



Online Administration

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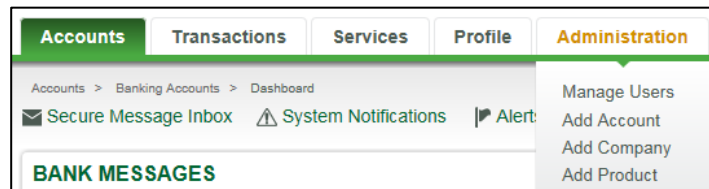
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ADMINISTRATIVE FUNCTIONS

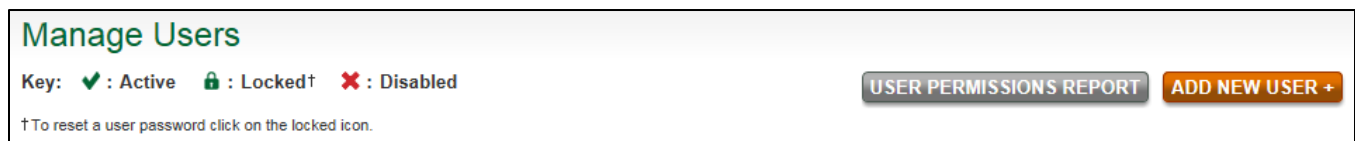
1. ADDING A NEW USER

As your company's administrator, you will be able to add users and customize user permissions for products and services that you have enrolled.

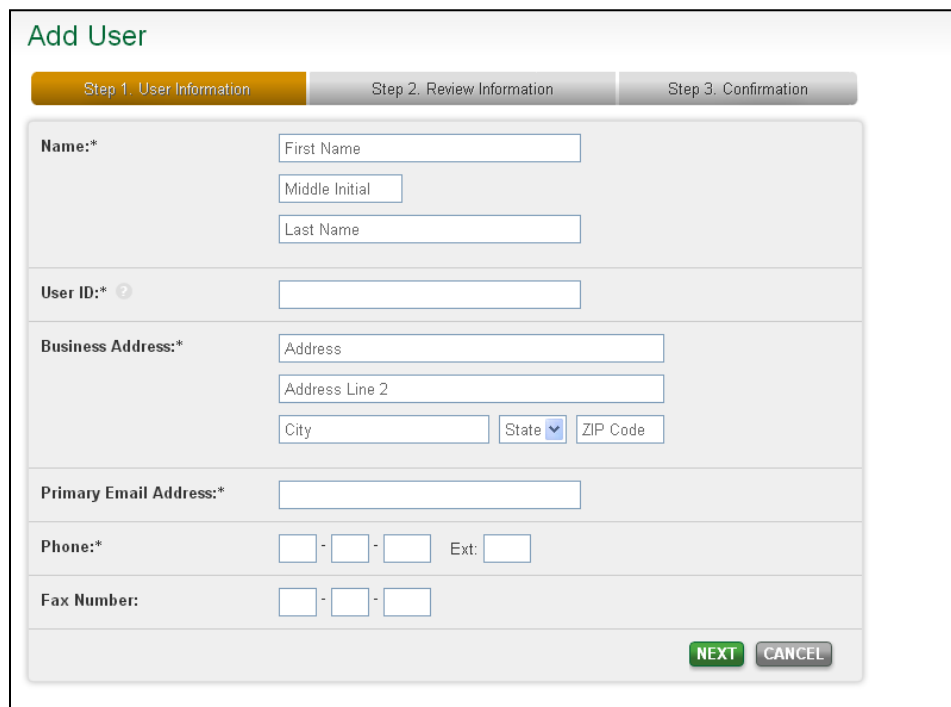
- Sign into Commercial Banker, go to the Administration tab and click on Manage Users.



- Click on Add New User.



- You will be prompted to create a profile for the user. All required fields are marked with an asterisk (*). The user ID you create must be at least 8 characters long, with at least one letter and one number. Click Next when done and review the information in Step 2. Click Next again to continue



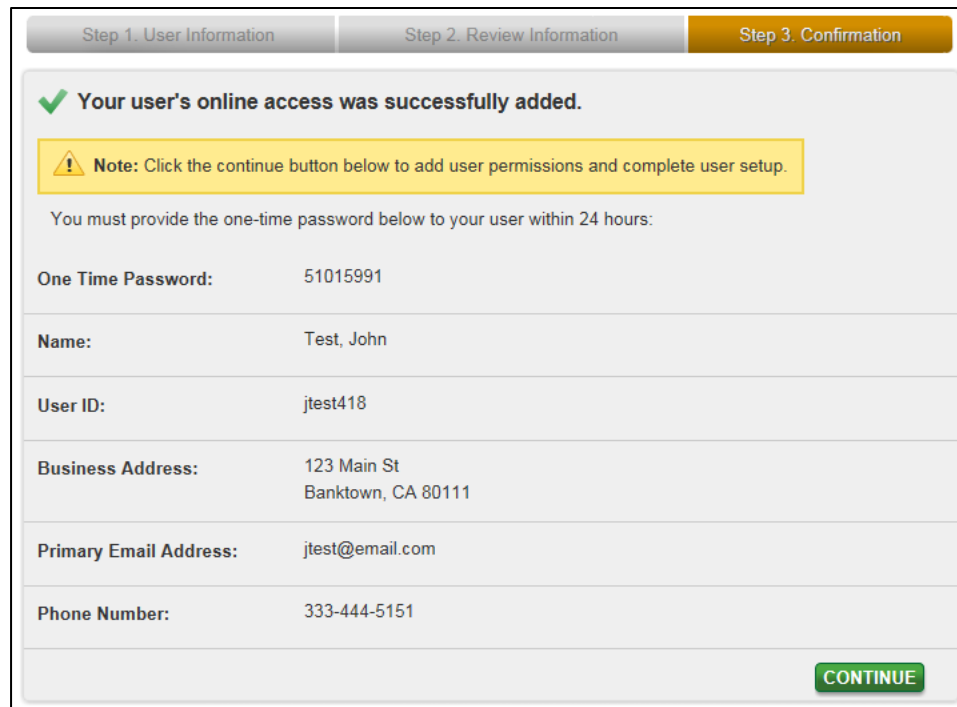
The 'Add User' form is divided into three steps: 'Step 1. User Information', 'Step 2. Review Information', and 'Step 3. Confirmation'. The form fields are as follows:

- Name:***: Three text boxes for 'First Name', 'Middle Initial', and 'Last Name'.
- User ID:***: A single text box with a help icon (?)
- Business Address:***: Text boxes for 'Address', 'Address Line 2', 'City', 'State' (dropdown), and 'ZIP Code'.
- Primary Email Address:***: A single text box.
- Phone:***: Three boxes for area code, number, and extension, followed by 'Ext: []'.
- Fax Number:**: Three boxes for area code, number, and extension.

'NEXT' and 'CANCEL' buttons are located at the bottom right of the form.

- Step 3 will confirm that the user has been added. The system will create a temporary password for you to provide to the user which will expire after 24 hours. If your user cannot login within 24 hours, you can reset their password by going to Administration and Manage Users. Click on their name and then click on Reset Password.

- Click Continue to add permissions.



Step 1. User Information | Step 2. Review Information | **Step 3. Confirmation**

✓ **Your user's online access was successfully added.**

Note: Click the continue button below to add user permissions and complete user setup.

You must provide the one-time password below to your user within 24 hours:

One Time Password: 51015991

Name: Test, John

User ID: jtest418

Business Address: 123 Main St
Banktown, CA 80111

Primary Email Address: jtest@email.com

Phone Number: 333-444-5151

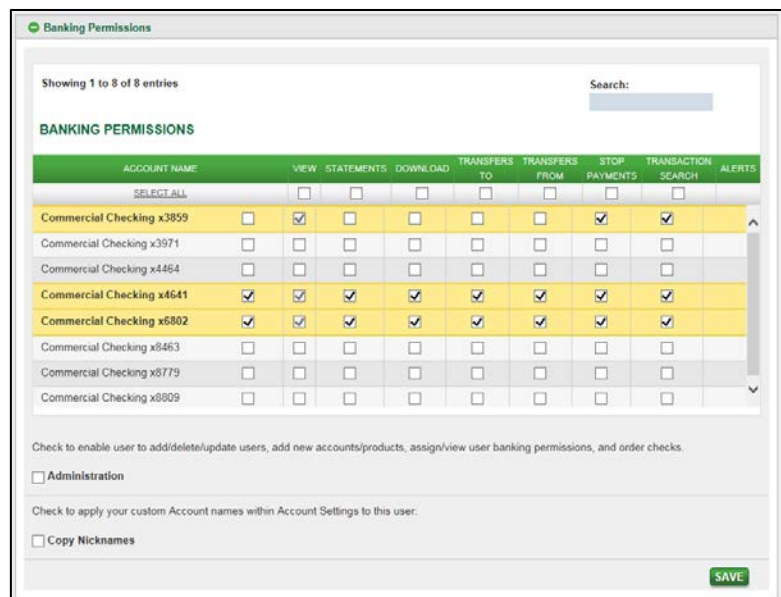
CONTINUE

- You will be taken to the User Permissions tab where you will be able to grant users access to various products and services.

2. ADDING BANKING PERMISSIONS

Expand the Banking section under User Permissions.

- The accounts that you have access to will be listed. Check mark the first column after the Account Name to give your user all permissions for an account, or you can select specific boxes for specific access your user should have. If the user should be a secondary administrator, select the Administration box. To carry over any account nicknames that you have setup, click on Copy Nicknames. Click Save when done.



Banking Permissions

Showing 1 to 8 of 8 entries

Search:

ACCOUNT NAME	VIEW	STATEMENTS	DOWNLOAD	TRANSFERS TO	TRANSFERS FROM	STOP PAYMENTS	TRANSACTION SEARCH	ALERTS
Commercial Checking x3859	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commercial Checking x3971	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Checking x4464	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Checking x4641	<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"/>
Commercial Checking x6802	<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"/>
Commercial Checking x8463	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Checking x8779	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Checking x8809	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check to enable user to add/delete/update users, add new accounts/products, assign/view user banking permissions, and order checks.

Administration

Check to apply your custom Account names within Account Settings to this user.

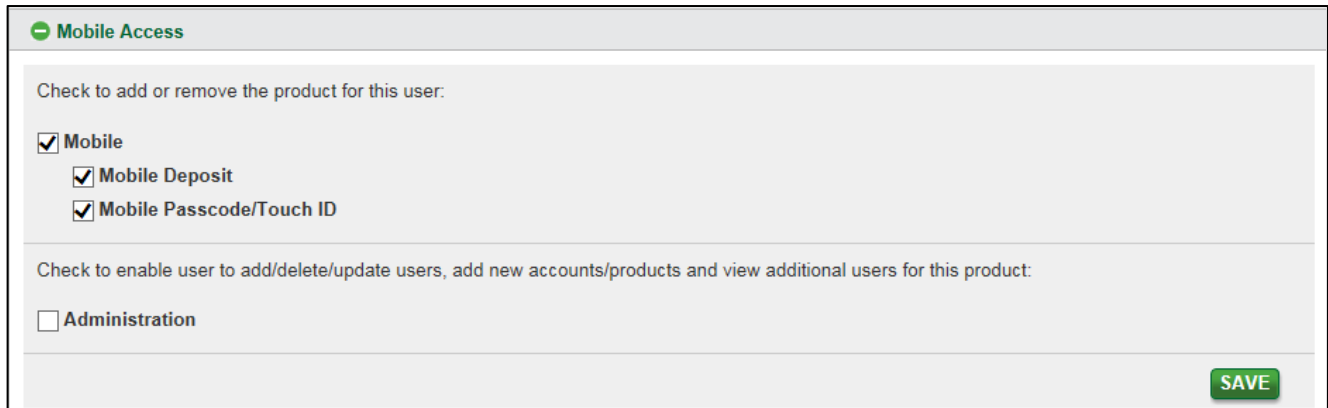
Copy Nicknames

SAVE

3. ADDING MOBILE BANKING PERMISSIONS

Expand the Mobile Banking section under User Permissions.

- Check the box for Mobile to give your user access. If your user will also be scanning checks from their phone, also check Mobile Deposit. If your user would like to use a 4 digit passcode to access the mobile app or use Touch ID, the option for Mobile Passcode/Touch ID should be checked. If you would like the user to be able to add the Mobile permission to other user profiles, check the Administration box. Click Save when done.



Mobile Access

Check to add or remove the product for this user:

- Mobile
 - Mobile Deposit
 - Mobile Passcode/Touch ID

Check to enable user to add/delete/update users, add new accounts/products and view additional users for this product:

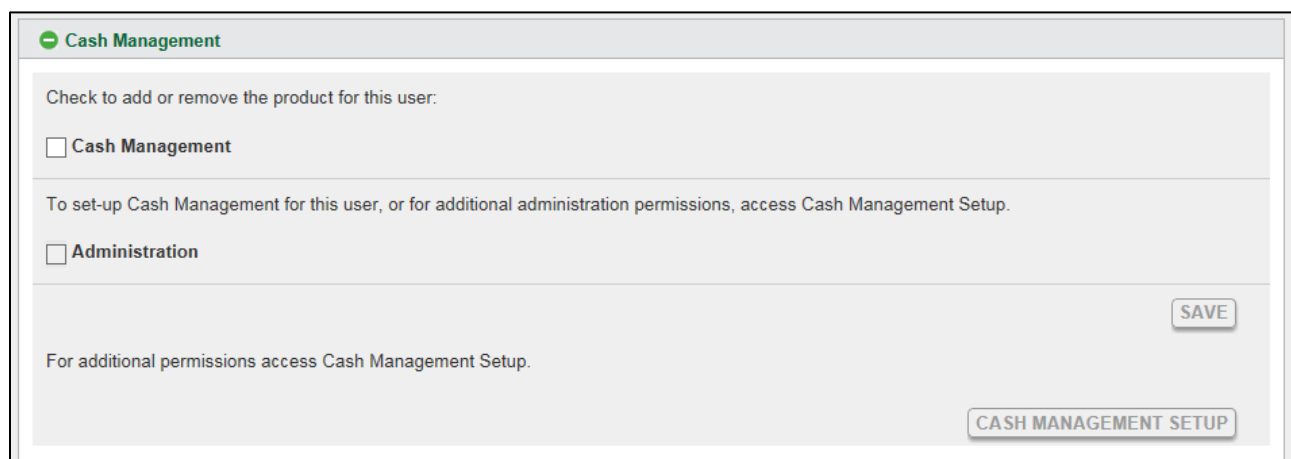
- Administration

SAVE

4. ADDING CASH MANAGEMENT PERMISSIONS

Expand the Cash Management section under User Permissions.

- Check the box for Cash Management to give your user access. To designate another user as a secondary administrator, check the Administration box. Click Save and then click on Cash Management Setup.



Cash Management

Check to add or remove the product for this user:

- Cash Management

To set-up Cash Management for this user, or for additional administration permissions, access Cash Management Setup.

- Administration

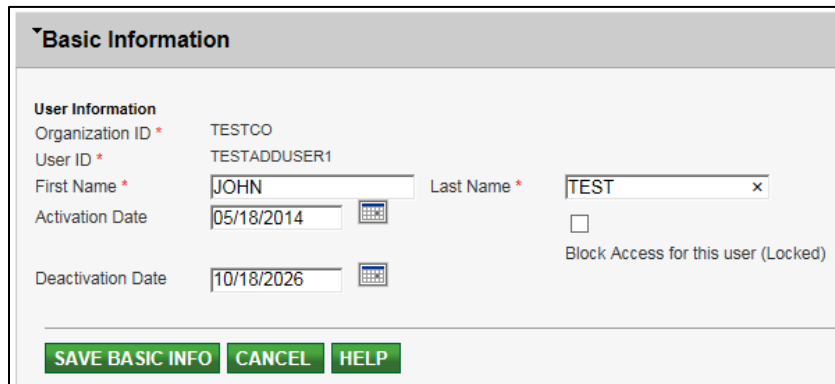
SAVE

For additional permissions access Cash Management Setup.

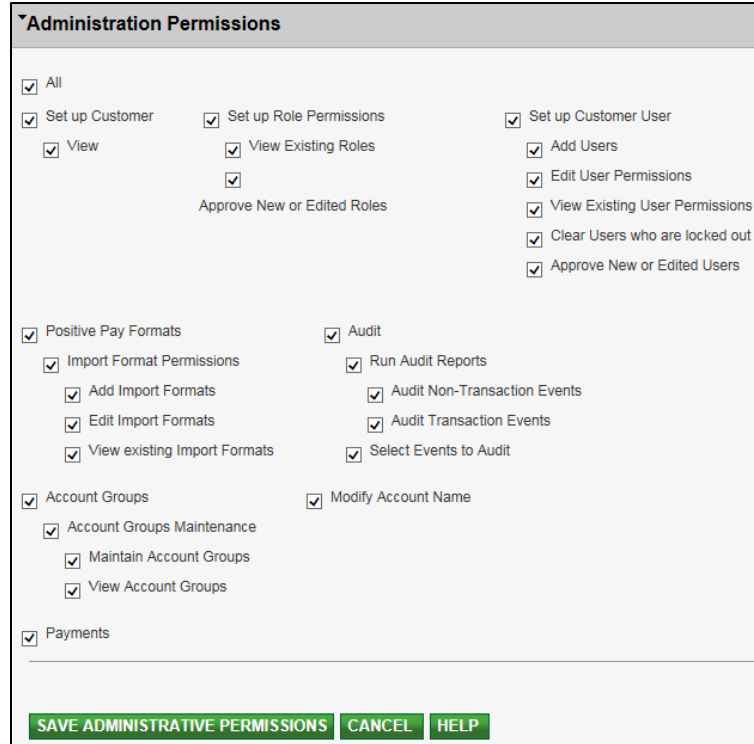
CASH MANAGEMENT SETUP

Within the Cash Management permissions, you will expand each gray bar to give your user different Cash Management Permissions.

- Under Basic Information, you can alter basic information and block access or deactivate a user. Click Save Basic Info to save any changes.



- Under Administration Permissions, you can select secondary admin access, positive pay format access, and payments access. We recommend that at least one user have the ability to approve users when using dual control. Select the Approve New or Edited Users box to assign secondary admin functions. When using positive pay, an import format will need to be created and any users that should have access to the import format should have that section selected. Any users that will need access to the ACH or Wire module will need the Payments box checkmarked. All other permissions can be selected as needed. Click Save Administrative Permissions when done.



- The Positive Pay section separates permissions for uploading check files and manually uploading check issues. Be sure to assign both if needed. Exception permissions should be assigned to anyone who will be submitting a decision on suspended checks. Monitor access acts as a search function for

exception items and issues. Click Save Positive Pay Permissions when done. The positive pay account will be designated in the Check Services Account Assignment section below.

Positive Pay Permissions

All

<input checked="" type="checkbox"/> Exception Permissions	<input checked="" type="checkbox"/> Maintenance (Manual)	<input checked="" type="checkbox"/> Monitor (View Status)
<input checked="" type="checkbox"/> View Check Exceptions	<input checked="" type="checkbox"/> Add Issue and Void Info	<input checked="" type="checkbox"/> Exceptions
<input checked="" type="checkbox"/> Pay Exceptions	<input checked="" type="checkbox"/> Change Check Status	<input checked="" type="checkbox"/> Issues
<input checked="" type="checkbox"/> Return Exceptions	<input checked="" type="checkbox"/> Maintenance (Import)	
<input checked="" type="checkbox"/> Pay Exceptions/Add Issue	<input checked="" type="checkbox"/> Import Issue and Void Info	
	<input checked="" type="checkbox"/> View Import Report	

- Alert Permissions give each user the ability to set up their own email alerts relating to ACH batches, wires and positive pay exceptions. Select the applicable alerts you would like your user to have access to and Click Save Alert Permissions.

Alert Permissions

All

Alert Types Internet Email

Balance Threshold

ACH Batch Rel Req'd-Summary

ACH Batch Rel Req'd-Intraday

Outgoing Wire- Intraday

Outgoing Wire- Summary

Incoming Wire Received

Exceptions Exist

Wires Removed From Tran List

- There are two sections under ACH Permissions. The first is Payment Types. It will list all applications (ie: payroll, vendor payments, etc) and companies. All users who need to access the ACH module should have Full ACH marked. Select the appropriate access for your user and click Save ACH permissions when done.

ACH Permissions

Payment Types | Limits & Permissions

Full ACH
Select the kinds of payments (Applications) this user can make by selecting at least one (1) offset account (Company). You must select payment types before setting limits.

Select all ACH Offset Account/Payment Type Combinations

Page 1 of 4 |< < 1 2 3 4 > >|

	4MT	ABC	ABP	DAP	GAP
Star Child Support (STC)	N/A	N/A	N/A	N/A	N/A
Utah Tax Payments (UTX)	N/A	N/A	N/A	N/A	N/A
Validator (VLD)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Vendor Collections (VPD)	N/A	<input checked="" type="checkbox"/>	N/A	N/A	N/A
Vendor Payments (VEN)	N/A	<input checked="" type="checkbox"/>	N/A	N/A	<input type="checkbox"/>
Vendor Payments (Without NTE) (VNN)	N/A	N/A	N/A	N/A	N/A

Access to Company List screen:

User can view Company List Batch Confirm User ID:

- The second section is Limits and Permissions. This is where you will assign database and transaction permissions. This section will also allow you to assign limits per user at a batch level as needed. The database permissions include add and delete for an online database, creating a batch, import and export as well as edit and view capabilities within a database. Any user who needs to add and edit databases and use them to create batches should have Add/Delete, Create Batch and Edit Summary and Detail. Import and export functions are optional. The transaction permissions relate to the batch after it has been created. Your options include Release, Delete, Report, Export and Validator. Validator should be marked for any user that needs to create or release a Validator batch. Select the other transaction permissions as needed and when done, click Save ACH Permissions.

ACH Permissions

Payment Types | Limits & Permissions

Enter amount(s) to set a baseline limit.

Amount Limits	Single Transaction	Batch Creation	Batch Release	Daily Release (Maximum: \$99999999.99)

Use Data Permissions to control this user's ability to add and edit information used to create transactions in Databases.

Database Permissions	Add/Delete	Create Batch	Import	Export	Edit/View
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit Summary & Detail

Use Transaction (Batch) Permissions to control this user's ability to release, view, export, report, import NACHA files, and delete ACH transactions.

Transaction Permissions	Release	Delete	Export	Report	Validator
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE ACH PERMISSIONS | CANCEL | VIEW SELECTIONS | HELP

- There are two tabs within the Wire section. The first is Payment Types. This will list all applications that you have access to within the wire module. Select the applications needed and click Save Wire Permissions when done.

Wire Permissions

Payment Types | Limits & Permissions

Select the wire payment types (applications) for this user below. Clicking the column header checkbox will select all applications. You can set limits and permissions.

<input type="checkbox"/>	Wire Application
<input checked="" type="checkbox"/>	Non Repetitive Fed
<input type="checkbox"/>	Non-Repetitive Internal
<input checked="" type="checkbox"/>	Non-Repetitive Intl USD
<input type="checkbox"/>	Repetitive Fed

SAVE WIRE PERMISSIONS | CANCEL | HELP

- The second tab is Payment Types. In this section you can assign permission to setup and approve wire templates, and set daily wire limits. For each wire application (ie: semi-repetitive fed), you can designate the following authorities: enter, approve, release and delete. The security procedure that you select on your wire agreement will determine whether or not you have the approve step in your process. Any user who has release access must also have a wire pin per your wire agreement. When all permissions have been granted, click Save Wire Permissions.

Wire Permissions

Payment Types
Limits & Permissions

Wire Functions

 Setup Wire Import Format
 Setup Wire Templates
 Browser Wire Import
 Approve Wire Templates
 Wire Groups

Amount Limits

Maximum Daily Release:

Maximum Wire Batch:

Select Limits/Actions By: Wire Applications

Set Defaults For:

Enter/Revise Delete Approval 1 Approval 2 Approval 3 Release

Default Limit Default Limit Default Limit Default Limit Default Limit Default Limit Save Defaults Reset

Assign permissions by first selecting an option from the dropdown. Use the same option for all user setups. Default Limits may be saved for all or updated separately. Column width may be adjusted to view full text. Scroll right to entitle Permissions for Release.

IMPORTANT NOTE: To set up Approval 2, Approval 3, or variable Limit Permissions, please contact the Bank for assistance.

Wire Application	Enter/Revise		Delete		Approval 1		Per
	Permissions	Limit	Permissions	Limit	Permissions	Limit	
<input type="checkbox"/> Non Repetitive...	<input type="checkbox"/>	Enter/Revise	<input type="checkbox"/>	Delete	<input type="checkbox"/>	Approval 1	
<input type="checkbox"/> Non-Repetitive...	<input type="checkbox"/>	Enter/Revise	<input type="checkbox"/>	Delete	<input type="checkbox"/>	Approval 1	
<input type="checkbox"/> Semi Repetitiv...	<input type="checkbox"/>	Enter/Revise	<input type="checkbox"/>	Delete	<input type="checkbox"/>	Approval 1	
<input type="checkbox"/> Semi-Repetitiv...	<input type="checkbox"/>	Enter/Revise	<input type="checkbox"/>	Delete	<input type="checkbox"/>	Approval 1	

SAVE WIRE PERMISSIONS
CANCEL
HELP

- The Reporting Permissions section will show all Information Reporting and Special Reports that you have enrolled in. Add reports for your user as needed and click Save Reporting Permissions when done.

Reporting Permissions

	Name	Description	Type
<input type="checkbox"/>	Prior Day Combined Report	Prior Day Summary and Detail	Previous Day
<input type="checkbox"/>	Prior Day Detail	Prior Day Detail	Previous Day
<input type="checkbox"/>	Prior Day Summary	Prior Day Summary Totals	Previous Day

Special Reports

	Name	Description	Type
<input type="checkbox"/>	0102	FNO Analysis Statements	Daily
<input type="checkbox"/>	0103	FNO Wire Statements	Daily
<input type="checkbox"/>	0107	FNO ACH Addenda Statements	Daily

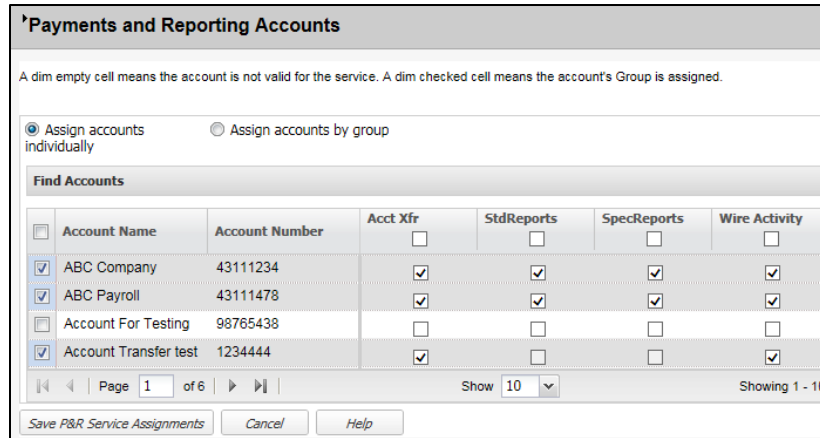
ACH-Based Account Transfer Options

Maximum Daily Transfer Amount:

Maximum Single Transfer Creation:

SAVE REPORTING PERMISSIONS
CANCEL
HELP

- The Payments and Reporting Permissions section allows you to select accounts to have reporting and wire access to. StdReports are for your Information Reporting and SpecReports are for Special Reports such as ACH Returns. You can also select Wire Activity and Wire Transfers for the accounts you have access to. When done, click on Save P&R Service Assignments.



Payments and Reporting Accounts

A dim empty cell means the account is not valid for the service. A dim checked cell means the account's Group is assigned.

Assign accounts individually Assign accounts by group

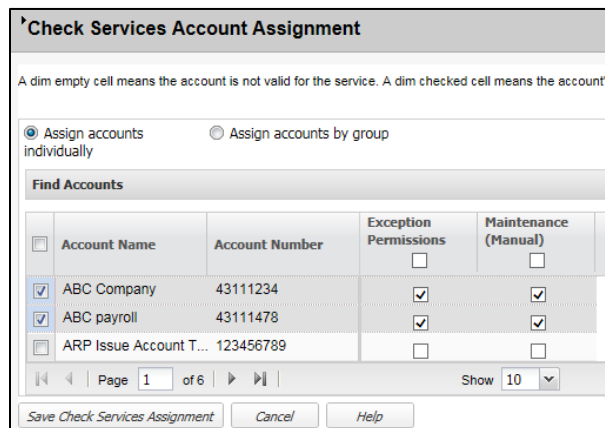
Find Accounts

<input type="checkbox"/>	Account Name	Account Number	Acct Xfr	StdReports	SpecReports	Wire Activity
<input checked="" type="checkbox"/>	ABC Company	43111234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ABC Payroll	43111478	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Account For Testing	98765438	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Account Transfer test	1234444	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Page 1 of 6 Show 10 Showing 1 - 10

Save P&R Service Assignments Cancel Help

- The Check Services Assignment section is where you will see your positive pay account(s). Select Exception and Maintenance permissions as needed and click Save Check Service Assignments when done.



Check Services Account Assignment

A dim empty cell means the account is not valid for the service. A dim checked cell means the account's Group is assigned.

Assign accounts individually Assign accounts by group

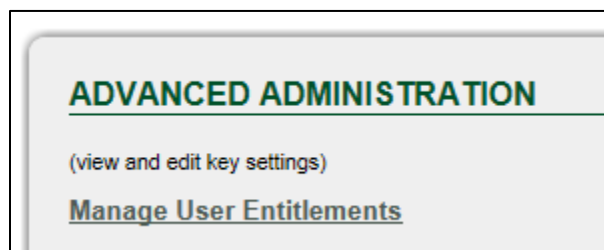
Find Accounts

<input type="checkbox"/>	Account Name	Account Number	Exception Permissions	Maintenance (Manual)
<input checked="" type="checkbox"/>	ABC Company	43111234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ABC payroll	43111478	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ARP Issue Account T...	123456789	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 6 Show 10

Save Check Services Assignment Cancel Help

- When you have finished adding Cash Management permissions for your user, a second user with the appropriate permissions will need to approve the user so that the access becomes active. The second user will go to Transactions and then click on Cash Management Setup.
- Under the Advanced Administration section, click on Manage User Entitlements.



ADVANCED ADMINISTRATION

(view and edit key settings)

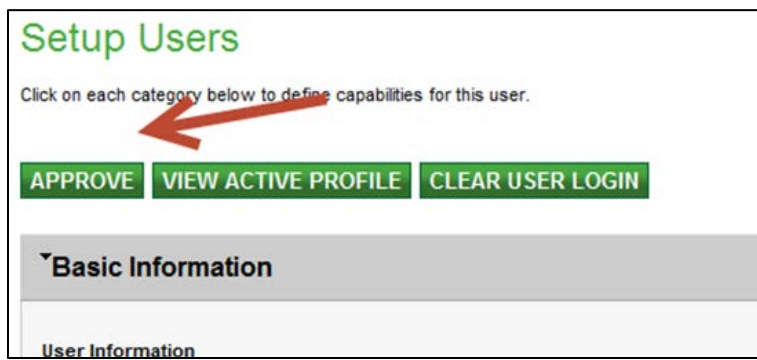
[Manage User Entitlements](#)

- Click on the green Search button to view all users. The new or edited user will show a Status Description of Pending Approval. Click on the user name.

Results 1-27 of 27

<input type="checkbox"/>	User Name	User ID	Organization ID	Status Description	Logged In	
<input type="checkbox"/>	Test Wire	RELEASE1	WIRESTEVE	Pending Approval		Entitlements Report
<input type="checkbox"/>	User, Release Only	REL_ONLY	WIRESTEVE	Active		Entitlements Report

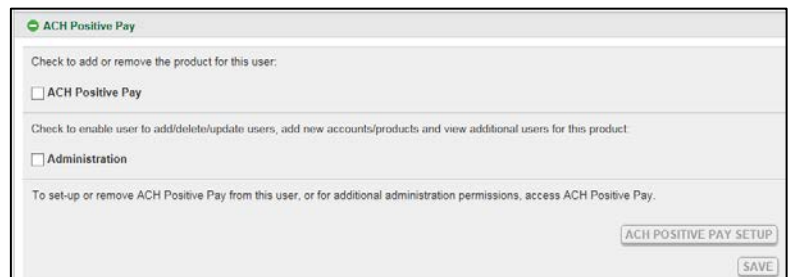
- Click on the green Approve button. You will then see a confirmation message that the user has been approved.



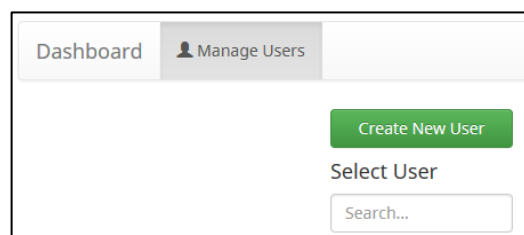
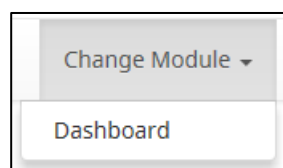
5. ADDING ACH POSITIVE PAY PERMISSIONS

Expand the ACH Positive Pay section under User Permissions.

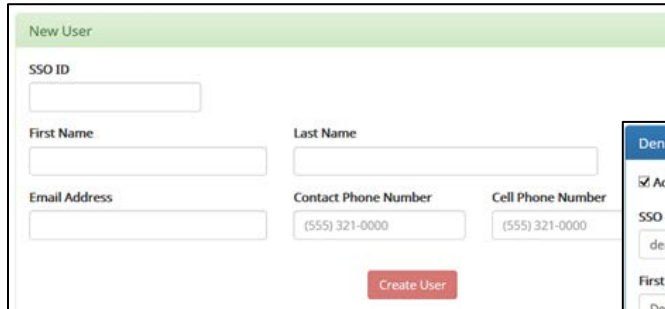
- Check the ACH Positive Pay box to give access to the module and click Save. If you would like to have a secondary administrator, please contact the Treasury Support team to authorize an additional administrator in the system on your behalf. Click on ACH Positive Pay Setup to continue to the ACH Positive Pay system.



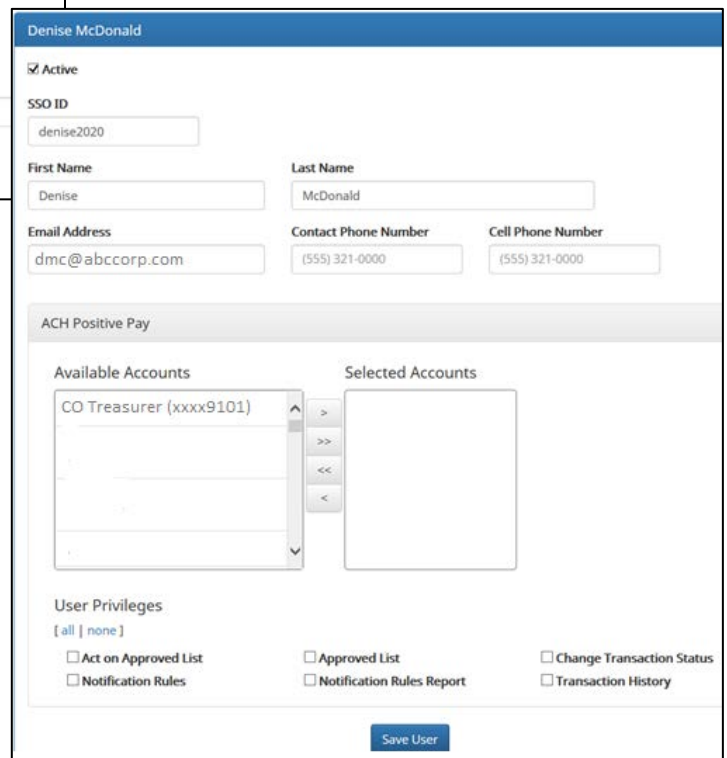
- Go to the Dashboard by clicking on Change Module on the right and then on Dashboard. Then click on Manage Users.



- Click on Create New User. The ID that is used by your employee to log into Commercial Banker should be put in the SSO ID field. **This must be entered in all lowercase letters in order for your user's access to work correctly.** Fill in your user's name, email address and phone number and click on Create User.



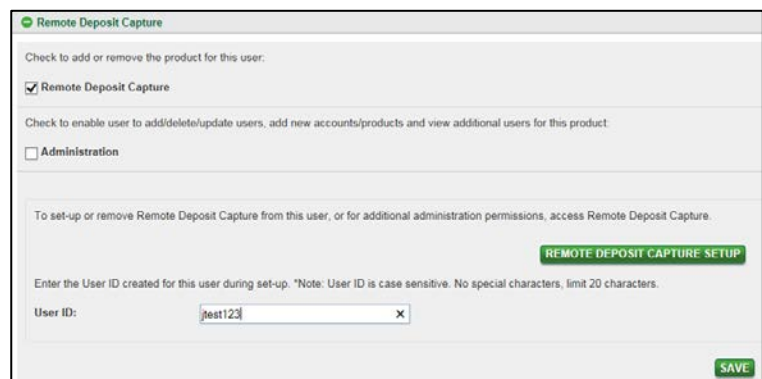
- Then choose which account(s) your user should have access to by clicking on an account number and then click the first right arrow to move the account number to the Account(s) Selected box. You can also click, drag and drop the account number in the Selected Accounts box. Click Save User when done.
- Note:** If you would like a user to have administrator access for ACH Positive Pay, please contact the Treasury Support team to authorize an additional administrator in the system on your behalf.



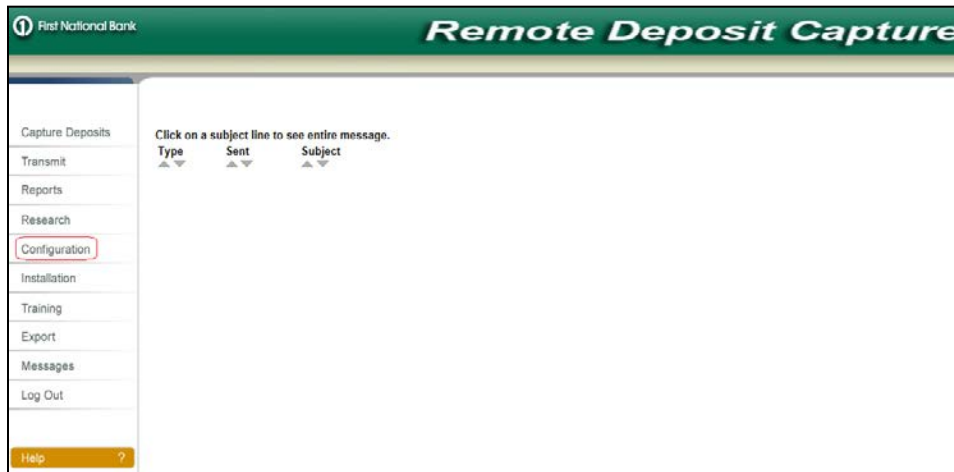
6. ADDING REMOTE DEPOSIT CAPTURE PERMISSIONS

Expand the Remote Deposit Capture section under User Permissions.

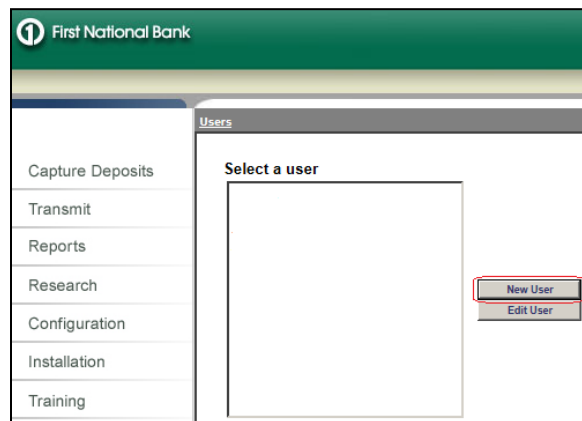
- Select Remote Deposit Capture. If you would like the user to have admin rights, checkmark the Administration box. Add your user's ID in the User ID field – this must match exactly for the access to work correctly. Click Save and then click on Remote Deposit Capture Setup.



- The Remote Deposit Capture system will open in a new window (pop-up blockers must be turned off). From the left menu bar, click on Configuration.



- Click on New User.

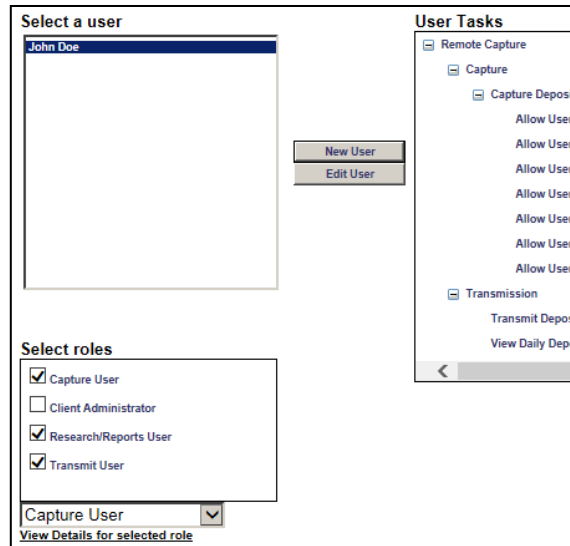


- Fill in the user's name, their login name (which must match their user ID exactly), initials and password. Use *1stnational!* as the password for this field. The user does not need to know this password but one must be entered in this field since it is a system requirement.

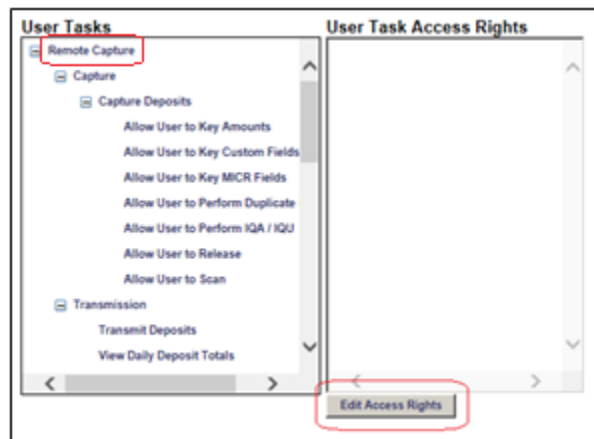
User Management

<p>Login Parameters</p> <p>User Name: <input type="text" value="John Doe"/></p> <p>Description: <input type="text" value="user"/></p> <p>Login Name: <input type="text" value="jdoebank1"/></p> <p>Initials: <input type="text" value="jd"/></p> <p>New Password: <input type="password" value="*****"/></p> <p>Confirm Password: <input type="password" value="*****"/></p>	<p>Rules</p> <p><input type="checkbox"/> Account is Locked</p> <p><input checked="" type="checkbox"/> User must change password at next login</p> <p><input type="text" value="60"/> Days before password expires</p> <p><input type="text" value="5"/> Allowed failed login attempts</p> <p><input type="text" value="60"/> Inactive days before locking</p>
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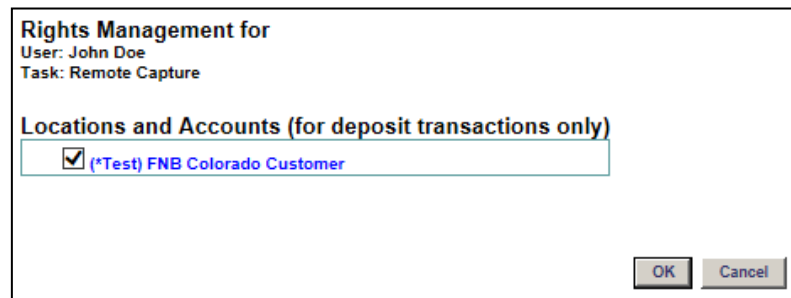
- Select your user from the user list to assign permissions. Under Select Roles, checkmark which roles the user should have.



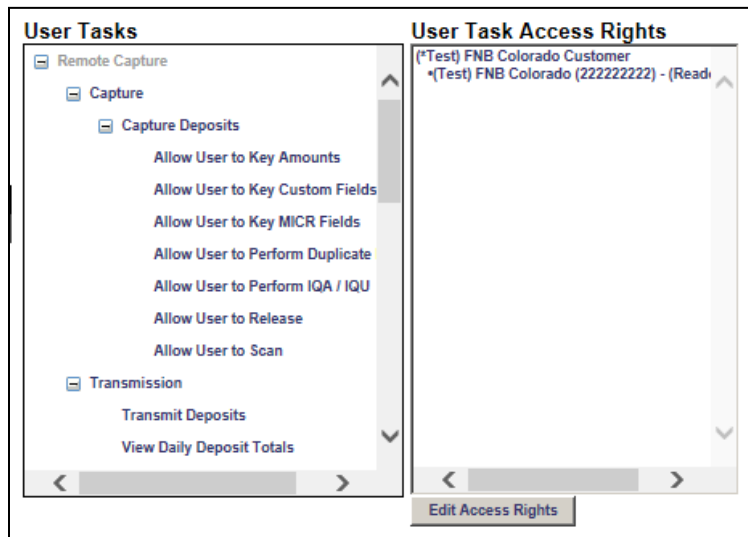
- Under User Tasks, click on Remote Capture and then click on Edit Access Rights.



- Under Rights Management, click on the Location and Account that the user should have access to. If your setup includes multiple locations and/or accounts, you can select specific access per user if that user does not need access to each location and account. Click OK when done.



- You will be taken back to the user list. If you click on the User Tasks Remote Capture again, you will see the Location and Account listed under User Task Access Rights.



7. ADDING LOCKBOX ARCHIVE PERMISSIONS

Expand the Lockbox Archive section under User Permissions.

- To assign access, checkmark Lockbox Archive. If you would like the user to have administrator rights, check the Administration box and then the Admin User Group that will populate below. If your user does not need administrator permissions, check any user groups that your user should have access to and click Save when done.

Lockbox Archive

Check to add or remove the product for this user:

Lockbox Archive

Check to enable user to add/delete/update users, add new accounts/products and view additional users for this product:

Administration

Select User Group [Select All](#) | [Deselect All](#)

Admin All Lockbox

Lockbox Archive

Check to add or remove the product for this user:

Lockbox Archive

Check to enable user to add/delete/update users, add new accounts/products and view additional users for this product:

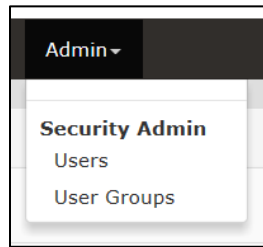
Administration

Select User Group [Select All](#) | [Deselect All](#)

Lockbox User

[Access Lockbox Archive](#) |

- To view all users that are setup with access to the Lockbox Archive, click on the Access Lockbox Archive link. Go to Admin and click on Users.



- You will see the User ID, name and email address of all users that are setup with access to the Lockbox Archive. **This functionality is view only** – if a user needs to have access removed or if a user ID needs to be deleted entirely, return to Commercial Banker, go to Administration and click on Manage Users.

User Management						
<input type="checkbox"/>	Login Name ▲	Last Name	First Name	MI	Email Address	# of Groups
	<input type="text" value="Login Name Filte"/>	<input type="text" value="Last Name Filte"/>	<input type="text" value="First Name Filte"/>		<input type="text" value="Email Address I"/>	
<input type="checkbox"/>	IDMFNBO	User	Test		user@email.com	1

APPENDIX

1. ADMINISTRATOR TIPS

The following tips are just a few things you should keep in mind when setting up users in your company.

Segregation of Duty – Our default settings include dual control for administration, ACH and wires. Any new or edited users added by the administrator will have to be approved by a second user who has permission to approve users. All ACH batches must be created by one user and released by a second user. Any maintenance to repetitive ACH batches must be approved before becoming effective. All wire transfers must be created by one user and released by a second user. All wire templates must be approved before being used.

- When setting up a wire template, make sure to have a second person double check the accuracy before approving so there are no errors when sending transactions.
- Separate the duty of template entry from the office personnel that send transactions out using these templates.
- Make sure you have adequate duty separation between your accounts payable, receivable, and statement reconciliation responsibilities.

If you have any questions regarding online access, please contact your Corporate Treasury Services Support Team. Thank you for choosing First National Bank!