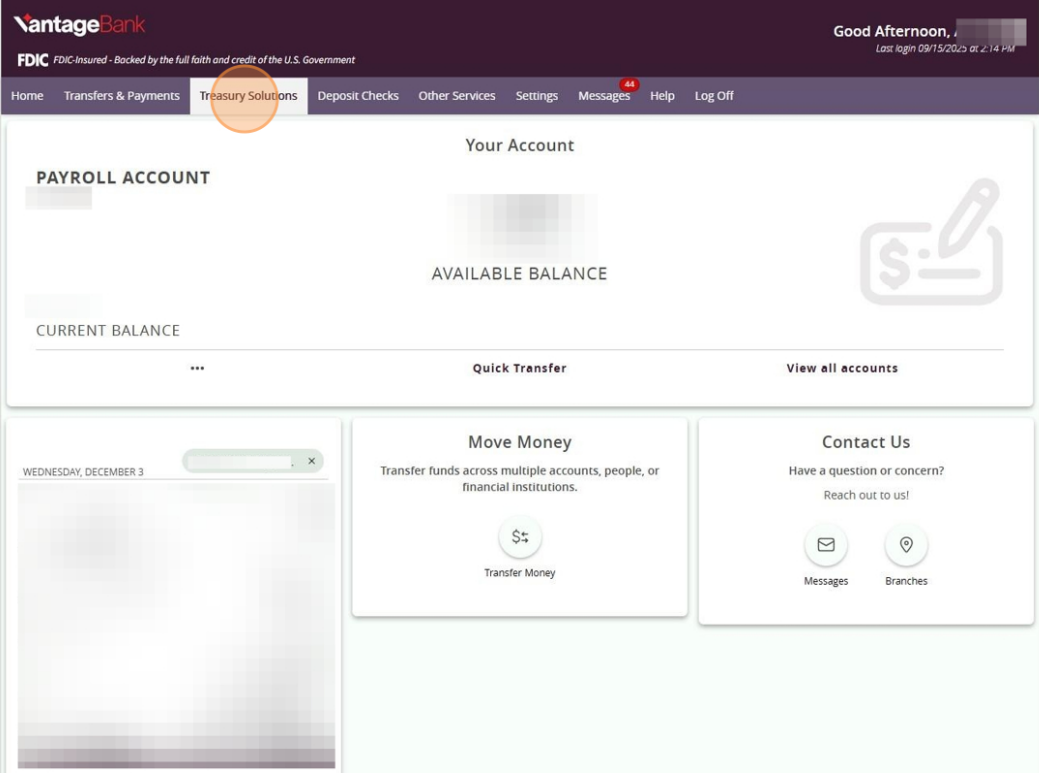


Access to new accounts (Standard)



1 Click "Treasury Solutions"



2 Click "Users"

The screenshot shows a dashboard with several service tiles. The tiles are arranged in two columns. The first column contains: 'Create, upload, manage ACH, wire, and other one-time or recurring payments', 'Positive Pay' (Validate check payments & automate check processing), and 'ACH Reporting' (This is for NOC's and Returns Reporting). The second column contains: 'Create & manage recipients of commercial payments', 'Foreign Exchange Services' (Foreign Exchange Services DSO), and 'LockBox' (LockBox DSO). Below these is a section titled 'BUSINESS MANAGEMENT' which contains three tiles: 'Users' (Manage permissions for transactions, features, & accounts per user role), 'Reports' (Access PDF, CSV, and BAI reports on online banking activity), and 'Foreign Exchange Authenticator' (First time log in and OTP management). The 'Users' tile is highlighted with an orange circle.

3 Click the pencil icon to edit the selected user.

The screenshot shows the 'User Management' page in the VantageBank interface. The page has a dark purple header with the VantageBank logo and 'FDIC - Backed by the full faith and credit of the U.S. Government'. Below the header is a navigation bar with links for Home, Transfers & Payments, Treasury Solutions, Deposit Checks, Other Services, Settings, Messages (with a red notification badge), Help, and Log Off. The main content area is titled 'User Management' and features a search bar labeled 'Search Users' and an 'Add User' button. Below the search bar is a table with the following columns: 'User', 'Email Address', and 'Last login'. The table contains several rows of user data. The first row is highlighted, and the pencil icon in the 'Last login' column of this row is circled in orange. The 'Last login' values for the rows are: '3 minutes ago', '5 months ago', '5 months ago', '6 months ago', '4 months ago', '2 months ago', '5 months ago', and '4 months ago'.

4 Click "Assign Rights"

The screenshot shows the VantageBank user management interface. At the top, the VantageBank logo and FDIC information are visible. The navigation menu includes Home, Transfers & Payments, Treasury Solutions, Deposit Checks, Other Services, Settings, Messages (with a 44 notification), Help, and Log Off. The main content area is titled "User Details" and contains sections for Status (Active), Personal Details (First Name, Last Name, Email Address, Phone Country, Phone), and User Logins (a table with columns for Login Name, Channel, Status, Last Logon, and Actions). At the bottom right, there are three buttons: "Cancel", "Delete", and "Assign Rights", with the "Assign Rights" button circled in orange.

5 Click "Accounts"

The screenshot shows the VantageBank Accounts management page. The top navigation is identical to the previous screenshot. Below the navigation, there is a "User Policy" section with a "Save" button. The main content area has three tabs: "Transactions", "Features", and "Accounts", with the "Accounts" tab highlighted in orange. Below the tabs, there is a "Filter" section with "All", "Enabled", and "Disabled" options. The main content is divided into two columns. The left column lists various account types with their descriptions and limits: ACH Batch (\$12.00), ACH Collection (\$12.00), Check Reorder, Domestic Wire (\$12.00), and Funds Transfer (\$12.00). The right column shows the "ACH BATCH" account type, which is "Enabled". Below this, there are "Rights" checkboxes for "Draft Restricted", "Draft", "Approve", "Cancel", and "View". At the bottom, there is an "Approval Limits" table with columns for "Maximum Amount" and "Maximum Count".

	Maximum Amount	Maximum Count
Per Transaction	\$ 12.00	
Daily Per Account	\$ 12.00	99
Daily	\$ 12.00	99
Monthly	\$ 999.99	99

6 Click "Show unassigned accounts"

1 of 12 accounts shown

[Show unassigned accounts](#)

View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>
✓	✓	✓

Save

7

Click the void icons to convert them into check marks.

When assigning access to additional users, ensure that only the appropriate options are selected based on the type of access required.

The screenshot shows the VantageBank user interface. At the top, there is a navigation bar with the VantageBank logo, FDIC information, and a user greeting. Below the navigation bar, there is a list of menu items: Home, Transfers & Payments, Treasury Solutions, Deposit Checks, Other Services, Settings, Messages (with a notification badge), Help, and Log Off. The main content area displays a table of accounts. The table has columns for Number, Name, View, Deposit, and Withdraw. The first two rows show checkmarks in the View, Deposit, and Withdraw columns. The third row shows a void icon in the Withdraw column, which is circled in orange. The remaining rows show lock icons in all three columns. The table is titled '12 of 12 accounts shown' and includes a link to 'Hide unassigned accounts'.

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>
		✓	✓	✓
		✓	✓	⊘
		🔒	🔒	🔒
		🔒	🔒	🔒
		🔒	🔒	🔒
		🔒	🔒	🔒
		🔒	🔒	🔒
		🔒	🔒	🔒
		🔒	🔒	🔒
		🔒	🔒	🔒
		🔒	🔒	🔒

8

Click "Save"

The screenshot shows the VantageBank website interface. At the top, the VantageBank logo is on the left, and the text "Good Afternoon" is on the right. Below the logo, it says "FDIC - FDIC-insured - Backed by the full faith and credit of the U.S. Government". A navigation menu includes "Home", "Transfers & Payments", "Treasury Solutions", "Deposit Checks", "Other Services", "Settings", "Messages" (with a red notification bubble containing "44"), "Help", and "Log Off".

Below the navigation menu, there is a "User Policy" link. Underneath, there are tabs for "Transactions", "Features", and "Accounts", with "Accounts" being the active tab. A "Save" button is highlighted with a red circle in the top right corner of the main content area.

The main content area is titled "ACCOUNTS" with a help icon. It indicates "12 of 12 accounts shown" and a link to "Hide unassigned accounts". Below this is a table with the following columns: "Number", "Name", "View", "Deposit", and "Withdraw".

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9 Click "Close"

Repeat the steps 1-9 outlined above to add account to other users.

