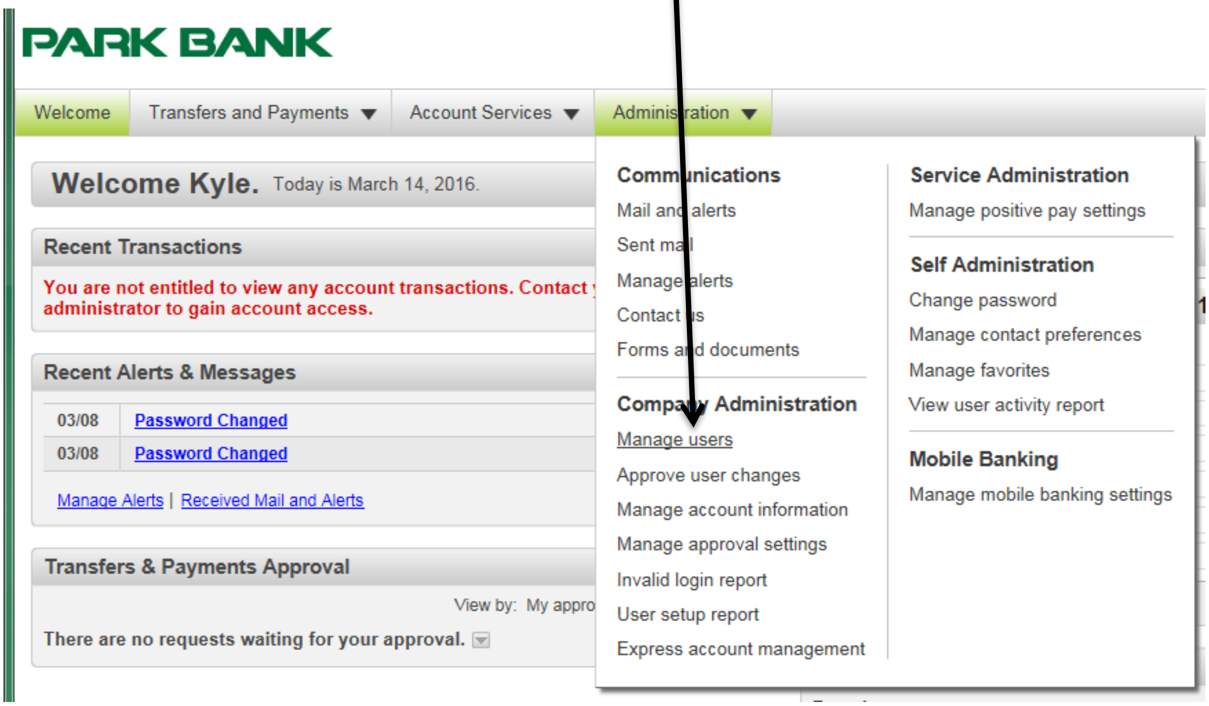
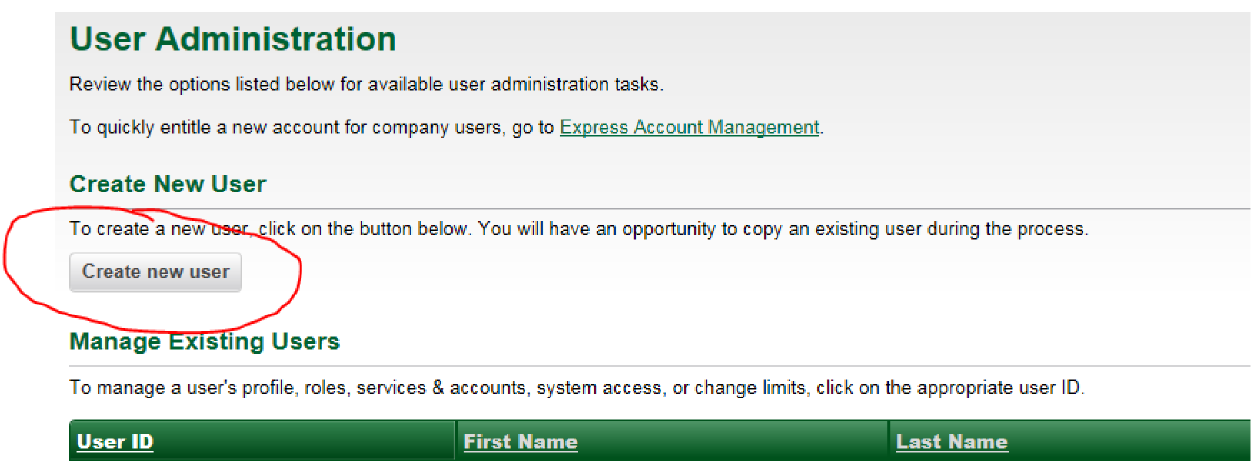
Log into Online Banking (please note your screens may look slightly different based on personalization or services enabled).

Once in online banking, go to Administration—Manage Users.

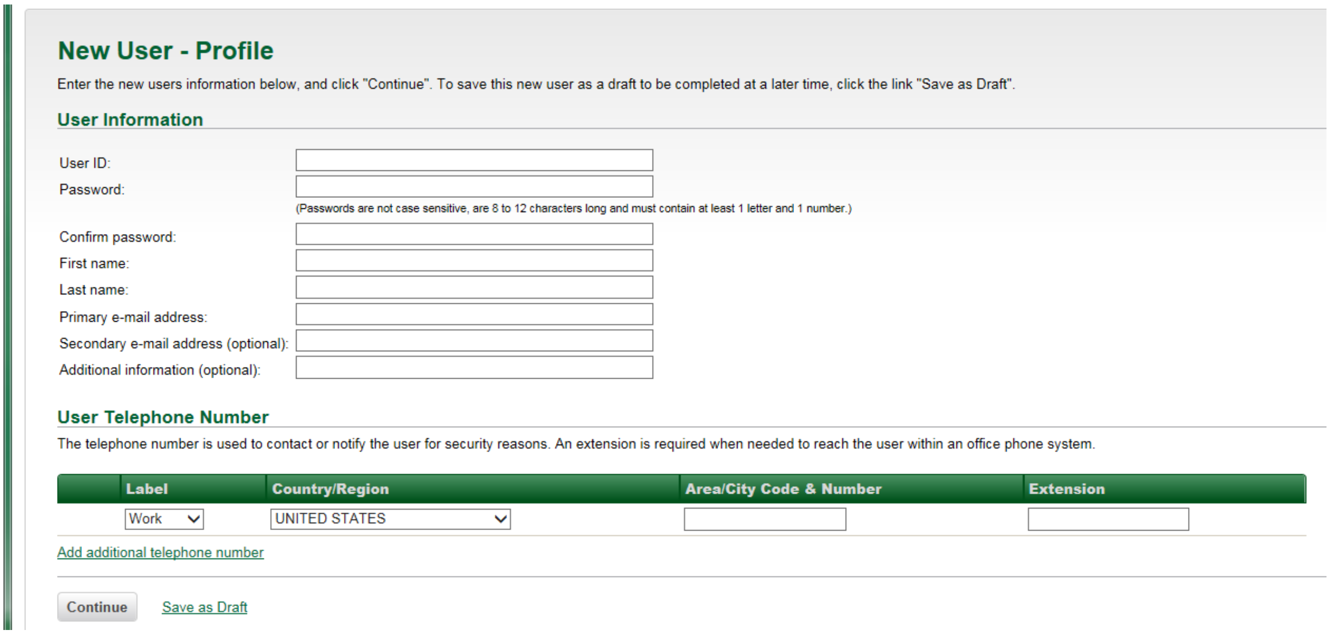


Click “Create new user” button.

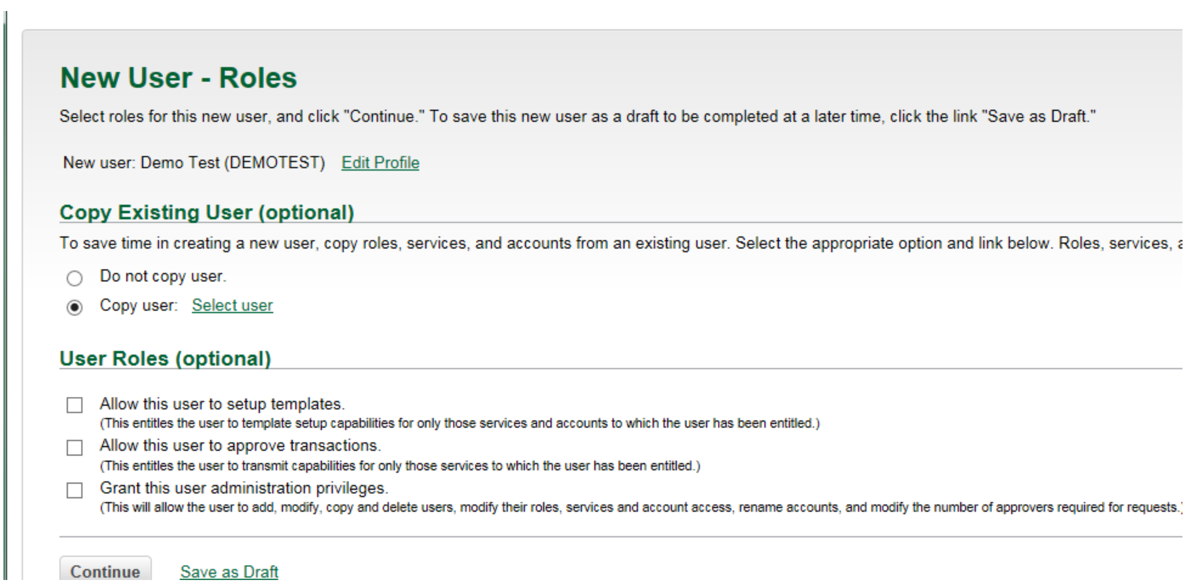


Fill in this screen with the new user's information. For password, choose a generic password including at least one letter and one number. User will be prompted to change password during initial login.

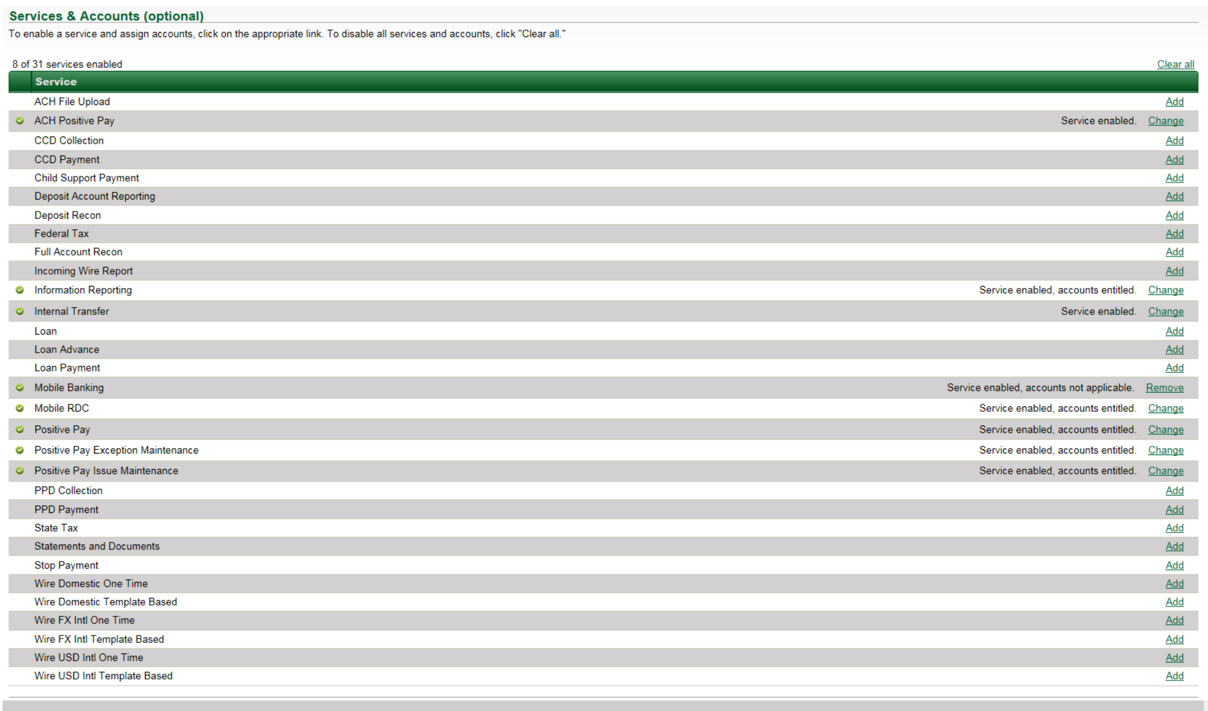
For Companies requiring token login: You will still be required to fill in the password field but it won't be necessary to provide password to new user as the token login process doesn't include a traditional password. Please contact a member of the Park Bank Treasury Management team to alert us if a new user has been setup so we can either order a token for that user or properly transfer an old token to that new user.



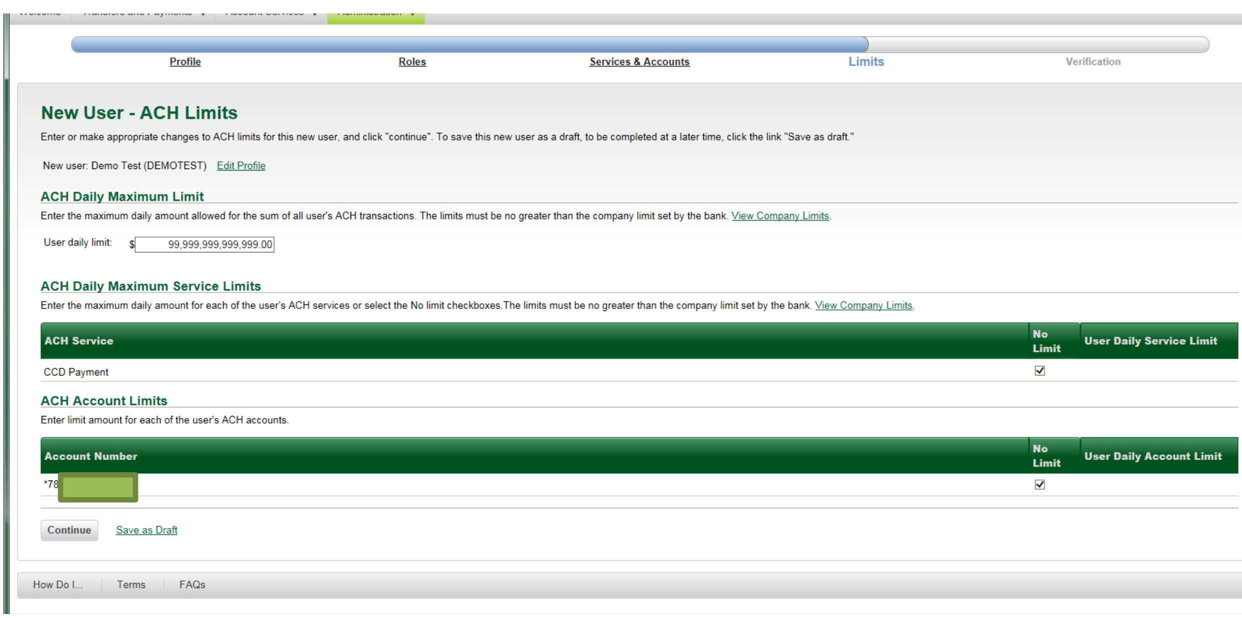
Select which roles you would like this user to have. If you would like to copy the setup from an existing user, click "Select User." In the window that pops up, you can select a user to copy by clicking the radio button next to their user name and click Copy User.



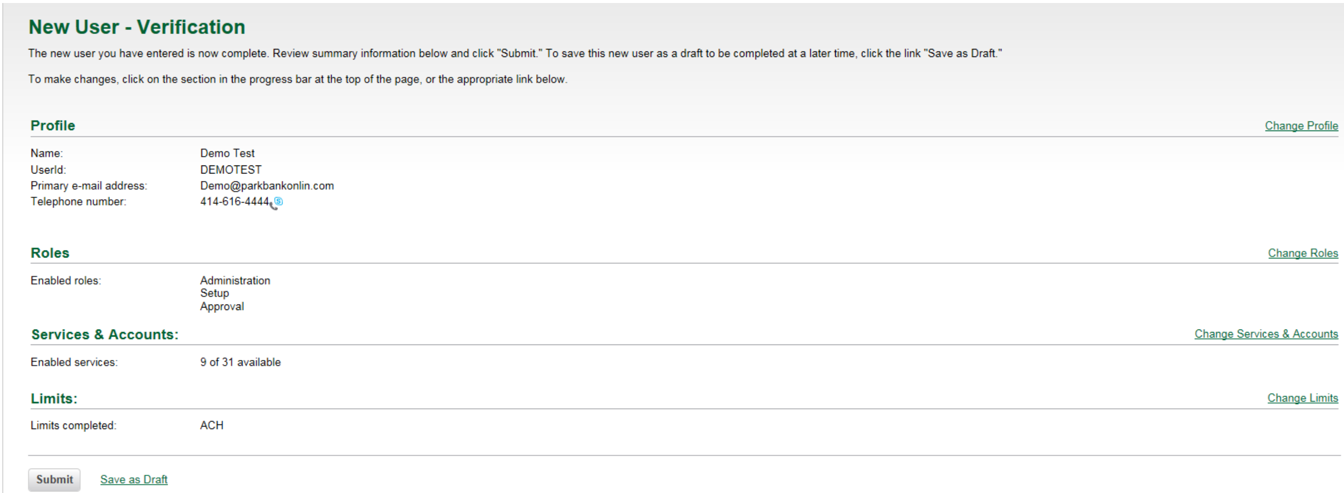
On the next screen you can select which services and accounts you would like to entitle to the new user by clicking “Add” next to each service you would like to enable; for certain services you will also need to entitle accounts (be sure to click Save Changes under each service when entitling accounts). If you copied a user in the previous screen, this will automatically copy from that user’s entitlements but you can still add or remove services/accounts on this screen. Click Continue when finished.



The following screen will allow you to place limits on ACH/Wire transactions, if enabled. You can update the User Daily Limit and limits for individual services/accounts. It defaults to no limits for everything. Click Continue.



Verify all the information and Click Submit on the following screen.



You will receive a confirmation screen and the user ID is setup.

As a reminder, if your company has token login requirements, please contact the Treasury Management Team at Park Bank to either order a token for the new user or to transfer an existing, unused token to the new profile.