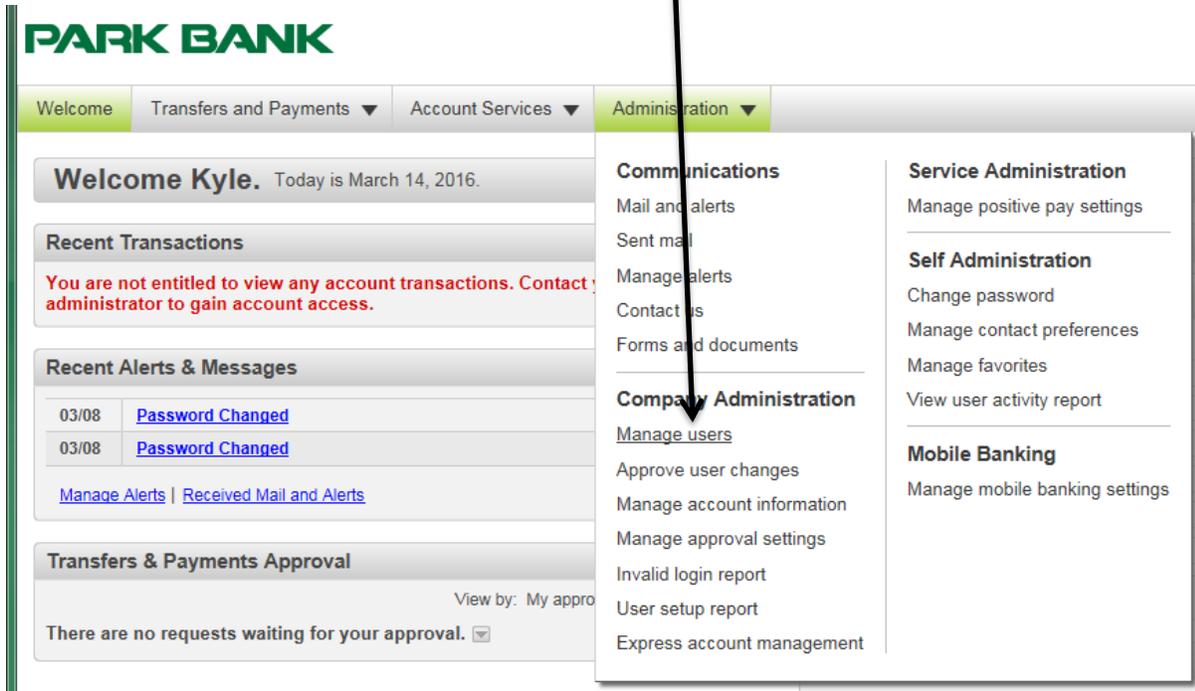


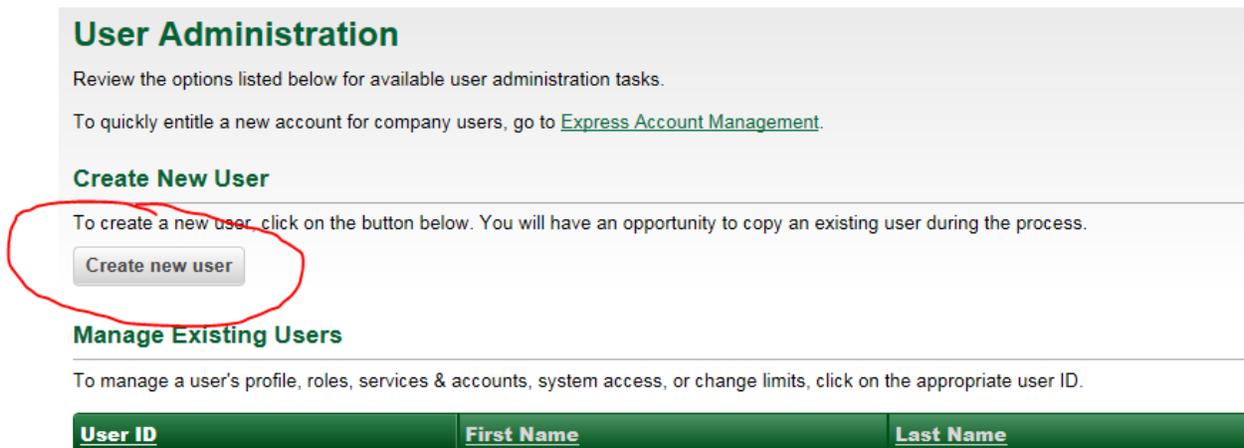
Log into Online Banking (please note your screens may look slightly different based on personalization or services enabled).

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



The screenshot shows the Park Bank Online Banking interface. At the top, the navigation bar includes 'Welcome', 'Transfers and Payments', 'Account Services', and 'Administration'. The 'Administration' menu is open, showing several categories: 'Communications' (Mail and alerts, Sent mail, Manage alerts, Contact us, Forms and documents), 'Service Administration' (Manage positive pay settings), 'Self Administration' (Change password, Manage contact preferences, Manage favorites, View user activity report), 'Company Administration' (Manage users, Approve user changes, Manage account information, Manage approval settings, Invalid login report, User setup report, Express account management), and 'Mobile Banking' (Manage mobile banking settings). A black arrow points from the 'Administration' menu item to the 'Manage users' option under 'Company Administration'.

Click “Create new user” button.



The screenshot shows the 'User Administration' page. It includes a heading 'User Administration' and a sub-heading 'Create New User'. A red circle highlights the 'Create new user' button. Below the button, there is a section for 'Manage Existing Users' with a table header containing 'User ID', 'First Name', and 'Last Name'.

**User Administration**

Review the options listed below for available user administration tasks.

To quickly entitle a new account for company users, go to [Express Account Management](#).

**Create New User**

To create a new user, click on the button below. You will have an opportunity to copy an existing user during the process.

[Create new user](#)

**Manage Existing Users**

To manage a user's profile, roles, services & accounts, system access, or change limits, click on the appropriate user ID.

User ID	First Name	Last Name
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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.

### New User - Profile

Enter the new users information below, and click "Continue". To save this new user as a draft to be completed at a later time, click the link "Save as Draft".

#### User Information

User ID:

Password:   
(Passwords are not case sensitive, are 8 to 12 characters long and must contain at least 1 letter and 1 number.)

Confirm password:

First name:

Last name:

Primary e-mail address:

Secondary e-mail address (optional):

Additional information (optional):

#### User Telephone Number

The telephone number is used to contact or notify the user for security reasons. An extension is required when needed to reach the user within an office phone system.

Label	Country/Region	Area/City Code & Number	Extension
Work <input type="text"/>	UNITED STATES <input type="text"/>	<input type="text"/>	<input type="text"/>

[Add additional telephone number](#)

[Save as Draft](#)

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.

### New User - Roles

Select roles for this new user, and click "Continue." To save this new user as a draft to be completed at a later time, click the link "Save as Draft."

New user: Demo Test (DEMOTEST) [Edit Profile](#)

#### Copy Existing User (optional)

To save time in creating a new user, copy roles, services, and accounts from an existing user. Select the appropriate option and link below. Roles, services, &

Do not copy user.

Copy user: [Select user](#)

#### User Roles (optional)

Allow this user to setup templates.  
(This entitles the user to template setup capabilities for only those services and accounts to which the user has been entitled.)

Allow this user to approve transactions.  
(This entitles the user to transmit capabilities for only those services to which the user has been entitled.)

Grant this user administration privileges.  
(This will allow the user to add, modify, copy and delete users, modify their roles, services and account access, rename accounts, and modify the number of approvers required for requests.)

[Save as Draft](#)

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.

**Services & Accounts (optional)**

To enable a service and assign accounts, click on the appropriate link. To disable all services and accounts, click “Clear all.”

8 of 31 services enabled Clear all

Service		
ACH File Upload		<a href="#">Add</a>
ACH Positive Pay	Service enabled.	<a href="#">Change</a>
CCD Collection		<a href="#">Add</a>
CCD Payment		<a href="#">Add</a>
Child Support Payment		<a href="#">Add</a>
Deposit Account Reporting		<a href="#">Add</a>
Deposit Recon		<a href="#">Add</a>
Federal Tax		<a href="#">Add</a>
Full Account Recon		<a href="#">Add</a>
Incoming Wire Report		<a href="#">Add</a>
Information Reporting	Service enabled, accounts entitled.	<a href="#">Change</a>
Internal Transfer	Service enabled.	<a href="#">Change</a>
Loan		<a href="#">Add</a>
Loan Advance		<a href="#">Add</a>
Loan Payment		<a href="#">Add</a>
Mobile Banking	Service enabled, accounts not applicable.	<a href="#">Remove</a>
Mobile RDC	Service enabled, accounts entitled.	<a href="#">Change</a>
Positive Pay	Service enabled, accounts entitled.	<a href="#">Change</a>
Positive Pay Exception Maintenance	Service enabled, accounts entitled.	<a href="#">Change</a>
Positive Pay Issue Maintenance	Service enabled, accounts entitled.	<a href="#">Change</a>
PPD Collection		<a href="#">Add</a>
PPD Payment		<a href="#">Add</a>
State Tax		<a href="#">Add</a>
Statements and Documents		<a href="#">Add</a>
Stop Payment		<a href="#">Add</a>
Wire Domestic One Time		<a href="#">Add</a>
Wire Domestic Template Based		<a href="#">Add</a>
Wire FX Intl One Time		<a href="#">Add</a>
Wire FX Intl Template Based		<a href="#">Add</a>
Wire USD Intl One Time		<a href="#">Add</a>
Wire USD Intl Template Based		<a href="#">Add</a>

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.

**New User - ACH Limits**

Enter or make appropriate changes to ACH limits for this new user, and click “continue”. To save this new user as a draft, to be completed at a later time, click the link “Save as draft.”

New user: Demo Test (DEMOTEST) [Edit Profile](#)

**ACH Daily Maximum Limit**

Enter the maximum daily amount allowed for the sum of all user’s ACH transactions. The limits must be no greater than the company limit set by the bank. [View Company Limits](#)

User daily limit: \$

**ACH Daily Maximum Service Limits**

Enter the maximum daily amount for each of the user’s ACH services or select the No limit checkboxes. The limits must be no greater than the company limit set by the bank. [View Company Limits](#)

ACH Service	No Limit	User Daily Service Limit
CCD Payment	<input checked="" type="checkbox"/>	

**ACH Account Limits**

Enter limit amount for each of the user’s ACH accounts

Account Number	No Limit	User Daily Account Limit
*78 <input type="text" value=""/>	<input checked="" type="checkbox"/>	

[Continue](#) [Save as Draft](#)

How Do I... [Terms](#) [FAQs](#)

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

**New User - Verification**

The new user you have entered is now complete. Review summary information below and click "Submit." To save this new user as a draft to be completed at a later time, click the link "Save as Draft."

To make changes, click on the section in the progress bar at the top of the page, or the appropriate link below.

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**Profile** [Change Profile](#)

Name:	Demo Test
Userid:	DEMOTEST
Primary e-mail address:	Demo@parkbankonlin.com
Telephone number:	414-616-4444 

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**Roles** [Change Roles](#)

Enabled roles:	Administration Setup Approval
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**Services & Accounts:** [Change Services & Accounts](#)

Enabled services:	9 of 31 available
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**Limits:** [Change Limits](#)

Limits completed:	ACH
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[Save as Draft](#)

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.