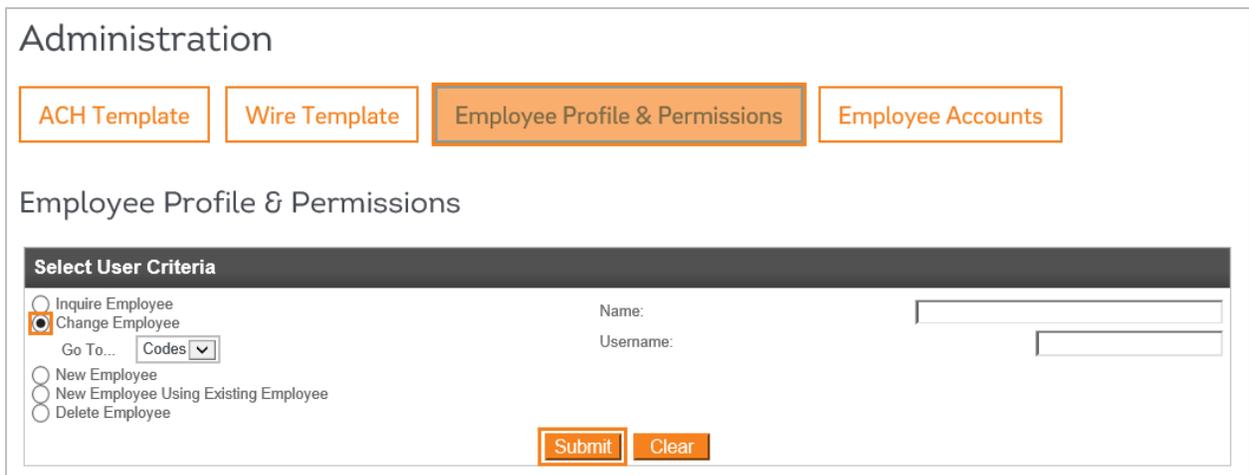


Grant Checking Analysis Statement Access

1. Login to your **Corporate Online Banking (I-Corp)** profile.
2. On the homepage, click on the **Administration** menu option.



3. Under the **Administration** section, click **Employee Profile & Permissions**, then select the **Change Employee** radio dial. Click **Submit**.



The screenshot shows the 'Administration' section of the website. Under the 'Administration' heading, there are four buttons: 'ACH Template', 'Wire Template', 'Employee Profile & Permissions', and 'Employee Accounts'. The 'Employee Profile & Permissions' button is highlighted with an orange border. Below this, the 'Employee Profile & Permissions' sub-section is visible. It has a dark header 'Select User Criteria'. Underneath, there are radio buttons for 'Inquire Employee', 'Change Employee' (which is selected), 'New Employee', 'New Employee Using Existing Employee', and 'Delete Employee'. There is a 'Go To...' dropdown menu set to 'Codes'. To the right, there are input fields for 'Name:' and 'Username:'. At the bottom, there are 'Submit' and 'Clear' buttons. The 'Submit' button is highlighted with an orange border.

- Under the **Employee List** section, click the hyperlink of the employee's name you would like to grant analysis statements access.

| Employee List | |
|---------------------------|------------------------------------|
| Name | Client Name |
| Billy Doe | Reset Password/PIN |

- Under the **Electronic Documents** section, checkmark the box next to **Checking Analysis Statement**.

| Electronic Documents | | | |
|-------------------------------------|--------------------------------|-------------------------------------|-----------------------------|
| Disable All | Document | Disable All | Document |
| <input checked="" type="checkbox"/> | Check Images | <input checked="" type="checkbox"/> | Savings I-Statement |
| <input checked="" type="checkbox"/> | Checking Deposit Images | <input checked="" type="checkbox"/> | IRA I-Statement |
| <input checked="" type="checkbox"/> | Savings Withdrawal Images | <input checked="" type="checkbox"/> | ACH/EDI Notice |
| <input checked="" type="checkbox"/> | Savings Deposit Images | <input checked="" type="checkbox"/> | Checking ACH Notice |
| <input checked="" type="checkbox"/> | Checking Statement (No Images) | <input checked="" type="checkbox"/> | Savings ACH Notice |
| <input checked="" type="checkbox"/> | Savings Statement (No Images) | <input checked="" type="checkbox"/> | Loan ACH Notice |
| <input checked="" type="checkbox"/> | Returned Check Notices | <input checked="" type="checkbox"/> | Loan Billing Statements |
| <input checked="" type="checkbox"/> | Analysis Statements | <input checked="" type="checkbox"/> | Checking Analysis Statement |
| <input checked="" type="checkbox"/> | Checking I-Statement | | |

- Click the **Save** icon at the top left of the screen.



- Repeat for each employee.