

## Business Online Banking – Updating User Details

Login to online banking and go to **Administration—Manage Users**

Business **eBanking**

Welcome | Transfers and Payments ▼ | Account Services ▼ | Administration ▼

**Welcome Kyle.** Today is April 20, 2016.

**Recent Transactions**

You are no longer entitled to view the content of this panel. Please contact your administrator.

**Recent Alerts & Messages**

You have received no alerts or bank messages within the last 30 days.

[Manage Alerts](#) | [Received Mail and Alerts](#)

**Transfers & Payments Approval**

View by: My approvals

There are no requests waiting for your approval. ▼

**Administration**

- Communications**
  - Mail and alerts
  - Sent mail
  - Manage alerts
  - Contact us
  - Forms and documents
- Company Administration**
  - Manage users**
  - Approve user changes
  - Manage account information
  - Manage approval settings
  - Invalid login report
  - User setup report
  - Express account management
- Service Administration**
  - Manage positive pay settings
- Self Administration**
  - Change password
  - Manage contact preferences
  - Manage favorites
  - View user activity report

Click on the User ID of the user you need to update.

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**Manage users**

- Approve user changes
- Manage account information
- Manage approval settings
- Invalid login report
- User setup report
- Express account management

**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.

**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	Status	
<a href="#">ADMIN</a>	Joe	Demo	Inactive	<a href="#">System access</a>
<a href="#">DEMO</a>	Any	User	Inactive	<a href="#">System access</a>

- Click on Edit User Information to issue a temporary password, change the user's name, or to lock the user's profile. Click Save Changes in the Edit User Information Screen to save any updates.
- Click on Edit Contact Information to change a user's email address. Phone number changes must be done by contacting the bank directly. Click Save Changes in the Edit Contact Information Screen to save any updates.
- Click on Edit Roles to grant, or take away, access to Setup capabilities, approval capabilities, or administrator capabilities. Click Save Changes in the Edit Roles Screen to save any updates.

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- Click on Edit Services & Accounts to grant, or take away, entitlements to accounts and services. Click Save Changes on the Edit Services & Accounts screen to save any updates.

**User Profile** [Print this page](#)

To edit the user's profile, click the appropriate edit link. To delete this user, click "Delete user." To modify the user's system access, click "Edit User Information."  
To view a different user profile, return to [User Administration](#).

**User Information** [Edit User Information](#) • [Delete user](#)

Name:	Any User
User ID:	DEMO
User status:	Inactive

**Contact Information** [Edit Contact Information](#)

Primary e-mail address:	[REDACTED]
Secondary e-mail address:	No secondary e-mail address on file
Telephone number:	Work: +1 (414) 6 [REDACTED] <a href="#">📞</a>
	Work 2: +1 (414) 6 [REDACTED] <a href="#">📞</a>

**Roles** [Edit Roles](#)

Roles
Setup
Approval

**Services & Accounts** [Edit Services & Accounts](#)

Service	
Deposit Account Reporting	Service enabled, accounts not applicable.
Incoming Wire Report	Service enabled, accounts not applicable.

Once all edits are completed, go back into the User Profile to verify changes have been made.