

Admin User Guide

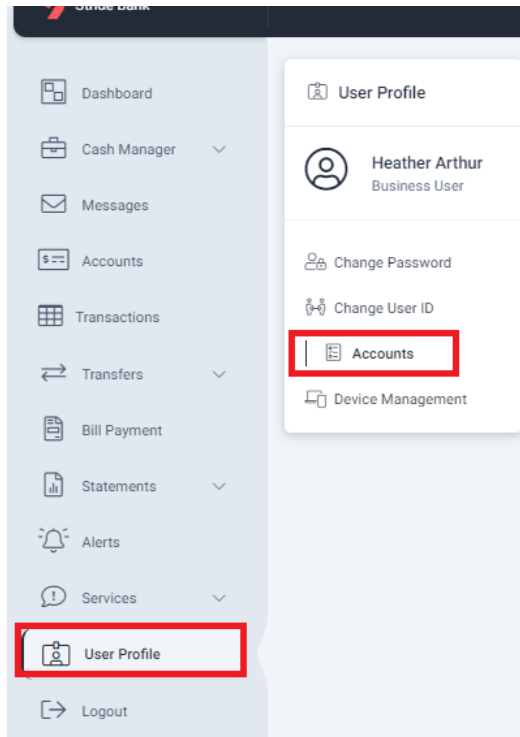
Duties as Administrator:

- ✓ You will add/edit/remove users
 - You will set user permissions
 - You will set user limits, up to the company limits (limits for services such as Wires or ACH)
- ✓ You can change the account pseudo names to appear in online banking
- ✓ You can enroll the accounts in eStatements to receive your monthly statements quicker
 - You will be able to download to save or print off
 - You will retain a history of monthly statements going back 18 months
 - You do not need to enroll all accounts, you can pick and choose which accounts

(Note: Transaction history downloaded from the account is only available 180 days from the current date.)

Updating Account Pseudo Names:

- ✓ Click on User Profile then Accounts



- ✓ Edit Account Name to update how it will appear in online banking then click Submit

Manage Accounts

Customize your account list by using this menu to sort, rename or hide/show accounts to your preference.

Select Account Type

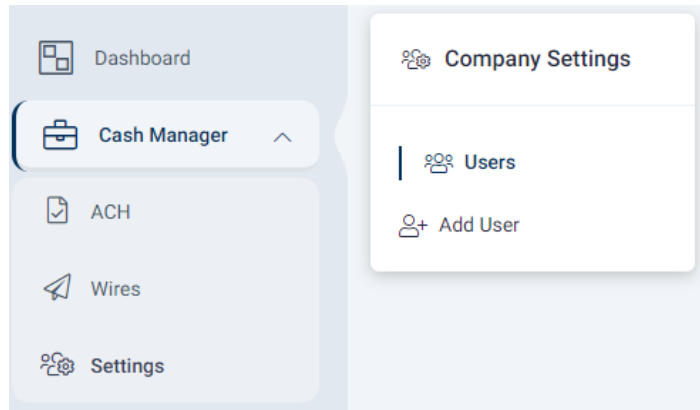
All

Order	Account Name	Last 4	Account Type	Status	Hide
≡	Frank N Stein	1867	Checking	Active	<input type="checkbox"/>
≡	Franks Towing	0684	Checking	Active	<input type="checkbox"/>

Submit **Cancel**

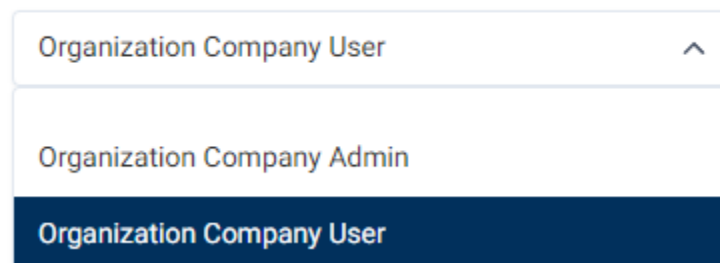
Creating a User:

- ✓ Click on Cash Manager then Settings
- ✓ Choose Add User



- ✓ Enter the required information
 - Administration Role
 - Organization Company User: No for regular user
 - Organization Company Admin: Yes allows them to create other users, change account pseudo names and enroll in eStatements

Role



- Profile Information
 - First and Last Name, Temporary Password, User Name
 - Description – Identifying information for the user

Profile Information

Basic Information about the user that helps you to identify the user once activated. The last 4 of the SSN is used when it is necessary to reset that user's password. It should be unique to that user if all possible.

First Name	Last Name	Temporary Password
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text"/>
User Name	Description	
<input type="text" value="Username"/>	<input type="text" value="Description"/>	

- Profile Contact Info:
 - Email Address
 - Phone Numbers (Phone Type: Both, Phone Call, Text)

Profile Contact Information

This information will be utilized during the login process for security purposes. A two factor code will be presented via the contact methods available. It is required that at least 1 of these fields be completed.

Email Address

Phone #1

Phone Type #1

Phone #2

Phone Type #2

Assign Menus to the User:

- ☒ **Cash Manager**
 - ☒ **ACH**
 - ☒ Batch List
 - ☒ History
 - ☒ Import Layout
 - ☒ File Import
 - ☒ File Layout
 - ☒ Create New Batch
 - ☒ **Wires**
 - ☒ Wire List
 - ☒ Pending
 - ☒ Templates
 - ☒ Wires History
 - ☒ Create New Wire
- ☒ **Messages**
- ☒ **Transactions**
- ☒ **Transfers**
 - ☒ Make Transfer
 - ☒ Scheduled Transfer
- ☒ **Statements**
- ☒ **Services**
 - ☒ Stop Payments
 - ☒ New Stop Payment
 - ☒ Current Stop Payments
- ☒ **User Profile**
 - ☒ Change Password
 - ☒ Change Username
 - ☒ Accounts
 - ☒ Device Management

Add Restrictions to the User (as needed):

- 24/7 Access

1

Profile

2

Menus

3

Restrictions

Configure Day(s)

Time of Day

Time Zone

All

24 Hrs

Central

- Restricted Access (per day basis)

☒ Monday

☐ All Day Access

Hour

Minute

Hour

Minute

Time Zone

8 AM

00

5 PM

15

Central

☐ Tuesday

☐ Wednesday

☐ Thursday

☒ Friday

☐ All Day Access

Hour

Minute

Hour

Minute

Time Zone

8 AM

00

6 PM

15

Central

☐ Saturday

☐ Sunday

Set Security Preferences for moving money:

1

Profile

2

Menus

3

Restrictions

4

Out-of-Band

Out of Band Authorization

ACH Initiate

DUO

Text

Voice

Soft Token

Hard Token

Wire Authorization

DUO

Text

Voice

Soft Token

Hard Token

Soft Token

Select a contact



Assign Accounts:

User Settings
test

User Accounts

Cash Management Account Settings Account Setup Complete ☐

Please review and/or edit this user's Account Access.

	Name	Type	
ⓘ	Business - Share Account	Checking	<div>Account Options Edit</div>
ⓘ	Commercial Analysis Checking	Checking	

- Click the three dots to the right of the account in order to activate/deactivate permissions within the account.

Edit Account Settings

ACCOUNT FEATURES

Select All/None

<input type="checkbox"/> Account	<input type="checkbox"/> Transaction	<input type="checkbox"/> Stop Payment
<input type="checkbox"/> Documents	<input type="checkbox"/> Alerts	<input type="checkbox"/> Text Banking
<input type="checkbox"/> Transfer From	<input type="checkbox"/> Transfer To	<input type="checkbox"/> Bill Pay

- When all accounts that you wish to enable have been updated, click the Account Setup Complete option as validation that this step has been completed for this user.

User Accounts

Cash Management Account Settings

Please review and/or edit this user's Account Access.

Account Setup Complete ☐

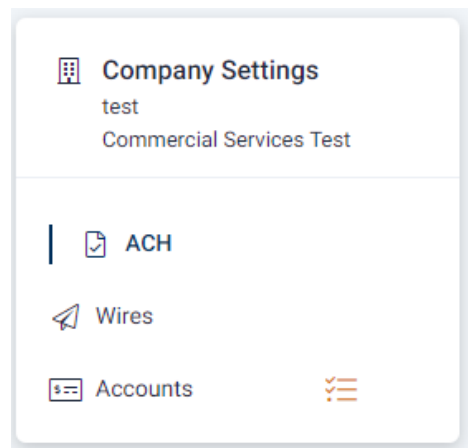


Mark your user settings according to the services you intend to provide to the user.

- Click the three dots to the right of the account in order to activate/deactivate ACH, Wire, Positive Pay permissions within the account.

- Allow ACH – If you have this service, mark the permissions you want the user to have
 - Create allows user to create an ACH Batch
 - Update allows user to update an existing ACH batch
 - Delete allows user to delete ACH batches
 - Initiate allows user to initiate ACH batches

- Uninitiate allows user to uninitiate ACH batches
 - Authorize allows user to approve the ACH Batch prior to the initiate step
 - Require Dual Control requires user to get additional approval from another user
 - Restrict Add allows user to restrict batches from the visibility of other users
 - Restrict View allows user to view restricted batches
 - Download allows user to see and download Batches
 - Import allows user to import transaction information when creating an ACH batch
- ACH Recurring – same permissions as listed above
 - Allows user to create a recurring batch. Recurring batches can be processed via a frequency. Weekly, Monthly, Bi-Weekly, etc.
 - SEC Codes
 - PPD – Pay a Person
 - CCD – Pay a Company
 - Limits
 - Daily Limit – User can send this amount per day
 - Monthly Limit – User can send this amount per month
 - Click Submit button when finished. After you click submit, you can add additional services available to your company or select which accounts have access.



****If you have wire service you will mark wire permissions below as you wish your user to have***

Wires Permissions > Commercial Services Test

Review and/or Edit specific actions and rights within the Wires Products.

Domestic Wires

☒ Allow Wires ☐ Create ☐ Update ☐ Cancel ☐ Approve ☐ Dual Control

Domestic Recurring Wires

☐ Allow Recurring Wires

Foreign Wires

☐ Allow Foreign Wires

Limits

Request Limit

\$ 0.00

Current Limit: \$10.00

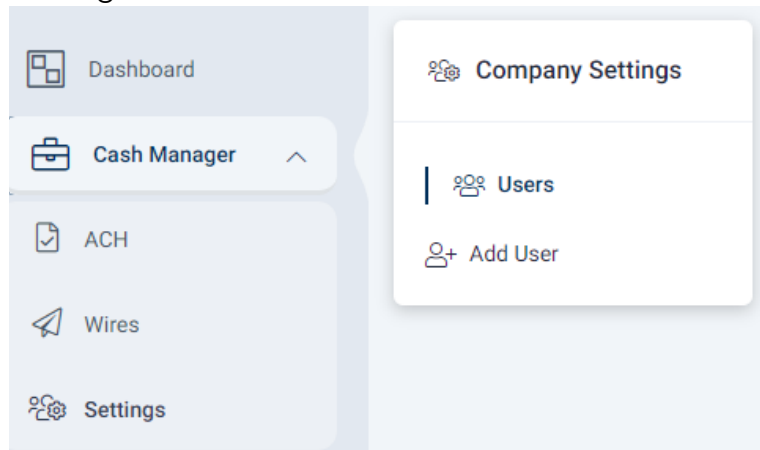
- Allow Wires allows user to view wire menus
- Create allows user to create a new wire
- Update allows user to update an existing wire
- Cancel allows user to cancel an existing wire
- Approve allows user to Transmit a wire
- Dual Control requires user to get additional approval from another user to process a wire
- Allow Recurring Wires – same permissions as listed above
 - Allows user to create a recurring wire. Recurring wires can be processed via frequency. Weekly, Monthly, Bi-Weekly, etc.
- Allow Foreign Wires – same permissions as listed above
 - Allows user to create a foreign wire.
- Limits
 - User can send this amount per wire transmission

****If you have Positive Pay or ACH Filters and work exceptions you will want to mark the Positive Pay permissions***

- Upload allows the user to upload a positive pay file with your issued check information
- Work Positive Pay allows the user to decision check exceptions for Positive Pay

Edit User Permissions:

- ✓ Go to Cash Manager, Users, CM User List



- ✓ Choose your User
- ✓ Click on Select Option (three dots) and then click Edit

Stride Test	rrheatest	Organization Company User	<input type="checkbox"/>	<div>User Options</div> <div><div>⋮</div></div>
test	testtest1234	Organization Company User	<input type="checkbox"/>	<div><div>✎ Edit</div><div>🗑 Delete</div><div>🔄 Reset Password</div></div> <div><div>⋮</div></div>

User Settings
test

Profile

Menus

Restrictions

Out-of-Band Authorization

Accounts

Companies

- ✓ Under Profile
 - Can update Role, Name, Username, Contact Info, etc.
 - If a user is locked out, you can unlock them from the previous screen.

User Profile

User Profile Settings
Please review and/or edit this user's Profile.

Role

Organization Company User

Profile Information
Basic Information about the user that helps you to identify the user once activated. The last 4 of the SSN is used when it is necessary to reset that user's password. It should be unique to that user if all possible.

First Name

Test

Last Name

Test

User Name

testtest1234

Description

test

Profile Contact Information
This information will be utilized during the login process for security purposes. A two factor code will be presented via the contact methods available. It is required that at least 1 of these fields be completed.

Email Address

gmail@gmail.com

Phone #1

8667495900

Phone Type #1

Both

Phone #2

Phone Type #2

Text

< Back

Cancel

Submit

- ✓ Under Menus
 - Add/Remove menu access
 - Add/Remove standard permissions
 - Click submit after making any changes

Member FDIC | Equal Housing Lender

- ☒ Cash Manager
 - ☒ ACH
 - ☒ Batch List
 - ☒ History
 - ☒ Import Layout
 - ☒ File Import
 - ☒ File Layout
 - ☒ Create New Batch
 - ☒ Wires
 - ☒ Wire List
 - ☒ Pending
 - ☒ Templates
 - ☒ Wires History
 - ☒ Create New Wire
- ☒ Messages
- ☒ Transactions
- ☒ Transfers
 - ☒ Make Transfer
 - ☒ Scheduled Transfer
- ☒ Statements
- ☒ Services
 - ☒ Stop Payments
 - ☒ New Stop Payment
 - ☒ Current Stop Payments
- ☒ User Profile
 - ☒ Change Password
 - ☒ Change Username
 - ☒ Accounts
 - ☒ Device Management

- ✓ Under Restrictions
 - Update when the user can access the system if not 24/7

1
2
3

Profile
Menus
Restrictions

Configure Day(s)

All
▼

Time of Day

24 Hrs
▼

Time Zone

Central
▼

- ✓ Out of Band Authorization
 - For use when the user is to move money via ACH or Wires

1
2
3
4

Profile
Menus
Restrictions
Out-of-Band

Out of Band Authorization

ACH Initiate

DUO
▼

Text

Voice

Soft Token

Hard Token

Wire Authorization

DUO
▼

Text

Voice

Soft Token

Hard Token

Soft Token

Select a contact
▼

- ✓ Under Account Settings
 - Update any specific account permissions for each acct
 - Click submit after making changes

Edit Account Settings

ACCOUNT FEATURES

Select All/None

- Account

Transaction

Stop Payment

Documents

Alerts

Text Banking

Transfer From

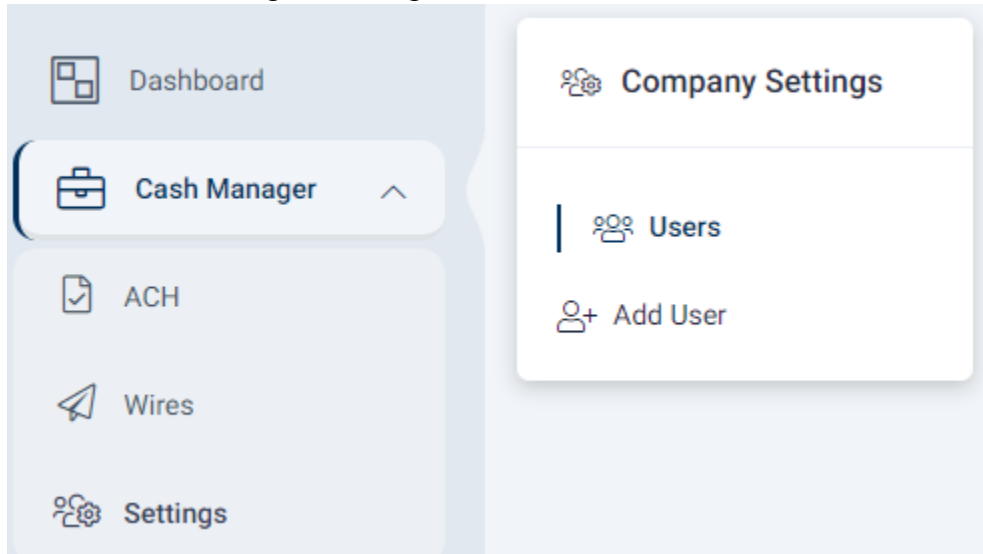
Transfer To

Bill Pay









Disable a User:

- ✓ Go to Cash Manager, Settings, Users

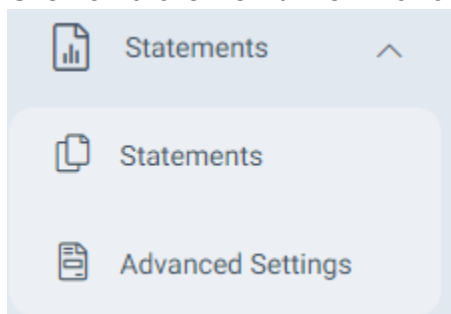


- ✓ Find the user and click the “Is Disabled” button as shown above

Name	User ID	Role	Is Disabled	Is Locked	
Stride Test	rrheatest	Organization Company User			
test	testtest1234	Organization Company User			

Enrollment in eStatements:

- ✓ Click on Statements then Advanced Settings



- ✓ Click on Details to enroll your eligible accounts

You may choose to receive your statements and notices for your account(s) delivered via email and made available online through this site. To enroll your account(s) please follow the steps outlined below:

1. Account(s) and Document Enrollment
All available documents for all active accounts: [Details](#) **Click Details to Enroll**
2. Please review the following email address. If not correct, please update it in the space shown.
3. Please read the disclosure below. You must scroll to the bottom of the disclosure before agreeing to the terms listed.

CONSENT TO ACCEPT ELECTRONIC DELIVERY OF E-STATEMENTS AND E-DISCLOSURES
Stride Bank, N.A. Customer Care Center 580-233-3535
P.O. Box 3448 - Enid OK 73702-3448
Effective February 19, 2019

Definitions:
In this Agreement, the word "e-Statement" refers to your periodic Statement of Account. The word "e-Disclosure," refers to any other disclosures that we would normally provide to you in a written form that you retain. The words "you" and "your" refer to you, the customer of Stride Bank, N.A. The words "Bank", "us," "us," and "our," mean Stride Bank, N.A. The name "Internet Banking" refers to the Internet Banking product of the Bank.

Consent to Receive Periodic Statements and Disclosures Electronically:
By clicking the "I Agree" button below, you agree to accept your e-Statements and e-Disclosures electronically. Your e-Statement includes transaction activity for all of your accounts with the Bank, which includes savings, checking, time deposits, loans, and others. (It does not include trust, insurance or investment accounts that you may have with the Bank.) It is your duty to review your statement every month, as you must report errors to us within 60 days of the error appearing on your periodic statement. You further agree that we will discontinue mailing a paper statement to you and may communicate with you electronically, as necessary. You also agree to receive other disclosures online when we elect to make them available in electronic format. These include, but are not limited to, the Bank's Privacy Notice, your periodic notice of billing error rights, your periodic notice of how to report errors that involve your electronic funds.

- You can check mark the box next to each account you wish to enroll
 - By clicking the plus sign next to the account shows the documents you can receive in eStatements
 - If an account is ineligible, it will be grayed out so it is not an option to choose (such as loans)

You may choose to receive your statements and notices for your account(s) delivered via email and made available online through this site. To enroll your account(s) please follow the steps outlined below:

1. Account(s) and Document Enrollment
All available documents for all active accounts: [Details](#)
2. ☒ Enroll All Available Accounts and Document Types Shown
Enroll Accounts


<input checked="" type="checkbox"/>	CommCk 0001
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3. **Save Settings** **Cancel**

- Click Save Settings when completed

- ✓ Click Statements and Notices to view monthly account statements
 - Choose the account to view

STATEMENTS



ESTATEMENTS/NOTICES SIGN UP/CHANGES EMAIL SETTINGS ADDITIONAL RECIPIENTS DISCLOSURES



Account(s) **Document Type** **Date Range** **FILTER**

Addie All Most Recent

- Choose to Download or View

View Statement/Notices For: Test Chking 0001			
Date	Description		
03/04/2022	Enhanced Statements March 2022	 View	 Download
02/04/2022	Enhanced Statements February 2022	View	Download
01/04/2022	Enhanced Statements January 2022	View	Download

- ✓ If you have any questions, you can reach out to us at treasurymgmtsupport@stridebank.com or 866.749.5900