

DepositPartner User Administration

IMPORTANT:

If you are creating a **new user** in DepositPartner, that user should also be created in AccessJFG. Please see the user guide, "Creating Positive Pay and/or DepositPartner users in AccessJFG" for assistance. Please, if at all possible, use the same username for new users in both AccessJFG and DepositPartner. Please allow up to two business days for Single Sign On to be activated.

Administration Research Help -Reports Create Deposit Welcome Kyle Kasbohm! Location Today is 8/10/2020 at 3:52:34 PM! K_KASBOHM, your last login was on 8/10/2020 at 9:19:48 AM. Main Johnson Financial Group is proud to have JFG Test Merchant as a DepositPartner customer. DepositPartner gives you the ability to conveniently deposit checks remotely, manage your remote check Account deposits and research those deposits anytime, anywhere, from any device. Checking***8398 You made your last deposit for \$0.00 on UNKNOWN at Unknown (Processed on UNKNOWN). Control Total If you need additional assistance, please contact Treasury Management Customer Support at 1-888-769-\$ 0.00 3796 or by email at tmsupport@johnsonfinancialgroup.com. Thank you! Create Tape Create Deposit From the homepage, you can access the Administration menu click clicking the **Administration** ing 🕕 Recent 0 link in the upper left-hand corner of the page. Tracking # Status Location Account Name Item Count Deposit Total M000035054 Main Checking***8398 1 0 \$80.00 Open 8/5/2020 3:37:10 pm M000035072 Open Main Checking***8398 回 0 \$0.09 Checking***8398 1 0 8/5/2020 3:38:46 pm M000035082 Open Main \$0.09 Main Checking***8398 0 0 \$0.01 8/5/2020 5:13:35 pm M000035246 Open 8/7/2020 2:33:48 pm M000036907 Main Checking***8398 1 0 \$1.00 Open

8/10/2020 9:03:36 am M000037407

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Checking***8398 回 0

\$0.09

Main

Open

Help -0 Administration Research Reports 1 Merchant Users User Search User or Full Name ÷ Full Name ATESTUSER The full name is required and can not be the same as the user name. Test User ATESTUSER1 Email Test Timezone ATESTUSER2 Test User Date Format M/D/YYYY Ŧ ATESTUSER3 Click the "+" sign to add a new Time Format h:mm:ss tt -Test User user. Scanner ÷ ATESTUSER4 Test User 1 Phone Numbers ATESTUSER5 Test User \sim ATESTUSER6 \sim Test User ATESTUSER7 \sim Accounts Test user ATESTUSER8 Test User •

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For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

Administration

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Research Reports Help -			
Merchant Users			:
Search User or Full Name	User	Add a New User	
ATESTUSER	Full Name	Deposit Partner User]
ATESTUSER1	Email	DepositPartnerUser@JohnsonFinancialGroup.com]
Test	Timezone	Central Daylight Time]
ATESTUSER2 Test User	Date Format	MM/DD/YYYY]
ATESTUSER3	Time Format	h:mm:ss tt 🔹]
ATESTUSER4	Scanner	Digital Check TS-240	Fill in this sectio
Test User	Phone	Numbers	of the new user
ATESTUSER5 Test User	Roles		From the Scann
ATESTUSER6 Test User	Locatio	ons	menu, select the
ATESTUSER7 Test user	Accour	nts	you select a net
ATESTUSER8 Test User			as ml:Deal, the s

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Fill in this section with the details of the new user being created.

From the **Scanner** drop down menu, select the **scanner model type** the new user will be using. If you select a network scanner, such as mI:Deal, the system updates the page with the Scanner Host field. You must also provide an IP address or hostname value for the network scanner in this field. Administration

Research Reports

Merchant Users

Help -

Add in Phone Numbers, Roles, Locations, and Accounts by clicking the **Kabob menu** (...) menus on the right-hand side.

Roles: Select which roles this user should be given. A description of each role can be found on the role selection screen.

Locations: Select whichever location(s) the user will be based at.

Accounts: Select which account(s) the user should be able to access in DepositPartner.

Click **Save** when completed. The user will be emailed their username and password.

Please note, you can only assign the locations and accounts that have been assigned to you.

llear	Add a New User			
User	DepositPartnerUser			
Full Name	Deposit Partner User			
Email	DepositPartnerUser@JohnsonFinancialGroup.com			
Timezone	Central Daylight Time			
Date Format	MM/DD/YYYY			
Time Format	h:mm:ss tt 🔹			
Scanner	Digital Check TS-240 -			
Phone	Numbers		:	
Roles		~	•••	
	ons	~	••••	
Locatio				
Accou	nts	~	••••	

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Cancel

Administration Research Reports

Help -

Merchant Users				1			
Search User or Full Name	User	ATESTUSER8	•	•			
ATESTUSER	Full Name	Test User					
Test User	Email	testuser1@johnsonfinancialgroup.com					
ATESTUSER1 Test	Timezone	Central Daylight Time	•				
ATESTUSER2 Test User	Date Format	M/D/YYYY	•	On the left side of the screen, you			
ATESTUSER3	Time Format	h:mm:ss tt	•	will see a list of your users. You			
Test User	Scanner	Select a Scanner	•	options above the list to help search for specific users.			
ATESTUSER4 Test User	Phone I	Numbers					
ATESTUSER5 Role		les		Click a user to edit that user on			
ATESTUSER6	Locations			next slide)			
Test User	Accounts						
ATESTUSER7 Test user							
ATESTUSER8 Test User							

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Administration Research Reports

Search User or Full Name	T	4
ATESTUSER Test User		
ATESTUSER1 Test		
ATESTUSER2 Test User		
ATESTUSER3 Test User		
ATESTUSER4 Test User		
ATESTUSER5 Test User		
ATESTUSER6 Test User		
ATESTUSER7 Test user		
ATESTUSER8 Test User		

Help -

User					
User					
	ATESTUSER8	0			
Full Name	Test User				
Email	testuser1@johnsonfinancialgroup.com				
Timezone	Central Daylight Time	•	On tha	oft	side of the screep you
Date Format	M/D/YYYY	•	will see	a li	ist of your existing users
Time Format	h:mm:ss tt	•			
Scanner	Select a Scanner	•	on the r	use igł	ername to edit that user ht side of the screen in
Phone N	lumbers		the sam	e r	manner as when you
Roles			created the bott	a r :on	new user. Click Save at n of the page when
Location	ns		finished	ec	liting.
Account	ts		v		

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Administration Research Reports Help -

Search User or Full Name	User	ATESTUSER8	•	Disable User Reset Questions			
ATESTUSER	Full Name	Test User		Reset Password			
Test User	Email	testuser1@johnsonfinancialgroup.com		Delete User			
ATESTUSER1 Test	Timezone	Central Daylight Time	•				
ATESTUSER2 Test User	Date Format	M/D/YYYY	•				
ATESTUSER3	Time Format	h:mm:ss tt	•				
Test User	Scanner	Select a Scanner	-				
ATESTUSER4 Test User	Phone	Numbers	To de user,	To delete or disable (or enable) a user, or to reset a password or security questions, select the user from the list of users. Then, click			
ATESTUSER5 Test User	Roles		secu from				
ATESTUSER6	Locatio	Locations		the Kabob menu in the upper right. Select the option you would			
Test User	Accour	Accounts					
ATESTUSER7 Test user			like t conf	co complete and, if prompted, irm on the pop-up message.			
ATESTUSER8							

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Additional Resources and Support

- For additional resources, including "how-to" guides, please visit our online Client Resources page at:
 - » <u>https://www.johnsonfinancialgroup.com/client-resources</u>
- If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at tmsupport@johnsonfinancialgroup.com.