

# Assigning Template Rights.

1 To create or edit a template and assign user access rights, navigate to "Treasury Solutions" select "Payments" choose an existing template and click the three dots under "Actions, and edit" or click "New Template" to begin.

The screenshot shows the VantageBank interface. At the top, there is a dark header with the VantageBank logo, a 'Menu' link, and the text 'FDIC - Backed by the full faith and credit of the U.S. Government'. On the right side of the header, it says 'Good Afternoon,' followed by a blurred user name. Below the header is a light gray section titled 'MAKE A PAYMENT' with a 'New Payment' button. The main content area is titled 'PAYMENT TEMPLATES' and features a 'New Template' button (circled in orange) and a search bar labeled 'Search templates'. Below the search bar, it shows '10 Results' and 'Filters: All' with options for 'ACH Batch', 'Domestic Wire', 'International Wire', and 'Payroll'. A table lists the templates with columns for 'Name', 'Type', 'Recipients', 'Last Paid Date', 'Last Paid Amount', and 'Actions'. The 'Actions' column contains three-dot menus for each row. The table data is as follows:

| Name      | Type      | Recipients | Last Paid Date | Last Paid Amount | Actions |
|-----------|-----------|------------|----------------|------------------|---------|
| [Blurred] | [Blurred] | 4          | [Blurred]      | [Blurred]        | ⋮       |
| [Blurred] | [Blurred] | 9          | [Blurred]      | [Blurred]        | ⋮       |
| [Blurred] | [Blurred] | 2          | [Blurred]      | [Blurred]        | ⋮       |
| [Blurred] | [Blurred] | 1          | [Blurred]      | [Blurred]        | ⋮       |
| [Blurred] | [Blurred] | 1          | [Blurred]      | [Blurred]        | ⋮       |
| [Blurred] | [Blurred] | 4          | [Blurred]      | [Blurred]        | ⋮       |
| [Blurred] | [Blurred] | 2          | [Blurred]      | [Blurred]        | ⋮       |

## 2 Corporate View

If you choose to edit an existing template or create a new one, ensure that all required fields are completed accurately. Once the template details are finalized, select **"Template Access Rights"** at the top of the page. This section allows you to assign access permissions to the appropriate user roles.

**Note:** If view access is granted to a specific role, all users assigned to that role will inherit access to the template.

The screenshot displays the VantageBank ACH Batch configuration interface. At the top, the VantageBank logo and "FDIC" branding are visible. The page title is "ACH Batch" with a "Change Type" link. The "Template Properties" section includes a "Template Name" field and "Template Access Rights" showing "4 of 11 user roles selected". The "Origination Details" section contains "SEC Code" (with a dropdown menu), "From Subsidiary" (with a dropdown menu), and "Account" (with a search field). Below this is the "Recipients" section, which includes a filter for "Pre-Notes", a search field for recipients, and a table with columns for "Recipient/Account" and "Amount". The table contains one row with a search field and a value of "0.00". At the bottom, the total amount is "\$0.00" for "1 payments (1 for \$0.00)", with "Cancel" and "Save" buttons.

Menu **VantageBank** Good Afternoon, [User Name]  
FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

### ACH Batch [Change Type](#)

**Template Properties**

Template Name  Template Access Rights 4 of 11 user roles selected

**Origination Details**

SEC Code  From Subsidiary  Account  Search by name or number

----Select a SEC Code----

**Recipients** 1 [Add multiple recipients](#)  Find recipients in payment [Expand All](#)

Filters: [Pre-Notes](#)

| Recipient/Account                               | Amount                       |
|---|------------------------------|
| <input type="text"/> Search by name or account. | \$ <input type="text"/> 0.00 |
| Addenda (optional)                              |                              |
| + Add another recipient                         |                              |

\$0.00  
1 payments (1 for \$0.00) [Cancel](#) [Save](#)

### 3 Corporate View

Select the appropriate roles to grant access to the template. If a role should not have access, simply remove it from the list to restrict visibility.

#### SELECT USER ROLE(S)

Select All | Deselect All

- |   |  |                                     |
|---|--|-------------------------------------|
| <input checked="" type="checkbox"/> TEST ROLE | <input checked="" type="checkbox"/> TEST USER ROLE TESTING<br>04.29.2025 | <input type="checkbox"/>            |
| <input type="checkbox"/>                      | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/>           | <input type="checkbox"/>   | <input type="checkbox"/>            |
| <input type="checkbox"/>                      | <input type="checkbox"/>   |                                     |

Done

## 4 Standard View

If you choose to edit an existing template or create a new one, ensure that all required fields are completed accurately. Once the template details are finalized, select **"Template Access Rights"** at the top of the page. This section allows you to assign access permissions to the appropriate **user**.

**VantageBank** Good Afternoon   
FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Home Transfers & Payments Treasury Solutions Deposit Checks Other Services Settings Messages <sup>37</sup> Help Log Off

### ACH Batch [Change Type](#)

**Template Properties**

Template Name  Template Access Rights 24 of 27 users selected

**Origination Details**

SEC Code <sup>Ⓢ</sup>  From Subsidiary  Account

**Recipients** <sup>1</sup> [+ Add multiple recipients](#)  [Expand All](#)

Filters: [Pre-Notes](#)

| Recipient/Account  | Amount  |
|--|---------|
| <input type="text" value="Search by name or account."/> <span style="float: right;">⋮</span> | \$ 0.00 |
| Addenda (optional) <span style="float: right;">∨</span>                                      |         |
| + Add another recipient  |         |

**\$0.00**  
1 payments (1 for \$0.00) [Cancel](#) [Save](#)

## 5 Standard View

Select the appropriate user to grant access to the template. If a user should not have access, simply remove it from the list to restrict visibility.

SELECT USER(S)

Select All | Deselect All

|                                     |                                     |                                     |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

< 1 of 2 >

Done