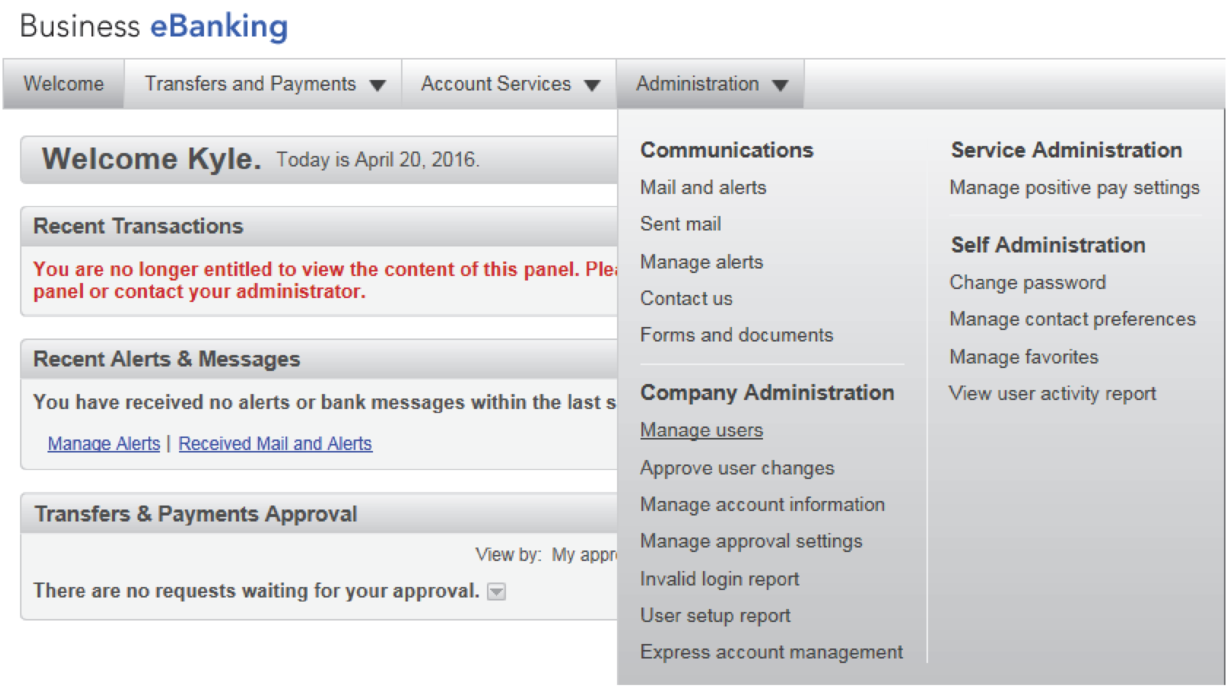
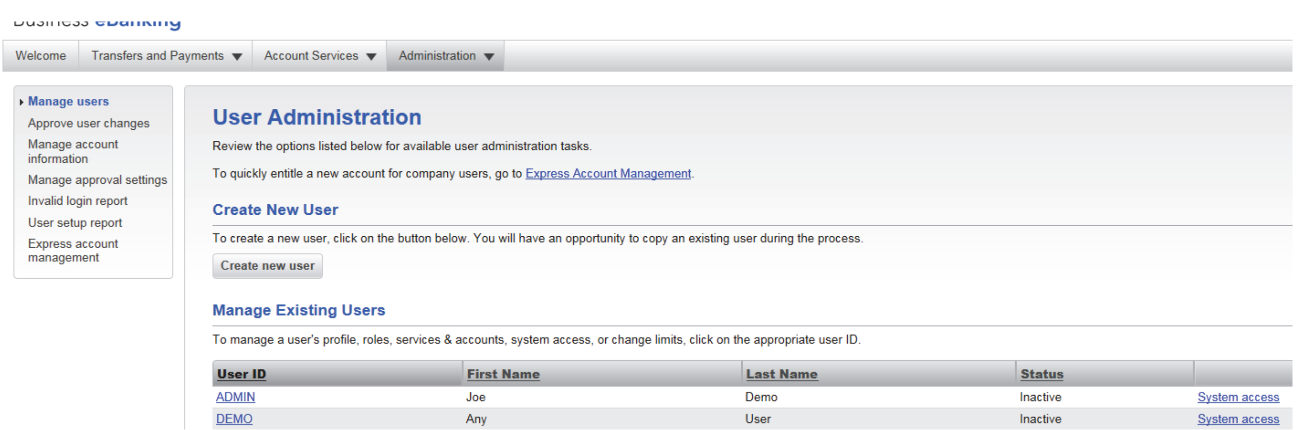
Business Online Banking – Updating User Details

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



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



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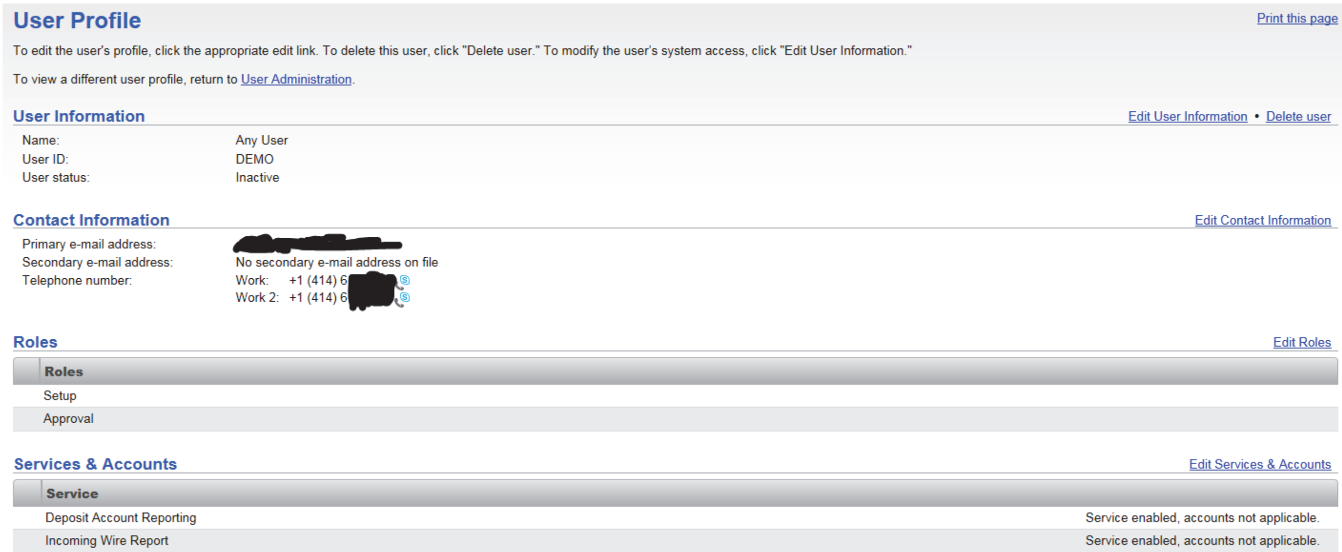
- Click on Edit Services & Accounts to grant, or take away, entitlements to accounts and services. Click Save Changes on the Edit Services & Accounts screen to save any updates.



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