



# Creating Positive Pay and/or DepositPartner Users in AccessJFG

# 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. When your user is created, please email [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com) with your company name and the username for both Positive Pay/DepositPartner and AccessJFG so they can link the profiles for the Single Sign On.

Click an account tile to view details and transaction history.

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- Help
- Settings**
- Home Page Preferences
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- Security Preferences
- Alerts
- User Roles**
- Company Policy
- Accessibility
- Log Off

## Home

## ACCOUNTS

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

- DepositPartner
- Positive Pay
- Business Gateway

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 <sup>?</sup>

[Create Role](#)

### USER ROLES

Name ^	Description	Users ^	
Admin	None	10	  
Test Role	None	None	  

Click **Create Role**

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## User Roles &gt; New User Role

Role Name

Positive Pay &amp; DepositPartner Only

Description (optional)

User Role with access to Positive Pay and DepositPartner only

Cancel

Continue

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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- Locations

## 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
<b>ACH Collection</b>	\$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
<b>ACH Passthru</b>	\$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
<b>ACH Payment - Single</b>	\$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
<b>ACH Payments</b>	\$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
<b>ACH Receipt - Single</b>	\$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
<b>EFTPS</b>	\$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
<b>Payroll</b>	\$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
<b>Stop Payment</b>		50	200	50	1 Any	1 Any	1 Any	No
<b>Transfer - Internal</b>	\$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
<b>Wire - Domestic</b>	\$10.00	50 / \$10.00	500 / \$100.00	50 / \$10.00	1 Any	1 Any	1 Any	No

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

Company Policy

Users

Accessibility

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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
-------------------	---------------	---------------------	-----------------	--------------------

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

[Save](#)

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	<b>ACH Collection</b>	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**

Company Policy Users Accessibility Log Off

## 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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- Message Center
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- Locations

## 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.

- Home
- Message Center
- Transactions

## User Roles ▶ Positive Pay & DepositPartner Only

[Save](#)

User Role with access to Positive Pay and DepositPartner only

Overview Features Accounts

### 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

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.

Log Off



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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
<b>ACH Collection</b>	\$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99				
<b>ACH Passthru</b>	\$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99					
<b>ACH Payment -Single</b>	\$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	Any	Any	Any	
<b>ACH Payments</b>	\$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	1 Any	1 Any	1 Any	No
<b>ACH Receipt-Single</b>	\$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	1 Any	1 Any	1 Any	No
<b>EFTPS</b>	\$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	1 Any	1 Any	1 Any	No
<b>Payroll</b>	\$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	1 Any	1 Any	1 Any	No
<b>Stop Payment</b>		50	200	50	1 Any	1 Any	1 Any	No
<b>Transfer-Internal</b>	\$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	999,999,999 / \$99,999,999.99	1 Any	1 Any	1 Any	No
<b>Wire-Domestic</b>	\$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
Kyle	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	incialgroup.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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- Log Off

## New User Details

### PERSONAL DETAILS

First Name

Hans

Last Name

Gruber

Email Address

Hans@NakatomiTower.com

Phone Country

United States

Phone

(888)769-3796

### LOGIN DETAILS

User ID

Password

User Role

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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- Log Off

## New User Details

### PERSONAL DETAILS

First Name

Hans

Last Name

Gruber

Phone Country

United States

Phone Number

(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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  - Accessibility
- Log Off

## New User Details

### PERSONAL DETAILS

First Name

Hans

Last Name

Gruber

Email Address

Hans@NakatomiTower.com

Phone Country

United States

Phone

(888)769-3796

### LOGIN DETAILS

User ID

hgruber

Password

\*\*\*\*\*

Confirm Password

\*\*\*\*\*

User Role

Positive Pay & DepositPartner Only

Discard New User Details

Save New User Details

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

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**Users**

Accessibility

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User ID

Search

User ID

Anthony

Hans Gr

Kyle Kasbohm

kkasbohm@johnsonfinancialgroup.com

Admin

Melody Christopherson

Sarah Montemurro

Sarah Plehn

Sarah Thomsen

Test SSO

Tony Test

Tony Test

Tony Test11

Tracey Zapata

Add User

Status Last login

Active

20 hours ago

Partner Only

Active

Active

42 minutes ago



## Save User

The user has been saved

Close

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.

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. Please see the DepositPartner and/or Positive Pay administration guides for instructions to build users within those systems. When you have the user built in AccessJFG as well as Deposit Partner and/or Positive Pay, please email [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com) with your company name and the usernames for AccessJFG & DepositPartner and/or Positive Pay so they can enable the Single Sign On.

# 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. When your user is created, please email [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com) with your company name and the username for both Positive Pay/DepositPartner and AccessJFG so they can link the profiles for the Single Sign On.

# 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](mailto:tmsupport@johnsonfinancialgroup.com).

