Admin User Guide

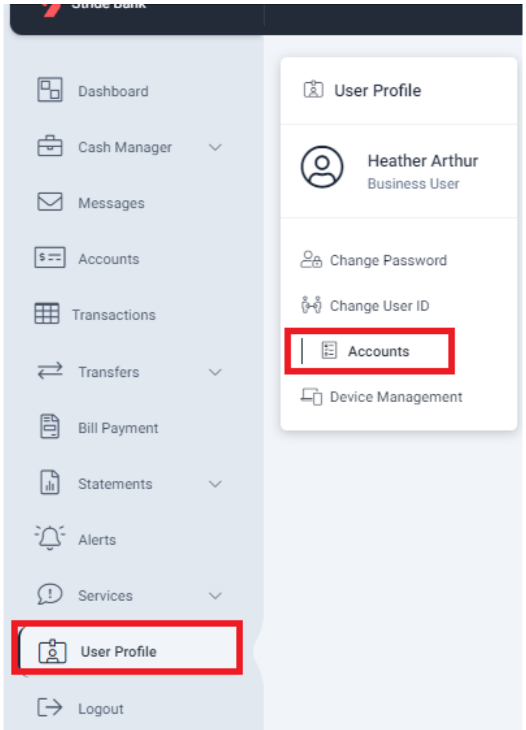
Duties as Administrator:

- ✓ 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

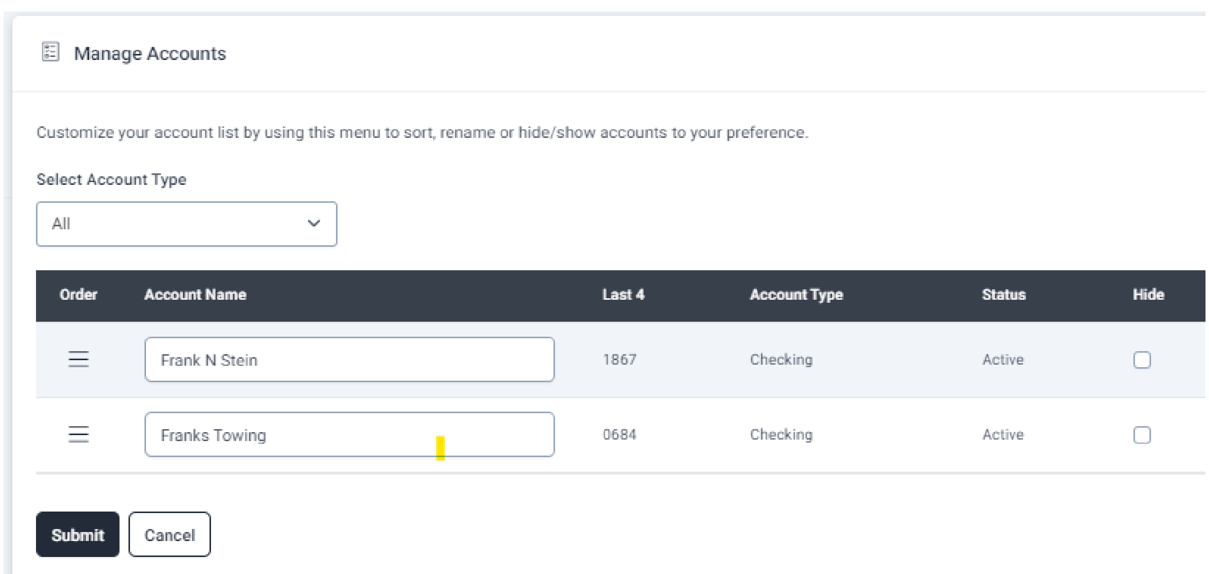
    (Note: Transaction history downloaded from the account is only available 180 days from the current date.)

Updating Account Pseudo Names:

- ✓ Click on User Profile then Accounts

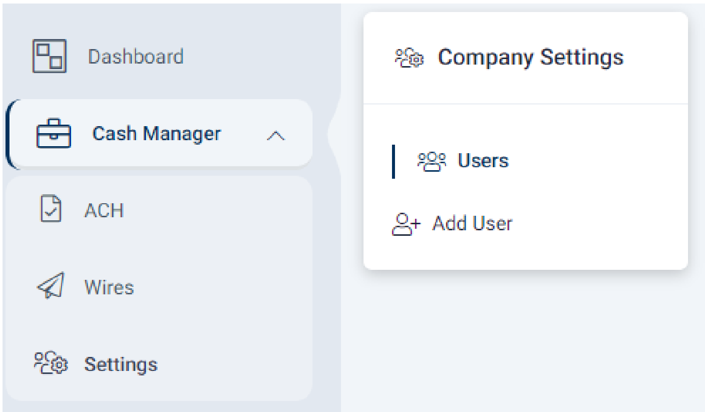


- ✓ Edit Account Name to update how it will appear in online banking then click Submit

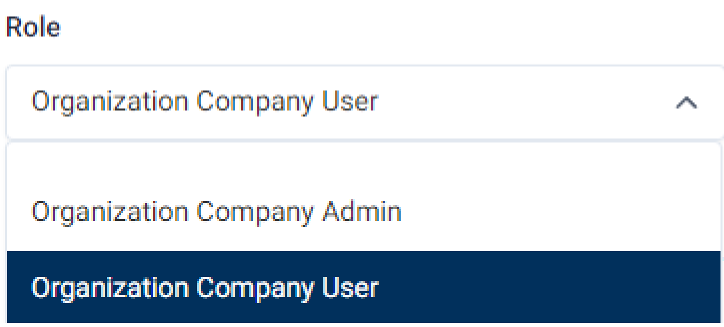


Creating a User:

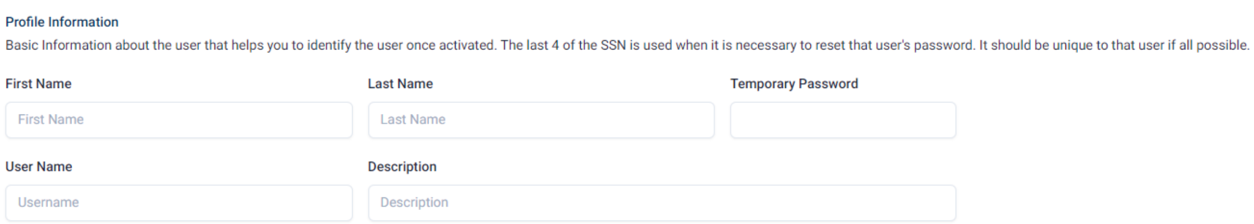
- ✓ Click on Cash Manager then Settings
- ✓ Choose Add User



- ✓ 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



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



- 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

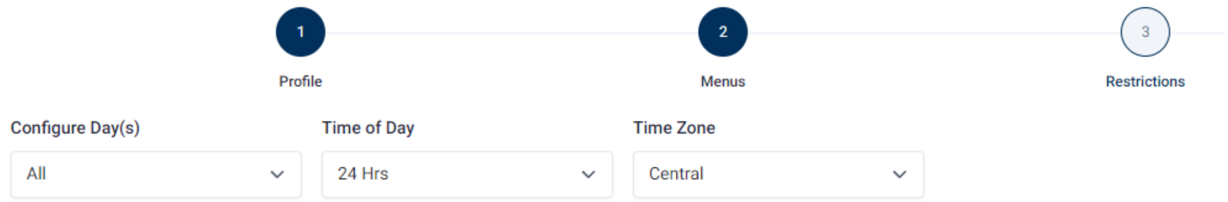
Phone #1	Phone Type #1	Phone #2	Phone Type #2
	Text		Text

Assign Menus to the User:

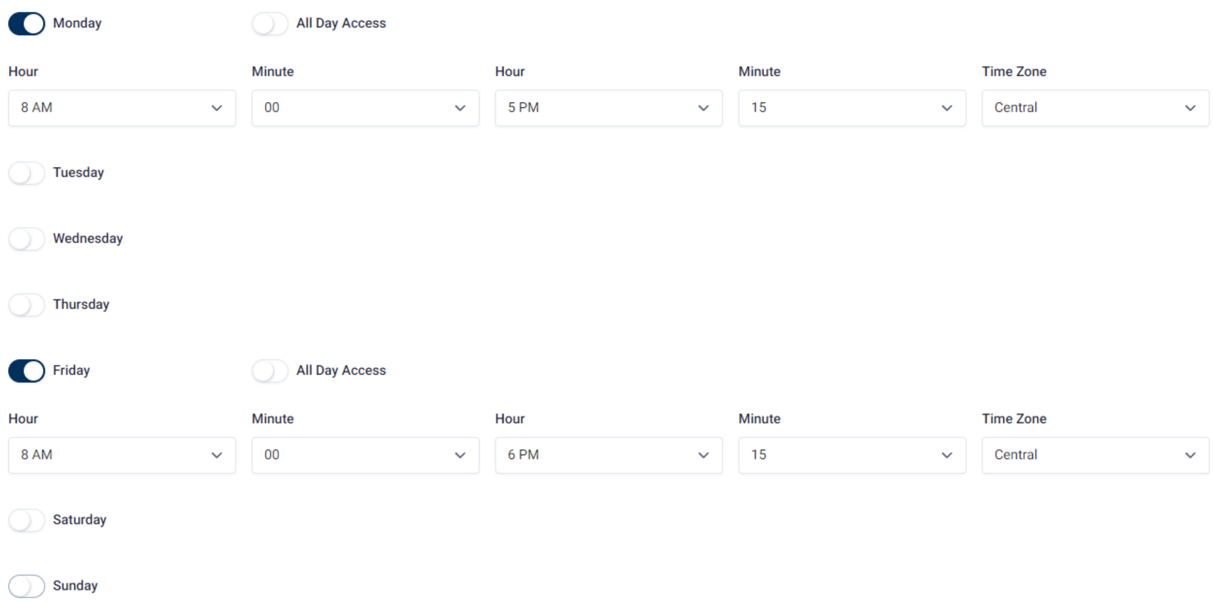
- ☑ Cash Manager
  - ☑ ACH
    - ☑ Batch List
    - ☑ History
    - ☑ Import Layout
      - ☑ File Import
      - ☑ File Layout
    - ☑ Create New Batch
  - ☑ Wires
    - ☑ Wire List
      - ☑ Pending
    - ☑ Templates
    - ☑ Wires History
    - ☑ Create New Wire
- ☑ Messages
- ☑ Transactions
- ☑ Transfers
  - ☑ 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):

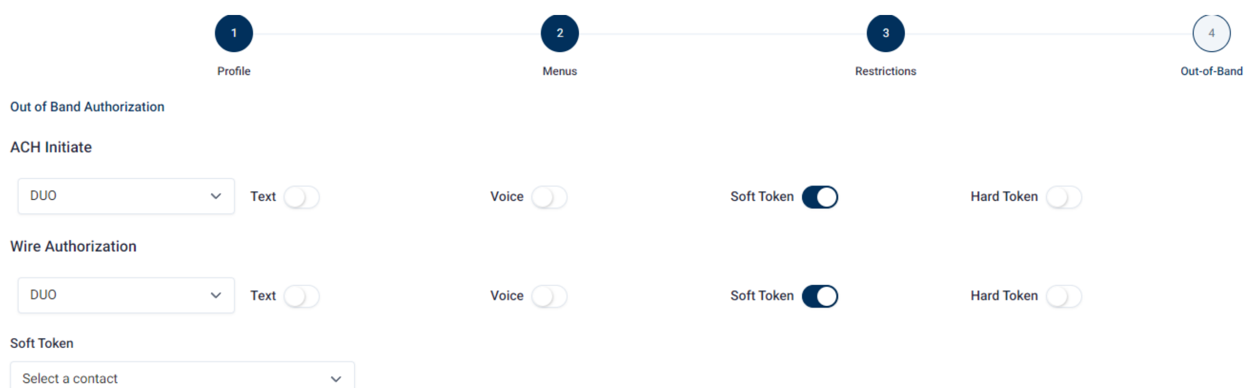
- 24/7 Access



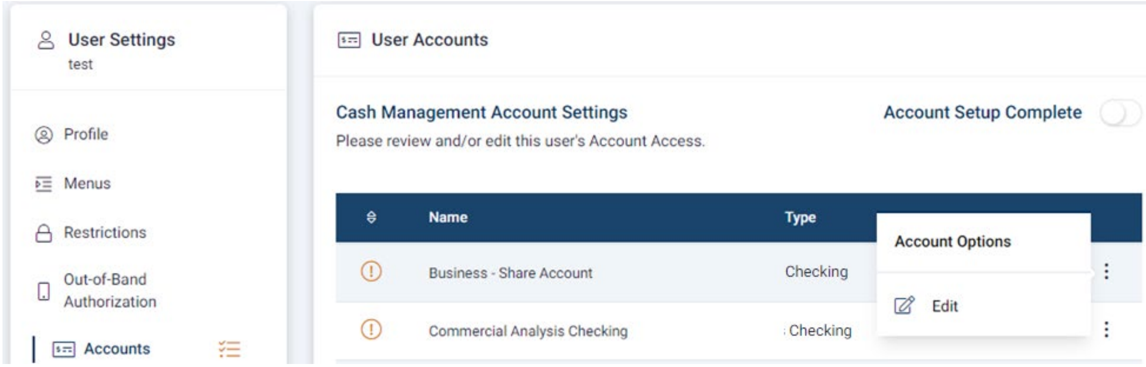
- Restricted Access (per day basis)



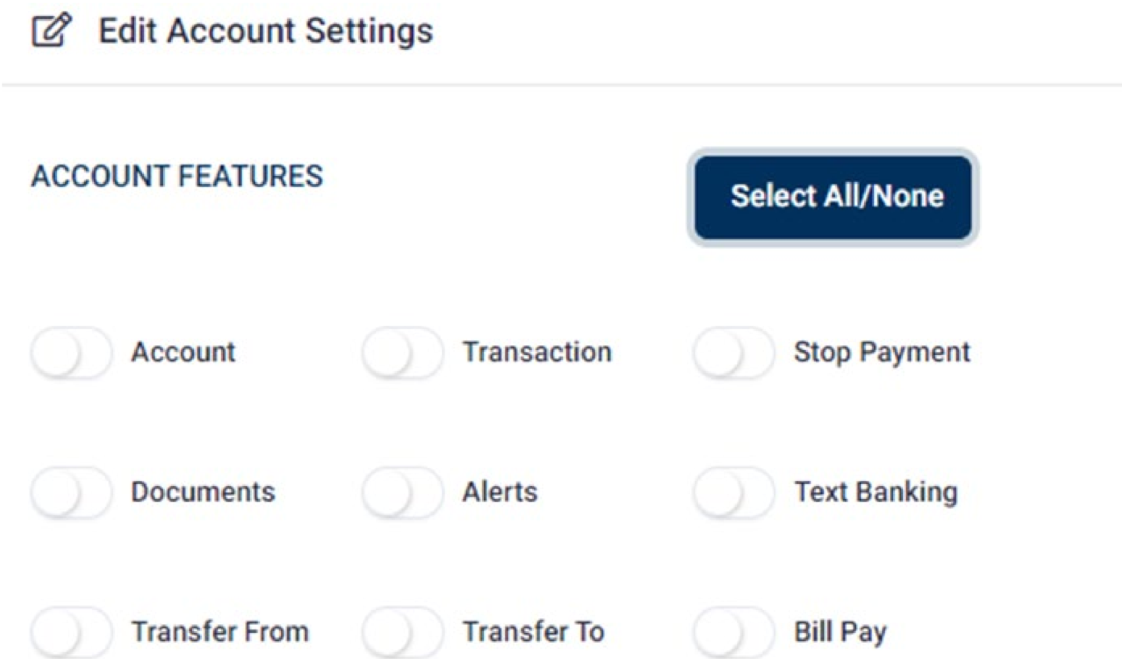
Set Security Preferences for moving money:



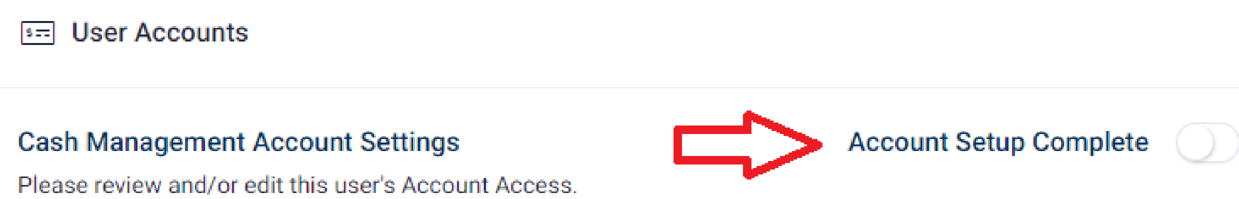
Assign Accounts:



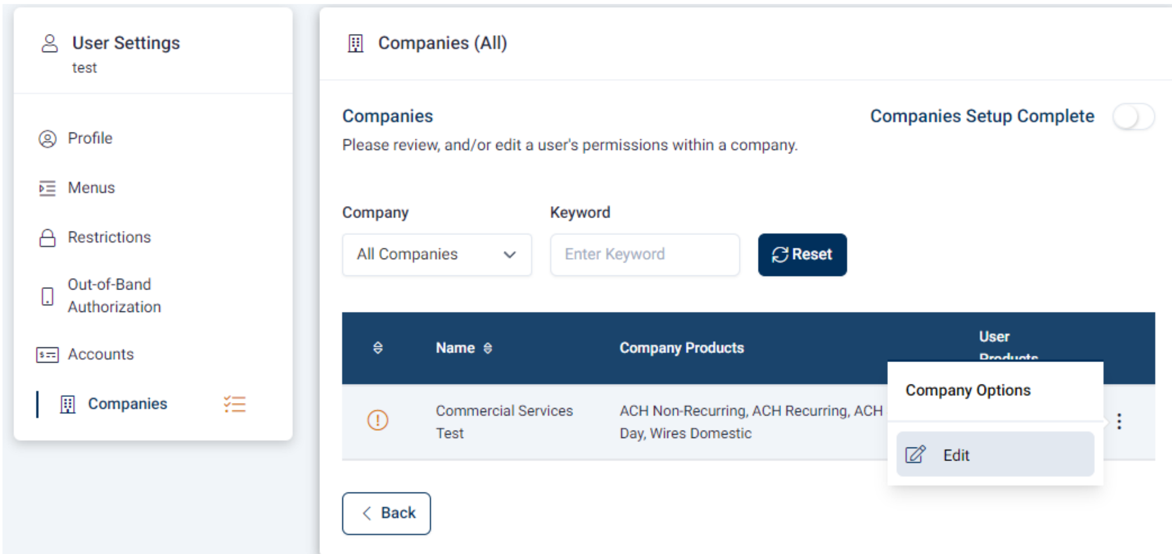
- Click the three dots to the right of the account in order to activate/deactivate permissions within the account.



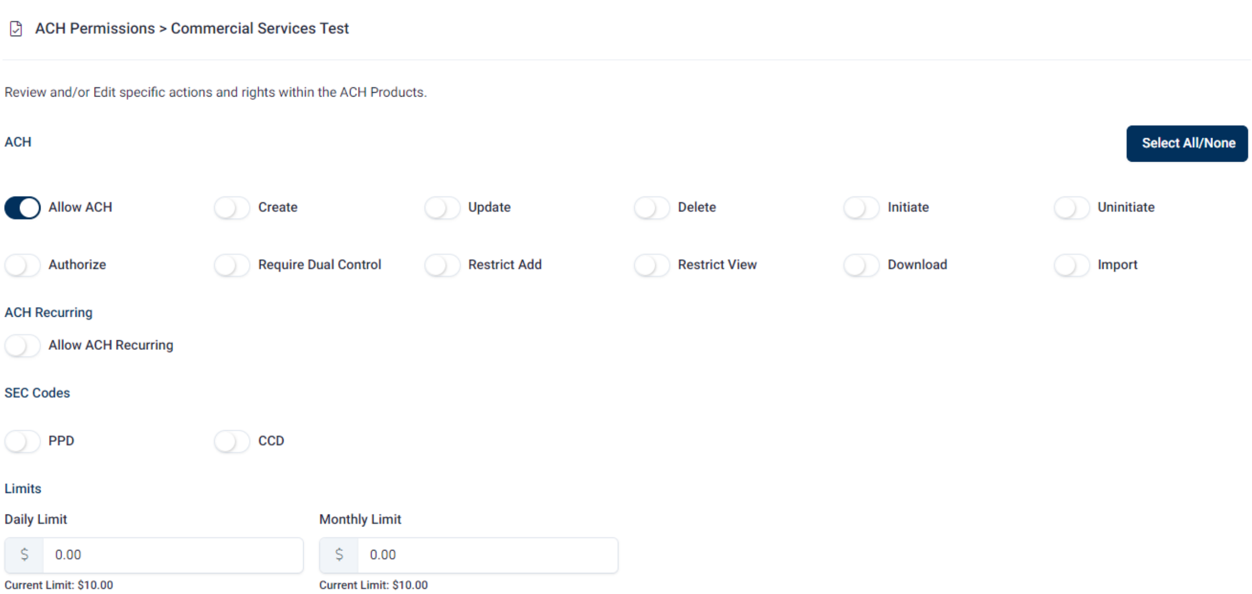
- When all accounts that you wish to enable have been updated, click the Account Setup Complete option as validation that this step has been completed for this user.



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

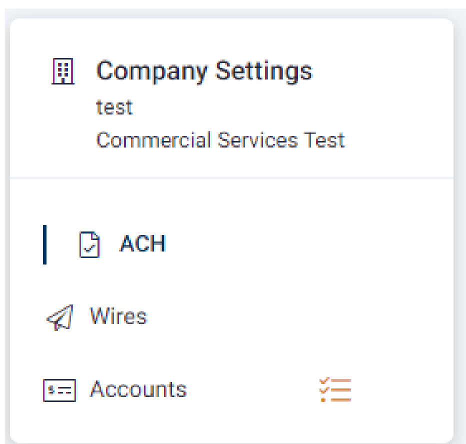


- o Click the three dots to the right of the account in order to activate/deactivate ACH, Wire, Positive Pay permissions within the account.

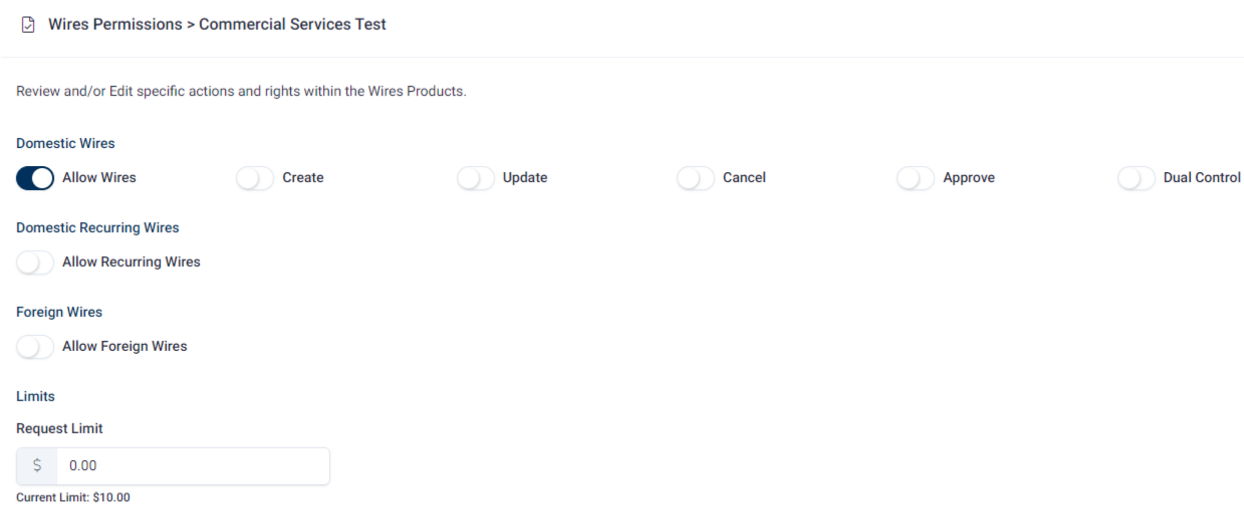


- ▪ Allow ACH – If you have this service, mark the permissions you want the user to have
  - Create allows user to create an ACH Batch
  - Update allows user to update an existing ACH batch
  - Delete allows user to delete ACH batches
  - Initiate allows user to initiate ACH batches

        - 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



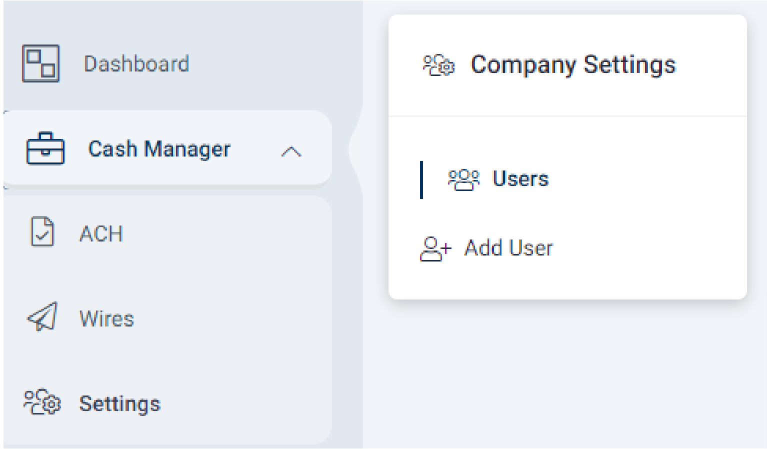
- Allow Wires allows user to view wire menus
- Create allows user to create a new wire
- Update allows user to update an existing wire
- Cancel allows user to cancel an existing wire
- Approve allows user to Transmit a wire
- Dual Control requires user to get additional approval from another user to 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

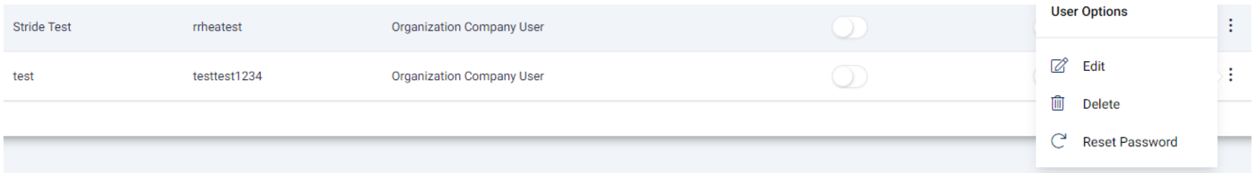
- Upload allows the user to upload a positive pay file with your issued check information
- Work Positive Pay allows the user to decision check exceptions for Positive Pay

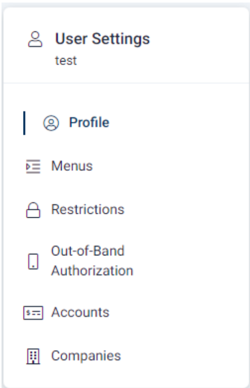
Edit User Permissions:

✓ Go to Cash Manager, Users, CM User List

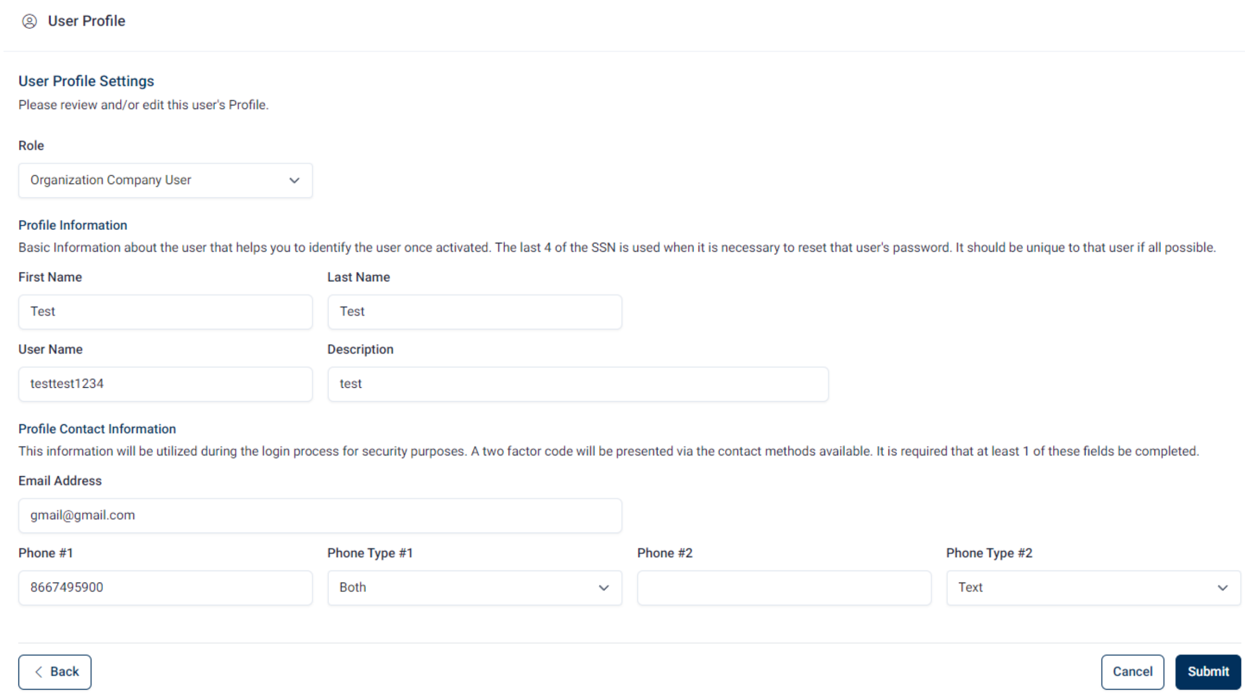


✓ Choose your User
✓ Click on Select Option (three dots) and then click Edit





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

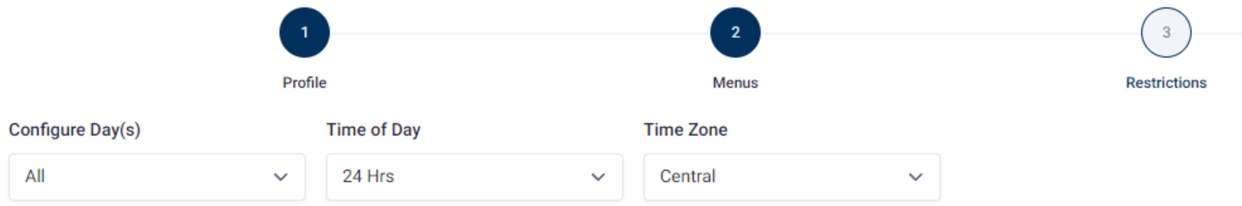


- ✓ Under Menus
  - Add/Remove menu access
  - Add/Remove standard permissions
    - Click submit after making any changes

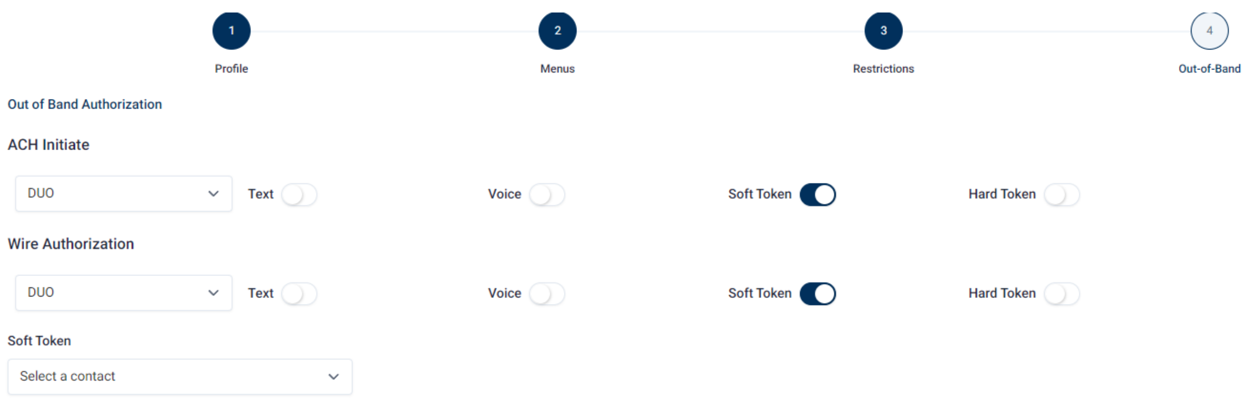
- [x] Cash Manager
    - [x] ACH
        - [x] Batch List
        - [x] History
        - [x] Import Layout
            - [x] File Import
            - [x] File Layout
        - [x] Create New Batch
    - [x] Wires
        - [x] Wire List
            - [x] Pending
        - [x] Templates
        - [x]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

✓ Under Restrictions

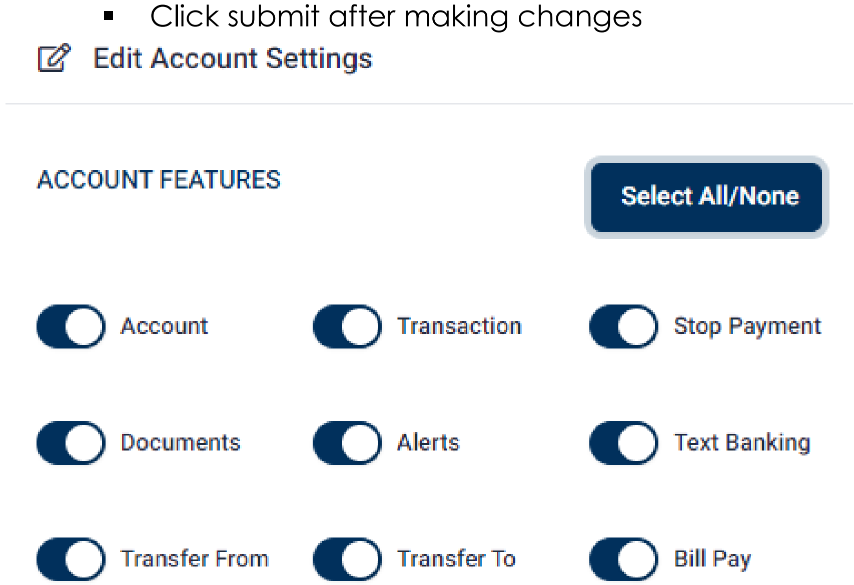
- Update when the user can access the system if not 24/7



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

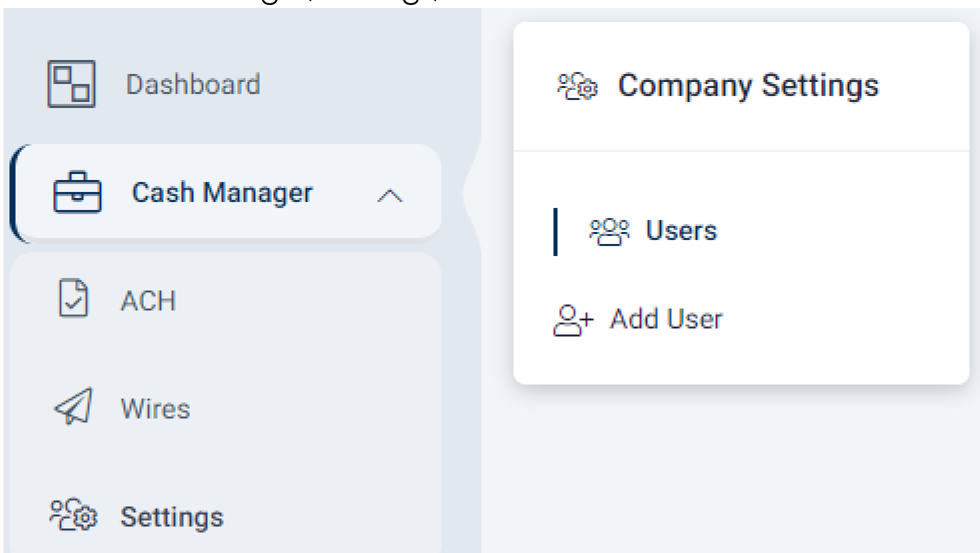


- ✓ Under Account Settings
  - Update any specific account permissions for each acct
    - Click submit after making changes



Disable a User:

- ✓ Go to Cash Manager, Settings, Users

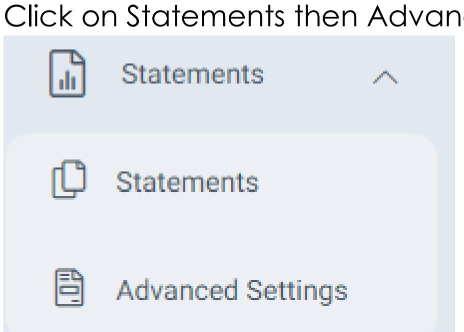


- ✓ Find the user and click the "Is Disabled" button as shown above

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

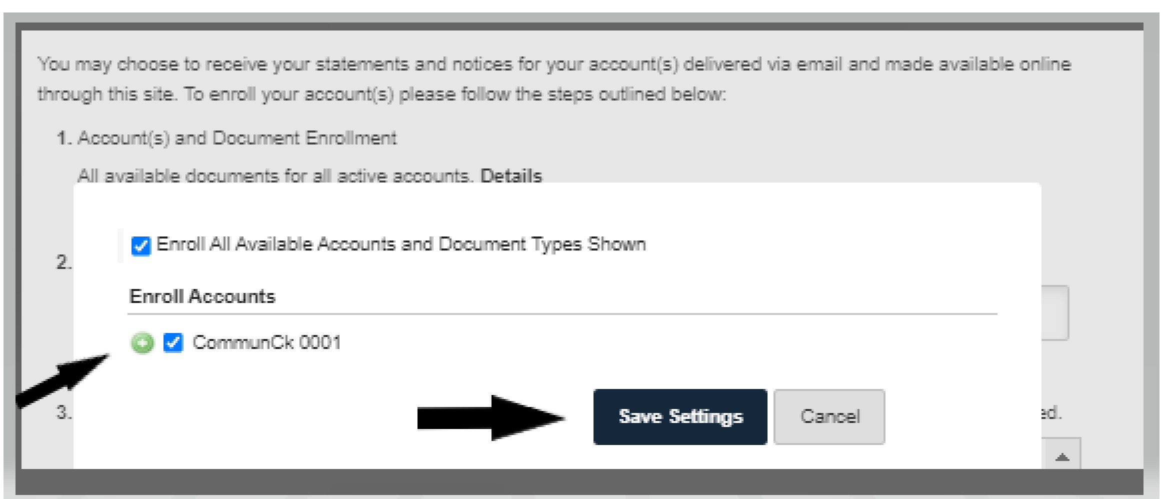
Enrollment in eStatements:

- ✓ Click on Statements then Advanced Settings



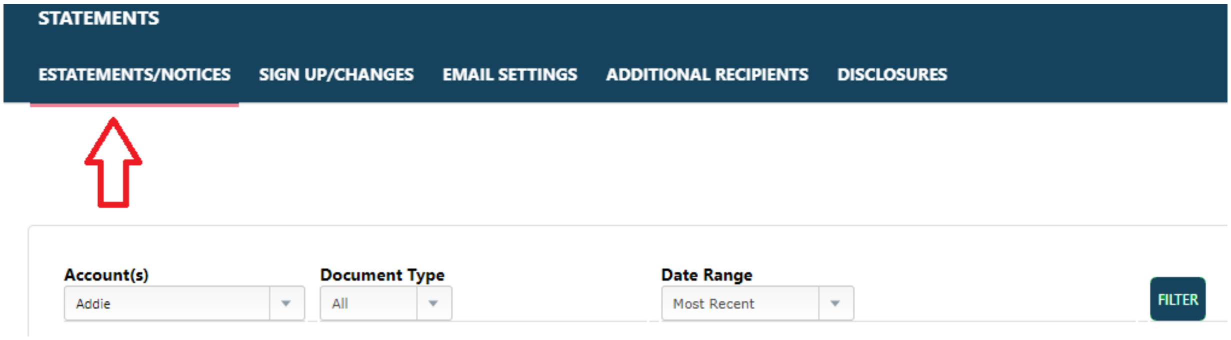
✓ Click on Details to enroll your eligible accounts

- You 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)

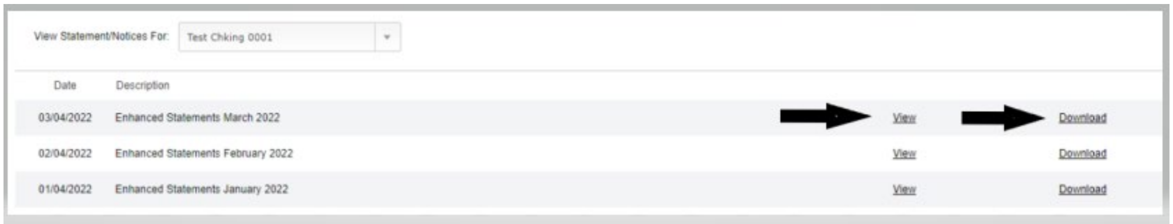


- Click Save Settings when completed

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



    - o Choose to Download or View



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