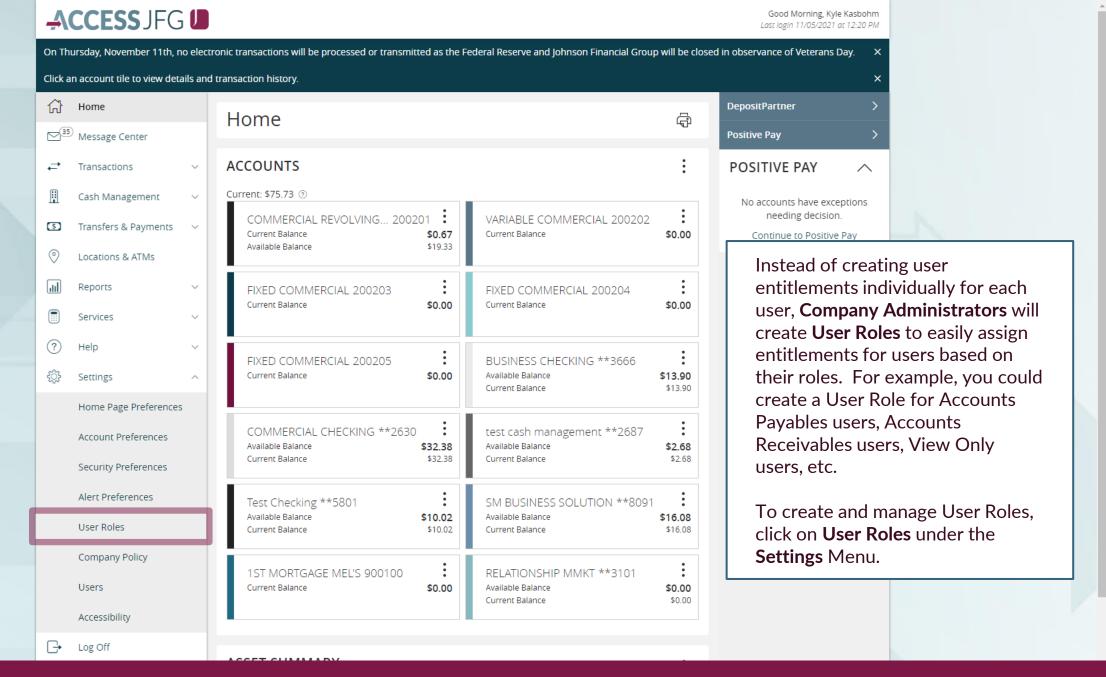
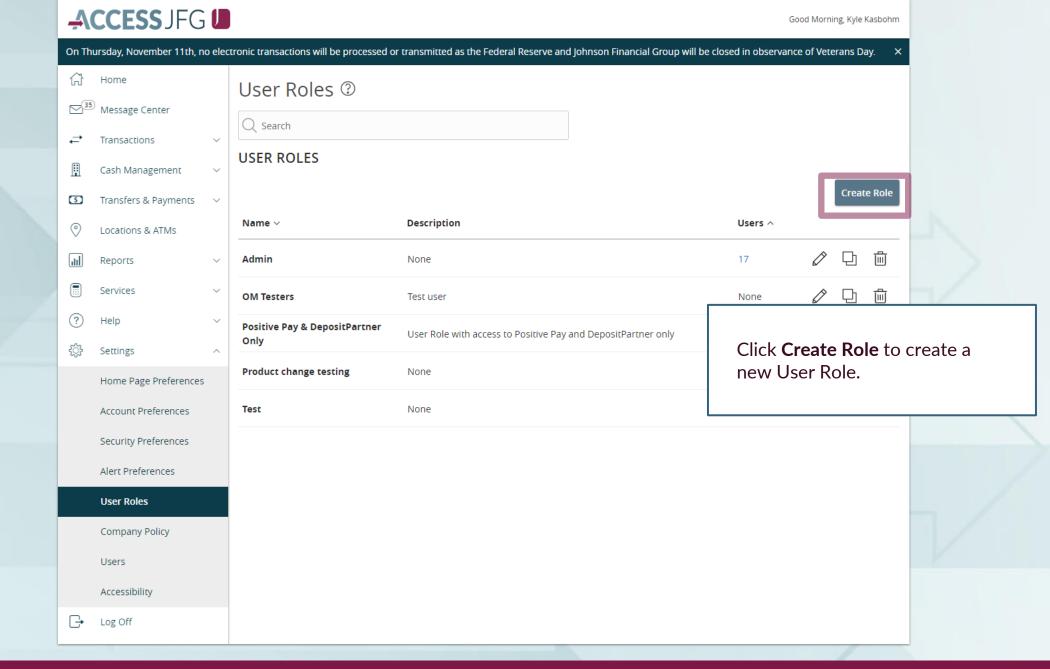
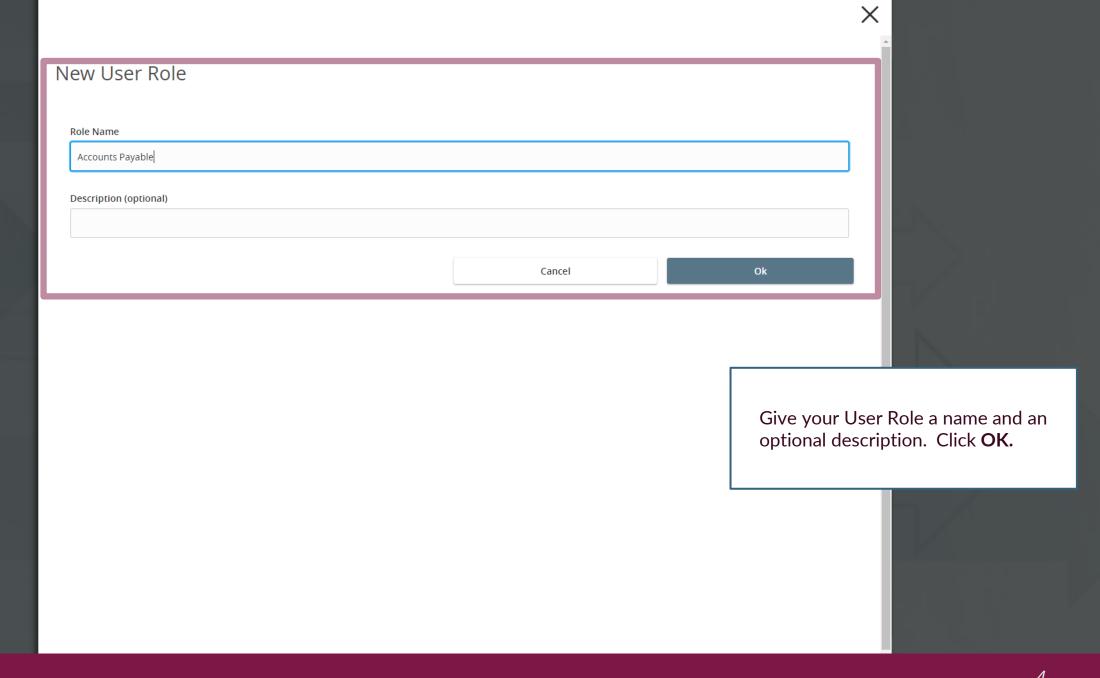
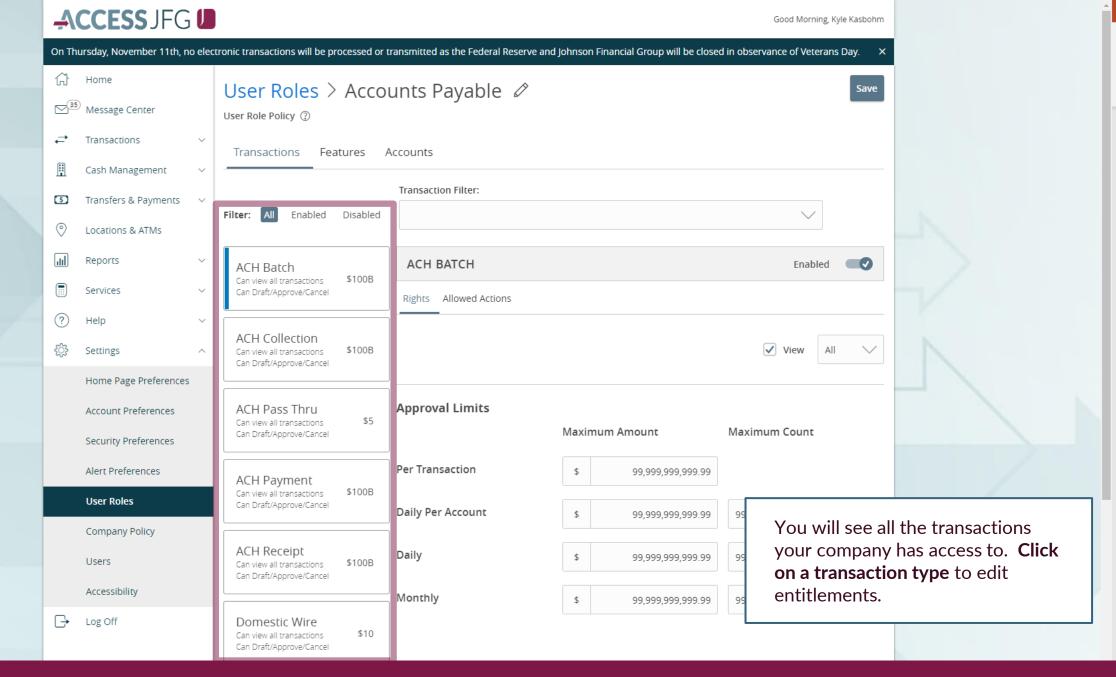


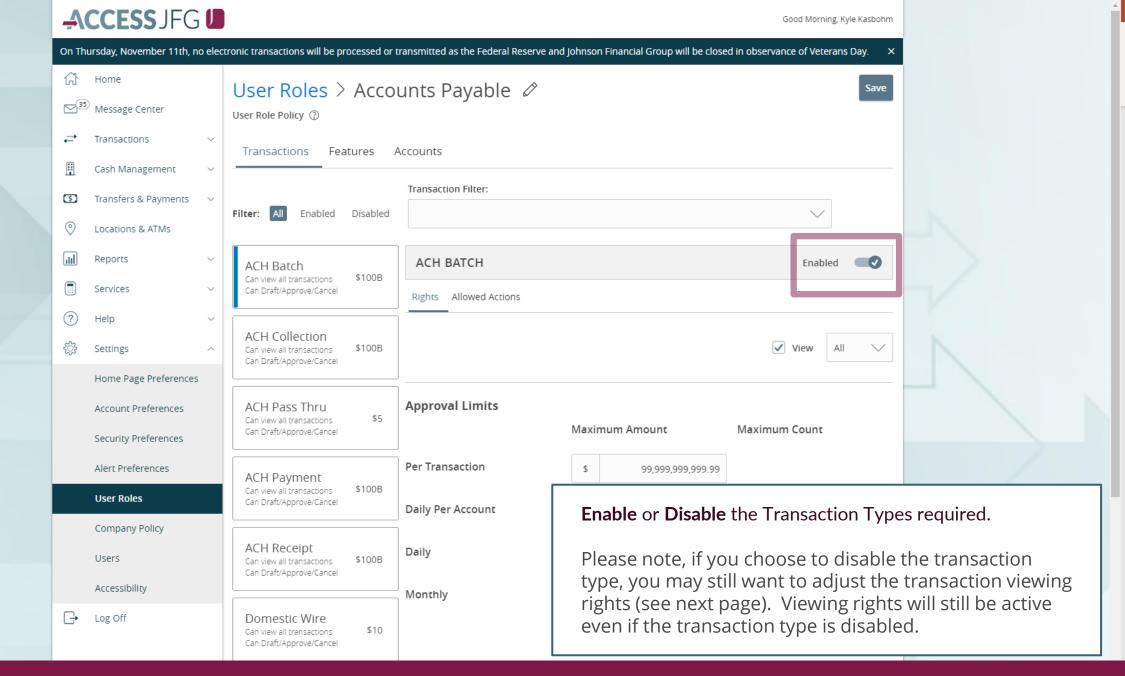
## **Managing Corporate Users and User Roles**

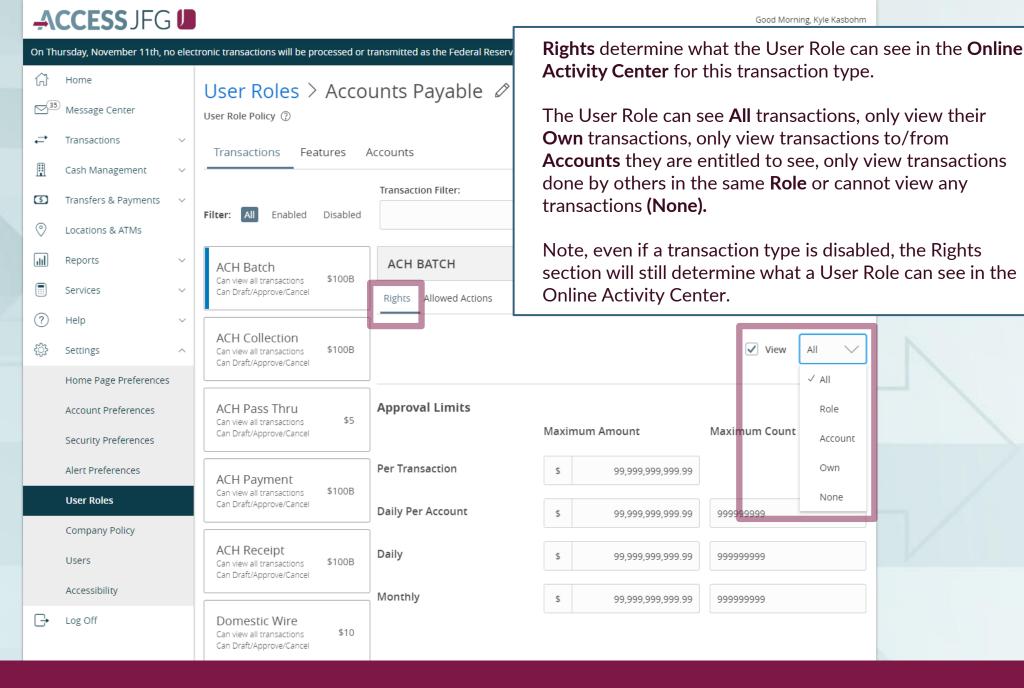












On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day.

**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

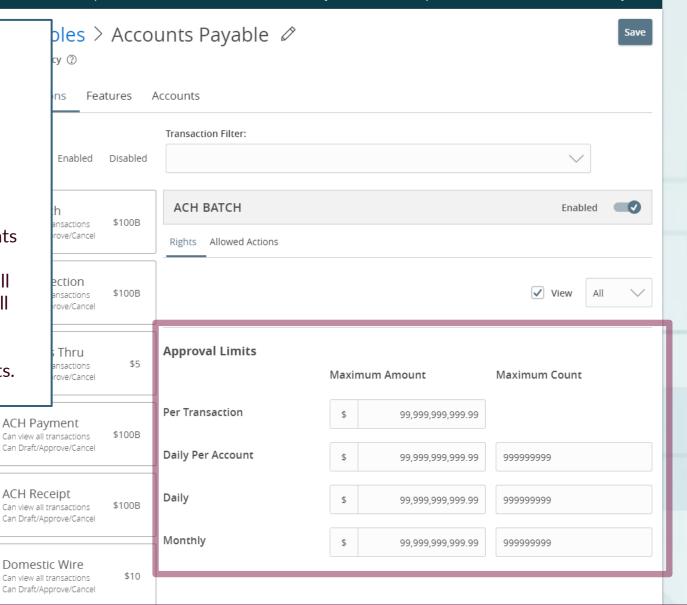
Company Policy

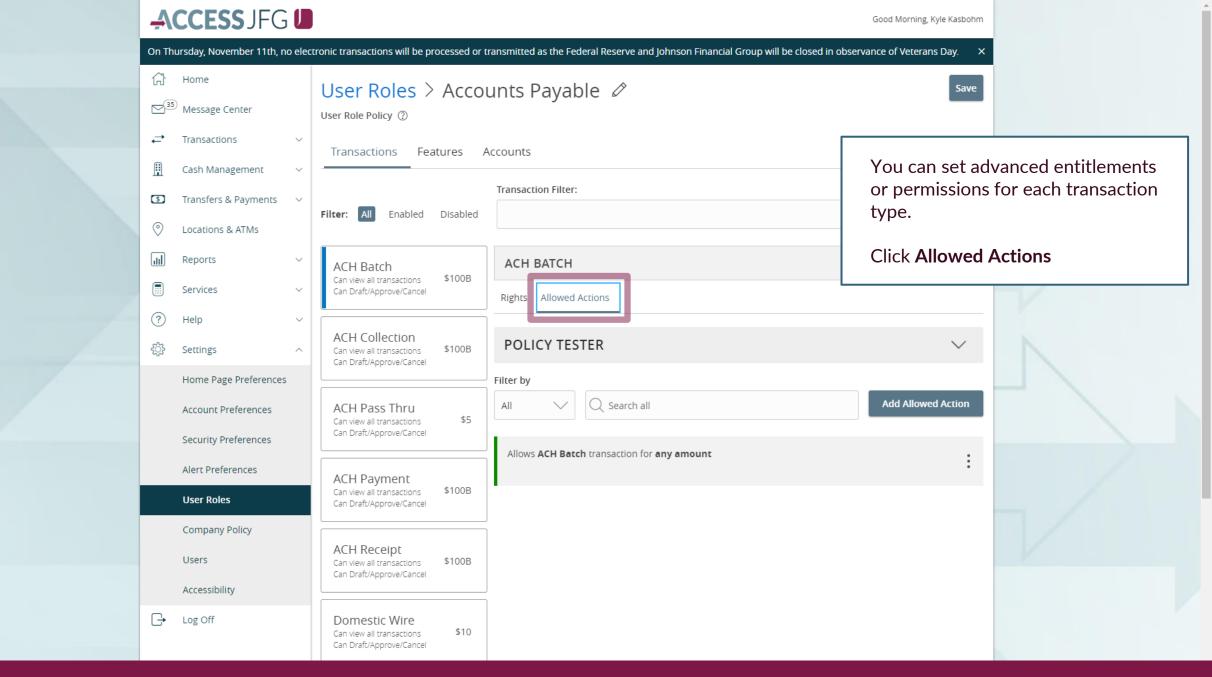
**User Roles** 

Users

Log Off

Accessibility





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. Home User Roles > Accounts Payable 🖉 Message Center User Role Policy ② You can adjust and Add Allowed **Action** for this Transaction type. Transactions Transactions Features Accounts Cash Management By default, the user role will be Transaction Filter: Transfers & Payments given full entitlements to a Enabled Filter: Disabled transaction type. Click the kabob Locations & ATMs menu and select **Edit** to adjust Reports ACH BATCH ACH Batch those entitlements, if needed. \$100B Can view all transactions Services Can Draft/Approve/Cancel Rights Allowed Actions ACH Collection **POLICY TESTER** \$100B Settings Can view all transactions Can Draft/Approve/Cancel Home Page Preferences Filter by Q Search all Add Allowed Action ACH Pass Thru Account Preferences \$5 Can view all transactions Can Draft/Approve/Cancel Security Preferences Allows ACH Batch transaction for any amount Alert Preferences ACH Payment \$100B Can view all transactions Show Details **User Roles** Can Draft/Approve/Cancel Edit Company Policy ACH Receipt Delete Users \$100B Can view all transactions Can Draft/Approve/Cancel Accessibility Log Off Domestic Wire \$10 Can view all transactions Can Draft/Approve/Cancel

## **Edit Allowed Action** Allows ACH Batch transaction for any amount Operations ✓ Draft Draft Restricted ✓ Approve ✓ Cancel Amount Any allowable amount O Specific Amount Subsidiaries Any allowed subsidiaries (12) Select specific subsidiaries Accounts Any allowed account (0) Select specific account(s) Draft Hours Any

**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.

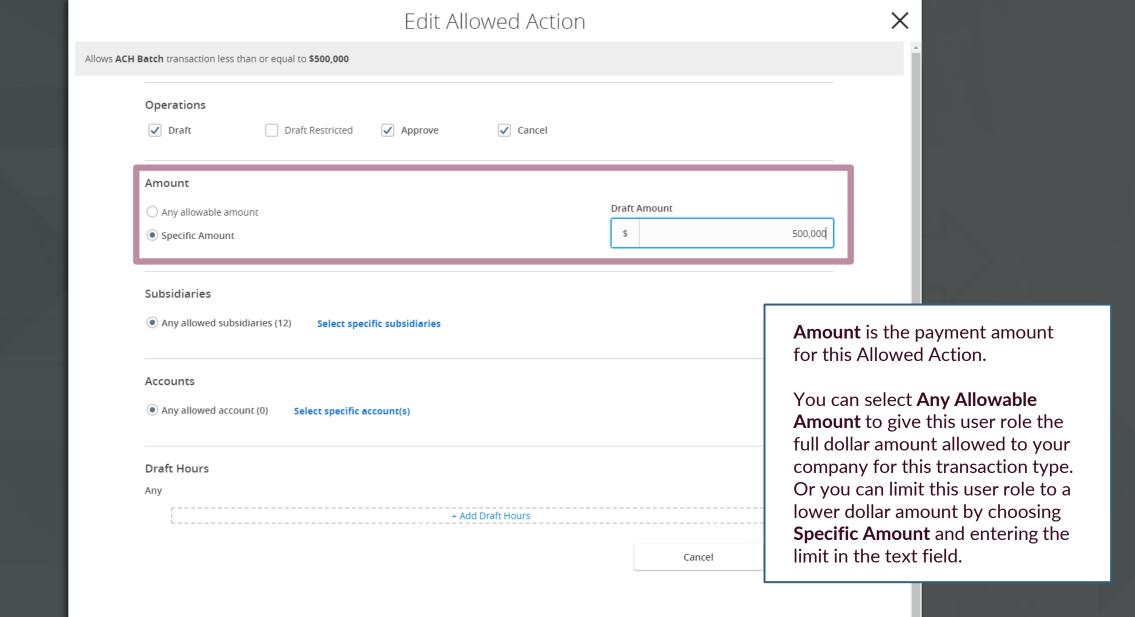
Draft Restricted is a special permission that only gives the user role access to initiate transactions from templates someone else has setup for them. You cannot have both Draft & Draft Restricted entitled.

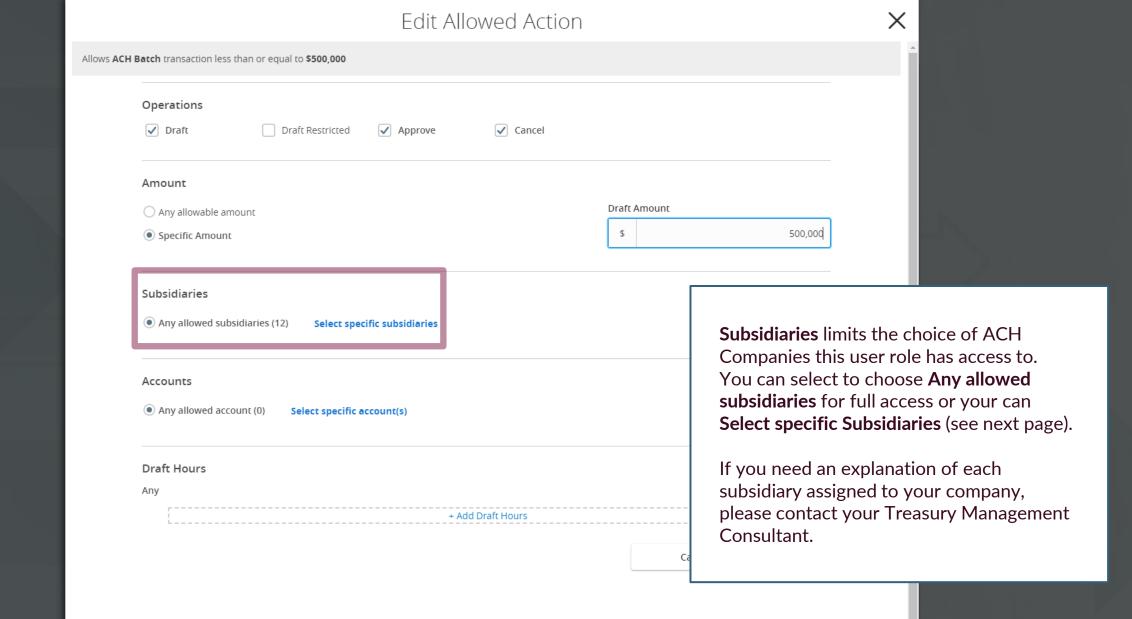
Approve allows the user to approve the transaction type. Please note, if a transaction type requires Dual Control, a user cannot approve a transaction they drafted.

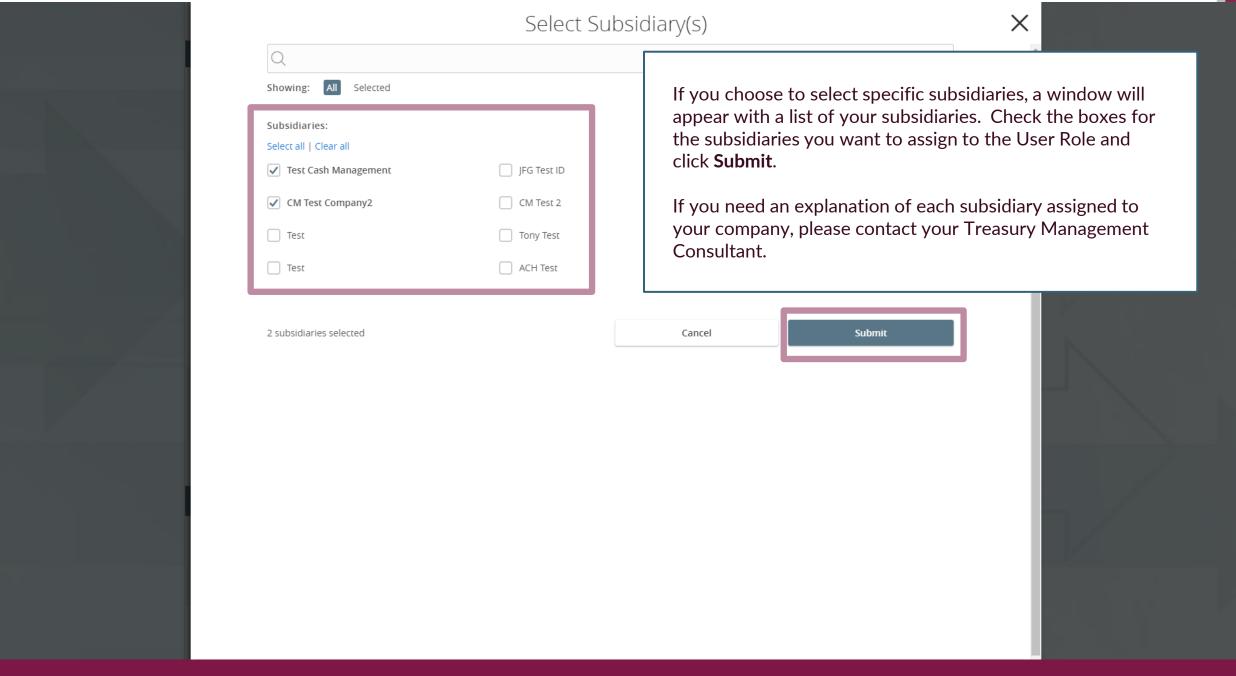
**Cancel** allows a user to cancel an unprocessed transaction.

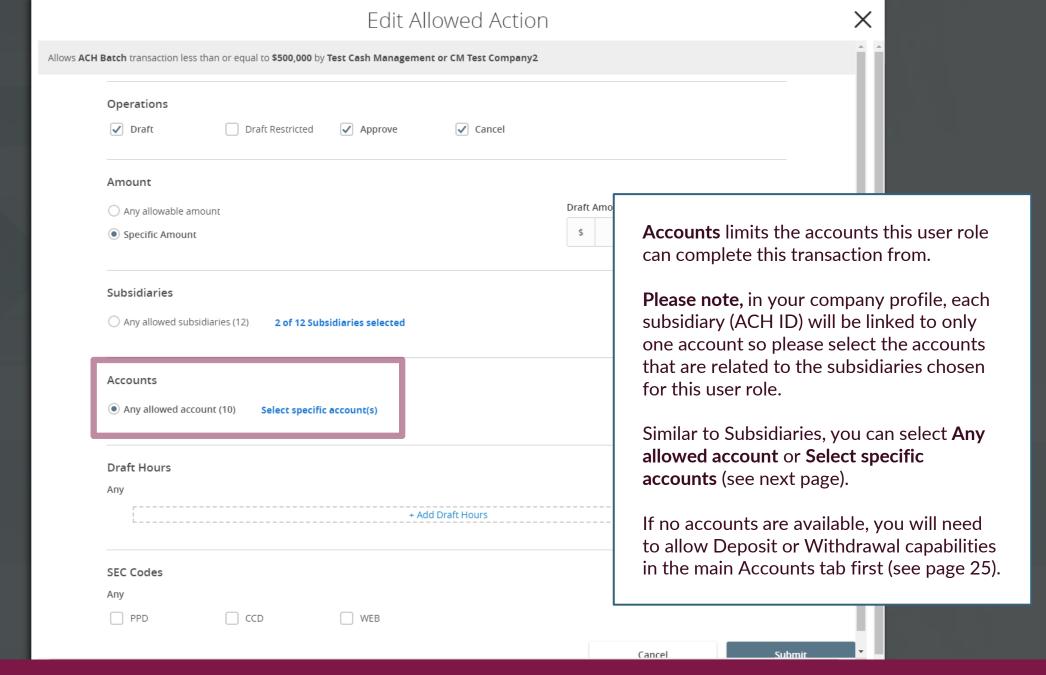
+ Add Draft Hours

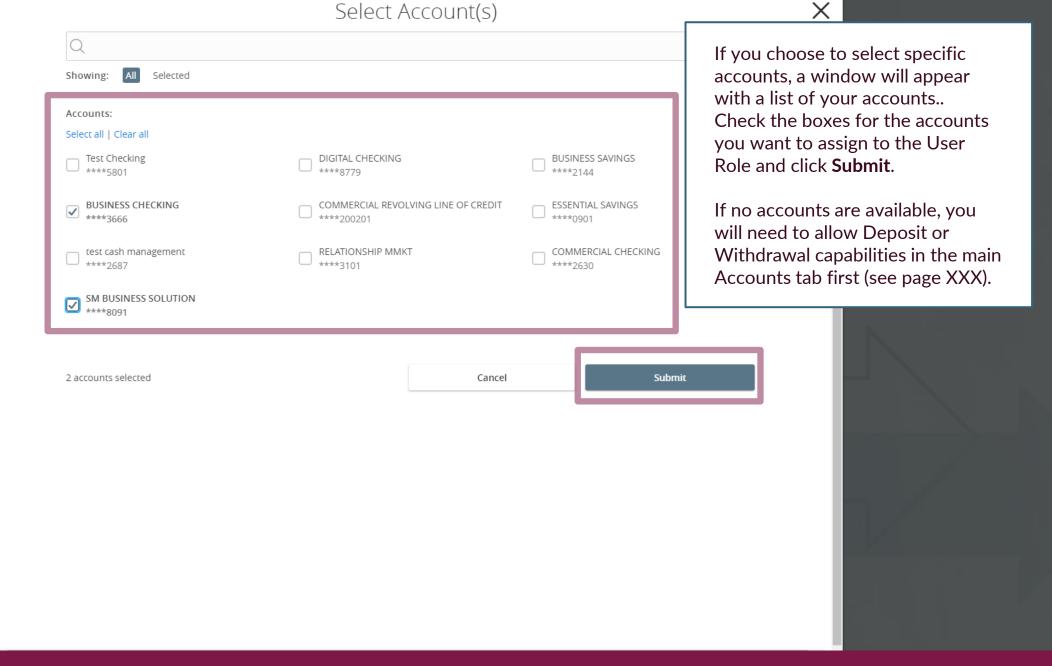
Cancel

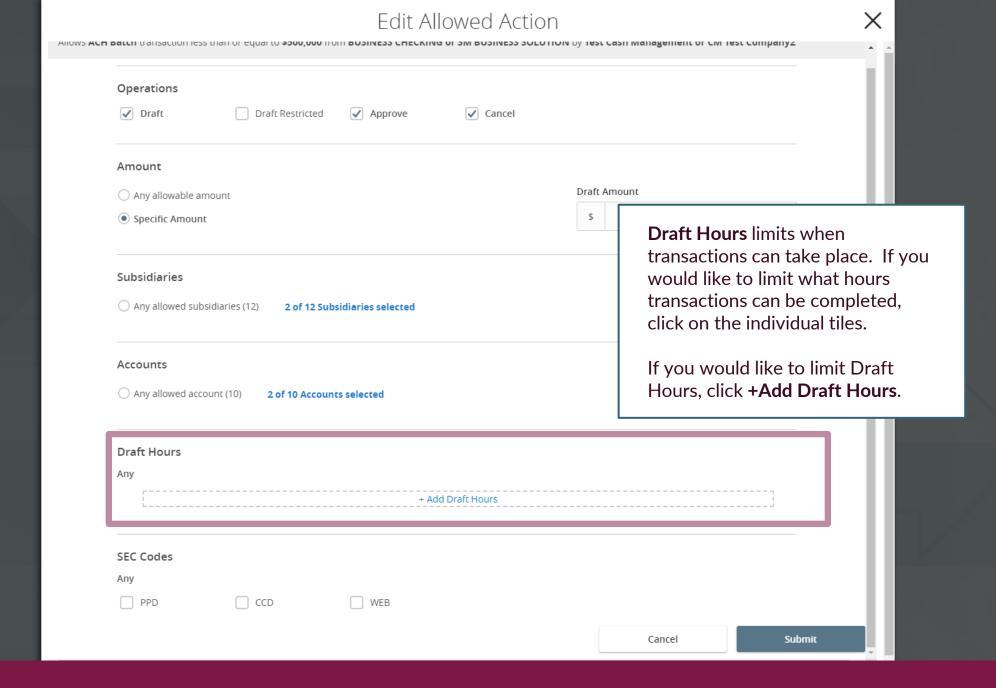


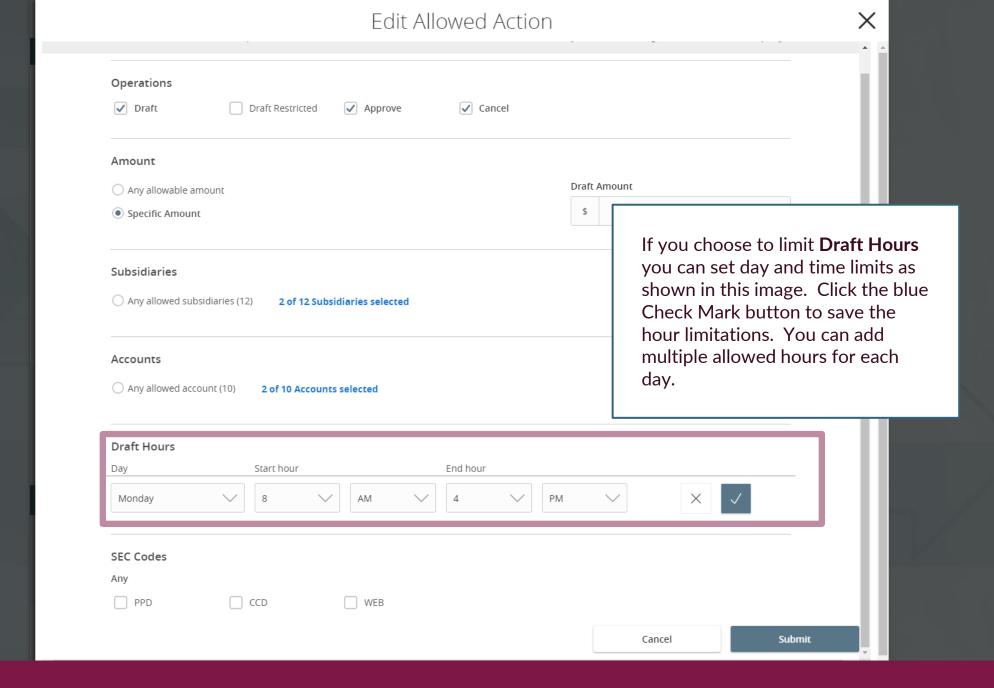


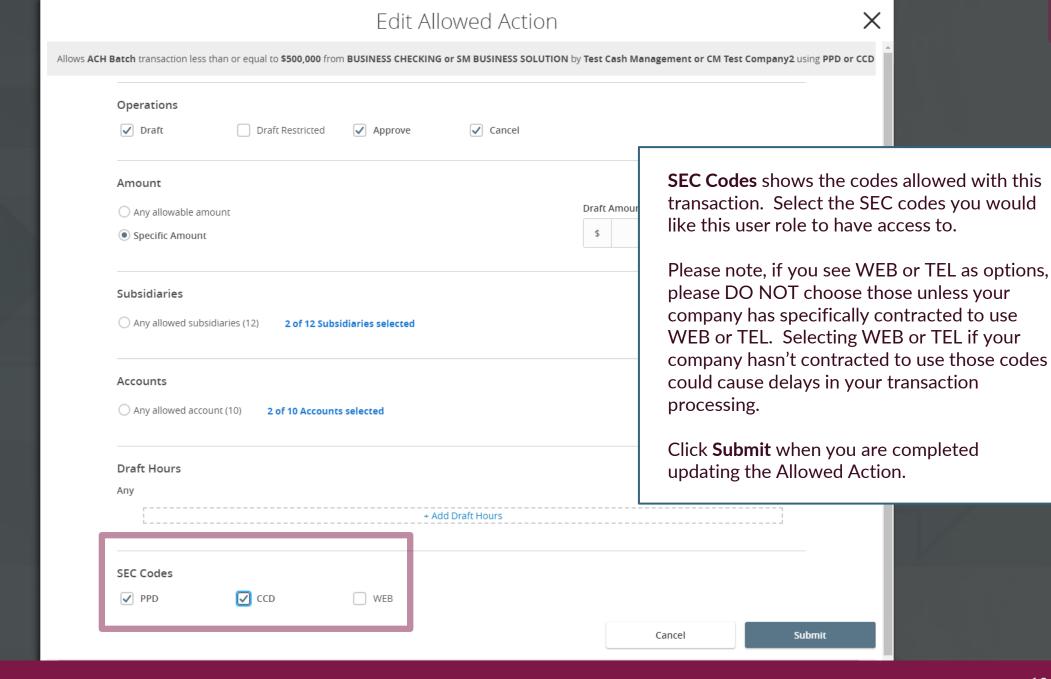


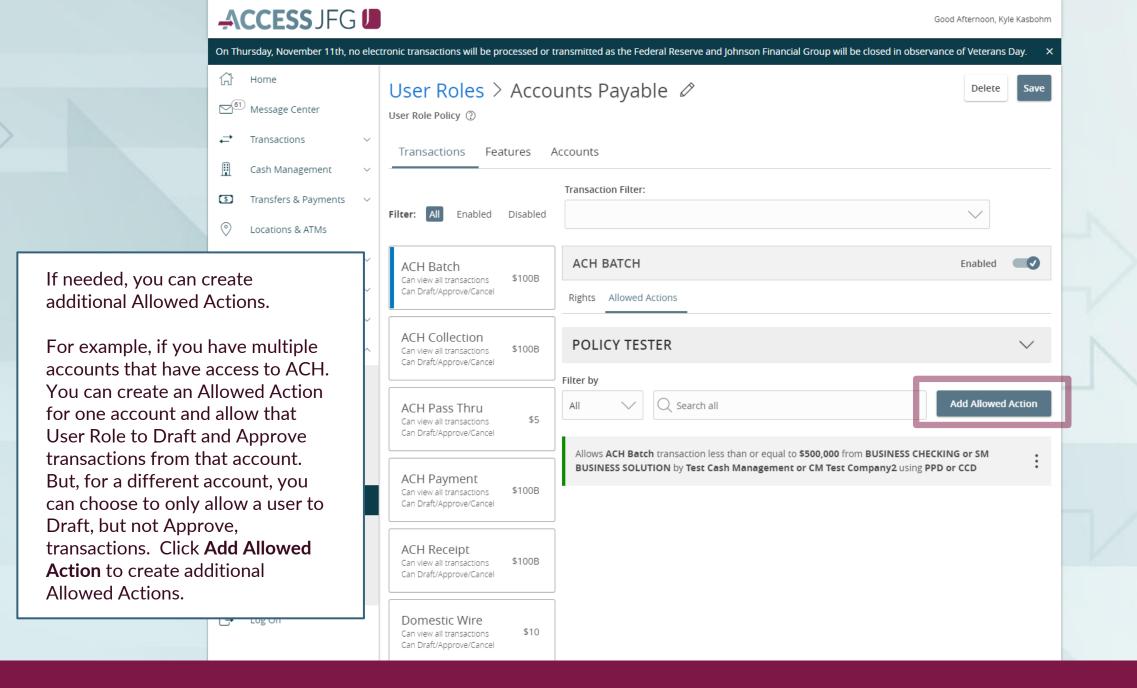


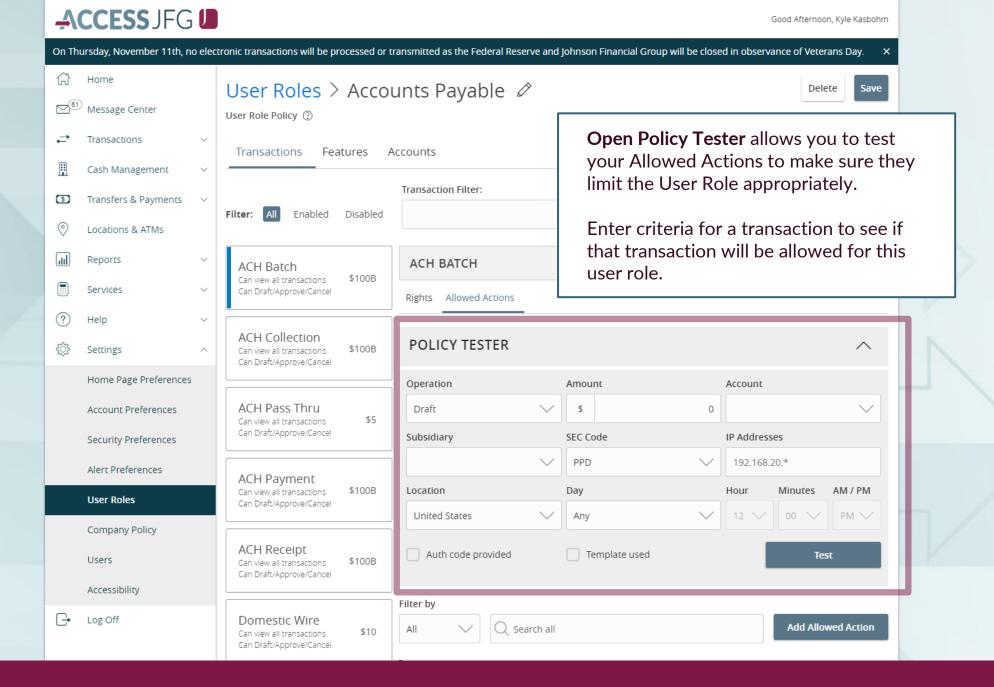


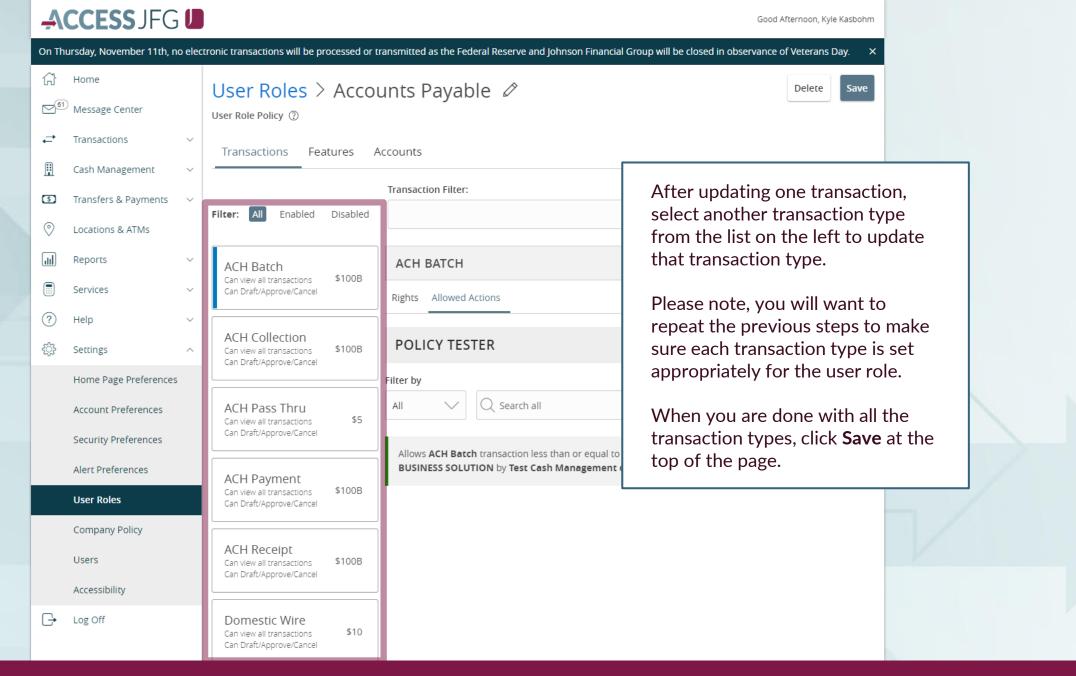


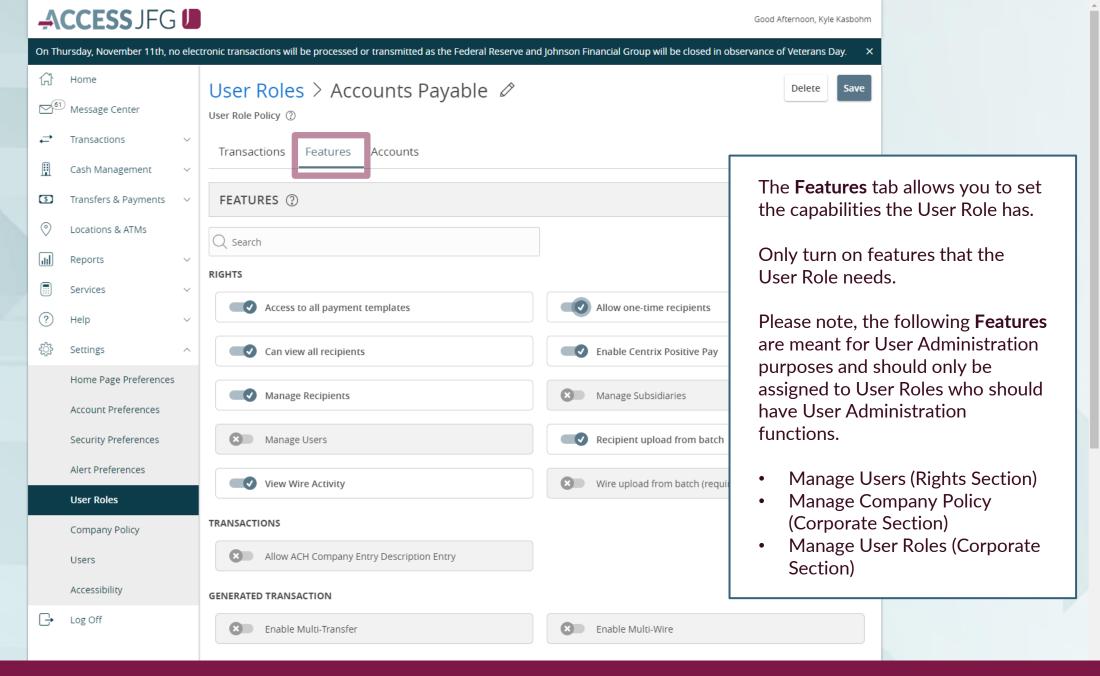


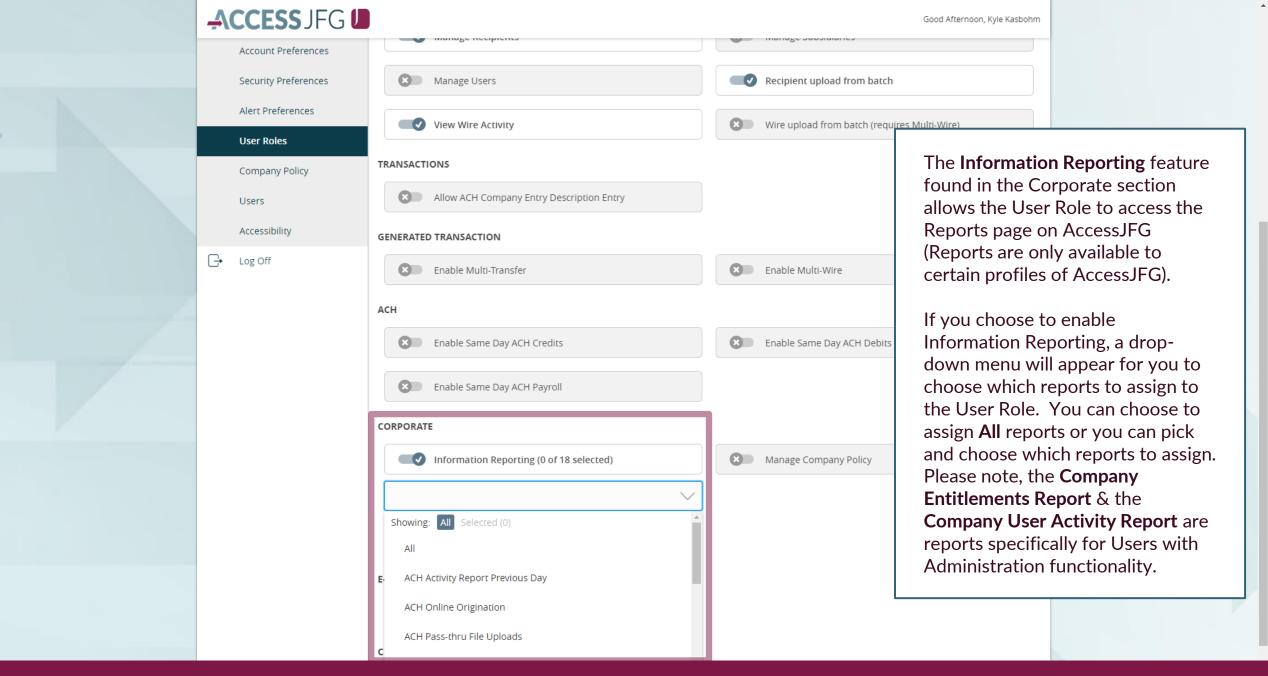












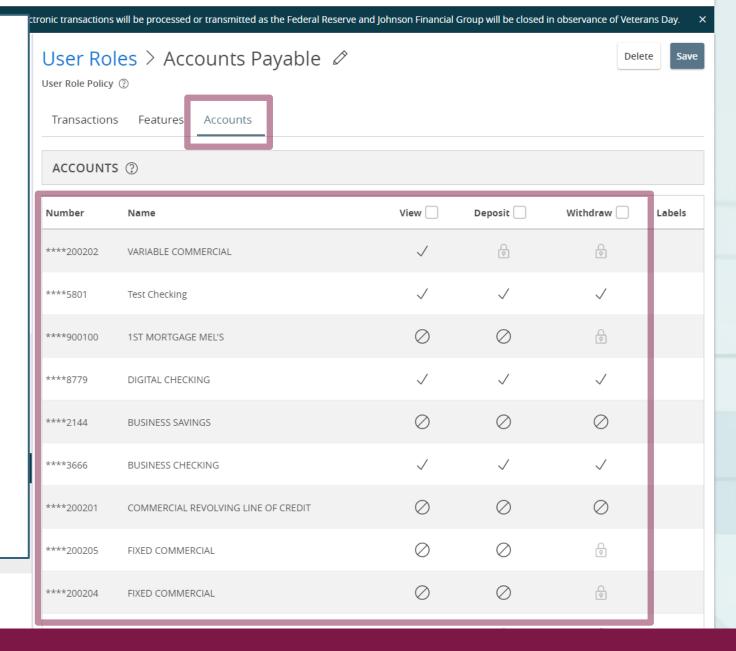
By clicking the **Accounts** tab, you can select which accounts the User Role can View, Deposit into, or Withdraw from. Deposit/Withdraw functionality refers to transactions within AccessJFG only (internal transfers & ACH/Wire transactions). For example, if a user role should be able to submit an ACH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

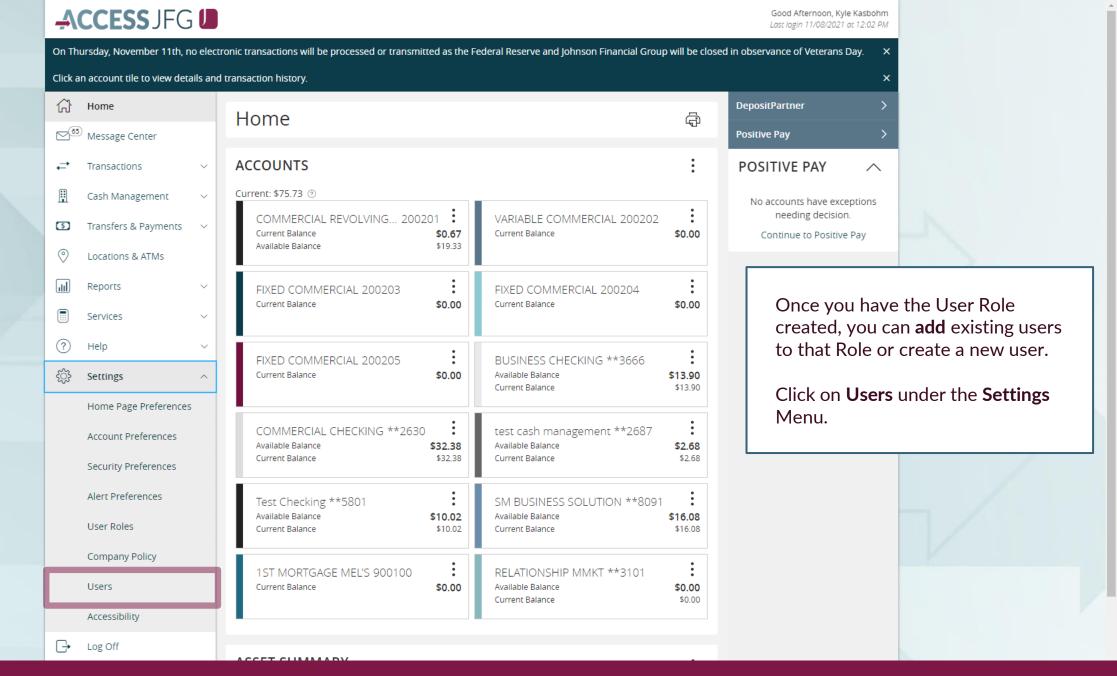
Withdraw entitlements refer only to online transactions; this does not give a user authority to sign checks or make in-person withdrawals.

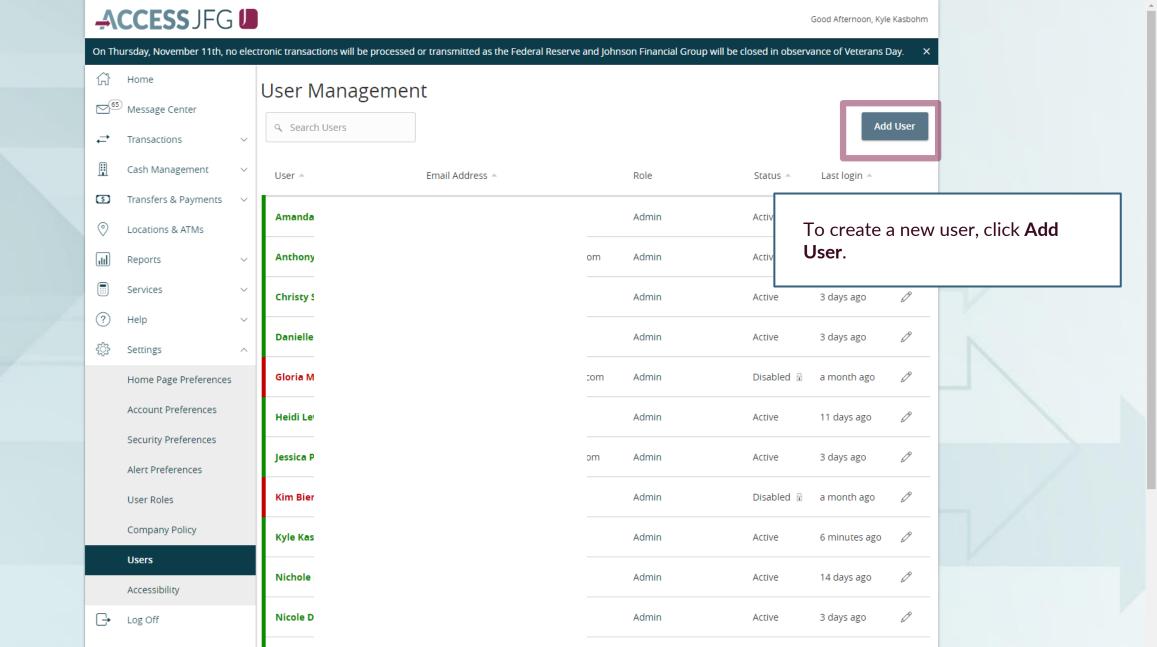
A padlock indicates that transaction type is restricted from that account.

Log Off

Click Save when finished.







Unassigned

10 days ago

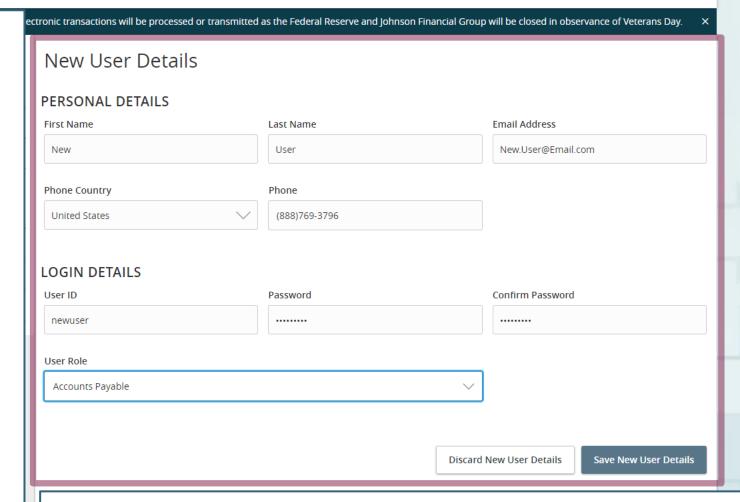
Nicole Fo



Fill in the information of your new user.

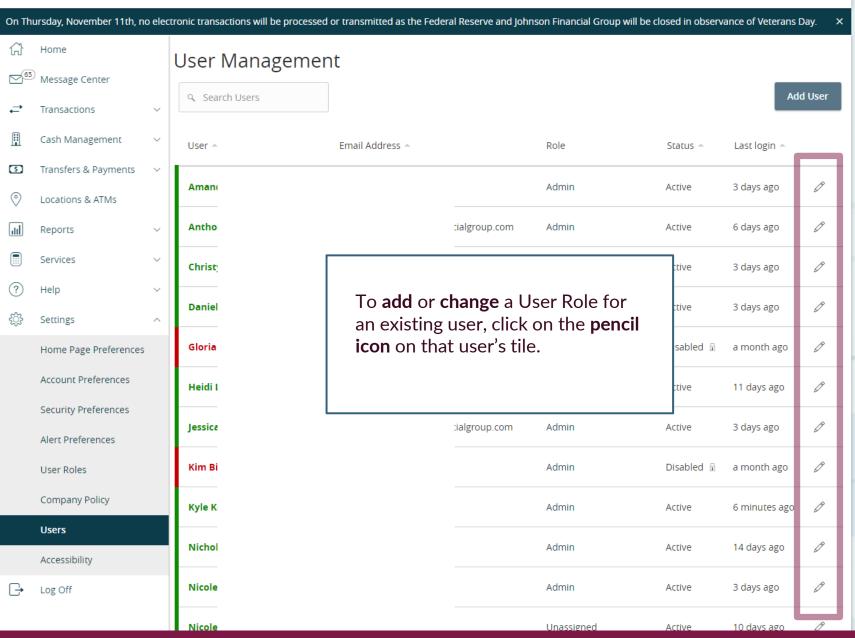
In the top section, enter the personal information (name, email, and direct phone number) of your new user.

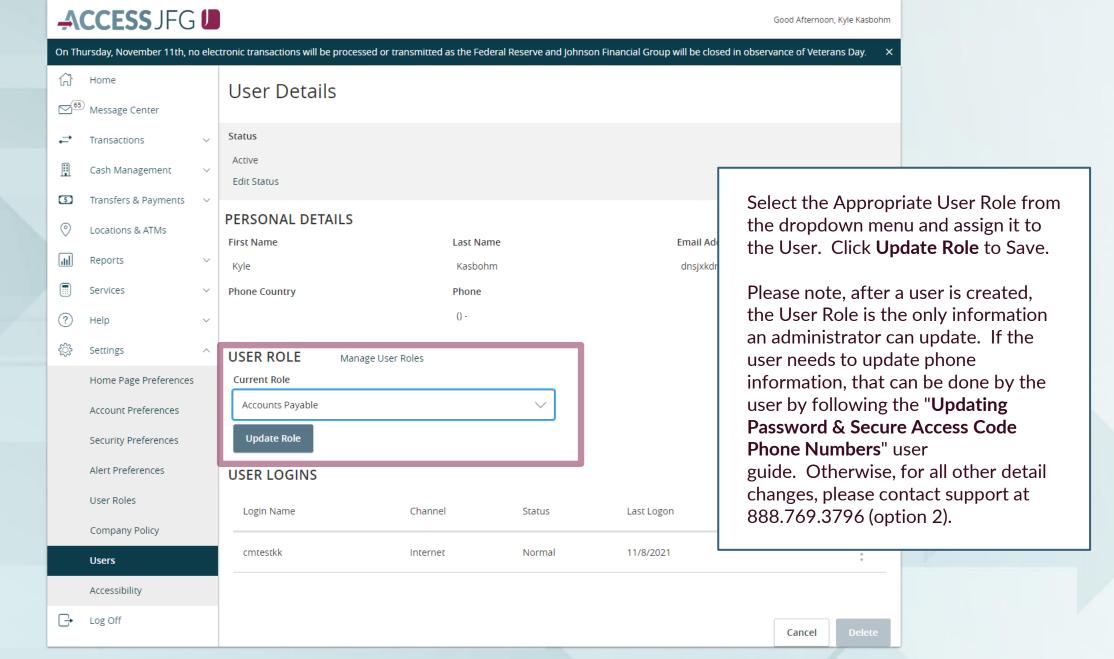
In the bottom section, enter the Login Details of the new user. For User ID, if you are creating a user who will also use Positive Pay and/or DepositPartner, please do your best to keep the User ID consistent across all three platforms. Password requirements will show on the screen when you are in the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

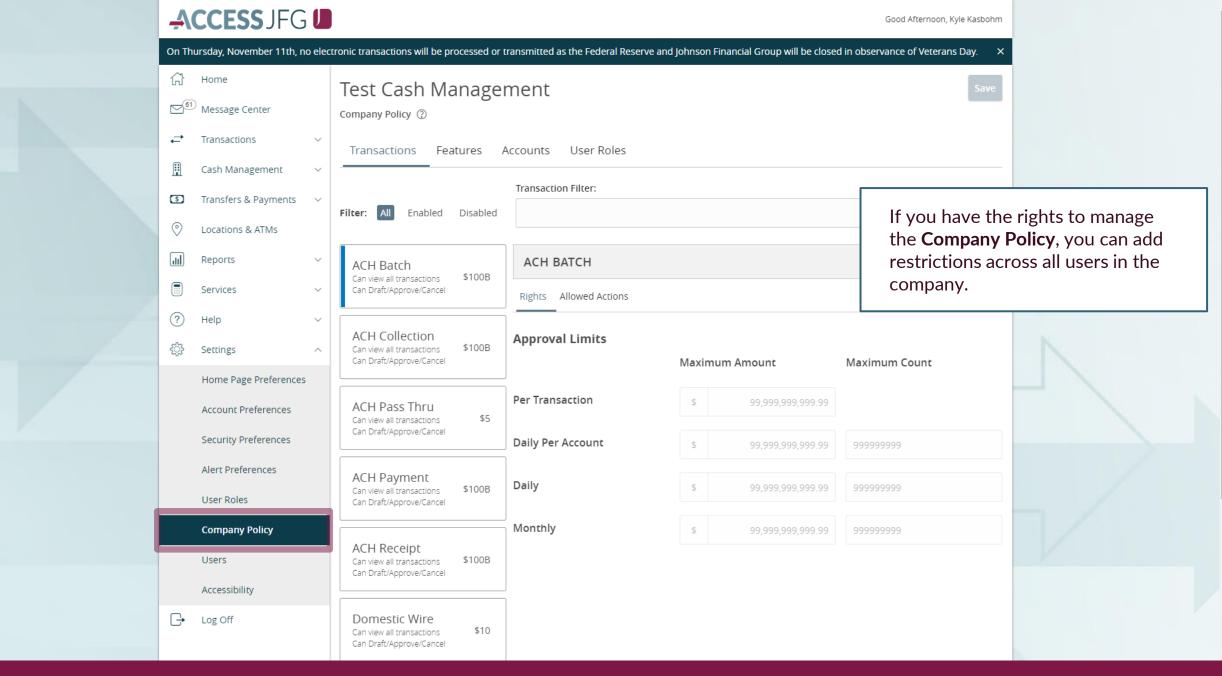


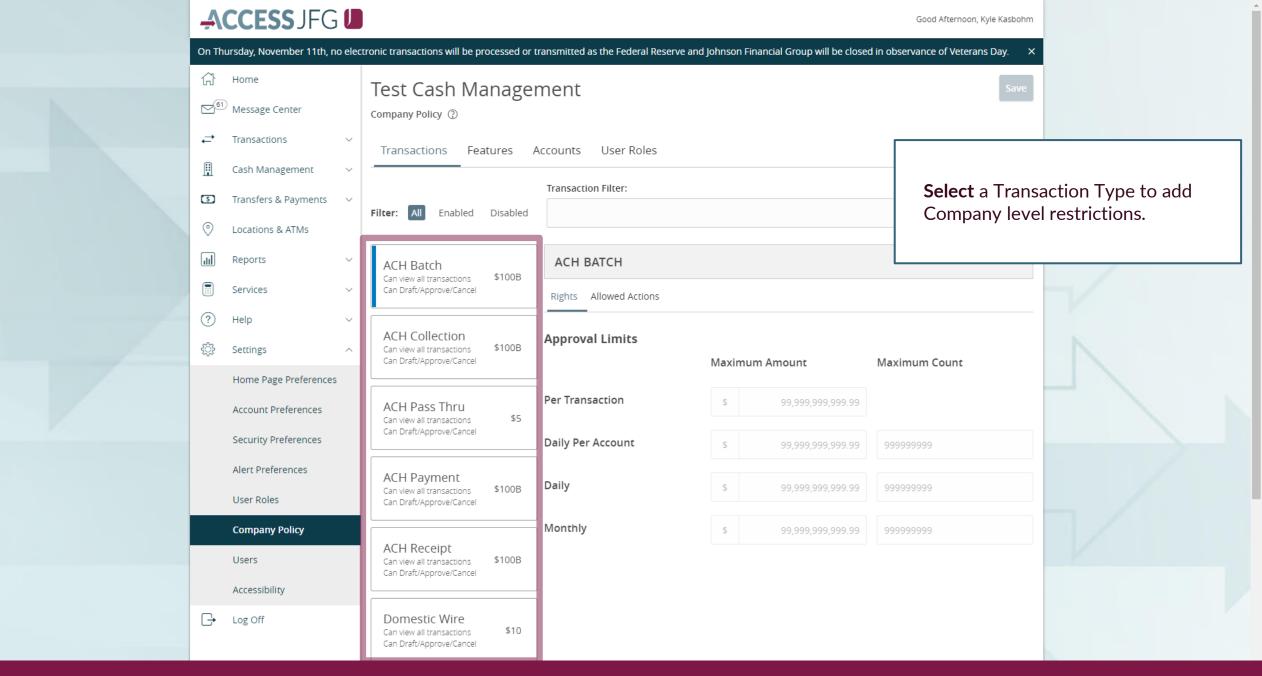
Please note, if you are creating a user who will also use DepositPartner and/or Positive Pay, that user will need to have user profiles in those systems as well. When you have the user built in AccessJFG as well as DepositPartner and/or Positive Pay, please email <a href="mailto:tmsupport@johnsonfinancialgroup.com">tmsupport@johnsonfinancialgroup.com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

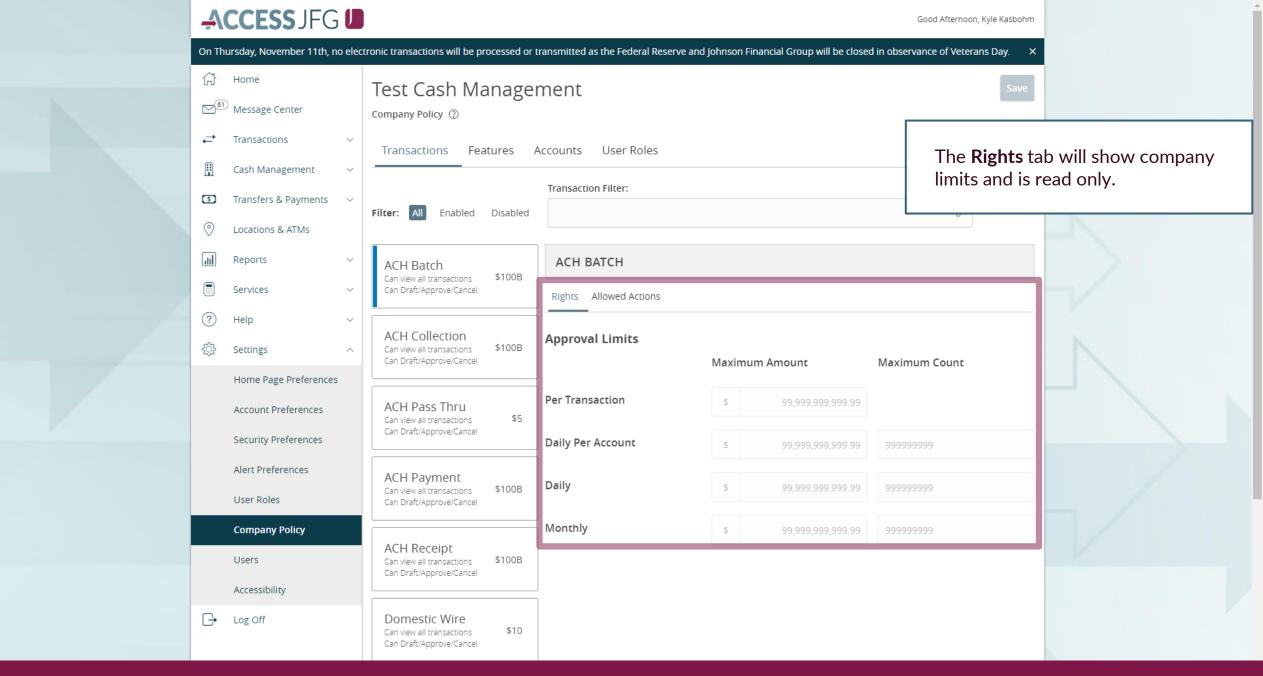


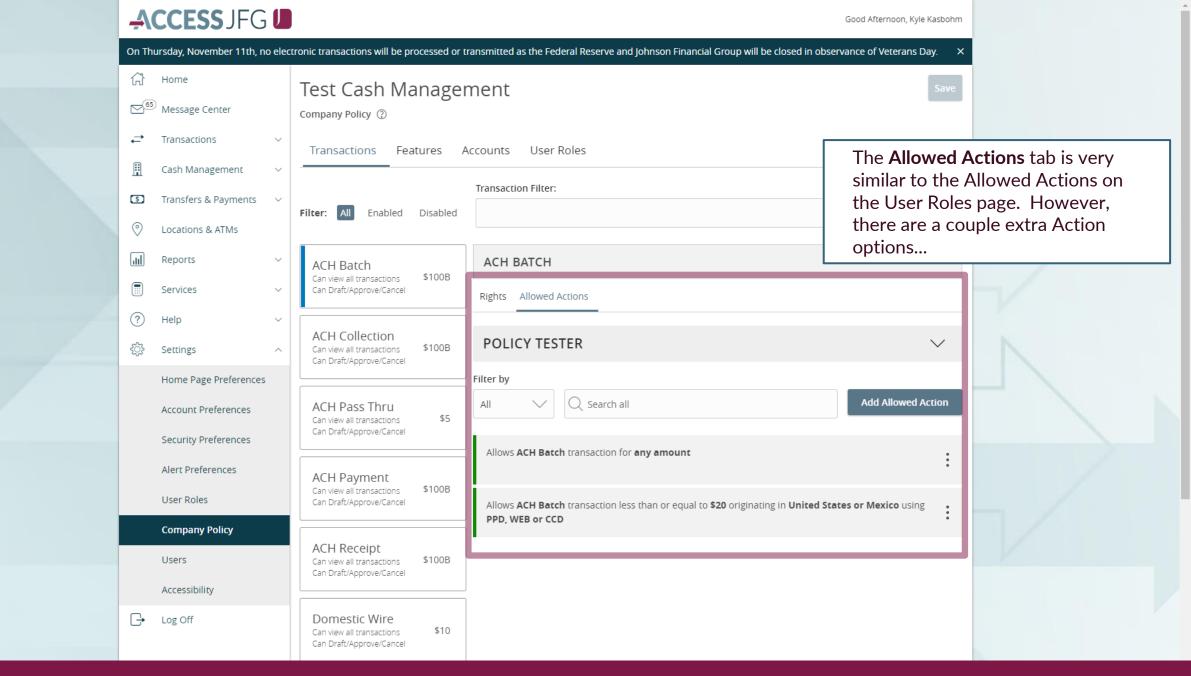


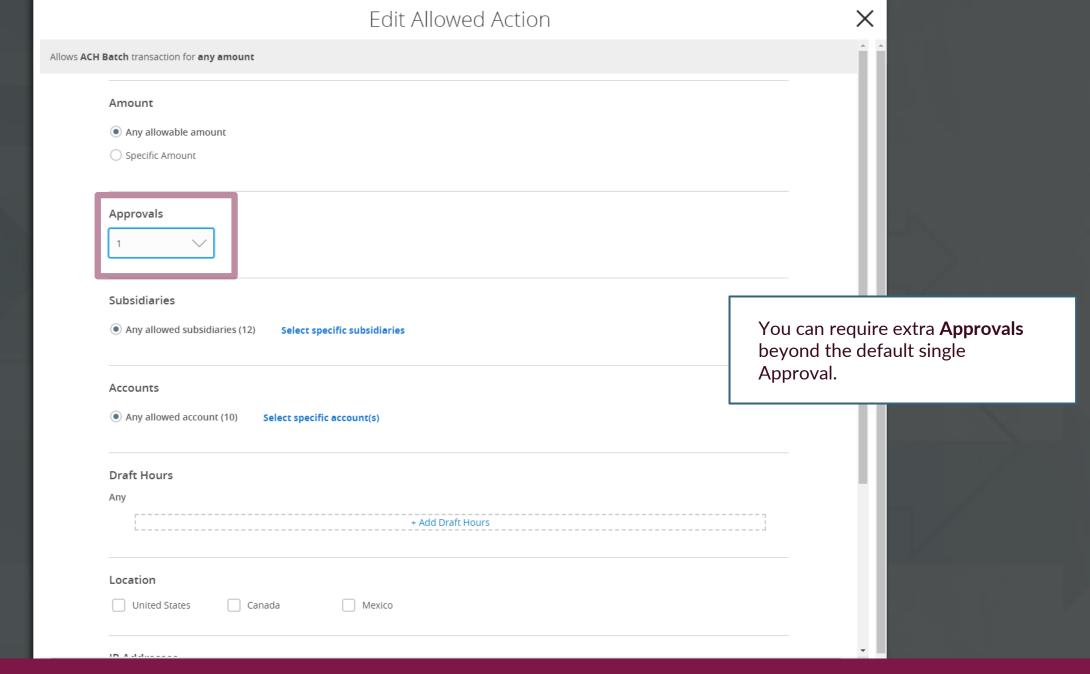


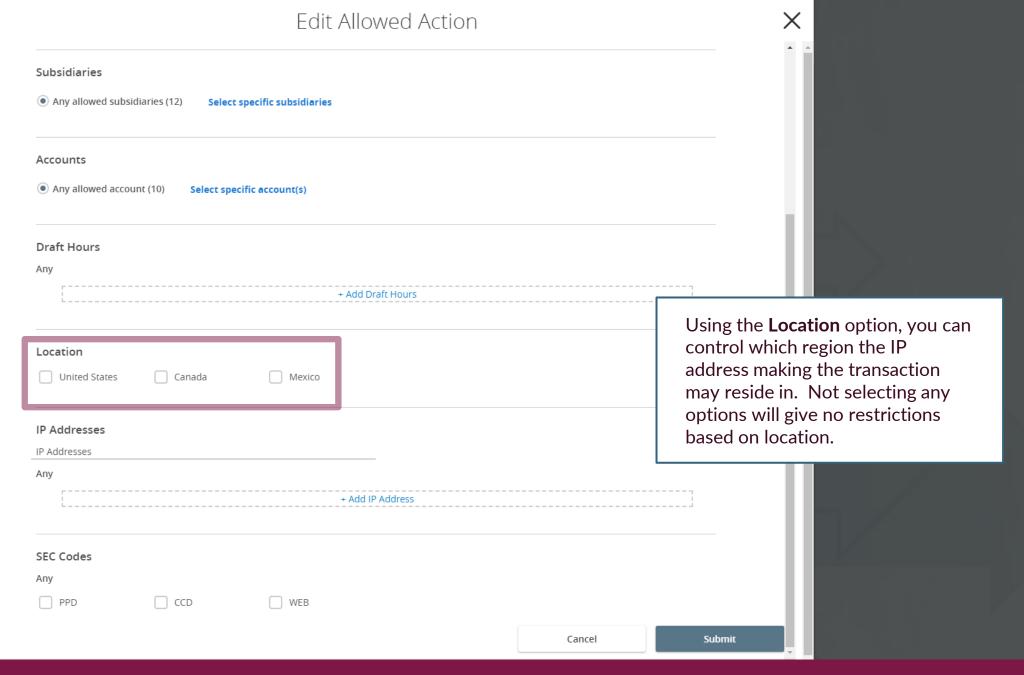




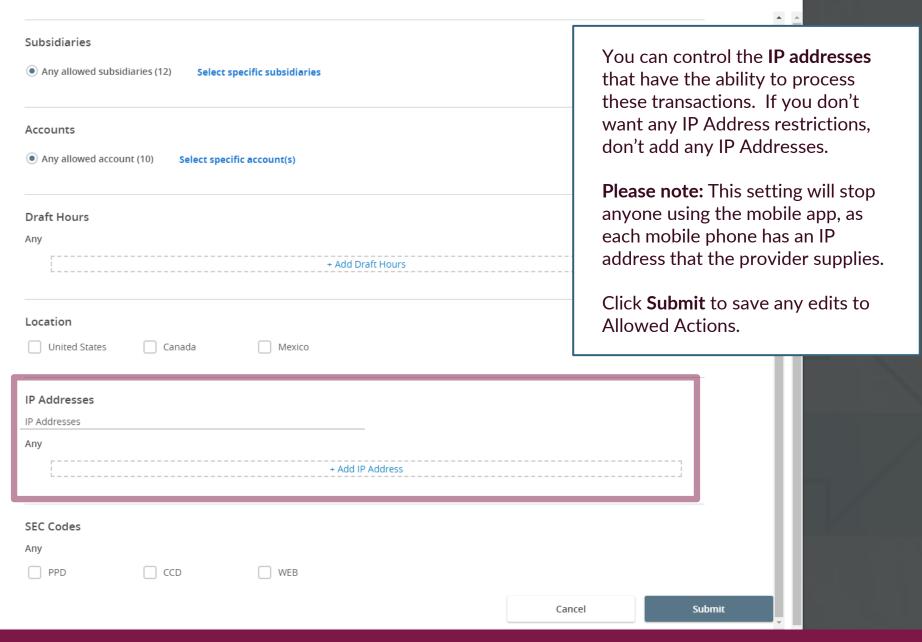








## Edit Allowed Action



## 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.



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