



I-Corp Administration Rights User Guide

Introduction

The Administration Rights feature allows you to create, edit, and delete users for your business when and where it is most convenient for you. The user guide explains how to use the feature.

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Inquire an Existing User

1. At the top of the homepage, click on **Administration**.
2. Under the Administration section, click on **Employee Profile & Permissions**.
3. Under **Select User Criteria**, select **Inquire Employee**, and select the appropriate option under the **Go To** drop-down:
 - a. **Codes**: An overview of an existing users' set up. *(Recommended)*
 - b. **ACH**: An overview of an existing users' ACH set up.
 - c. **Wires**: An overview of an existing users' wire set up.
4. Click **Submit**.

The screenshot shows the Administration page with a navigation bar containing Home, Accounts, Payments & Transfers, Checks & Deposits, and Administration. Below the navigation bar, there are four buttons: ACH Template, Wire Template, Employee Profile & Permissions (highlighted), and Employee Accounts. The Employee Profile & Permissions section is expanded, showing a 'Select User Criteria' panel. In this panel, the 'Inquire Employee' radio button is selected. Below it, the 'Go To...' dropdown menu is set to 'Codes'. There are also input fields for 'Name:' and 'Username:'. At the bottom of the panel, there are 'Submit' and 'Clear' buttons.

5. Your Security Level may not allow you to see all users for your company:

	Senior Administrator (SA)	Administrator (A)	Supervisor (S)	Employee (E)
Can View, Create & Update Users with the following Access Levels	A, S, & E	S & E	E	N/A

If you need to make changes to an existing user that you do not have access to, contact your Treasury Representative for assistance.

6. Under the **Employee List**, select the user you wish to view.

Adding a New Employee

1. At the top of the homepage, click on **Administration**.
2. Under the Administration section, click on **Employee Profile & Permissions**.
3. Under **Select User Criteria**, select the appropriate option:
 - a. **New Employee:** This option is used when you want to create a new user without mirroring an existing user. The fields will not be pre-filled.
 - b. **New Employee Using Existing Employee:** This option is used when you want to mirror the same settings as an existing user. *(Recommended)*

If **New Employee Using Existing Employee** option is selected, once you click **Submit**, a list of users will be listed. Select the user you wish to mirror.

4. Click **Submit**.

The screenshot shows a navigation bar with 'Home', 'Accounts', 'Payments & Transfers', 'Checks & Deposits', and 'Administration'. Below the navigation bar is the 'Administration' section with four buttons: 'ACH Template', 'Wire Template', 'Employee Profile & Permissions' (highlighted), and 'Employee Accounts'. Underneath is the 'Employee Profile & Permissions' section with a 'Select User Criteria' header and a list of radio buttons: 'Inquire Employee', 'Change Employee', 'New Employee', 'New Employee Using Existing Employee' (checked), and 'Delete Employee'. At the bottom right of this section are 'Submit' and 'Clear' buttons.

Only the highlighted fields stated in this guide need to be reviewed and completed to create a standard new user. All other fields are to be disregarded.

Codes

5. Under the Codes section, complete the following fields:
 - a. **Name:** Name of the user being added.
 - b. **Security Level:** The level of user access.

Security Level	Definition
Employee	No administration rights, not allowed to review transfers, second approval required in Business Bill Pay.
Supervisor	Will have administration capabilities to add and/or make changes to Employees only, can be authorized to review transfers, second approval required in Business Bill Pay.
Administrator	Will have administration capabilities to add and/or make changes to Supervisors and Employees only, can be authorized to review transfers, can approve items in Business Bill Pay.
Senior Administrator	Will have administration capabilities to add and/or make changes to Administrators, Supervisors, and Employees only, can be authorized to review transfers, can approve items in Business Bill Pay. New Senior Administrators cannot be added by the client.

New Senior Administrators cannot be added by the client.
Please contact your Treasury Representative to add a Senior Administrator user.

		SECURITY LEVEL			
		Senior Administrator (SA)	Administrator (A)	Supervisor (S)	Employee (E)
FUNCTIONALITY	Can View, Create & Update Users with the following Access Levels	A, S, & E	S & E	E	N/A
	Available ACH Roles	ACH Approval Only & ACH Full Access			ACH Submit Only
	Available Wire Roles	Wire Approval Only & Wire Full Access			Wire Submit Only
	Approve Payments in Business Bill Pay	Yes	Yes	No	No
	2 nd Approval Required to Submit Payments in Business Bill Pay	No	No	Yes	Yes

Codes

* Indicates Required Field

* Name:

Tax ID Code: Status:

Tax ID Number:

Security Level: Date Created:

Mother's Maiden Name: Date Last Accessed:

Employee Group: Date of Birth:

Transaction Exports: Date Last Changed:

(None)

(None)

(None)

(None)

(None)

(None)

Contact Methods

6. Under the **Contact Methods** section, complete the appropriate fields:
- Email Address:** The email address of the user.
 - Business Phone:** The business phone number of the user.
 - Business Phone Ext.:** The extension of the user's phone number, *if applicable*.
 - Mobile Phone:** The mobile phone number of the user, *if applicable*.

Only one (1) phone number is required.

Contact Methods

* E-mail Address:

Business Phone:

Business Phone Ext.:

Mobile Phone:

Security

7. Under the **Security** section, complete the following:
- Username:** A case-sensitive, unique ID the user will use to log on.

Security

* Username:

Terms Acceptance Date:

The username cannot be changed once submitted.

Multifactor Authentication

This section determines if the user will be set up with a token to send external transfers, i.e., ACH and/or Wires. The system automatically defaults to a hard token (Go3).

8. There are three options for setting up Multifactor Authentication: **No Token**, **Hard Token**, **Soft Token**. Select the appropriate option.

No Token

- a. User **will not** be initiating external transfer, i.e., ACH and/or Wires, therefore does not need a token. Complete the following:

Token Status	None
Token Type	None

Multifactor Authentication

Token Status: (None) ▼

Token Type: (None) ▼

Hard Token

A **hard token** is a physical, key fob-like device. A user can access either a hard token or a soft token - they cannot have access to both.

- a. User **will** be initiating external transfers, i.e., ACH and/or Wires and would like to utilize a **hard token**. Complete the following:

Token Status	Pending Enablement
Token Type	Go3

Multifactor Authentication

Token Status: Pending Enablement ▼

Token Type: Go3 ▼

Please contact your Treasury Representative to obtain a hard token. New users, setup with a hard token, will be **unable** to access the I-Corp system until a token has been delivered and enabled.



The user can utilize the **Register Hard Token Quick Guide** to enable their token. The quick guide is located under **Resources & Logins** in the Corporate Online Banking (I-Corp) login.

Soft Token

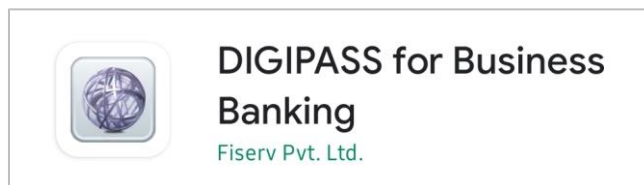
A soft token is an app on your mobile device. A user can access either a hard token or a soft token - they cannot have access to both.

- a. User **will** be initiating external transfers, i.e., ACH and/or Wires and would like to utilize a **soft token**. Complete the following:

Token Status	Pending Enablement
Token Type	Soft Token

Multifactor Authentication	
Token Status:	Pending Enablement <input type="button" value="v"/>
Token Type:	Soft Token <input type="button" value="v"/>

New users, setup with the soft token, will need to download **DIGIPASS for Business Banking** from the Play Store© or App Store© on their mobile device.



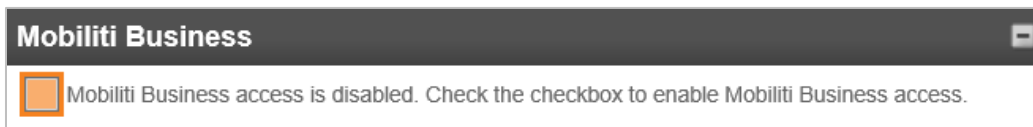
The user can utilize the [Register Soft Token Quick Guide](#) to enable their token. The quick guide is located under [Resources & Logins](#) in the Corporate Online Banking (I-Corp) login.

Mobiliti Business

Mobiliti Business is access to the FIB Corporate Mobile Banking app on your mobile device.

Corporate Mobile Banking must already exist for the company for the feature to work properly for the new user. Contact your Treasury Representative if you would like to add Corporate Mobile Banking to your company.

9. To grant the user access to the Corporate Mobile Banking app, check the **Mobiliti Business** box:



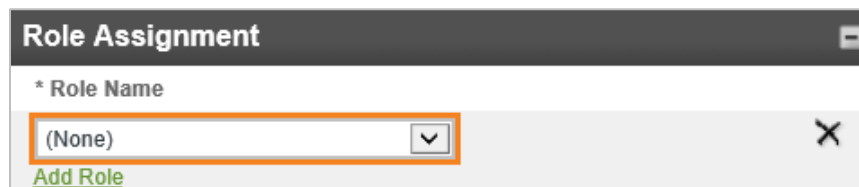
The screenshot shows a dark header bar with the text "Mobiliti Business" and a close button. Below the header is a white box containing an unchecked checkbox and the text: "Mobiliti Business access is disabled. Check the checkbox to enable Mobiliti Business access."



Role Assignment

The Role Assignment allows the user to do different functions, i.e., submitting an ach file, a wire transfer, etc. Refer to the matrix below for more information.

10. The role assigned to the user must match what is selected, under **Security Level**, in the **Codes** section.



The screenshot shows a dark header bar with the text "Role Assignment" and a close button. Below the header is a white box containing a dropdown menu with the text "(None)" and a downward arrow. Below the dropdown menu is a green link labeled "Add Role".

For example: If you are creating a user with the Security Level of Supervisor, you will need to make sure the same role of Supervisor is assigned in this drop-down.

11. In addition to the Security Level role, if the user will be initiating external transfers, i.e., ACH and/or Wires, or need access to other features, you will need to click **Add Role** and select the appropriate role:

Role	Definition
ACH Approval Only Role	Assigned to a user with a Security Level of Administrator or Supervisor . Allows the user to approve an ACH that was initiated by an user with dual control. User with this role is unable to initiate an ACH, only approve.
ACH Full Access Role	Assigned to an user with a Security Level of Administrator or Supervisor . Allows the user to initiate and approve an ACH.
ACH Submit Only Role	Assigned to a user with a Security Level of Employee . Allows user to initiate an ACH. User with this role is unable to approve ACH transfers initiated by another user.
RD Role	Assigned to a user with a Security Level of Administrator , Supervisor , Employee . Allows the user to scan and submit check deposits through the Remote Deposit feature.
Mobiliti Phone Deposit Role	Assigned to a user with a Security Level of Administrator , Supervisor , Employee . Allows the user to capture check images and submit deposits through the Corporate Mobile Banking app.
Wire Approval Only Role	Assigned to a user with a Security Level of Administrator or Supervisor . Allows the user to approve Wires that were initiated by a user with dual control. User with this role is unable to initiate a Wire transfer, only approve.
Wire Full Access Role	Assigned to a user with a Security Level of Administrator or Supervisor . Allows the user to initiate and approve Wires.
Wire Submit Only Role	Assigned to a user with a Security Level of Employee . Allows the user to initiate Wires. User with this role is unable to approve Wire transfers initiated by another user.

12. See the chart below for more information:

SECURITY LEVEL

FUNCTIONALITY	Senior Administrator (SA)	Administrator (A)	Supervisor (S)	Employee (E)	
	Can View, Create & Update Users with the following Access Levels	A, S, & E	S & E	E	N/A
	Available ACH Roles	ACH Approval Only & ACH Full Access			ACH Submit Only
	Available Wire Roles	Wire Approval Only & Wire Full Access			Wire Submit Only
	Approve Payments in Business Bill Pay	Yes	Yes	No	No
	2 nd Approval Required to Submit Payments in Business Bill Pay	No	No	Yes	Yes

ACH

This section refers to ACH access.

- 13. For users that will initiate and approve ACH transactions, check the box under the ACH section.

ACH

Employee is not enabled for ACH Manager access. Check the checkbox to grant ACH Manager access.

A user granted ACH access will automatically be placed in dual control, meaning they will be required to have secondary approval on all submitted ACH files.

Accounts

- 14. To grant account access for the user, check the box associated with the account.

Accounts

To grant account access for this Employee check the checkbox associated with the account. To remove account access, uncheck the checkbox.

Checking

Access	Account Number	Account Nickname	ACH Permission
<input checked="" type="checkbox"/>	XXXXX		Full ACH Access
<input checked="" type="checkbox"/>	XXXXX		ACH Transfer In
<input checked="" type="checkbox"/>	XXXXX		ACH Transfer Out
<input checked="" type="checkbox"/>	XXXXX		No ACH Access
<input checked="" type="checkbox"/>	XXXXX		No ACH Access

15. For users that will initiate ACH transactions, you will need to select the appropriate **ACH Permissions** per account:

ACH Permission	Definition
Full ACH Access	Allows user to initiate ACH Collections and Disbursements.
ACH Transfer In	Allows user to initiate only ACH Collections.
ACH Transfer Out	Allows user to initiate only ACH Disbursements.

If the user only needs to approve ACH transfers, you do not need to assign ACH Permissions. The user **does** need to have access to the account(s), however.

Administration Options

16. For users that will create, edit, and delete users with the Administration Rights feature, check all of the boxes.

Administration Options				
	Inquiry	New	Change	Delete
Employee:	<input checked="" type="checkbox"/>	Select None	Select None	Select None
Internal Transfer Template:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If the user is not to have access to the Administration Rights feature, do not check any of the boxes. For additional information, please refer to the [How to Remove Administration Feature from User Quick Guide](#).

Approval Options

This section refers to approval option for internal transfers.

Approval Options	
Review Internal Transfers:	<input type="checkbox"/> No
Approve Transfers:	<input type="checkbox"/> No

17. **Review Internal Transfers:** Indicates if internal fund transfers **issued** by the user requires client review and approval.

Yes	Internal fund transfers need to be reviewed and approved by another user.
No	Internal fund transfers are automatically approved.

18. **Approve Transfers:** Indicates if a user can approve internal transfers.

Yes	User can approve internal transfers.
No	User cannot approve internal transfers.

Fund Transfer Options

This section refers to the capability of inquiring and initiating internal transfers.



Fund Transfer Options

Inquire Transfers: No ▼

Initiate Transfers: No ▼

Review Bill Payment Transfers: No ▼

19. **Inquire Transfers:** Select the appropriate option.

Yes	Indicates the user can inquire on previously submitted internal transfers.
No	Indicates the user cannot inquire on previously submitted internal transfers.

20. **Initiate Transfers:** Select the appropriate option.

Yes	Indicates the user can initiate transfers.
No	Indicates the user cannot initiate transfers.

Merchant Capture Options

Merchant Capture refers to Remote Deposit and this section shows you how to grant access to your user. *This only applies if you currently access Remote Deposit through your I-Corp login. If you access Remote Deposit through a separate login/credentials, this section does not apply and cannot be granted.*

Remote Deposit must already exist for the company to grant access to a user. Please contact your Treasury Representative if you would like to add Remote Deposit to your company.

Merchant Capture Options			
Merchant Capture Option:	Direct Merchant Access	Per Item Limit:	0.00
Role:	Limited	Per Deposit Limit:	0.00
View Client Deposits:	No	Per Day Limit:	0.00

21. To grant Remote Deposit access to a user, the following options must be selected:

Merchant Capture Option	Yes
Role	SSO Balancer
View Client Deposits	Yes

Stop Payments

This section refers to granting access to a user to have the capability to view existing stop payments and create new stop payments.

22. Select the appropriate options:

Inquiry	Yes	Indicates the user can inquire/view previous stop payments that were placed through I-Corp.
	No	Indicates the user cannot inquire/view previous stop payments that were placed through I-Corp.
New	Yes	Indicates the user can place stop payments through I-Corp.
	No	Indicates the user cannot place stop payments through I-Corp.

Stop Payments	
Inquiry:	No
New:	No

Interface Specifications

Interface Specifications refers to Business Bill Pay. This section shows you how to grant access to your user.

Business Bill Pay must already exist for the company to grant access to a user. Please contact your Treasury Representative if you would like to add Business Bill Pay to your company.

Interface	User Code	Password
Checkfree Business		

23. Under the Interface drop-down, select **Checkfree Business**.

Interface
Checkfree Business

Do not add information in the User Code or Password field. Once the user logs into Business Bill Pay for the first time, the system will automatically fill these fields.

Electronic Documents

24. Under the **Electronic Documents** section, check the appropriate boxes to enable the employee to view those specific document types.

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

Applications Enabled

Applications Enabled refers to granting access to initiate and send Wire transactions.

25. For users that will initiate and/or approve Wire transactions, check the box under the **Applications Enabled** section:



A user granted wire access will automatically be placed in dual control, meaning they will be required to have secondary approval on all submitted wire transfers.

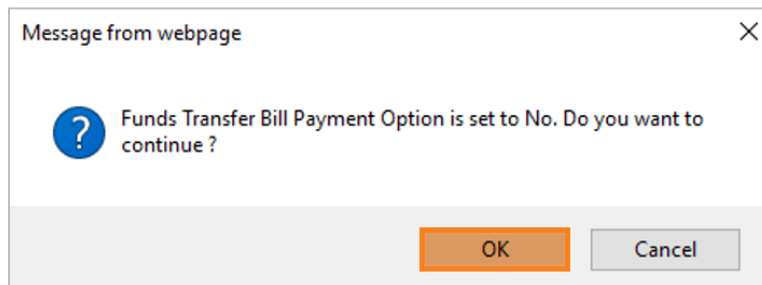
Next Step(s)

Review set up for accuracy, then at the bottom of your screen:

26. Click **Next**.



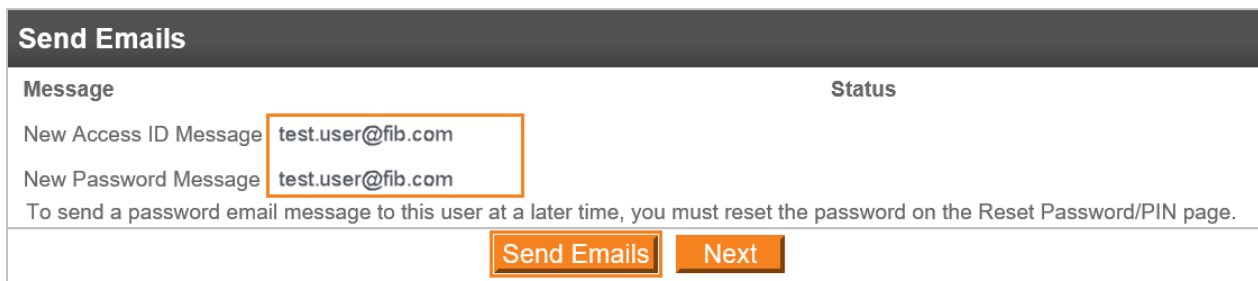
27. The following message may appear, click **OK**.



Send Emails

Two automatic-generated emails will be sent, to the user, to the email address input during the set-up process. One email will contain the username and the second email will contain the temporary password.

28. Click **Send Emails** to have the automatically generated emails sent to the user's email address.



You may also select **Next** instead. A temporary password will not be sent to the employee, and you must reset the password on the Reset Password/PIN page.

29. The **Status** column will show a green checkmark if the emails were sent successfully. Click **Next**.

Send Emails	
Message	Status
New Access ID Message test.user@fib.com	✓
New Password Message test.user@fib.com	✓
To send a password email message to this user at a later time, you must reset the password on the Reset Password/PIN page.	
Send Emails Next	

Access Added

30. The following screen will appear. This confirms the account(s) have been added to the user, as well as ACH if applicable.

31. If the user was not setup with Wire capabilities, click **Finish**.

Once you click **Finish**, no more steps are required, the user is now built.

Access Added		
Checking		
Business Online	Account Number	Account Nickname
✓	XXXXX	XXXXXXXX
Finish		

32. If the user was setup with Wire capabilities, click **Next**. Continue to the **Wire User** section.

Access Added		
Checking		
Business Online	Account Number	Account Nickname
✓	XXXXX	XXXXXXXX
✓	XXXXXX	XXXXXXXX
Next		

Wire User

33. Under the **Account Selection** section, grant the appropriate **Permission** for each account to have Wire access.

Permission	Definition
No Access	No Wire access is available for the specific account.
Full Wire Access	Allows both Domestic and International Wires to be sent from the specific account.
Domestic Wire Transfer	Allows only Domestic Wires to be sent from the specific account.
International Wire Transfer	Allows only International Wires to be sent from the specific account.

A user granted wire access will automatically be placed in dual control, meaning they will be required to have secondary approval on all submitted wire transfers.

34. Once the appropriate Wire access has been granted for the accounts, click **Finish**.

Wire User

Client

	Client Name	Client ID
<input checked="" type="checkbox"/>	XXXXXX	XXXXXX

Account Selection

Account Number	Account Type	Routing Number	Nickname	Permission
XXXXX	Demand Deposit	092901683	XXXXXX	No Access <input type="button" value="v"/>

Once you click **Finish**, no more steps are required, the employee is now built.

Update Existing Users

1. At the top of the homepage, click on **Administration**.
2. Under the Administration section, click on **Employee Profile & Permissions**.
3. Under **Select User Criteria**, select **Change Employee**, and select the appropriate option under the **Go To** drop-down:
 - a. **Codes**: An overview of an existing users' set up. *(Recommended)*
 - b. **ACH**: An overview of an existing users' ACH set up.
 - c. **Wires**: An overview of an existing users' wire set up.
4. Click **Submit**.

The screenshot shows the 'Administration' section of a web application. At the top, there is a navigation bar with links for Home, Accounts, Payments & Transfers, Checks & Deposits, and Administration. Below this, the 'Administration' section is displayed, featuring four buttons: ACH Template, Wire Template, Employee Profile & Permissions, and Employee Accounts. The 'Employee Profile & Permissions' section is active, showing a 'Select User Criteria' header. Under this header, there are several radio button options: 'Inquire Employee', 'Change Employee' (which is selected), 'New Employee', 'New Employee Using Existing Employee', and 'Delete Employee'. The 'Change Employee' option has a 'Go To...' dropdown menu with 'Codes' selected. To the right of these options are input fields for 'Name:' and 'Username:'. At the bottom of the form, there are 'Submit' and 'Clear' buttons.

5. Under the **Employee List**, select the user you wish to make changes to.
6. Refer to the sections below for more information to update your employee:

Change User

Update the appropriate fields.

Field	Definition
Name	Name of the user.
Security Level	Update if appropriate.

Status	Active Employee	User is able to login, no restrictions.
	Frozen Status, No Access	User is unable to login, no access.
	Closed Employee Record	Not utilized. Please delete user if their record is no longer needed. See the Deleting Users section.

Change Employee

*** Indicates Required Field**

* Name:

Tax ID Code: Status:

Tax ID Number: Date Created: 11/15/2021

Security Level: Date Last Accessed: 11/15/2021 11:02 AM

Mother's Maiden Name:

Employee Group: Date Last Changed:

Transaction Exports:

(None)

(None)

(None)

(None)

(None)

(None)

Contact Methods

Update the appropriate fields.

Field	Definition
Email Address	Email address of the user.
Business Phone	Business phone number of the user.
Business Phone Ext.	Business phone extension of the user, if applicable.
Mobile Phone	Mobile phone number of the user.

Contact Methods

* E-mail Address:

Business Phone:

Business Phone Ext.:

Mobile Phone:

Security

Update the appropriate fields.

Field	Definition
Reset Password	Check the box to have an automatic-generated email sent to the user that contains a temporary password.

Security ☰

Username: billy.doe

Reset Password:

Terms Acceptance Date:

Multifactor Authentication

This section determines if the user will be set up with a token to send external transfers, i.e., ACH and/or Wires. Update the appropriate fields.

Token Status	None	User will not be using a token to submit ACH and/or wire transfers.
	Outstanding Order	Do not utilize.
	Pending Enablement	User will need to enable their token at login.
	Token Disabled	Disables the token from being used to submit ACH and/or wire transfers.
	Token Lost	Disables the current token on file due to it being lost. Prevents using the token to submit ACH and/or wire transfers. Please contact your Treasury Representative for assistance.
	Token Damaged	Disables the current token on file due to it being damaged. Prevents using the token to submit ACH and/or wire transfers. Please contact your Treasury Representative for assistance.

Multifactor Authentication

Token Status: (None) ▼ Token Serial Number:

Token Type: Go3

If you need to change the **Token Type**, please contact your Treasury Representative or the Treasury Solutions Support department.

Mobiliti Business

Mobiliti Business is access to the FIB Corporate Mobile Banking app on your mobile device. Update the appropriate fields.

Field	Definition
Mobiliti Business	Check the box to grant access to the FIB Corporate Mobile Banking app.

Mobiliti Business -

Mobiliti Business access is disabled. Check the checkbox to enable Mobiliti Business access.

No Devices Registered

Corporate Mobile Banking must already exist for the company for the feature to work properly for the new user. Contact your Treasury Representative if you would like to add Corporate Mobile Banking to your company.

Role Assignment

Update the appropriate fields.

Role	Definition
Employee	No administration rights, not allowed to review transfers, second approval required in Business Bill Pay.
Supervisor	Will have administration capabilities to add and/or make changes to Employees only, can be authorized to review transfers, second approval required in Business Bill Pay.
Administrator	Will have administration capabilities to add and/or make changes to Supervisors and Employees only, can be authorized to review transfers, can approve items in Business Bill Pay.
Senior Administrator	Will have administration capabilities to add and/or make changes to Administrators, Supervisors, and Employees only, can be authorized to review transfers, can approve items in Business Bill Pay.
ACH Approval Only Role	Assigned to a user with a Security Level of Administrator or Supervisor . Allows the user to approve an ACH that was initiated by a user with dual control. User with this role is unable to initiate an ACH, only approve.
ACH Full Access Role	Assigned to a user with a Security Level of Administrator or Supervisor . Allows the user to initiate and approve an ACH.

ACH Submit Only Role	Assigned to a user with a Security Level of Employee . Allows the user to submit an ACH. User with this role is unable to approve transfers initiated by another user.
RD Role	Assigned to a user with a Security Level of Administrator, Supervisor, Employee . Allows the user to scan and submit check deposits through the Remote Deposit feature.
Mobiliti Phone Deposit Role	Assigned to a user with a Security Level of Administrator, Supervisor, Employee . Allows the user to capture check images and submit deposits through the Corporate Mobile Banking app.
Wire Approval Only Role	Assigned to a user with a Security Level of Administrator or Supervisor . Allows the user to approve Wires that was initiated by a user with dual control. User with this role is unable to initiate a Wire transfer, only approve.
Wire Full Access Role	Assigned to a user with a Security Level of Administrator or Supervisor . Allows the user to initiate and approve Wires.
Wire Submit Only Role	Assigned to a user with a Security Level of Employee . Allows the user to initiate Wires. User with this role is unable to approve transfers initiated by another user.

Role Assignment ✖

* Role Name

Employee
▼
✖

[Add Role](#)

SECURITY LEVEL

	Senior Administrator (SA)	Administrator (A)	Supervisor (S)	Employee (E)	
F U N C T I O N A L I T Y	Can View, Create & Update Users with the following Access Levels	A, S, & E	S & E	E	N/A
Available ACH Roles	ACH Approval Only & ACH Full Access			ACH Submit Only	
Available Wire Roles	Wire Approval Only & Wire Full Access			Wire Submit Only	
Approve Payments in Business Bill Pay	Yes	Yes	No	No	
2nd Approval Required to Submit Payments in Business Bill Pay	No	No	Yes	Yes	

ACH

Update the appropriate fields.

Field	Definition
ACH	To grant ACH access, check the box.
	To remove ACH access, un-check the box.

ACH
 John Doe is not enabled for ACH Manager access. Check the checkbox to grant ACH Manager access.

A user granted ACH access will automatically be placed in dual control, meaning they will be required to have secondary approval on all submitted ACH files.

Accounts

To grant account access for the user, check the box associated with the account. For users that will initiate ACH transactions, you will need to select the appropriate ACH Permissions per account. Update the appropriate fields.

ACH Permission	Definition
Full ACH Access	Allows user to initiate ACH Collections and Disbursements.
ACH Transfer In	Allows user to initiate only ACH Collections.
ACH Transfer Out	Allows user to initiate only ACH Disbursements.

If the user only needs to approve ACH transfers, you do not need to assign ACH Permissions. The user **does** need to have access to the account(s), however.

Checking			
Access	Account Number	Account Nickname	ACH Permission
Select All			
<input checked="" type="checkbox"/>	XXXXX		Full ACH Access <input type="button" value="v"/>
<input type="checkbox"/>	XXXXX		

Approval Options

This section refers to approval option for internal transfers. Update the appropriate fields.

Review Internal Transfers	Yes	Internal fund transfers need to be reviewed and approved by another user.
	No	Internal fund transfers are automatically approved.
Approve Transfers	Yes	User can approve internal transfers.
	No	User cannot approve internal transfers.

Approval Options -

Review Internal Transfers: No

Approve Transfers: No

Fund Transfer Options

This section refers to the capability of inquiring and initiating internal transfers. Update the appropriate fields.

Inquire Transfers	Yes	Indicates the user can inquire on previous internal transfers.
	No	Indicates the user cannot inquire on previous internal transfers.
Initiate Transfers	Yes	Indicates the user can initiate internal transfers.
	No	Indicates the user cannot initiate internal transfers.
Open Transfers	Yes	Indicates the user can submit internal transfers between accounts without needing a template set up.
	No	Indicates the user cannot submit internal transfers between accounts without needing a template set up.

Fund Transfer Options	
Inquire Transfers:	Yes <input type="button" value="v"/>
Initiate Transfers:	Yes <input type="button" value="v"/>
Review Bill Payment Transfers:	No <input type="button" value="v"/>
Open Transfers:	Yes <input type="button" value="v"/>

Merchant Capture Options

Merchant Capture refers to Remote Deposit and this section shows you how to grant access to your user. *This only applies if you currently access Remote Deposit through your I-Corp login. If you access Remote Deposit through a separate login/credentials, this section does not apply and cannot be granted access to.* Update the appropriate fields.

Remote Deposit must already exist for the company to grant access to a user. Please contact your Treasury Representative if you would like to add Remote Deposit to your company.

Merchant Capture Option	Yes
Role	SSO Balancer
View Client Deposits	Yes

Merchant Capture Options			
Merchant Capture Option:	Direct Merchant Access <input type="button" value="v"/>	Per Item Limit:	<input type="text" value="0.00"/>
Role:	Limited <input type="button" value="v"/>	Per Deposit Limit:	<input type="text" value="0.00"/>
View Client Deposits:	No <input type="button" value="v"/>	Per Day Limit:	<input type="text" value="0.00"/>

Stop Payments

This section refers to granting access to an employee to have the capability to view existing stop payments and create new stop payments. Update the appropriate fields.

Inquiry	Yes	Indicates the user can inquire/view previous stop payments that were placed through I-Corp.
	No	Indicates the user cannot inquire/view previous stop payments that were placed through I-Corp.
New	Yes	Indicates the user can place stop payments through I-Corp.
	No	Indicates the user cannot place stop payments through I-Corp.

Stop Payments -

Inquiry:	No ▼
New:	No ▼

Interface Specifications

Interface Specifications refers to Business Bill Pay. This section shows you how to grant access to your user. Update the appropriate fields.

Business Bill Pay must already exist for the company to grant access to a user. Please contact your Treasury Representative if you would like to add Business Bill Pay to your company.

Interface	Checkfree Business.
------------------	---------------------

Interface Specifications -

Interface	User Code	Password
(None) ▼		

Electronic Documents

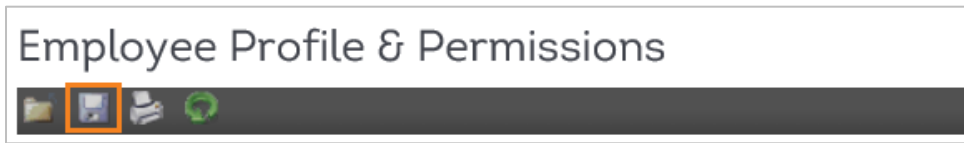
Under the **Electronic Documents** section, check the appropriate boxes to enable the user to view those specific document types. Update the appropriate fields.

Electronic Documents -

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

Next Step(s)

Review all fields for accuracy, then at the top of your screen, click the **Save** icon to save all updates to the user.



Once you click **Save**, no more steps are required, the user is now updated.

If you need to add/update wire access, continue to **Add/Update Wire Access to Existing Users**.

Add/Update Wire Access to Existing Users

To add/update wire access to existing users, complete the following:

You will be able to add and/or update wire access for other users **only** if you have wire access yourself.

1. At the top of the homepage, click on **Administration**.
2. Under the Administration section, click on **Employee Profile & Permissions**.
3. Under **Select User Criteria**, select **Change Employee**, and select the **Wires** under the **Go To** drop-down. Click **Submit**.

Home Accounts Payments & Transfers Checks & Deposits Administration

Administration

ACH Template Wire Template Employee Profile & Permissions Employee Accounts

Employee Profile & Permissions

Select User Criteria

Inquire Employee
 Change Employee
Go To... **Wires** ▼
 New Employee
 New Employee Using Existing Employee
 Delete Employee

Name: _____
Username: _____

Submit **Clear**

- Under the **Employee List**, select the user you wish to make changes to.
- Under **Account Selection**, grant the appropriate **Permission** access:

Permission	Definition
No Access	No Wire access is available for the specific account.
Full Wire Access	Allows both Domestic and International Wires to be sent from the specific account.
Domestic Wire Transfer	Allows only Domestic Wires to be sent from the specific account.
International Wire Transfer	Allows only International Wires to be sent from the specific account.

Wire User ✖

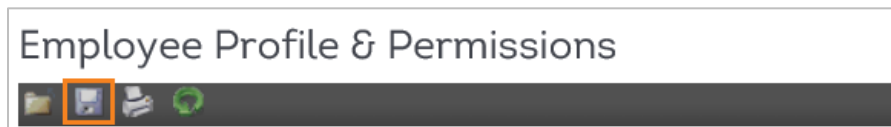
Client

	Client Name	Client ID
<input type="checkbox"/>	XXXXXX	0929-01683

Account Selection ✖

Account Number	Account Type	Routing Number	Nickname	Permission
XXXXX	Demand Deposit	0929-01683	XXXXXX	No Access ▼

- Click the **Save** icon, at the top of your screen. This will add/update wire access to the user.



Once you click **Save**, no more steps are required, the user is now updated.

Deleting Users

1. At the top of the homepage, click on **Administration**.
2. Under the Administration section, click on **Employee Profile & Permissions**.
3. Under **Select User Criteria**, select **Delete Employee**, and click **Submit**.

The screenshot shows the top navigation bar with 'Home', 'Accounts', 'Payments & Transfers', 'Checks & Deposits', and 'Administration'. Below this is the 'Administration' section with four buttons: 'ACH Template', 'Wire Template', 'Employee Profile & Permissions', and 'Employee Accounts'. The 'Employee Profile & Permissions' button is highlighted. Below this is the 'Employee Profile & Permissions' page with a 'Select User Criteria' section. It contains radio buttons for 'Inquire Employee', 'Change Employee', 'New Employee', 'New Employee Using Existing Employee', and 'Delete Employee'. The 'Delete Employee' option is selected. There are also input fields for 'Name:' and 'Username:', a 'Go To...' dropdown menu with 'Codes' selected, and 'Submit' and 'Clear' buttons.

4. Under the **Employee List**, select the user you wish to make changes to.

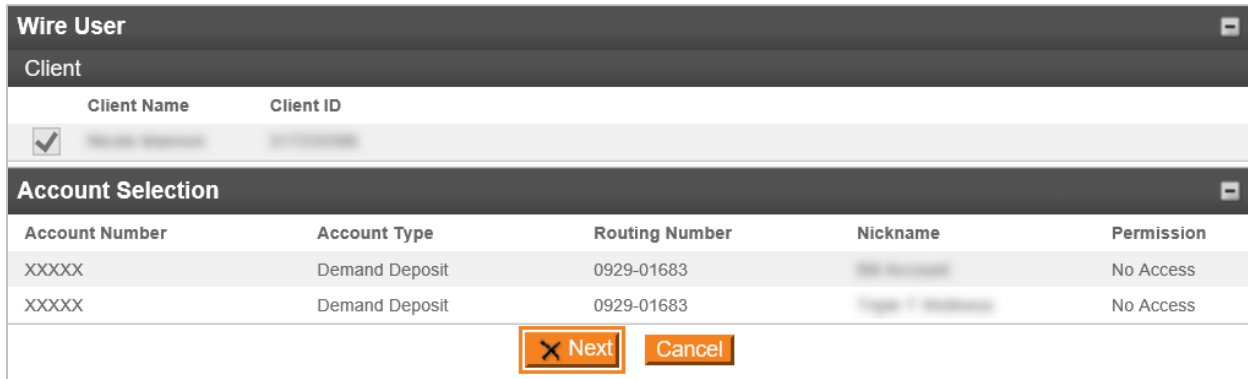
The screenshot shows a table titled 'Employee List'. The table has two columns: 'Name' and 'Client Name'. The first row has 'John Doe' in the 'Name' column and 'Jane Doe' in the 'Client Name' column. The second row has 'Jane Doe' in the 'Name' column and 'Jane Doe' in the 'Client Name' column. The 'John Doe' row is highlighted with an orange border.

Name	Client Name
John Doe	Jane Doe
Jane Doe	Jane Doe

5. If the user does not have ACH and/or Wire access, the following screen will appear. Click on the X in the upper left corner.

The screenshot shows a dialog box titled 'Delete Employee'. It has a close button (X) in the upper left corner. The dialog box contains the following information: 'Name: Jane Doe', 'Username: jane.doe', 'Contact Methods', 'E-mail Address:', 'Business Phone:', 'Business Phone Ext.: 0', and 'Mobile Phone:'.

6. If the user has ACH and/or Wire access, the following screen will appear. Click **Next**.

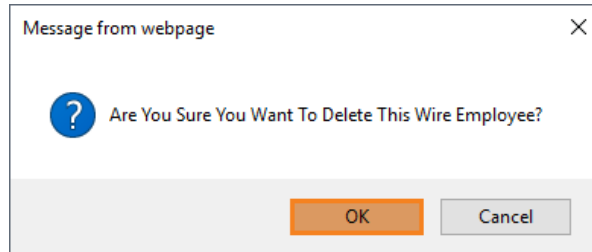


The screenshot shows a 'Wire User' interface. At the top, there is a 'Client' section with a table containing one row with a checked checkbox, 'Client Name', and 'Client ID'. Below this is an 'Account Selection' section with a table of accounts. The table has five columns: 'Account Number', 'Account Type', 'Routing Number', 'Nickname', and 'Permission'. Two rows are visible, both with 'XXXXX' in the first column, 'Demand Deposit' in the second, and '0929-01683' in the third. At the bottom right, there are two buttons: 'Next' (highlighted with an orange border) and 'Cancel'.

Client Name	Client ID
<input checked="" type="checkbox"/>	

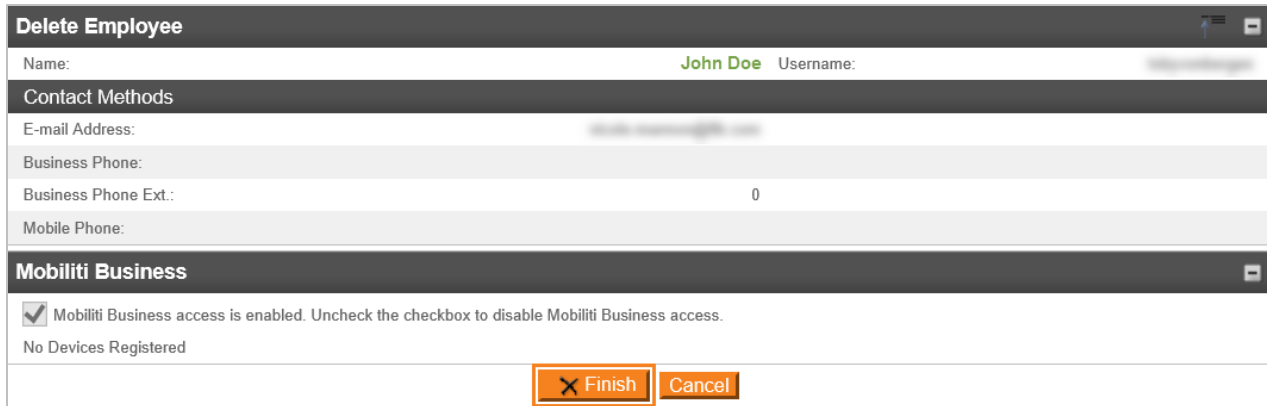
Account Number	Account Type	Routing Number	Nickname	Permission
XXXXX	Demand Deposit	0929-01683		No Access
XXXXX	Demand Deposit	0929-01683		No Access

7. The following message will appear, click **OK**.



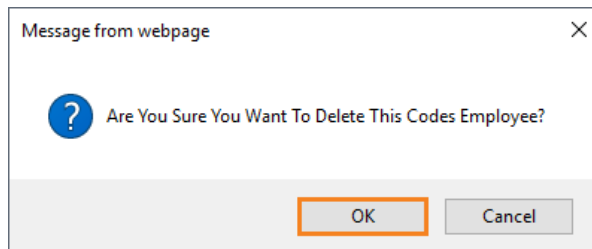
A dialog box titled 'Message from webpage' with a close button (X) in the top right. It contains a question mark icon and the text 'Are You Sure You Want To Delete This Wire Employee?'. At the bottom, there are two buttons: 'OK' (highlighted with an orange border) and 'Cancel'.

8. Confirm the appropriate user's name is shown under the **Delete Employee** section. Click **Finish**.



The screenshot shows a 'Delete Employee' interface. It displays 'Name: John Doe' and 'Username:'. Below is a 'Contact Methods' section with fields for 'E-mail Address', 'Business Phone', 'Business Phone Ext.: 0', and 'Mobile Phone'. At the bottom is a 'Mobiliti Business' section with a checked checkbox and the text 'Mobiliti Business access is enabled. Uncheck the checkbox to disable Mobiliti Business access.' and 'No Devices Registered'. At the bottom right, there are two buttons: 'Finish' (highlighted with an orange border) and 'Cancel'.

9. The following message will appear, click **OK**.



A dialog box titled 'Message from webpage' with a close button (X) in the top right. It contains a question mark icon and the text 'Are You Sure You Want To Delete This Codes Employee?'. At the bottom, there are two buttons: 'OK' (highlighted with an orange border) and 'Cancel'.

The user is now deleted. No further action is needed.

FAQ

Q. How often does a user need to login to avoid being removed from the system?

A. Users are purged from the system after six (6) months of no activity.

Q. The user that typically handles adding and maintaining users is out of the office. What should I do?

A. Another user with a Security Level of Senior Administrator, Administrator, or Supervisor (See the chart below), can add and maintain users. If another user is not available, please contact your Treasury Representative for assistance.

		SECURITY LEVEL			
		Senior Administrator (SA)	Administrator (A)	Supervisor (S)	Employee (E)
F U N C T I O N A L I T Y	Can View, Create & Update Users with the following Access Levels	A, S, & E	S & E	E	N/A
	Available ACH Roles	ACH Approval Only & ACH Full Access			ACH Submit Only
	Available Wire Roles	Wire Approval Only & Wire Full Access			Wire Submit Only
	Approve Payments in Business Bill Pay	Yes	Yes	No	No
	2 nd Approval Required to Submit Payments in Business Bill Pay	No	No	Yes	Yes

Q. When a new user is added or an existing user is changed, will I receive an email notification?

A. No. Our system does not have the capability to send notifications when a new user is added to your Corporate Online Banking or when a user is changed. We recommend reviewing users daily.

Q. When a new user is added or an existing user is changed, does it require approval by another user?

A. No. Our system does not have the capability to require approval when a new user is added to your Corporate Online Banking or when a user is changed. We recommend reviewing users daily.

Q. How do I add a user to receive wire and/or ACH notifications?

A. Please contact your Treasury Representative.

Q. How long after I add a user does the temporary password expire?

A. We recommend the user logging in as soon as possible to avoid any issues, however temporary passwords expire after 14 days.

Q. What products do I need to contact my Treasury Representative that I would like to add to my Corporate Online Banking?

A. FIB Corporate Mobile Banking

A. ACH

A. Remote Deposit

A. Wires

A. Business Bill Pay

Contact

Contact your Treasury Representative for any questions or assistance. You may also contact the Treasury Support Department at 855-342-3400 or treasury.solutions@fib.com.

10/14/2022



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