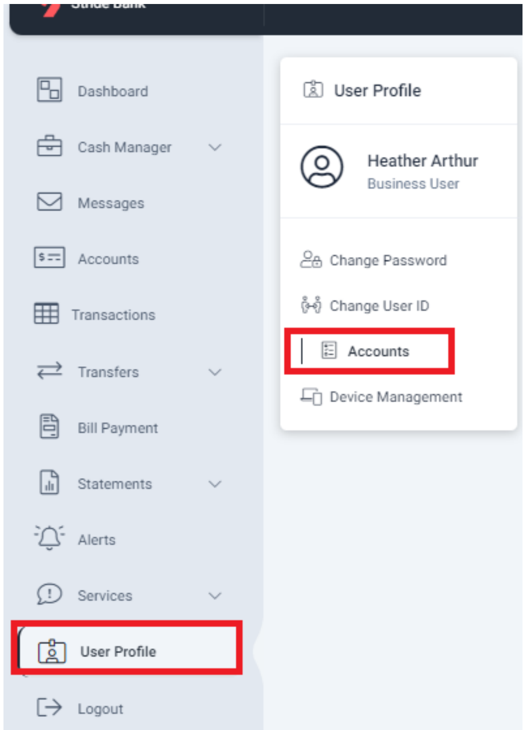
Multi-User Admin Guide

Duties as Administrator:

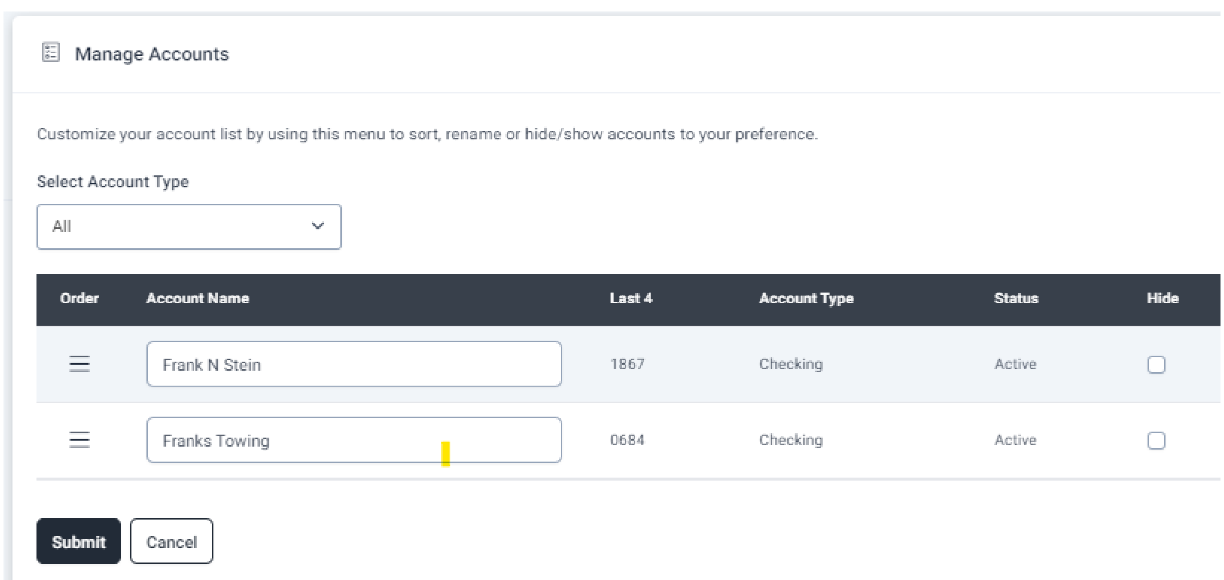
- ✓ You will add/edit/remove users
  - You will set user permissions
  - You will set user limits, up to the company limits (limits for services such as Wires or ACH)
- ✓ You can change the account pseudo names to appear in online banking
- ✓ You can enroll the accounts in eStatements to receive your 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

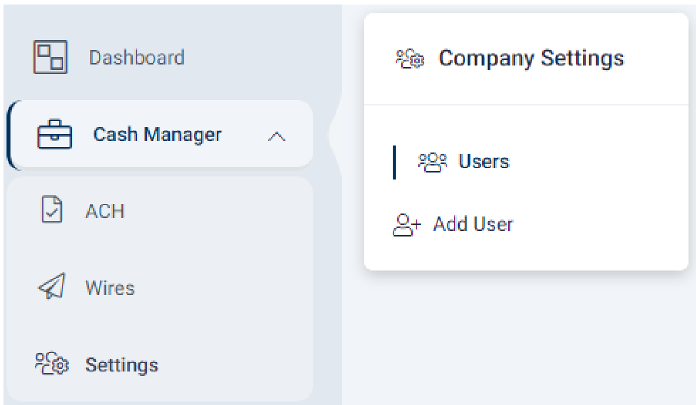


✓ Edit Account Name to update how it will appear in online banking then click Submit

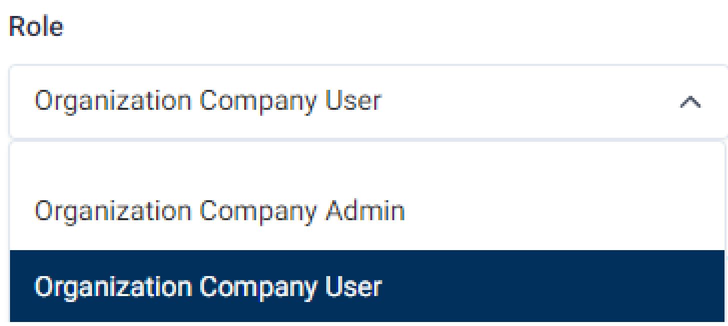


Creating a User:

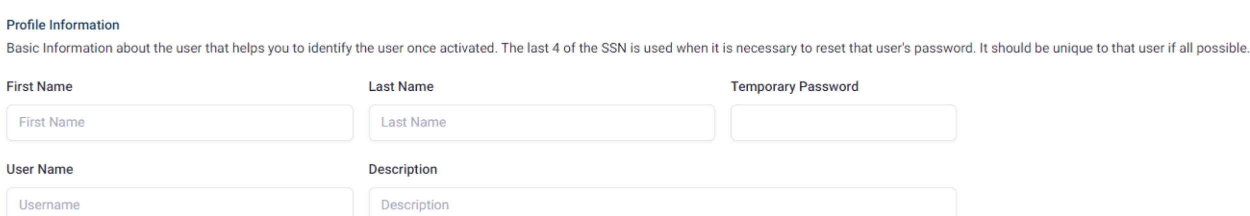
- ✓ Click on Cash Manager then Settings
- ✓ Choose Add User



- ✓ Enter the required information
  - o 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



  - o 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

Text

Phone #2

Phone Type #2

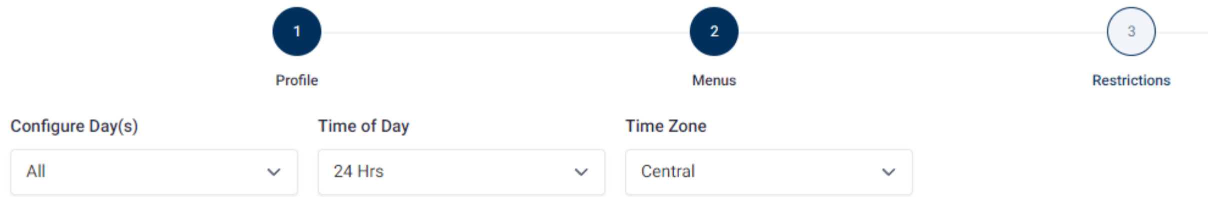
Text

Assign Menus to the User:

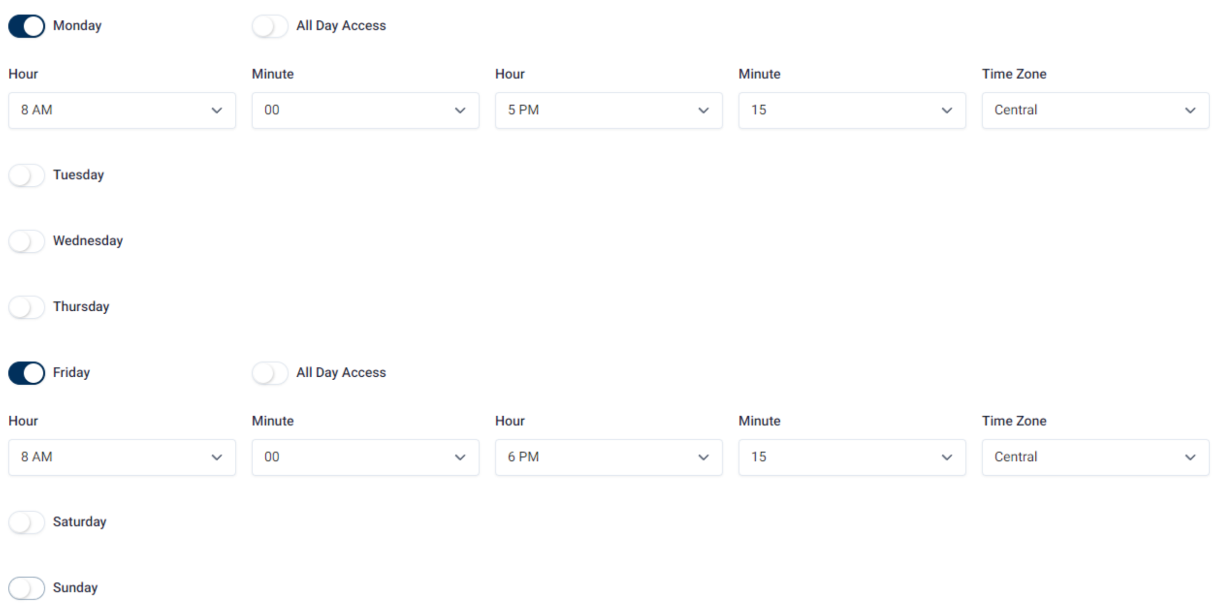
- [x] Messages
- [x] Transactions
- [x] Transfers
  - [x] Make Transfer
  - [x] Scheduled Transfer
- [x] Statements
- [x] Services
  - [x] Stop Payments
    - [x] New Stop Payment
    - [x] Current Stop Payments
- [x] User Profile
  - [x] Change Password
  - [x] Change Username
  - [x] Accounts
  - [x] Device Management

Add Restrictions to the User (as needed):

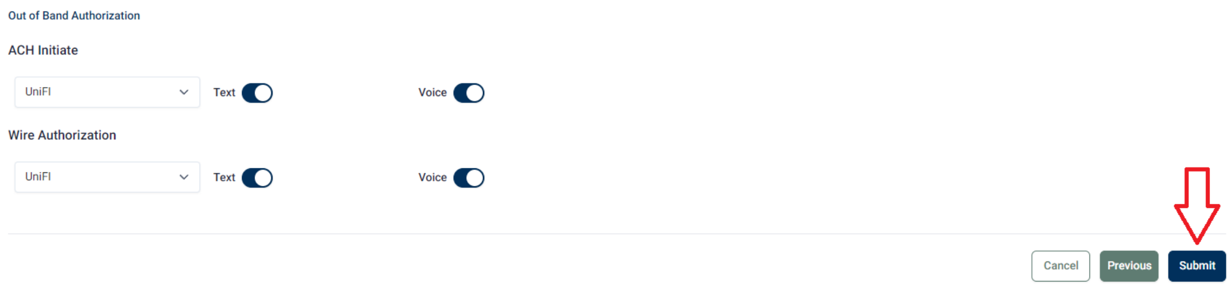
- 24/7 Access



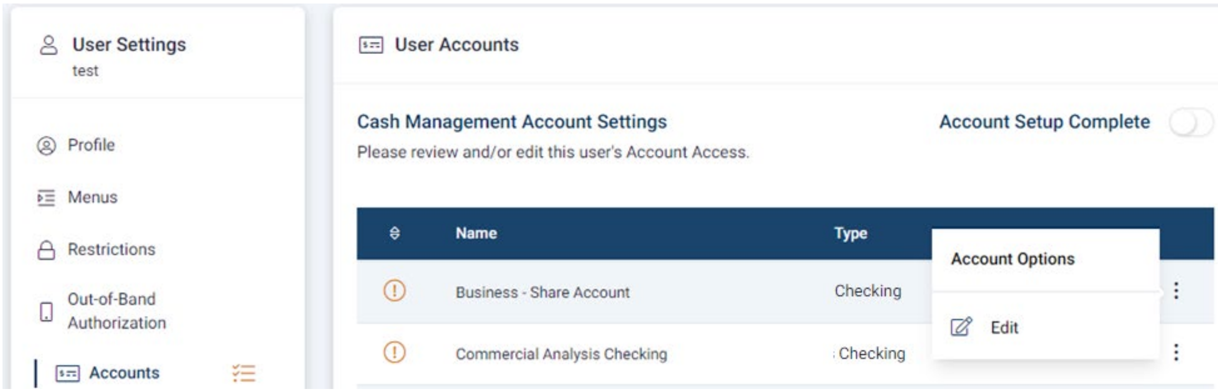
- Restricted Access (per day basis)



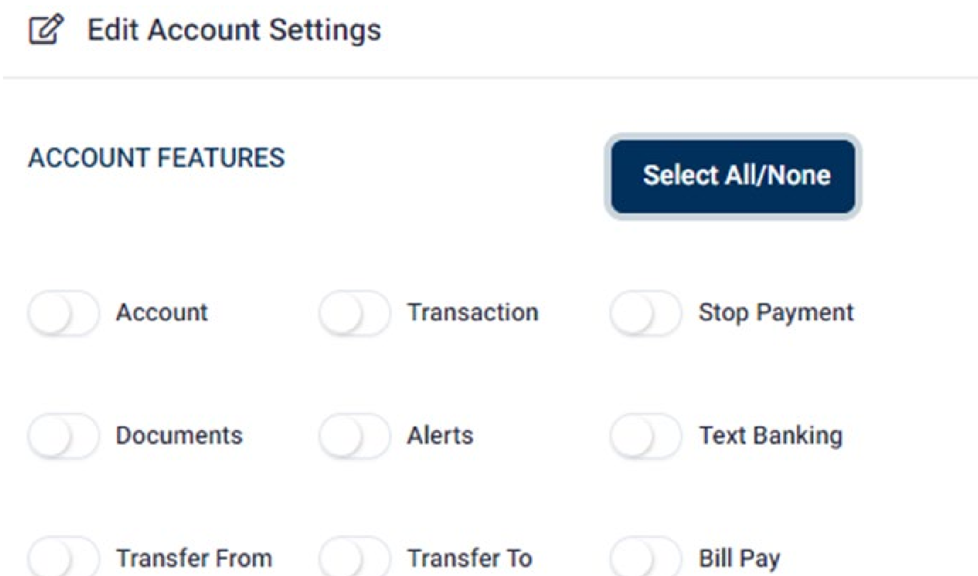
Out of Band Authentication is for Cash Management users and will not pertain to your user. You can click submit to complete this step.



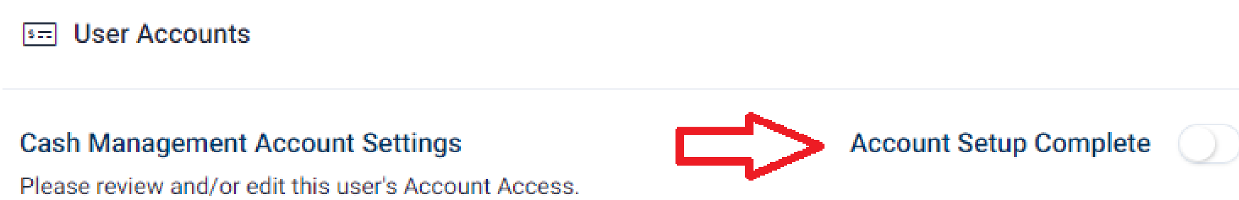
Assign Accounts:



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



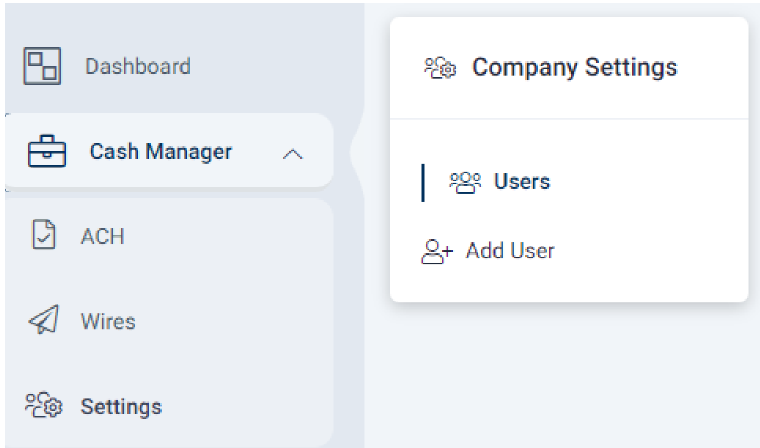
- When all accounts that you wish to enable have been updated, click the Account Setup Complete option as validation that this step has been completed for this user.



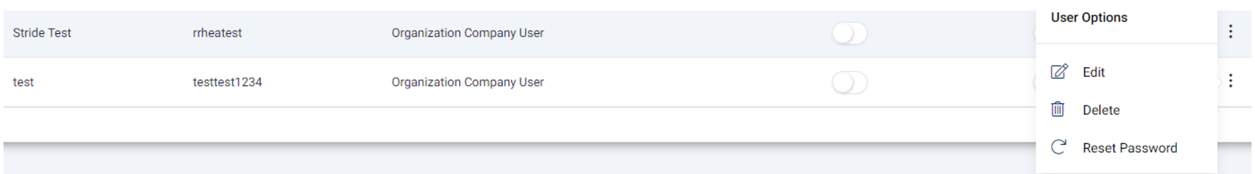
Companies – No updates are needed in this regard.

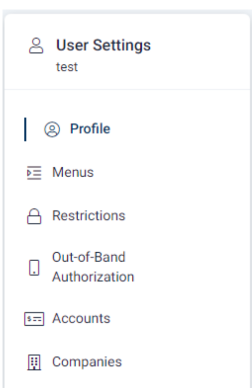
Edit User Permissions:

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

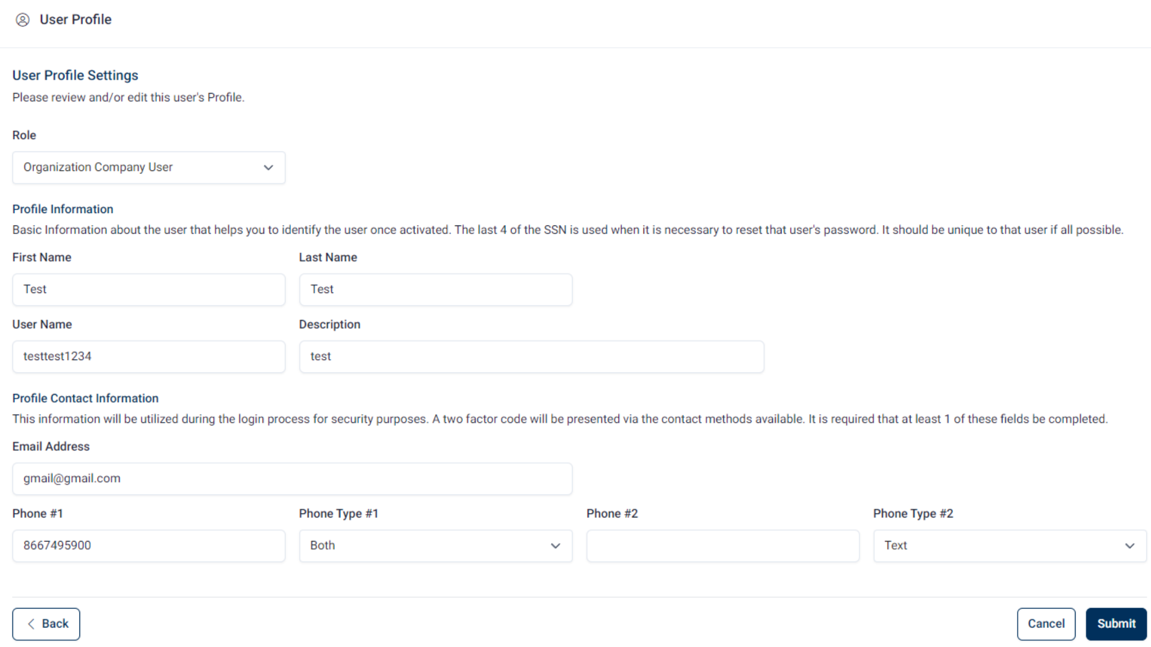


- ✓ Choose your User
- ✓ Click on Select Option (three dots) and then click Edit





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


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	Last Name
Test	Test

User Name	Description
testtest1234	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

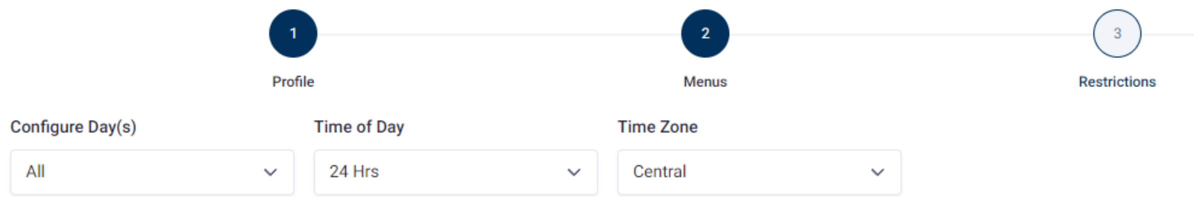
gmail@gmail.com

Phone #1	Phone Type #1	Phone #2	Phone Type #2
8667495900	Both		Text

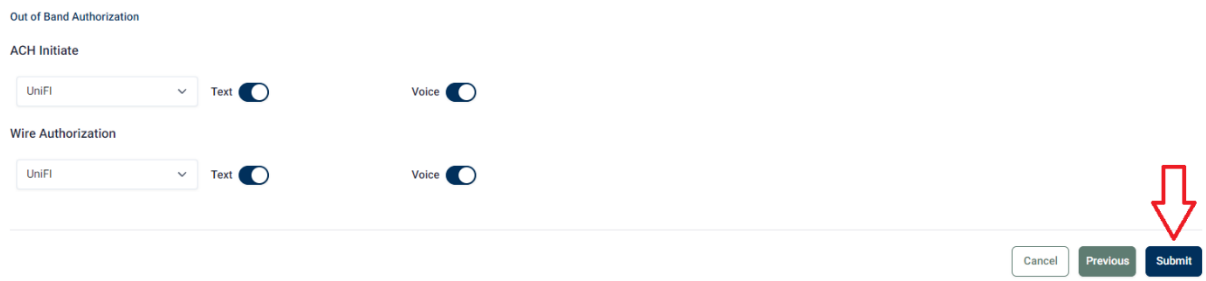
Back   Cancel   Submit

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

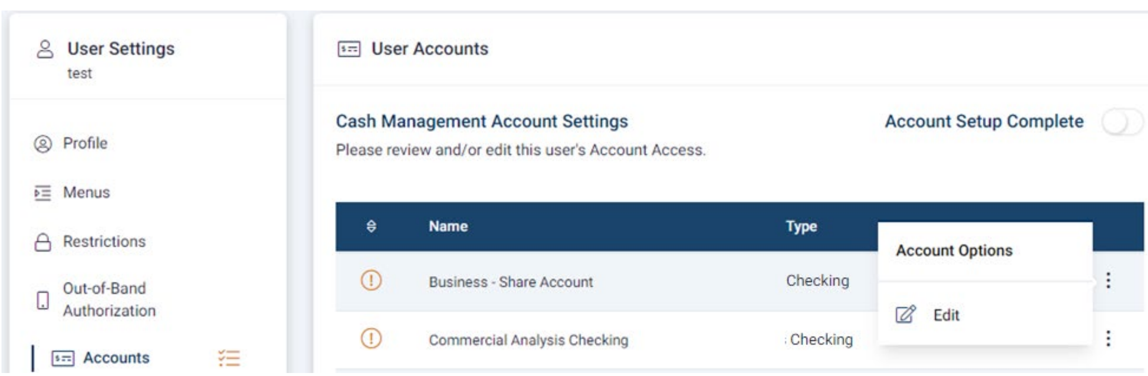
- ✓ Under Restrictions
  - Update when the user can access the system if not 24/7



- ✓ Out of Band Authentication is for Cash Management users and will not pertain to your user. You can click submit to complete this step.

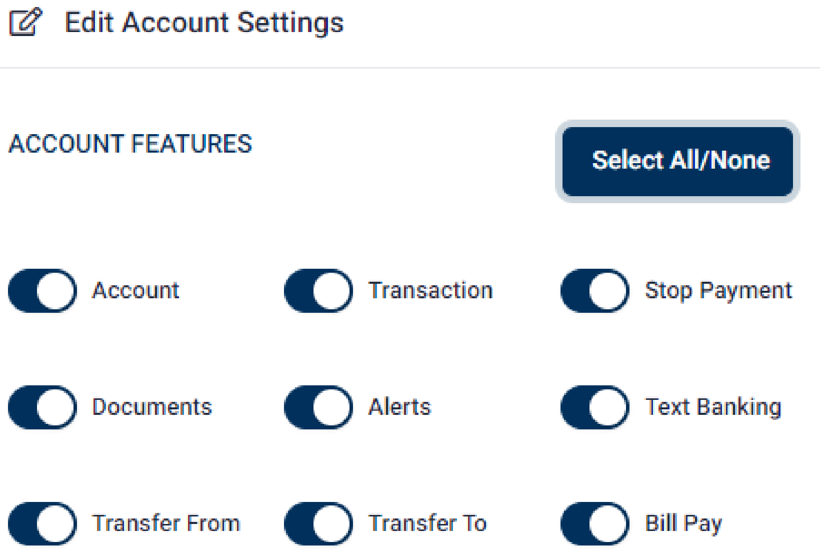


- ✓ Assign Accounts

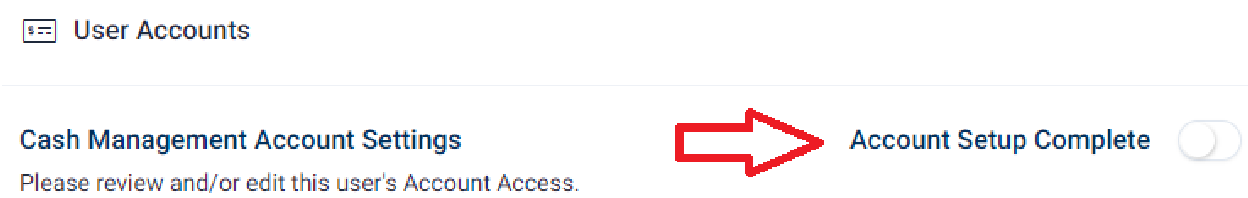


  - Click the three dots to the right of the account in order to activate/deactivate permissions within the account.

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



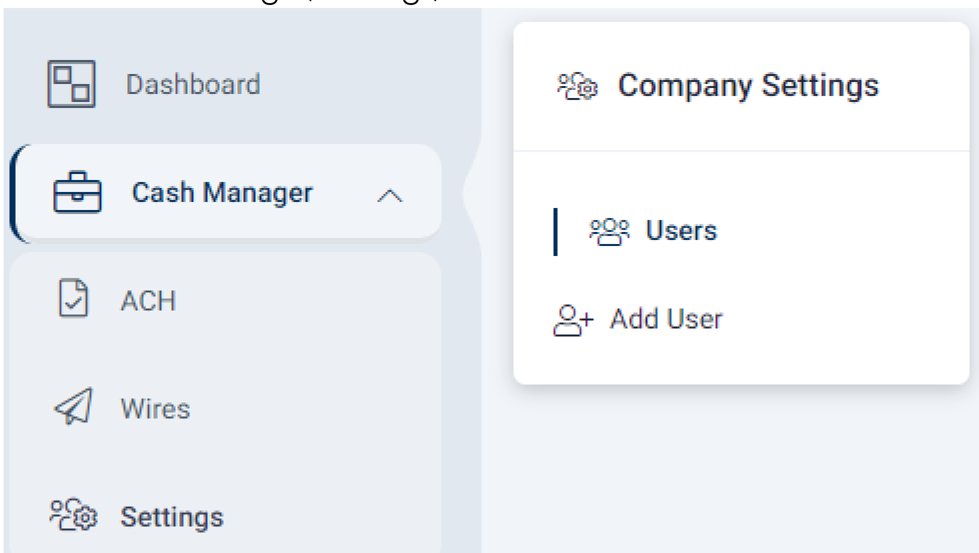
  - o When all accounts that you wish to enable have been updated, click the Account Setup Complete option as validation that this step has been completed for this user.



Companies – No updates are needed in this regard.

Disable a User:

- ✓ Go to Cash Manager, Settings, Users

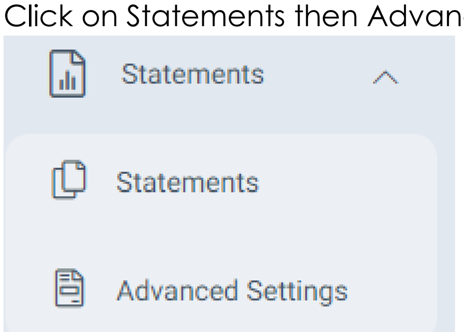


- ✓ Find the user and click the "Is Disabled" button as shown above

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

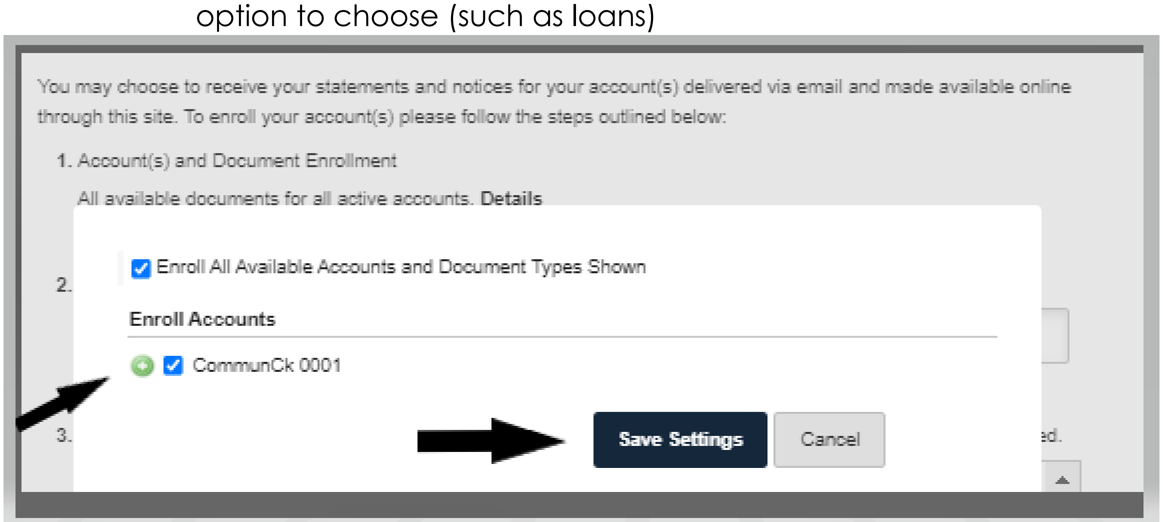
Enrollment in eStatements:

- ✓ Click on Statements then Advanced Settings



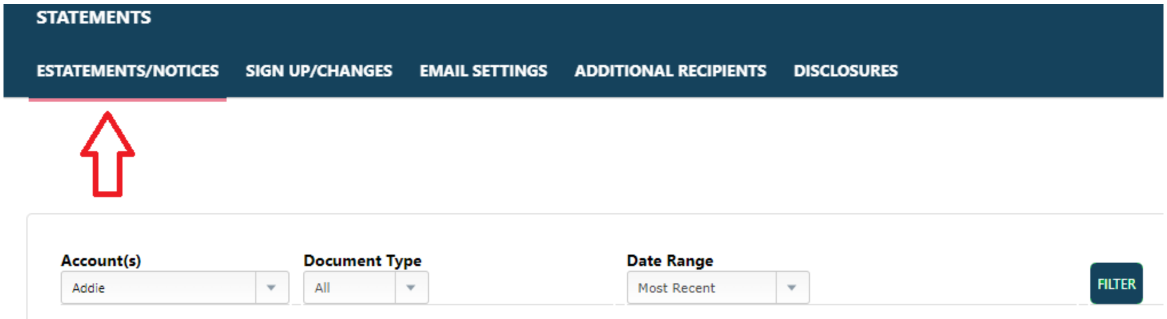
✓ Click on Details to enroll your eligible accounts

- 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