUNTS ⋮

Current: \$75.73 ⓘ

COMMERCIAL REVOLVING... 200201 Current Balance \$0.67 Available Balance \$19.33	VARIABLE COMMERCIAL 200202 Current Balance \$0.00
FIXED COMMERCIAL 200203 Current Balance \$0.00	FIXED COMMERCIAL 200204 Current Balance \$0.00
FIXED COMMERCIAL 200205 Current Balance \$0.00	BUSINESS CHECKING **3666 Available Balance \$13.90 Current Balance \$13.90
COMMERCIAL CHECKING **2630 Available Balance \$32.38 Current Balance \$32.38	test cash management **2687 Available Balance \$2.68 Current Balance \$2.68
Test Checking **5801 Available Balance \$10.02 Current Balance \$10.02	SM BUSINESS SOLUTION **8091 Available Balance \$16.08 Current Balance \$16.08
1ST MORTGAGE MEL'S 900100 Current Balance \$0.00	RELATIONSHIP MMKT **3101 Available Balance \$0.00 Current Balance \$0.00

- DepositPartner ➤
- Positive Pay ➤

POSITIVE PAY ⤴

No accounts have exceptions needing decision.
[Continue to Positive Pay](#)

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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User Roles ?

USER ROLES

Create Role

Name ▼	Description	Users ^	
Admin	None	17	
OM Testers	Test user	None	
Positive Pay & DepositPartner Only	User Role with access to Positive Pay and DepositPartner only		
Product change testing	None		
Test	None		

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



New User Role

Role Name

Description (optional)

Cancel

Ok

Give your User Role a name and an optional description. Click **OK**.

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User Roles > Accounts Payable Save

User Role Policy ?

Transactions Features Accounts

Transaction Filter:

Filter: **All** Enabled Disabled

ACH Batch
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH Collection
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH Pass Thru
Can view all transactions \$5
Can Draft/Approve/Cancel

ACH Payment
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH Receipt
Can view all transactions \$100B
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions \$10
Can Draft/Approve/Cancel

ACH BATCH Enabled

Rights Allowed Actions

View All

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 99,999,999,999.99	
Daily Per Account	\$ 99,999,999,999.99	99
Daily	\$ 99,999,999,999.99	99
Monthly	\$ 99,999,999,999.99	99

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

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. X

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User Roles > Accounts Payable

Save

User Role Policy ?

Transactions Features Accounts

Transaction Filter:

Filter: **All** Enabled Disabled

ACH Batch
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH BATCH Enabled

Rights Allowed Actions

ACH Collection
Can view all transactions \$100B
Can Draft/Approve/Cancel

View All

ACH Pass Thru
Can view all transactions \$5
Can Draft/Approve/Cancel

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 99,999,999,999.99	
Daily Per Account		
Daily		
Monthly		

ACH Payment
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH Receipt
Can view all transactions \$100B
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions \$10
Can Draft/Approve/Cancel

Enable or Disable the Transaction Types required.

Please note, if you choose to disable the transaction type, you may still want to adjust the transaction viewing rights (see next page). Viewing rights will still be active even if the transaction type is disabled.

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve

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User Roles > Accounts Payable

User Role Policy

Transactions Features Accounts

Transaction Filter:

Filter: All Enabled Disabled

ACH Batch \$100B

Can view all transactions
Can Draft/Approve/Cancel

ACH BATCH

Rights Allowed Actions

ACH Collection \$100B

Can view all transactions
Can Draft/Approve/Cancel

ACH Pass Thru \$5

Can view all transactions
Can Draft/Approve/Cancel

ACH Payment \$100B

Can view all transactions
Can Draft/Approve/Cancel

ACH Receipt \$100B

Can view all transactions
Can Draft/Approve/Cancel

Domestic Wire \$10

Can view all transactions
Can Draft/Approve/Cancel

Approval Limits

Per Transaction

Daily Per Account

Daily

Monthly

Rights determine what the User Role can see in the **Online Activity Center** for this transaction type.

The User Role can see **All** transactions, only view their **Own** transactions, only view transactions to/from **Accounts** they are entitled to see, only view transactions done by others in the same **Role** or cannot view any transactions (**None**).

Note, even if a transaction type is disabled, the Rights section will still determine what a User Role can see in the Online Activity Center.

	Maximum Amount	Maximum Count
Per Transaction	\$ 99,999,999,999.99	
Daily Per Account	\$ 99,999,999,999.99	999999999
Daily	\$ 99,999,999,999.99	999999999
Monthly	\$ 99,999,999,999.99	999999999

View

All

- ✓ All
- Role
- Account
- Own
- None

Accounts Payable

Save

Accounts

Transaction Filter:

Enabled Disabled

ACH BATCH

Enabled

Rights Allowed Actions

View All

Approval Limits

Maximum Amount

Maximum Count

Per Transaction

\$ 99,999,999,999.99

Daily Per Account

\$ 99,999,999,999.99 999999999

Daily

\$ 99,999,999,999.99 999999999

Monthly

\$ 99,999,999,999.99 999999999

Approval Limits allow you to set the Approval Limits for this transaction type.

The left column options are approval limits by dollar amount. The right column options are approval limits by number of transactions. If the dollar amounts you enter are higher than the company's allowed limits, you will be given an error notice. You will need to adjust the user role approval limits to be no higher than the company's allowed limits.

Alert Preferences

User Roles

Company Policy

Users

Accessibility

Log Off

ACH Payment

Can view all transactions
Can Draft/Approve/Cancel

\$100B

ACH Receipt

Can view all transactions
Can Draft/Approve/Cancel

\$100B

Domestic Wire


Can view all transactions
Can Draft/Approve/Cancel

\$10

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User Roles > Accounts Payable

Save

User Role Policy 

Transactions Features Accounts

Filter: **All** Enabled Disabled

Transaction Filter:

ACH Batch
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH BATCH

Rights **Allowed Actions**

ACH Collection
Can view all transactions \$100B
Can Draft/Approve/Cancel

POLICY TESTER

ACH Pass Thru
Can view all transactions \$5
Can Draft/Approve/Cancel

Filter by

All

Search all

Add Allowed Action

ACH Payment
Can view all transactions \$100B
Can Draft/Approve/Cancel

Allows **ACH Batch** transaction for **any amount**

ACH Receipt
Can view all transactions \$100B
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions \$10
Can Draft/Approve/Cancel

You can set advanced entitlements or permissions for each transaction type.

Click **Allowed Actions**

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- Accessibility
- Log Off

User Roles > Accounts Payable

User Role Policy ?

Transactions Features Accounts

Filter: **All** Enabled Disabled

Transaction Filter:

ACH Batch
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH BATCH

Rights Allowed Actions

ACH Collection
Can view all transactions \$100B
Can Draft/Approve/Cancel

POLICY TESTER

Filter by

All

Search all

Add Allowed Action

Allows **ACH Batch** transaction for **any amount**

Show Details

Edit

Delete

ACH Payment
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH Receipt
Can view all transactions \$100B
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions \$10
Can Draft/Approve/Cancel

You can adjust and **Add Allowed Action** for this Transaction type.

By default, the user role will be given full entitlements to a transaction type. Click the kabob menu and select **Edit** to adjust those entitlements, if needed.

Edit Allowed Action

Allows ACH Batch transaction for any amount

Operations

Draft Draft Restricted Approve Cancel

Amount

Any allowable amount
 Specific Amount

Subsidiaries

Any allowed subsidiaries (12) [Select specific subsidiaries](#)

Accounts

Any allowed account (0) [Select specific account\(s\)](#)

Draft Hours

Any

[+ Add Draft Hours](#)

Cancel

Operations is the ability to Draft, Approve and Cancel transactions. Use the check boxes to enable or disable each option.

Draft is the ability to initiate the transaction.

Draft Restricted is a special permission that only gives the user role access to initiate transactions from templates someone else has setup for them. You cannot have both **Draft & Draft Restricted** entitled.

Approve allows the user to approve the transaction type. Please note, if a transaction type requires Dual Control, a user cannot approve a transaction they drafted.

Cancel allows a user to cancel an unprocessed transaction.

Edit Allowed Action



Allows **ACH Batch** transaction less than or equal to **\$500,000**

Operations

- Draft Draft Restricted Approve Cancel

Amount

- Any allowable amount
 Specific Amount

Draft Amount

\$	500,000
----	---------

Subsidiaries

- Any allowed subsidiaries (12) [Select specific subsidiaries](#)

Accounts

- Any allowed account (0) [Select specific account\(s\)](#)

Draft Hours

Any

+ Add Draft Hours

Cancel

Amount is the payment amount for this Allowed Action.

You can select **Any Allowable Amount** to give this user role the full dollar amount allowed to your company for this transaction type. Or you can limit this user role to a lower dollar amount by choosing **Specific Amount** and entering the limit in the text field.

Edit Allowed Action



Allows **ACH Batch** transaction less than or equal to **\$500,000**

Operations

- Draft Draft Restricted Approve Cancel

Amount

- Any allowable amount
 Specific Amount

Draft Amount

\$	500,000
----	---------

Subsidiaries

- Any allowed subsidiaries (12) [Select specific subsidiaries](#)

Accounts

- Any allowed account (0) [Select specific account\(s\)](#)

Draft Hours

Any

+ Add Draft Hours

Subsidiaries limits the choice of ACH Companies this user role has access to. You can select to choose **Any allowed subsidiaries** for full access or you can **Select specific Subsidiaries** (see next page).

If you need an explanation of each subsidiary assigned to your company, please contact your Treasury Management Consultant.

Select Subsidiary(s)



Showing: **All** Selected

Subsidiaries:

[Select all](#) | [Clear all](#)

- | | |
|--|--------------------------------------|
| <input checked="" type="checkbox"/> Test Cash Management | <input type="checkbox"/> JFG Test ID |
| <input checked="" type="checkbox"/> CM Test Company2 | <input type="checkbox"/> CM Test 2 |
| <input type="checkbox"/> Test | <input type="checkbox"/> Tony Test |
| <input type="checkbox"/> Test | <input type="checkbox"/> ACH Test |

2 subsidiaries selected

If you choose to select specific subsidiaries, a window will appear with a list of your subsidiaries. Check the boxes for the subsidiaries you want to assign to the User Role and click **Submit**.

If you need an explanation of each subsidiary assigned to your company, please contact your Treasury Management Consultant.

Cancel

Submit

Edit Allowed Action



Allows **ACH Batch** transaction less than or equal to **\$500,000** by **Test Cash Management** or **CM Test Company2**

Operations

- Draft Draft Restricted Approve Cancel

Amount

- Any allowable amount
 Specific Amount

Draft Amount

\$

Subsidiaries

- Any allowed subsidiaries (12) **2 of 12 Subsidiaries selected**

Accounts

- Any allowed account (10) **Select specific account(s)**

Draft Hours

Any

+ Add Draft Hours

SEC Codes

Any

- PPD CCD WEB

Accounts limits the accounts this user role can complete this transaction from.

Please note, in your company profile, each subsidiary (ACH ID) will be linked to only one account so please select the accounts that are related to the subsidiaries chosen for this user role.

Similar to Subsidiaries, you can select **Any allowed account** or **Select specific accounts** (see next page).

If no accounts are available, you will need to allow Deposit or Withdrawal capabilities in the main Accounts tab first (see page 25).

Cancel

Submit

Select Account(s)



Showing: **All** Selected

Accounts:

[Select all](#) | [Clear all](#)

Test Checking
****5801

BUSINESS CHECKING
****3666

test cash management
****2687

SM BUSINESS SOLUTION
****8091

DIGITAL CHECKING
****8779

COMMERCIAL REVOLVING LINE OF CREDIT
****200201

RELATIONSHIP MMKT
****3101

BUSINESS SAVINGS
****2144

ESSENTIAL SAVINGS
****0901

COMMERCIAL CHECKING
****2630

2 accounts selected

Cancel

Submit

If you choose to select specific accounts, a window will appear with a list of your accounts.. Check the boxes for the accounts you want to assign to the User Role and click **Submit**.

If no accounts are available, you will need to allow Deposit or Withdrawal capabilities in the main Accounts tab first (see page XXX).

Edit Allowed Action



Allows ACH BATCH transaction less than or equal to \$500,000 from BUSINESS CHECKING or SIM BUSINESS SOLUTION by Test Cash Management of CM Test Company2

Operations

- Draft Draft Restricted Approve Cancel

Amount

- Any allowable amount
 Specific Amount

Draft Amount

\$

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.

If you would like to limit Draft Hours, click **+Add Draft Hours**.

Subsidiaries

- Any allowed subsidiaries (12) **2 of 12 Subsidiaries selected**

Accounts

- Any allowed account (10) **2 of 10 Accounts selected**

Draft Hours

Any

[+ Add Draft Hours](#)

SEC Codes

Any

- PPD CCD WEB

Cancel

Submit

Edit Allowed Action



Operations

- Draft Draft Restricted Approve Cancel

Amount

- Any allowable amount
 Specific Amount

Draft Amount

\$

Subsidiaries

- Any allowed subsidiaries (12) **2 of 12 Subsidiaries selected**

Accounts

- Any allowed account (10) **2 of 10 Accounts selected**

If you choose to limit **Draft Hours** you can set day and time limits as shown in this image. Click the blue Check Mark button to save the hour limitations. You can add multiple allowed hours for each day.

Draft Hours

Day	Start hour	End hour
Monday <input type="button" value="v"/>	8 <input type="button" value="v"/>	AM <input type="button" value="v"/>
	4 <input type="button" value="v"/>	PM <input type="button" value="v"/>
<input type="button" value="X"/> <input checked="" type="button" value="✓"/>		

SEC Codes

- Any
 PPD CCD WEB

Cancel

Submit

Edit Allowed Action



Allows **ACH Batch** transaction less than or equal to **\$500,000** from **BUSINESS CHECKING** or **SM BUSINESS SOLUTION** by **Test Cash Management** or **CM Test Company2** using **PPD** or **CCD**

Operations

- Draft Draft Restricted Approve Cancel

Amount

- Any allowable amount
 Specific Amount

Draft Amount

\$

Subsidiaries

- Any allowed subsidiaries (12) **2 of 12 Subsidiaries selected**

Accounts

- Any allowed account (10) **2 of 10 Accounts selected**

Draft Hours

Any

[+ Add Draft Hours](#)

SEC Codes

- PPD CCD WEB

SEC Codes shows the codes allowed with this transaction. Select the SEC codes you would like this user role to have access to.

Please note, if you see WEB or TEL as options, please **DO NOT** choose those unless your company has specifically contracted to use WEB or TEL. Selecting WEB or TEL if your company hasn't contracted to use those codes could cause delays in your transaction processing.

Click **Submit** when you are completed updating the Allowed Action.

Cancel

Submit

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User Roles > Accounts Payable

Delete

Save

User Role Policy ?

Transactions Features Accounts

Filter: All Enabled Disabled

Transaction Filter:

ACH Batch
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH BATCH

Enabled

Rights Allowed Actions

ACH Collection
Can view all transactions \$100B
Can Draft/Approve/Cancel

POLICY TESTER

Filter by

All

Search all

Add Allowed Action

Allows ACH Batch transaction less than or equal to \$500,000 from BUSINESS CHECKING or SM BUSINESS SOLUTION by Test Cash Management or CM Test Company2 using PPD or CCD

ACH Payment
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH Receipt
Can view all transactions \$100B
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions \$10
Can Draft/Approve/Cancel

If needed, you can create additional Allowed Actions.

For example, if you have multiple accounts that have access to ACH. You can create an Allowed Action for one account and allow that User Role to Draft and Approve transactions from that account. But, for a different account, you can choose to only allow a user to Draft, but not Approve, transactions. Click **Add Allowed Action** to create additional Allowed Actions.

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User Roles > Accounts Payable Delete Save

User Role Policy ?

Transactions Features Accounts

Filter: All Enabled Disabled

Transaction Filter:

ACH Batch \$100B
Can view all transactions
Can Draft/Approve/Cancel

ACH BATCH
Rights Allowed Actions

ACH Collection \$100B
Can view all transactions
Can Draft/Approve/Cancel

ACH Pass Thru \$5
Can view all transactions
Can Draft/Approve/Cancel

ACH Payment \$100B
Can view all transactions
Can Draft/Approve/Cancel

ACH Receipt \$100B
Can view all transactions
Can Draft/Approve/Cancel

Domestic Wire \$10
Can view all transactions
Can Draft/Approve/Cancel

POLICY TESTER

Operation	Amount	Account
Draft	\$ 0	
Subsidiary	SEC Code	IP Addresses
	PPD	192.168.20.*
Location	Day	Hour Minutes AM / PM
United States	Any	12 00 PM

Auth code provided
 Template used
 Test

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

Enter criteria for a transaction to see if that transaction will be allowed for this user role.

Filter by All Add Allowed Action

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User Roles > Accounts Payable

Delete

Save

User Role Policy 

Transactions Features Accounts

Transaction Filter:

Filter: **All** Enabled Disabled

ACH Batch

Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH Collection

Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH Pass Thru

Can view all transactions \$5
Can Draft/Approve/Cancel

ACH Payment

Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH Receipt

Can view all transactions \$100B
Can Draft/Approve/Cancel

Domestic Wire

Can view all transactions \$10
Can Draft/Approve/Cancel

ACH BATCH

Rights Allowed Actions

POLICY TESTER

Filter by

All



Search all

Allows **ACH Batch** transaction less than or equal to
BUSINESS SOLUTION by **Test Cash Management**

After updating one transaction, select another transaction type from the list on the left to update that transaction type.

Please note, you will want to repeat the previous steps to make sure each transaction type is set appropriately for the user role.

When you are done with all the transaction types, click **Save** at the top of the page.

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. X

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User Roles > Accounts Payable

Delete

Save

User Role Policy 

Transactions **Features** Accounts

FEATURES

Search

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

View Wire Activity

Wire upload from batch (requi

TRANSACTIONS

Allow ACH Company Entry Description Entry

GENERATED TRANSACTION

Enable Multi-Transfer

Enable Multi-Wire

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

Only turn on features that the User Role needs.

Please note, the following **Features** are meant for User Administration purposes and should only be assigned to User Roles who should have User Administration functions.

- Manage Users (Rights Section)
- Manage Company Policy (Corporate Section)
- Manage User Roles (Corporate Section)

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Log Off

Manage Recipients

Manage Subscribers

Manage Users

Recipient upload from batch

View Wire Activity

Wire upload from batch (requires Multi-Wire)

TRANSACTIONS

Allow ACH Company Entry Description Entry

GENERATED TRANSACTION

Enable Multi-Transfer

Enable Multi-Wire

ACH

Enable Same Day ACH Credits

Enable Same Day ACH Debits

Enable Same Day ACH Payroll

CORPORATE

Information Reporting (0 of 18 selected)

Manage Company Policy

Showing: **All** Selected (0)

- All
- ACH Activity Report Previous Day
- ACH Online Origination
- ACH Pass-thru File Uploads

The **Information Reporting** feature found in the Corporate section allows the User Role to access the Reports page on AccessJFG (Reports are only available to certain profiles of AccessJFG).

If you choose to enable Information Reporting, a drop-down menu will appear for you to choose which reports to assign to the User Role. You can choose to assign **All** reports or you can pick and choose which reports to assign. Please note, the **Company Entitlements Report** & the **Company User Activity Report** are reports specifically for Users with Administration functionality.

Electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. X

By clicking the **Accounts** tab, you can select which accounts the User Role can View, Deposit into, or Withdraw from. Deposit/Withdraw functionality refers to transactions within AccessJFG only (internal transfers & ACH/Wire transactions). For example, if a user role should be able to submit an ACH Batch Payment out of an account, they must be given Withdraw functionality for that account.

Withdraw entitlements refer only to online transactions; this does not give a user authority to sign checks or make in-person withdrawals.

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

Click **Save** when finished.

User Roles > Accounts Payable

Delete

Save


















User Role Policy 

Transactions

Features

Accounts

ACCOUNTS

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
****200202	VARIABLE COMMERCIAL	✓			
****5801	Test Checking	✓	✓	✓	
****900100	1ST MORTGAGE MEL'S				
****8779	DIGITAL CHECKING	✓	✓	✓	
****2144	BUSINESS SAVINGS				
****3666	BUSINESS CHECKING	✓	✓	✓	
****200201	COMMERCIAL REVOLVING LINE OF CREDIT				
****200205	FIXED COMMERCIAL				
****200204	FIXED COMMERCIAL				

 Log Off

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. ✕
Click an account tile to view details and transaction history. ✕

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Home

ACCOUNTS

Current: \$75.73 ⓘ

COMMERCIAL REVOLVING... 200201 Current Balance \$0.67 Available Balance \$19.33	VARIABLE COMMERCIAL 200202 Current Balance \$0.00
FIXED COMMERCIAL 200203 Current Balance \$0.00	FIXED COMMERCIAL 200204 Current Balance \$0.00
FIXED COMMERCIAL 200205 Current Balance \$0.00	BUSINESS CHECKING **3666 Available Balance \$13.90 Current Balance \$13.90
COMMERCIAL CHECKING **2630 Available Balance \$32.38 Current Balance \$32.38	test cash management **2687 Available Balance \$2.68 Current Balance \$2.68
Test Checking **5801 Available Balance \$10.02 Current Balance \$10.02	SM BUSINESS SOLUTION **8091 Available Balance \$16.08 Current Balance \$16.08
1ST MORTGAGE MEL'S 900100 Current Balance \$0.00	RELATIONSHIP MMKT **3101 Available Balance \$0.00 Current Balance \$0.00

DepositPartner ▸

Positive Pay ▸

POSITIVE PAY ▴

No accounts have exceptions needing decision.

[Continue to Positive Pay](#)

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.

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. X

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User Management

Add User

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

User	Email Address	Role	Status	Last login	
Amanda		Admin	Active		
Anthony	om	Admin	Active		
Christy S		Admin	Active	3 days ago	
Danielle		Admin	Active	3 days ago	
Gloria M	com	Admin	Disabled	a month ago	
Heidi Le		Admin	Active	11 days ago	
Jessica P	om	Admin	Active	3 days ago	
Kim Bier		Admin	Disabled	a month ago	
Kyle Kas		Admin	Active	6 minutes ago	
Nichole		Admin	Active	14 days ago	
Nicole D		Admin	Active	3 days ago	
Nicole F		Unassigned	Active	10 days ago	

Electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. X

Fill in the information of your new user.

In the top section, enter the personal information (name, email, and direct phone number) of your new user.

In the bottom section, enter the Login Details of the new user. For **User ID**, if you are creating a user who will also use Positive Pay and/or DepositPartner, please do your best to keep the User ID consistent across all three platforms. **Password** requirements will show on the screen when you are in the Password text field. Select the proper **User Role** from the dropdown menu. Click **Save New User Details** when finished.

New User Details

PERSONAL DETAILS

First Name	Last Name	Email Address
<input type="text" value="New"/>	<input type="text" value="User"/>	<input type="text" value="New.User@Email.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="newuser"/>	<input type="password" value="....."/>	<input type="password" value="....."/>
User Role		
<input type="text" value="Accounts Payable"/>		

Discard New User Details

Save New User Details

Users

Accessibility

Log Off













Please note, if you are creating a user who will also use DepositPartner and/or Positive Pay, that user will need to have user profiles in those systems as well. When you have the user built in AccessJFG as well as DepositPartner and/or Positive Pay, please email tmsupport@johnsonfinancialgroup.com with your company name and the usernames for Access JFG & DepositPartner and/or Positive Pay so they can enable the Single Sign On.

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User Management

[Add User](#)

User	Email Address	Role	Status	Last login	
Amani		Admin	Active	3 days ago	
Antho	:ialgroup.com	Admin	Active	6 days ago	
Christ			Active	3 days ago	
Daniel			Active	3 days ago	
Gloria			Disabled	a month ago	
Heidi I			Active	11 days ago	
Jessica	:ialgroup.com	Admin	Active	3 days ago	
Kim Bi		Admin	Disabled	a month ago	
Kyle K		Admin	Active	6 minutes ago	
Nichol		Admin	Active	14 days ago	
Nicole		Admin	Active	3 days ago	
Nicole		Unassigned	Active	10 days ago	

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

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User Details

Status

Active
Edit Status

PERSONAL DETAILS

First Name	Last Name	Email Address
Kyle	Kasbohm	dnsjxkdr
Phone Country	Phone	
	() -	

USER ROLE [Manage User Roles](#)

Current Role

Accounts Payable

Update Role

USER LOGINS

Login Name	Channel	Status	Last Logon
cmtestkk	Internet	Normal	11/8/2021

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

Please note, after a user is created, the User Role is the only information an administrator can update. If the user needs to update phone information, that can be done by the user by following the "**Updating Password & Secure Access Code Phone Numbers**" user guide. Otherwise, for all other detail changes, please contact support at 888.769.3796 (option 2).

Cancel

Delete

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Test Cash Management

Save

Company Policy ?

- Transactions
- Features
- Accounts
- User Roles

Transaction Filter:

Filter: **All** Enabled Disabled

ACH Batch
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH BATCH

Rights Allowed Actions

ACH Collection
Can view all transactions \$100B
Can Draft/Approve/Cancel

Approval Limits

Maximum Amount Maximum Count

Per Transaction

\$ 99,999,999,999.99

Daily Per Account

\$ 99,999,999,999.99 999999999

Daily

\$ 99,999,999,999.99 999999999

Monthly

\$ 99,999,999,999.99 999999999

ACH Receipt
Can view all transactions \$100B
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions \$10
Can Draft/Approve/Cancel

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

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Test Cash Management

Save

Company Policy ?

Transactions Features Accounts User Roles

Transaction Filter:

Filter: **All** Enabled Disabled

Select a Transaction Type to add Company level restrictions.

ACH Batch
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH BATCH

Rights Allowed Actions

ACH Collection
Can view all transactions \$100B
Can Draft/Approve/Cancel

Approval Limits

Maximum Amount Maximum Count

ACH Pass Thru
Can view all transactions \$5
Can Draft/Approve/Cancel

Per Transaction

\$ 99,999,999,999.99

ACH Payment
Can view all transactions \$100B
Can Draft/Approve/Cancel

Daily Per Account

\$ 99,999,999,999.99 999999999

ACH Receipt
Can view all transactions \$100B
Can Draft/Approve/Cancel

Daily

\$ 99,999,999,999.99 999999999

Domestic Wire
Can view all transactions \$10
Can Draft/Approve/Cancel

Monthly

\$ 99,999,999,999.99 999999999

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Company Policy ?

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ACH Receipt
Can view all transactions \$100B
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions \$10
Can Draft/Approve/Cancel

ACH BATCH

Rights Allowed Actions

Approval Limits

Maximum Amount Maximum Count

Per Transaction

\$ 99,999,999,999.99

Daily Per Account

\$ 99,999,999,999.99 999999999

Daily

\$ 99,999,999,999.99 999999999

Monthly

\$ 99,999,999,999.99 999999999

The **Rights** tab will show company limits and is read only.

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Test Cash Management

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Company Policy ?

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ACH Pass Thru
Can view all transactions \$5
Can Draft/Approve/Cancel

ACH Payment
Can view all transactions \$100B
Can Draft/Approve/Cancel

ACH Receipt
Can view all transactions \$100B
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions \$10
Can Draft/Approve/Cancel

ACH BATCH

Rights Allowed Actions

POLICY TESTER

Filter by

All

Search all

Add Allowed Action

Allows **ACH Batch** transaction for **any amount**

Allows **ACH Batch** transaction less than or equal to **\$20** originating in **United States or Mexico** using **PPD, WEB or CCD**

The **Allowed Actions** tab is very similar to the Allowed Actions on the User Roles page. However, there are a couple extra Action options...



Allows **ACH Batch** transaction for **any amount**

Amount

- Any allowable amount
- Specific Amount

Approvals

Subsidiaries

- Any allowed subsidiaries (12) [Select specific subsidiaries](#)

Accounts

- Any allowed account (10) [Select specific account\(s\)](#)

Draft Hours

Any

Location

- United States
- Canada
- Mexico

You can require extra **Approvals** beyond the default single Approval.

Edit Allowed Action



Subsidiaries

Any allowed subsidiaries (12) [Select specific subsidiaries](#)

Accounts

Any allowed account (10) [Select specific account\(s\)](#)

Draft Hours

Any

[+ Add Draft Hours](#)

Location

United States Canada Mexico

IP Addresses

IP Addresses

Any

[+ Add IP Address](#)

SEC Codes

Any

PPD CCD WEB

Cancel

Submit

Using the **Location** option, you can control which region the IP address making the transaction may reside in. Not selecting any options will give no restrictions based on location.

Edit Allowed Action



Subsidiaries

Any allowed subsidiaries (12) [Select specific subsidiaries](#)

Accounts

Any allowed account (10) [Select specific account\(s\)](#)

Draft Hours

Any

[+ Add Draft Hours](#)

Location

United States Canada Mexico

IP Addresses

IP Addresses

Any

[+ Add IP Address](#)

SEC Codes

Any

PPD CCD WEB

You can control the **IP addresses** that have the ability to process these transactions. If you don't want any IP Address restrictions, don't add any IP Addresses.

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

Click **Submit** to save any edits to Allowed Actions.

Cancel

Submit

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.

