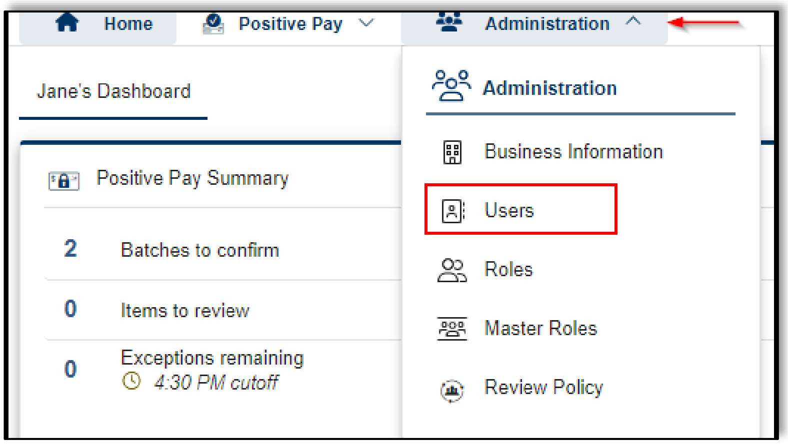
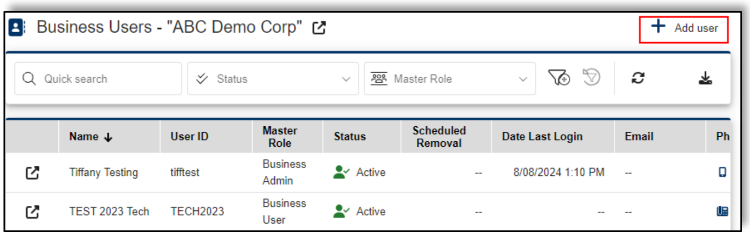
POSITIVE PAY – USER ADMINISTRATION

This guide provides instructions for viewing and adding users.



Viewing Users

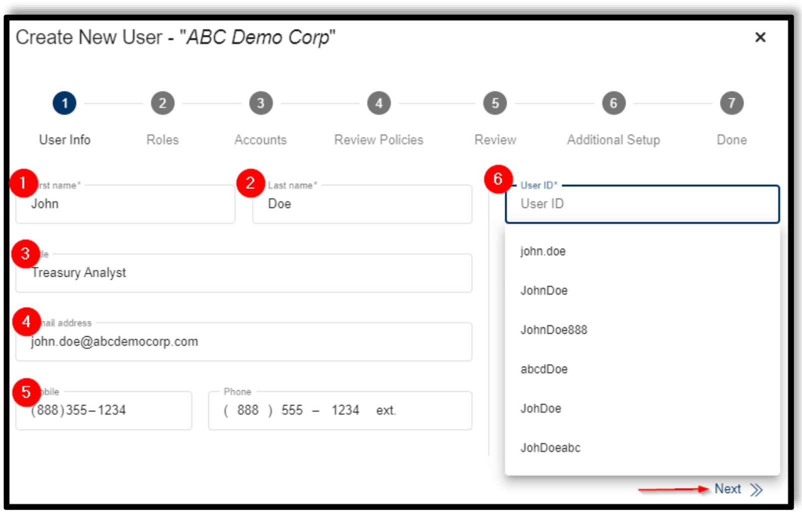
From the home dashboard, click on the **Administration** menu item and select ***Users*** from the dropdown menu. This will take you to the list of users as well as the option to Add a User.



Adding Users

STEP 1:

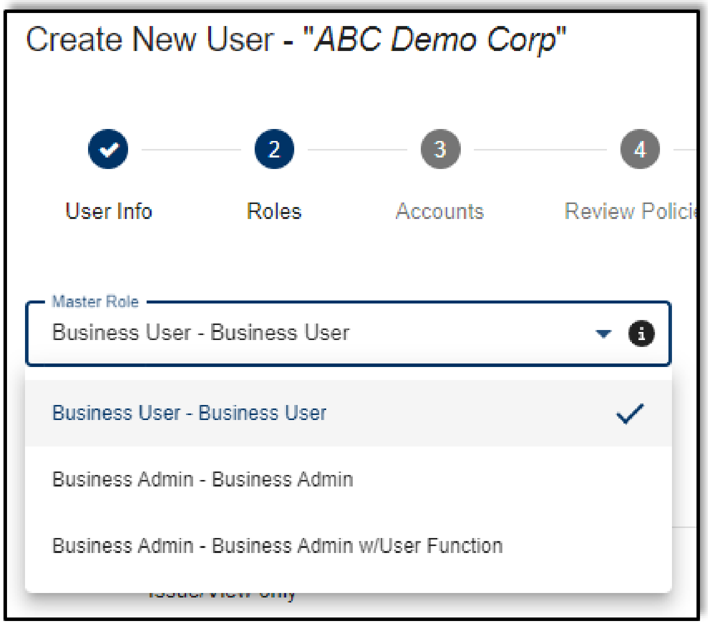
Select ***+Add user*** at the top right corner of the Business Users screen. A list of all users is displayed, including a general overview of the Master Roles for each user.



- Enter the information as indicated.
- The first and last names, email address and a phone number are required. Providing a mobile number allows the user to set up SMS/Text alerts *(coming soon)*.

A unique user sign on ID will need to be created.

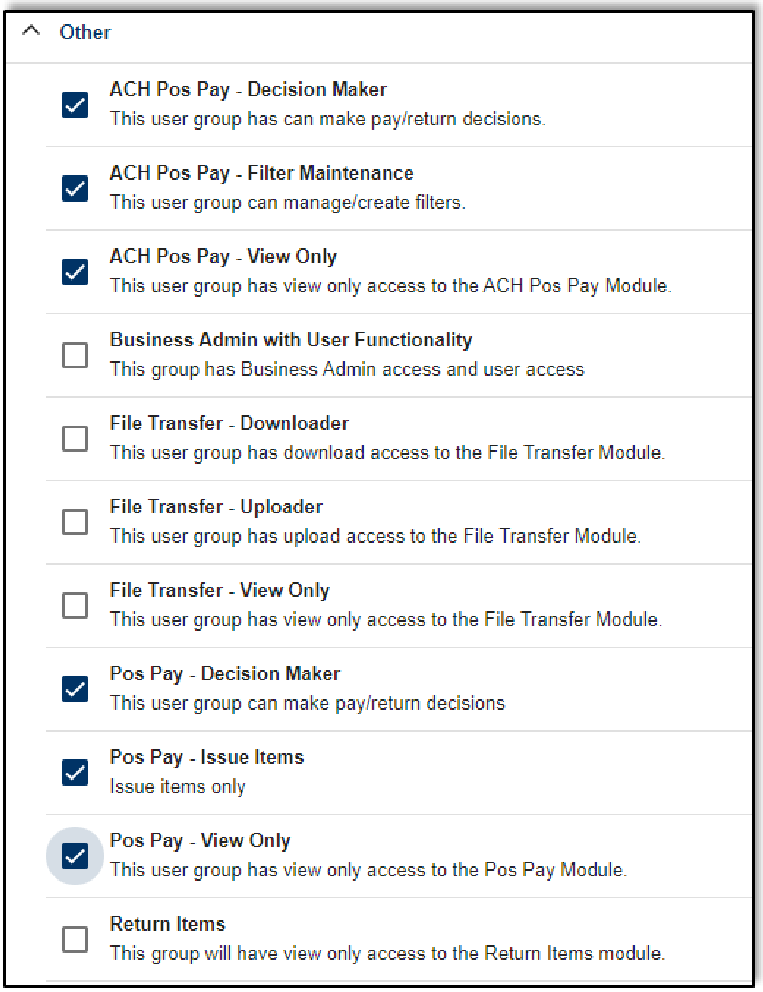
- Select one of the recommended options displayed by the system or create a unique *User ID.*
- Select *Next* at the bottom of the screen.



STEP 2:
Master Roles are used as templates to provide a convenient way to assign a user the appropriate set of permissions easily. There are 3 typical Master Roles that can be used. Master Roles and access are contingent on the roles established in the following step (Step 3).

- Select a **Master Role** from the dropdown selections.
  - **Business User – Business User**: The Business User can access functions assigned to the user by the Business Admin. This is designated for users that will have general access, can decision items and enter issued checks in the system.
  - **Business Admin – Business Admin**: Users have administrative functions to provision access; add users and assign access. The Admin is able to unlock users and reset passwords.
  - **Business Admin – Business Admin w/ User Function**: This role should be selected for users that perform both user functions, such as decisioning items or entering issued checks, as well as administrative or user provisioning functions.

NOTE: It is advised to have at least 2 designated Administrators.



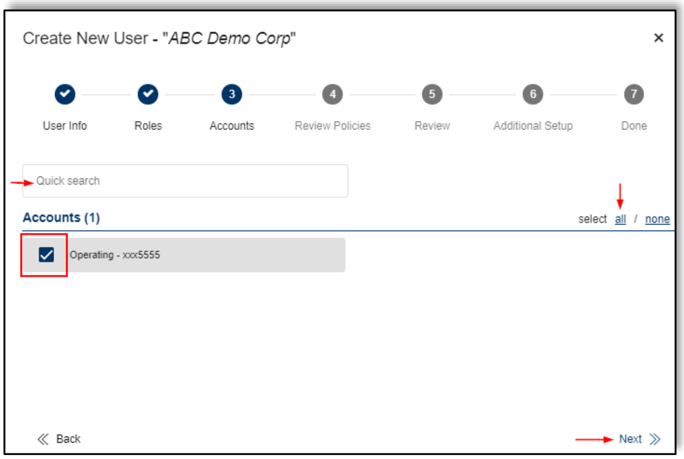
Example 1

In the above example, this user would have access to issue and decision items for Positive Pay.
The user would have access to create ACH filters and decision ACH Positive Pay exceptions.
This user would not have the ability to add, modify, nor delete users.

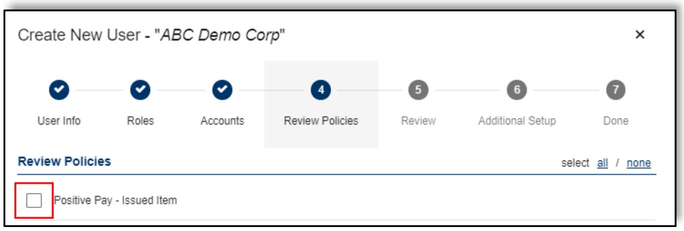
STEP 3:
Establish the Roles of the User for each application.

- **ACH Pos Pay – Decision Maker:** Users will have the ability to decision any ACH items to pay or return.
- **ACH Pos Pay – Filter Maintenance:** User will have the ability to create and manage ACH filters.
- **ACH Pos Pay – View Only:** User will have ability to view any items that clear.
- **Business Admin with User Function:** This role will allow the user to have administrative functions to add or remove any users as well as perform any user maintenance. For example, if the user does not have daily functions and administers access only, this would be the only selection needed for that user.
- **Pos Pay – Decision Maker:** Users will have the ability to decision any check exception items to pay or return.
- **Pos Pay – Issue Items:** User will have the ability to enter issued check items or to import issued check files.
- **Pos Pay – View Only:** User will have ability to view any items that clear.

Click ***Next*** at the bottom of the screen.

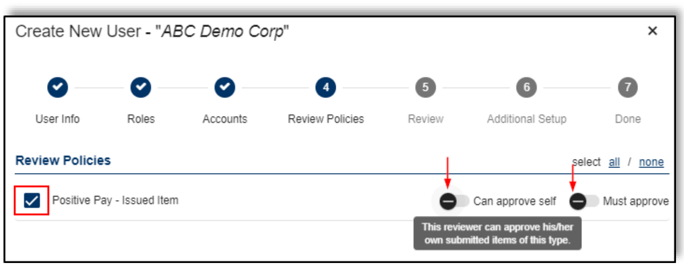


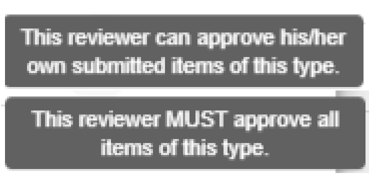
STEP 4:
Select the desired accounts for the user. The selection of ***all*** will assign the user to all accounts.
Click ***Next***.



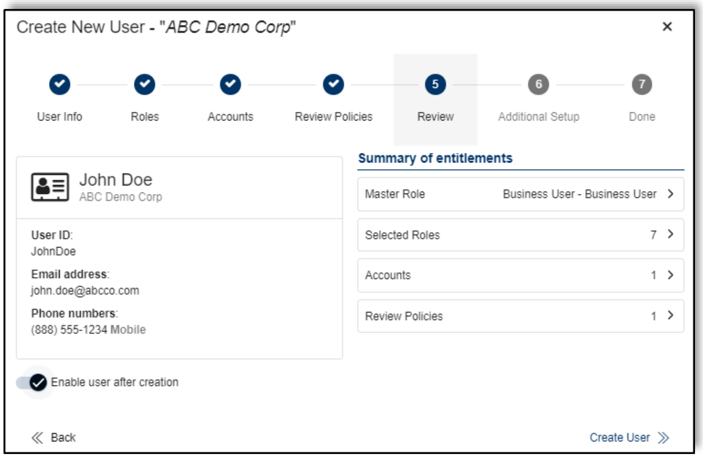
STEP 5:
Review Policies
If an account has been set up with dual control, this next step for *Review Policies* will appear. In this case, dual control is set up for Issued Items.

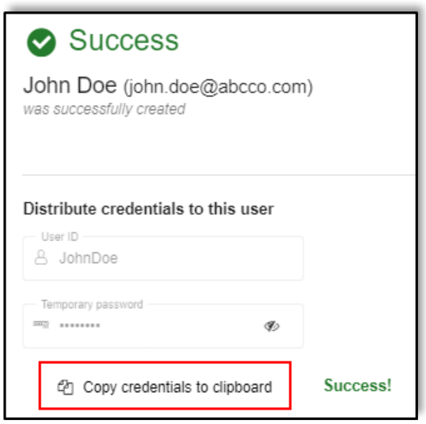
- By leaving the box unchecked, this user would not be able to function as a “Reviewer” for Issued Items. *(This can be added later through Admin controls).*





- Checking the Positive Pay-Issued Items will entitle the user to be a “reviewer” for dual control functions. You can further select an additional setting if desired.
  (1) **Can approve self**: This reviewer can approve his/her own submitted items of this type.
  (2) **Must approve**: This reviewer MUST approve all items of this type.





STEP 6:
Review

General user information and a Summary of entitlements are presented for review.

- Click the arrow to the right of Roles and accounts to review or make changes to the entitlements.

Note: Be sure to select the *Next* option at the bottom right of the screen rather than the top right "**X**" which will close the window and cancel the setup of that user.

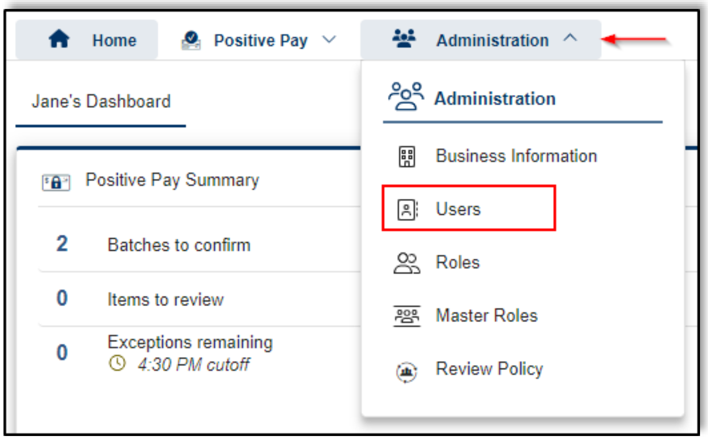
The Enable user after creation is defaulted ON with a checkmark. You can slide this to the off position if you are adding users ahead of the start date and would like to delay their access.

Finally, click ***Create User***.

A confirmation will appear indicating the permissions were successfully updated (In Green).

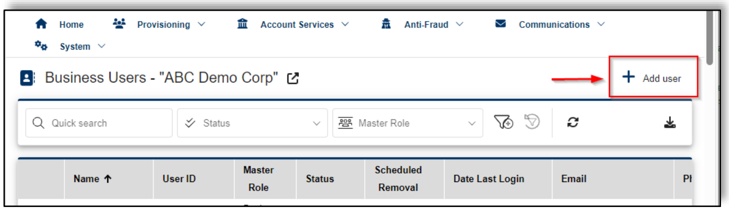
By clicking on *Copy credentials to clipboard*, you can easily paste the new User ID and Temporary password to new user's email.

Example:
User ID: JohnDoe
Temp password: 4dmvvmdg2y



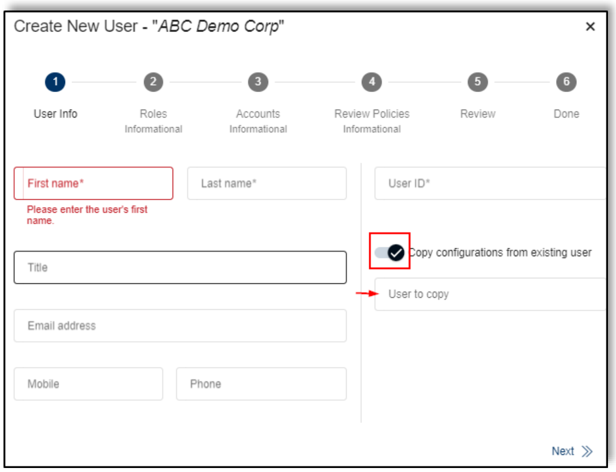
Adding New User – (Copy Existing User)

Use the **Copy User** feature to quickly create a new user with the same roles and account entitlements as another user.

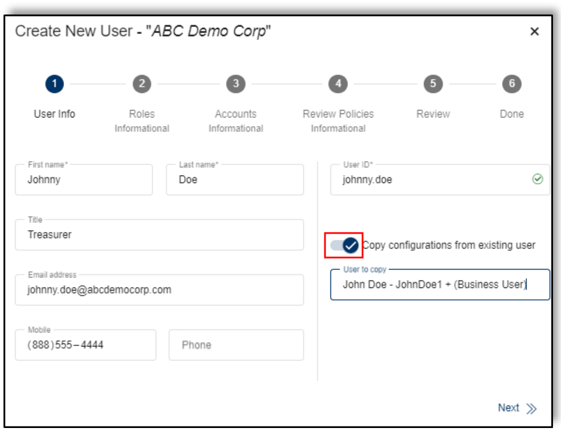


STEP 1:

- Under *Administration*, navigate to the Users list and then select ***Add User***.

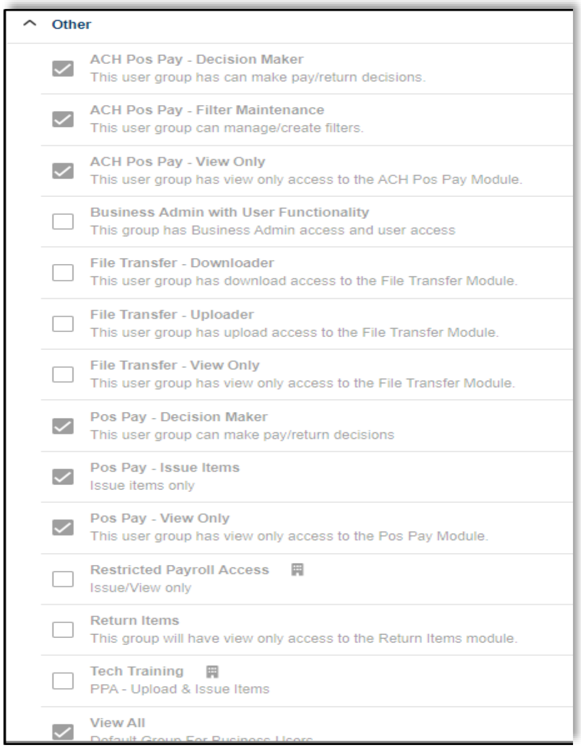


- Complete the User Info screen. Enter the new user's name, email address, mobile phone number, and unique user ID,
- Select ***Copy Configurations from Existing User*** radio button and select a user from the drop-down list.
- Click ***Next***.

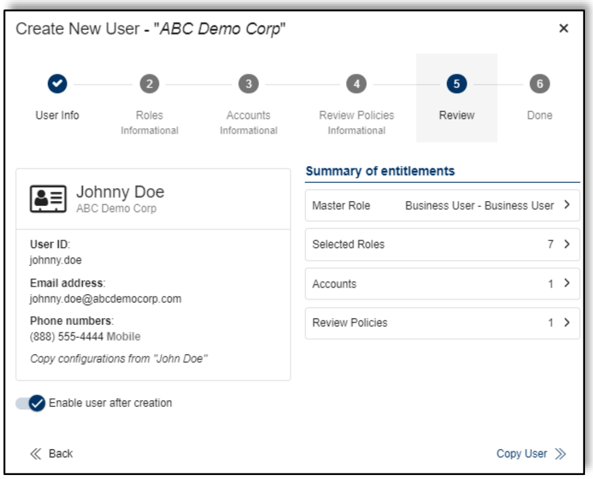


STEP 2:

- Review the summary of entitlements and User Information.
- Click the ***Next*** arrow at bottom right-hand corner of screen.

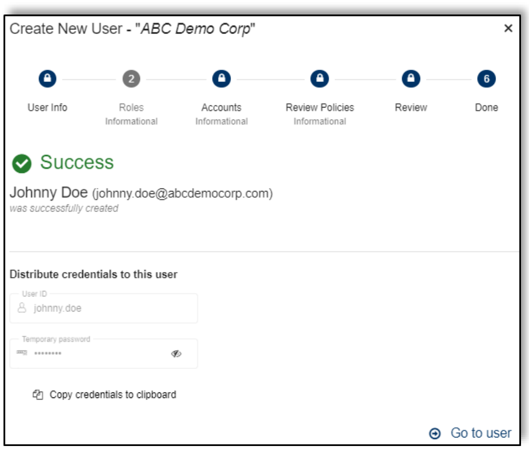


- Click ***Copy User*** at the bottom of the screen.

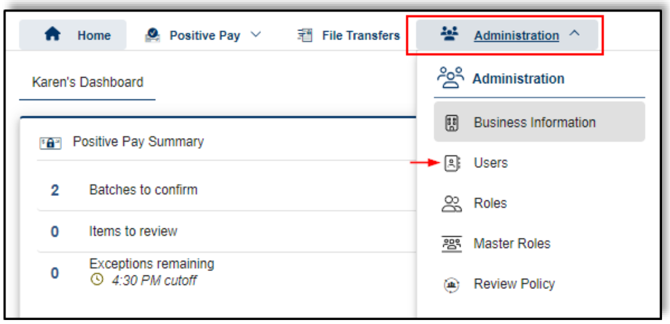


STEP 3:

A "Success" confirmation will appear indicating the user was successfully created.



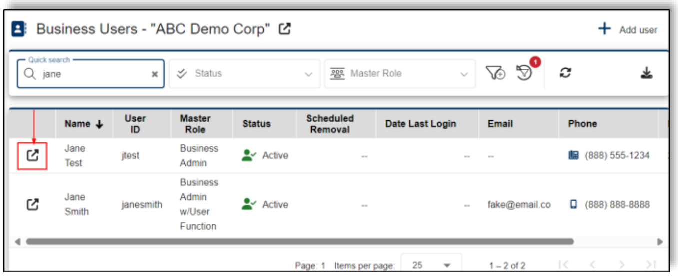
Modifying User*



STEP 1:

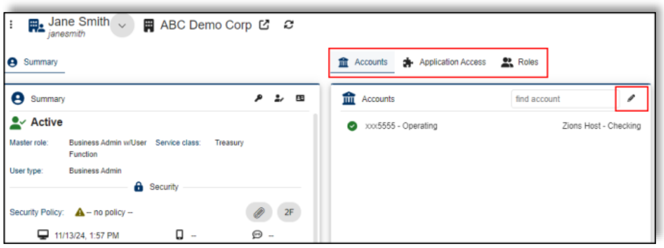
- Click ***Administration*** and select *Users* from the dropdown options.

**Note: Only users with Business Admin roles will have permissions to edit users.*



Select the User by either

a. Entering the name in the Quick Search of top menu, or
b. Clicking the *Go To* icon next to the User's name.

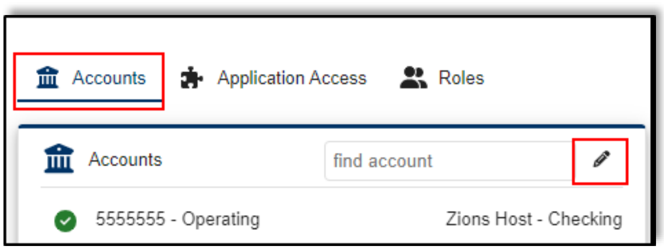


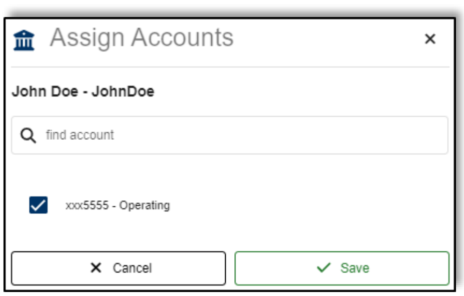
STEP 2:

Once you have selected the user to edit, this will bring you to their dashboard.

Here you can view and administer access to any of the three options:

1. Accounts
2. Application Access
3. Roles

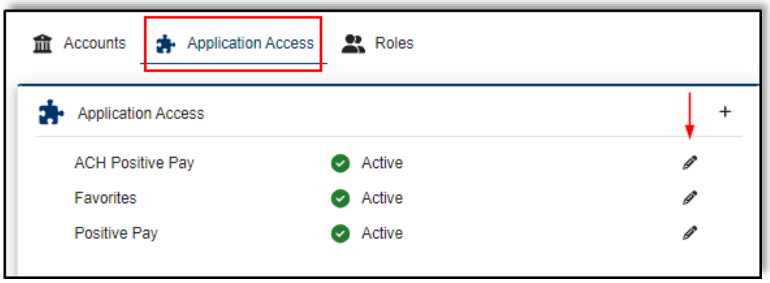




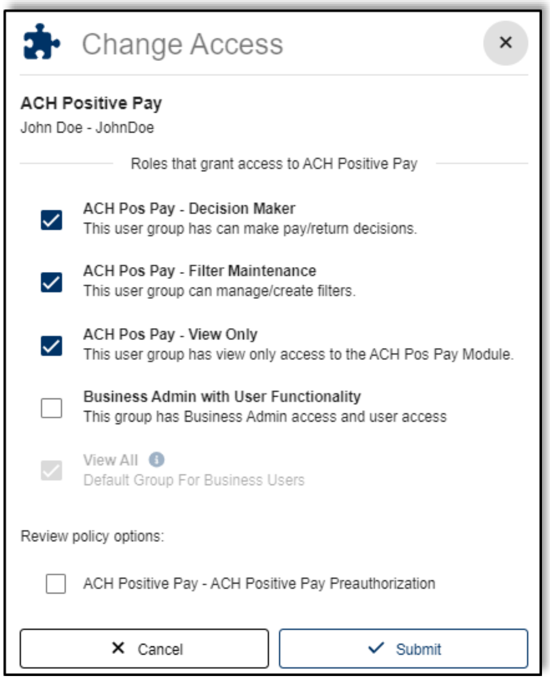
STEP 3: ACCOUNT ACCESS

Click on the Pencil Icon to modify the account(s) the user should have access to.
(In this example, there is only one account to choose from).

STEP 4: APPLICATION ACCESS

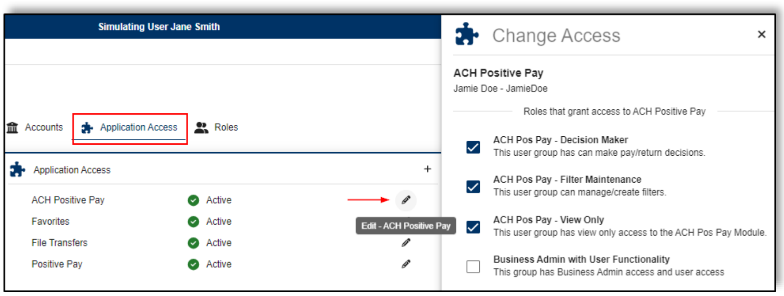


Selecting the Pencil icon to the right of each application will expand the access options for each application.



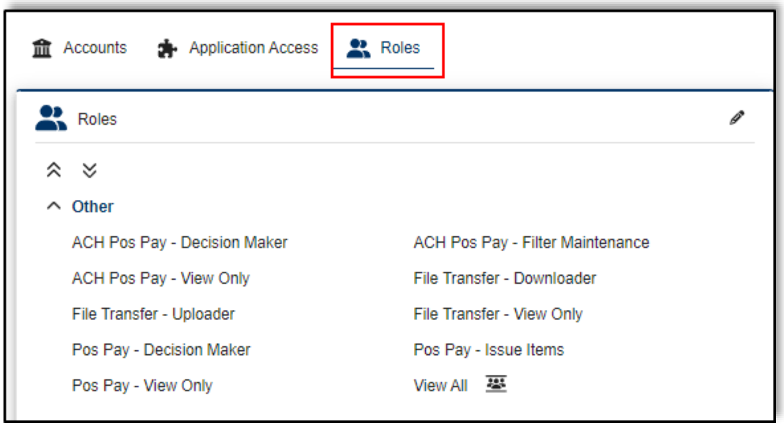
Based on the Master Role established in the beginning of the user's setup, general access is defaulted for the designated roles. Further limitations can be administered here.

The Change Access screen will rollout out on the right-hand side of the screen. Deselecting the checkboxes allows administrators to control/remove access to things like decisioning.

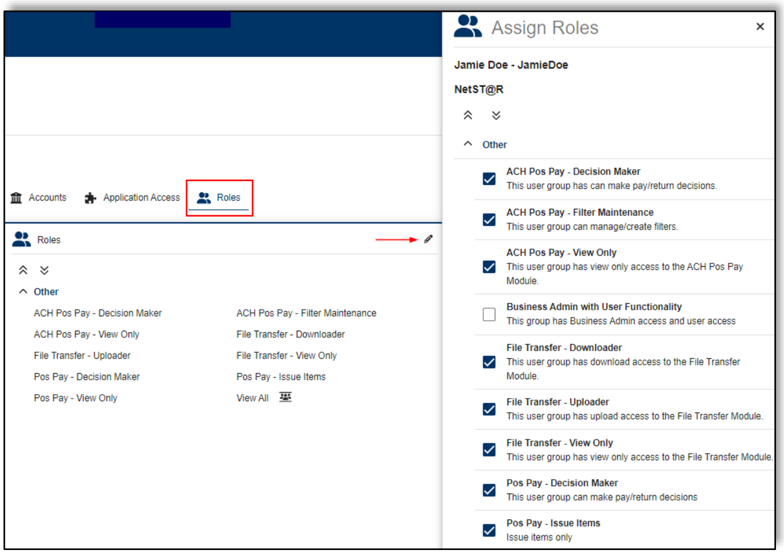


In this example, if this user should not have the ability to add ACH filters, unchecking the box next to *ACH Pos Pay - Filter Maintenance* will remove those permissions.

STEP 5: ROLES



Selecting the Pencil icon to the review or modify the Roles of a user.



Based on the Master Role established in the beginning of the setup, general access is defaulted for such roles and will indicate the existing access within the Assign Roles listing, similar to the Application Access listing above.

Unchecking the checkboxes allows administrators to control/remove access to things like Decision Maker (decisioning).

Select Save at the bottom of the screen to apply changes.

A confirmation will appear indicating the permissions were successfully updated.