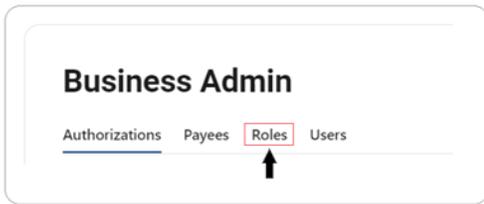
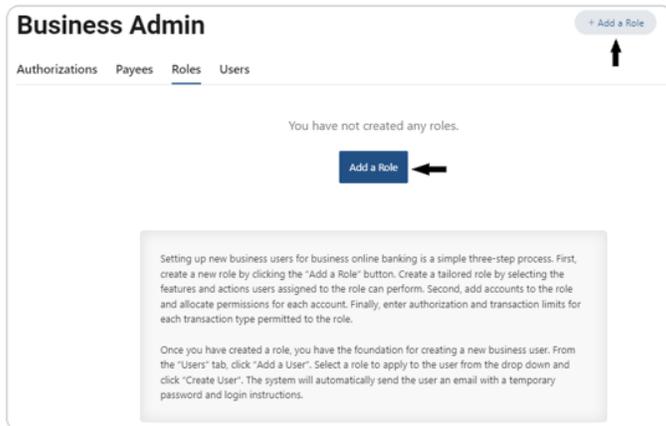


1. After logging into your Business Digital Banking select **Business Services**
2. Select **BusinessAdmin**

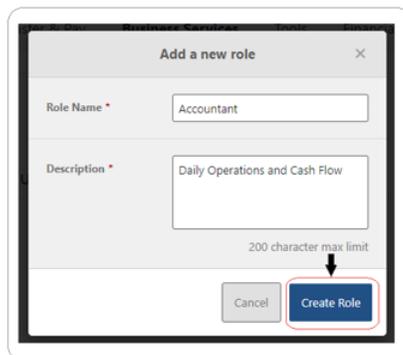
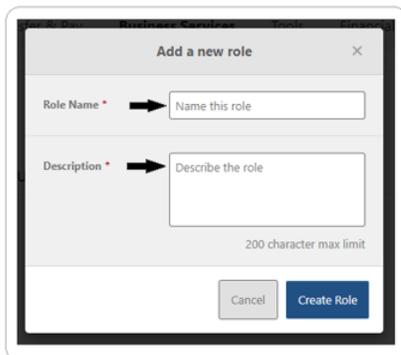
Creating Roles



3. Select **Roles** within Business Admin

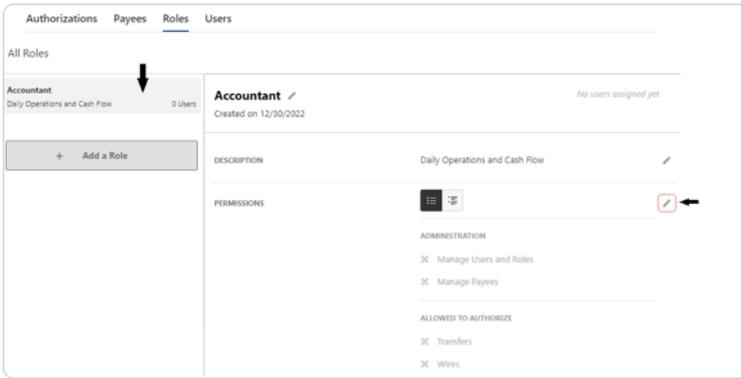


4. Select **Add a Role**

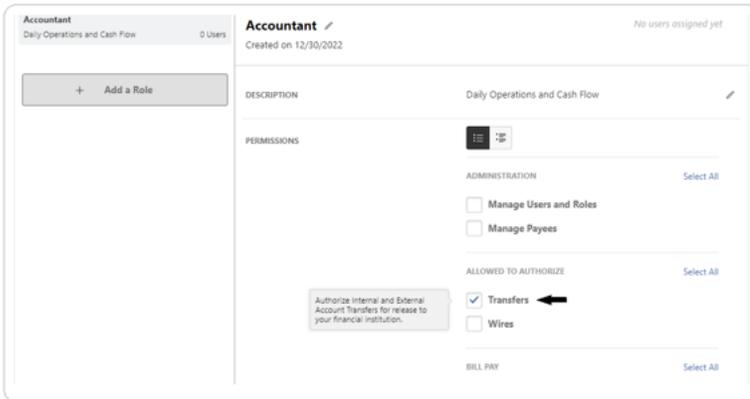


5. Enter a **Name**
6. Enter a **Description** of the role
7. Once you are finished, click **Create Role**

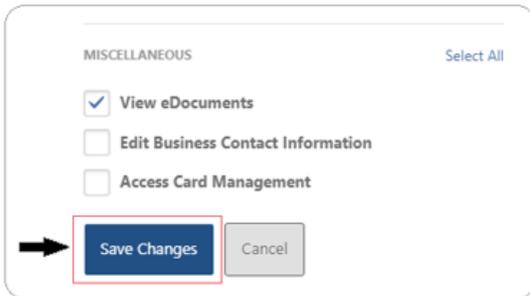
Creating Role Permissions



1. Select **Roles** within **Business Admin**
2. Select the desired role from the left-hand pane
3. Select the **Edit** (pencil) icon next to **PERMISSIONS**

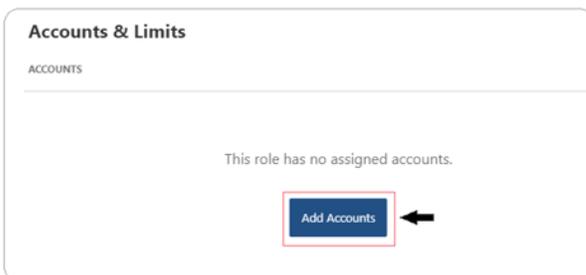


4. **Check** the boxes to grant desired permissions

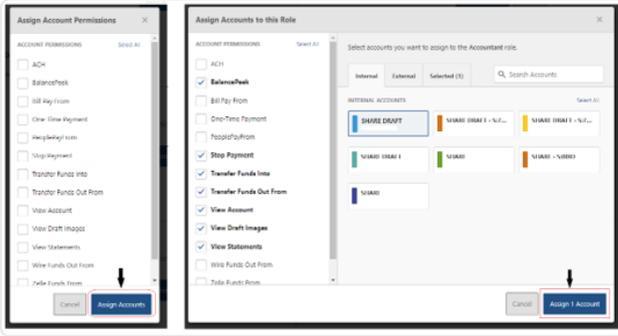


5. Select **Save Changes**

Assign Accounts and Account Permissions

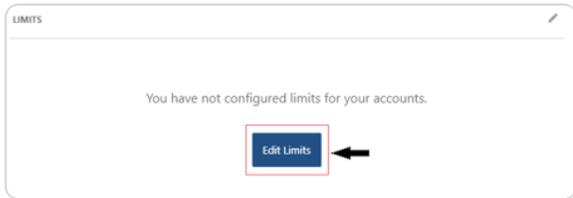


1. Select **Roles** within **Business Admin**
2. Scroll to the **Accounts and Limits** section and click the **Edit** (pencil) icon
3. Select **Add Accounts**. The assign account permissions window will display

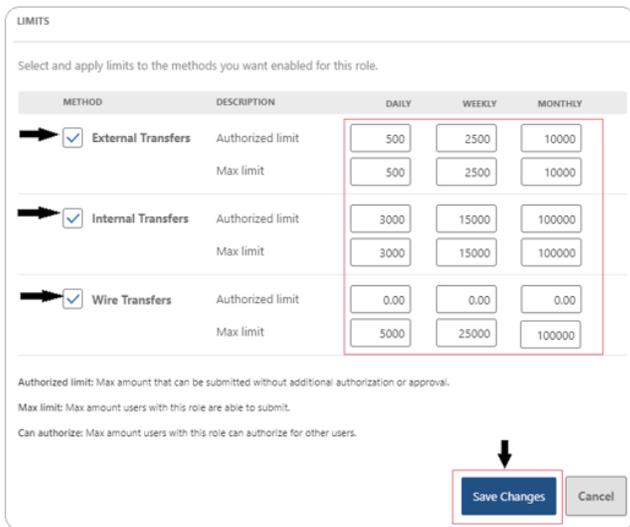


4. Select the account permissions to assign to the accounts; click **Choose Accounts**. The Assign Accounts window will display
5. Select the Internal and External accounts to assign the permissions to
6. Click **Assign Accounts**

Assigning Limits to a Role

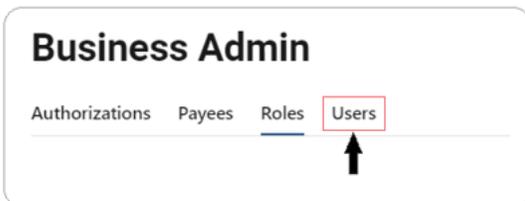


1. Navigate to Roles within Business Admin
2. Scroll to the **Limits** section and click the **Edit Limits** or the **Edit** (pencil) icon

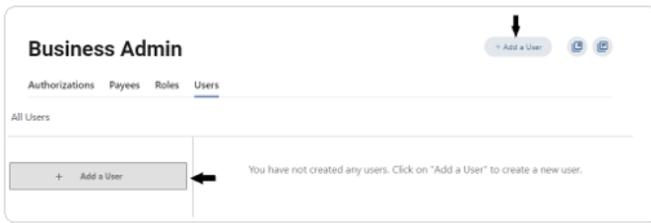


3. Enter the Daily, Weekly, and Monthly limits for each payment method
4. Select **Save Changes**

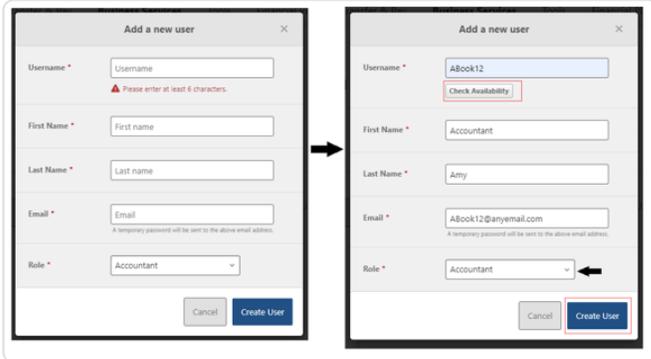
Creating a User



1. Select Users within Business Admin

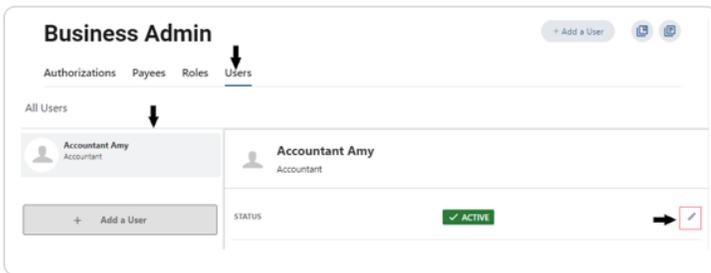


2. Select **Add a User**

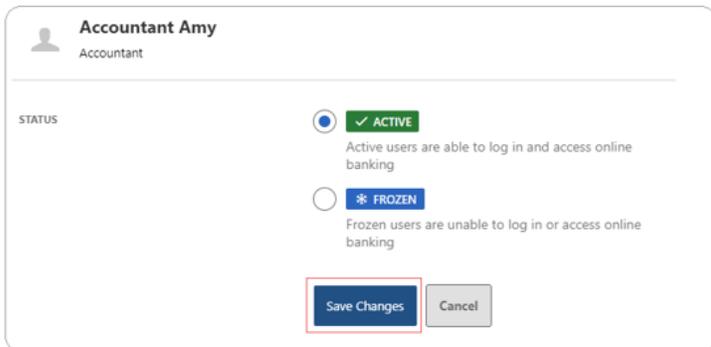


3. The add a new user window will display. Enter the user's **Username, First Name, Last Name, and Email**
4. In the Role Drop-down menu, select the **Role** you just created
5. Click **Create User**

Setting User Status



1. Under Users within Business Admin, **Select** the User
2. Click the Edit (pencil) icon next to **STATUS**



3. Select a Status and click Save Changes

Reset User's Password

Accountant Amy
Accountant

STATUS **✓ ACTIVE**

USERNAME ABook12

NAME Accountant Amy

CONTACT INFO
EMAIL: ABook12@anyemail.com
PHONE: No phone number specified.
ADDRESS: No address specified.

ROLE Accountant
SHARE DRAFT
0071

RESET PASSWORD

1. Under **Users** within Business Admin, **select** the user from the user list
2. Click the **Edit** (pencil) icon next to the **RESET PASSWORD** section

RESET PASSWORD

Select a method to receive a new password.

EMAIL
 ABook12@Anyemail.Com
 OTHER

SMS
 OTHER

Please enter the reason for resetting the password. *

3. Explain why the user's password is being reset
4. Click the **Save Changes** button to send the temporary password