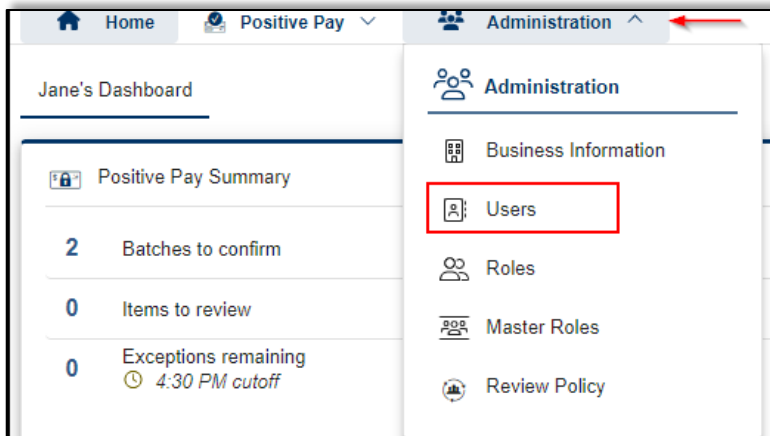


POSITIVE PAY – USER ADMINISTRATION

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.

Business Users - "ABC Demo Corp" + Add user

Quick search Status Master Role

	Name ↓	User ID	Master Role	Status	Scheduled Removal	Date Last Login	Email	Ph
	Tiffany Testing	tiffest	Business Admin	Active	--	8/08/2024 1:10 PM	--	
	TEST 2023 Tech	TECH2023	Business User	Active	--	--	--	

Create New User - "ABC Demo Corp"

1 User Info 2 Roles 3 Accounts 4 Review Policies 5 Review 6 Additional Setup 7 Done

1 First name John 2 Last name Doe 6 User ID User ID

3 Job Treasury Analyst

4 Email address john.doe@abcdemocorp.com

5 Mobile (888) 355-1234 Phone (888) 555 - 1234 ext.

john.doe
JohnDoe
JohnDoe888
abcdDoe
JohDoe
JohDoeabc

Next >>

- 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.

Create New User - "ABC Demo Corp"

1 User Info 2 Roles 3 Accounts 4 Review Policies

Master Role

Business User - Business User

Business User - Business User ✓

Business Admin - Business Admin

Business Admin - Business Admin w/User Function

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.

^ Other

☒	ACH Pos Pay - Decision Maker This user group has can make pay/return decisions.
☒	ACH Pos Pay - Filter Maintenance This user group can manage/create filters.
☒	ACH Pos Pay - View Only This user group has view only access to the ACH Pos Pay Module.
☐	Business Admin with User Functionality This group has Business Admin access and user access
☐	File Transfer - Downloader This user group has download access to the File Transfer Module.
☐	File Transfer - Uploader This user group has upload access to the File Transfer Module.
☐	File Transfer - View Only This user group has view only access to the File Transfer Module.
☒	Pos Pay - Decision Maker This user group can make pay/return decisions
☒	Pos Pay - Issue Items Issue items only
☒	Pos Pay - View Only This user group has view only access to the Pos Pay Module.
☐	Return Items This group will have view only access to the Return Items module.

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.

This reviewer can approve his/her own submitted items of this type.

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**.

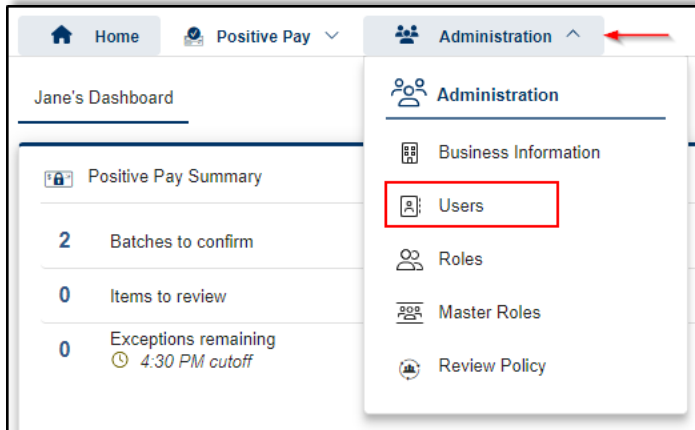
A confirmation will appear indicating the permissions were successfully updated (In Green).

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

Example:

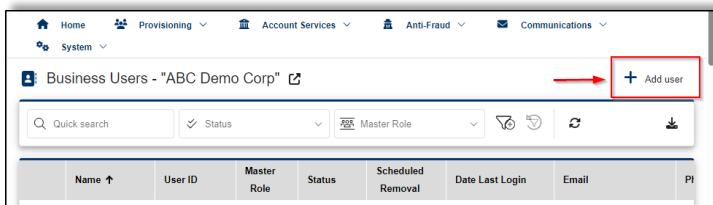
User ID: JohnDoe

Temp password: 4dmvmdg2y



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**.

Create New User - "ABC Demo Corp"

1 User Info 2 Roles Informational 3 Accounts Informational 4 Review Policies Informational 5 Review 6 Done

First name* Last name* User ID*

Please enter the user's first name.

Title

Email address

Mobile Phone

☒ Copy configurations from existing user

User to copy

Next >>

- 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**.

Create New User - "ABC Demo Corp"

1 User Info 2 Roles Informational 3 Accounts Informational 4 Review Policies Informational 5 Review 6 Done

First name* Last name* User ID*

Johnny Doe johnny.doe

Title

Treasurer

Email address

johnny.doe@abcdemocorp.com

Mobile (888) 555-4444 Phone

☒ Copy configurations from existing user

User to copy

John Doe - JohnDoe1 + (Business User)

Next >>

Other

- ☒ **ACH Pos Pay - Decision Maker**
This user group has can make pay/return decisions.
- ☒ **ACH Pos Pay - Filter Maintenance**
This user group can manage/create filters.
- ☒ **ACH Pos Pay - View Only**
This user group has view only access to the ACH Pos Pay Module.
- ☐ **Business Admin with User Functionality**
This group has Business Admin access and user access
- ☐ **File Transfer - Downloader**
This user group has download access to the File Transfer Module.
- ☐ **File Transfer - Uploader**
This user group has upload access to the File Transfer Module.
- ☐ **File Transfer - View Only**
This user group has view only access to the File Transfer Module.
- ☒ **Pos Pay - Decision Maker**
This user group can make pay/return decisions
- ☒ **Pos Pay - Issue Items**
Issue items only
- ☒ **Pos Pay - View Only**
This user group has view only access to the Pos Pay Module.
- ☐ **Restricted Payroll Access**
Issue/View only
- ☐ **Return Items**
This group will have view only access to the Return Items module.
- ☐ **Tech Training**
PPA - Upload & Issue Items
- ☒ **View All**
Default Group For Business Users

STEP 2:

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

Create New User - "ABC Demo Corp"

Progress: 1. User Info (checked), 2. Roles Informational, 3. Accounts Informational, 4. Review Policies Informational, 5. Review (active), 6. Done

User Information:

- Johnny Doe**
ABC Demo Corp
- User ID: johnny.doe
- Email address: johnny.doe@abcdemocorp.com
- Phone numbers: (888) 555-4444 Mobile
- Copy configurations from "John Doe"

☒ Enable user after creation

Summary of entitlements

Master Role	Business User - Business User >
Selected Roles	7 >
Accounts	1 >
Review Policies	1 >

« Back Copy User »

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

Create New User - "ABC Demo Corp"

Progress: 1. User Info (checked), 2. Roles Informational (checked), 3. Accounts Informational (checked), 4. Review Policies Informational (checked), 5. Review (checked), 6. Done (active)

Success

Johnny Doe (johnny.doe@abcdemocorp.com) was successfully created

Distribute credentials to this user

User ID: johnny.doe

Temporary password: [masked]

Copy credentials to clipboard

Go to user

STEP 3:

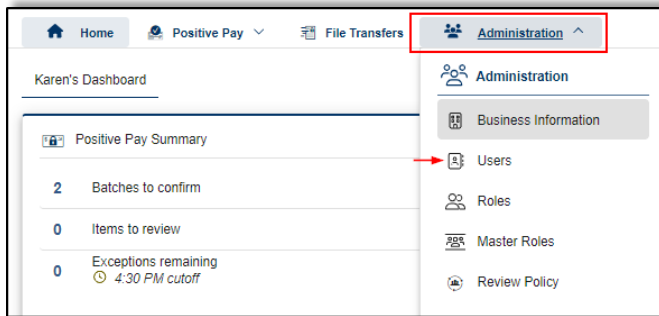
A "Success" confirmation will appear indicating the user was successfully created.

Modifying User*

STEP 1:

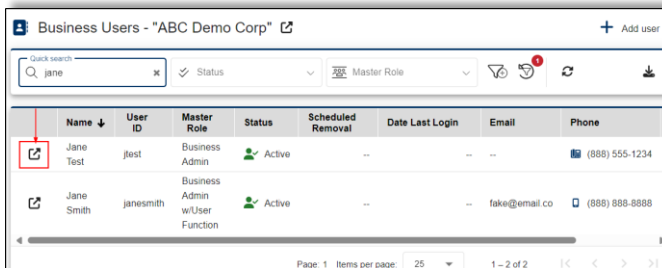
- Click **Administration** and select **Users** from the dropdown options.

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



Select the User by either

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

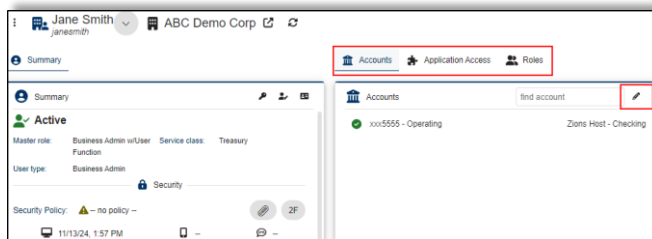


STEP 2:

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

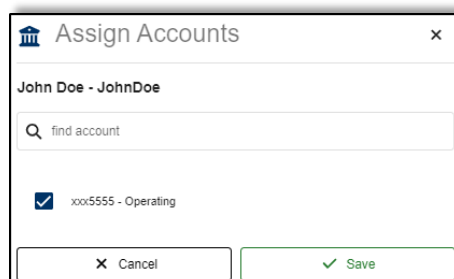
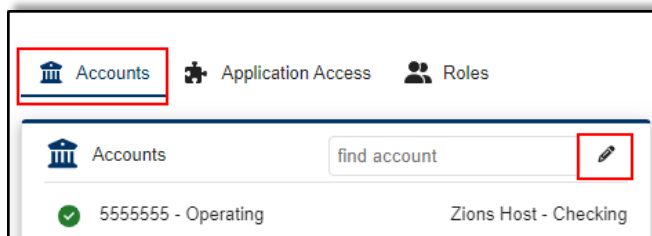
Here you can view and administer access to any of the three options:

- Accounts
- Application Access
- Roles

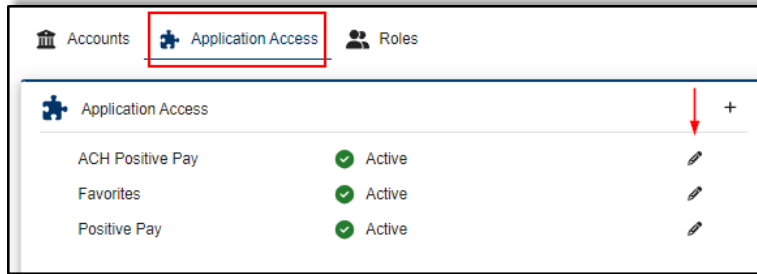


STEP 3: ACCOUNT ACCESS

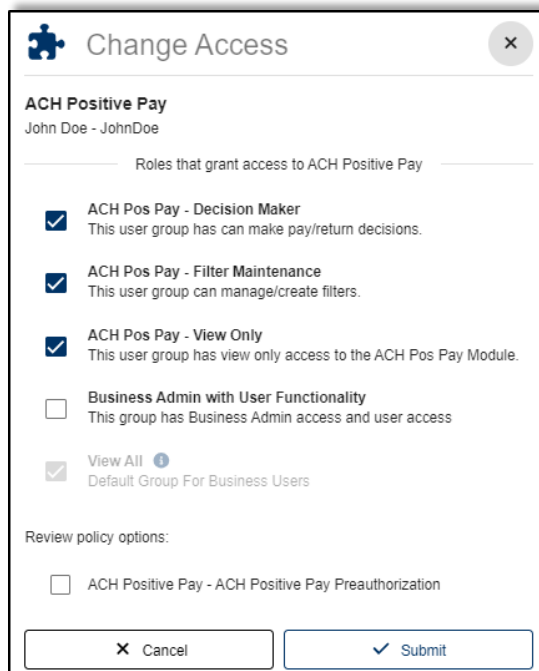
Click on the Pencil Icon  to modify the account(s) the user should have access to.
(In this example, there is only one account to choose from).



STEP 4: APPLICATION ACCESS

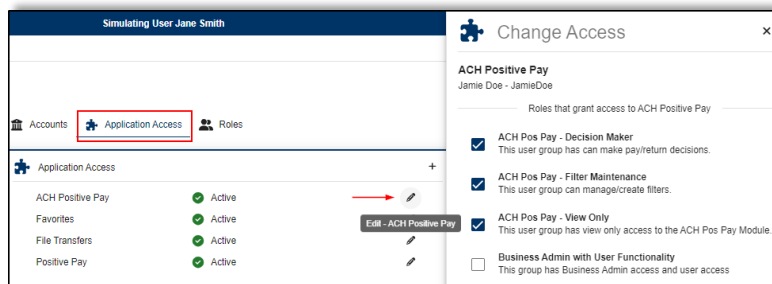


Selecting the Pencil icon  to the right of each application will expand the access options for each application.



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.

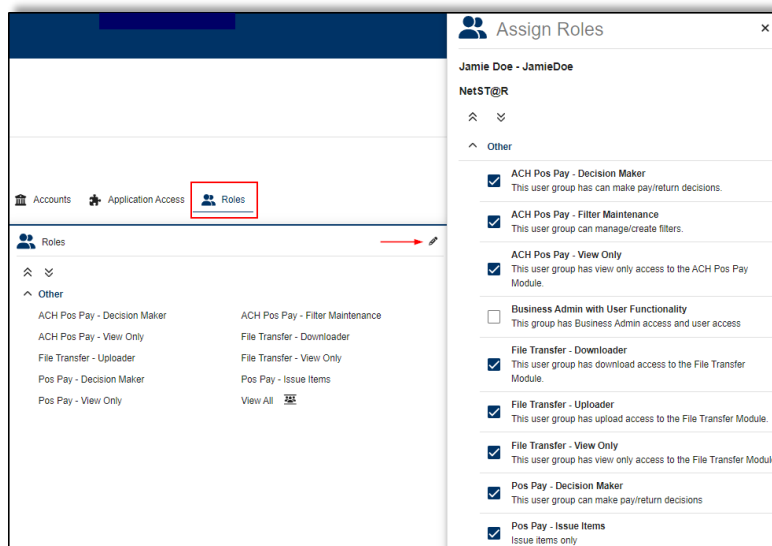
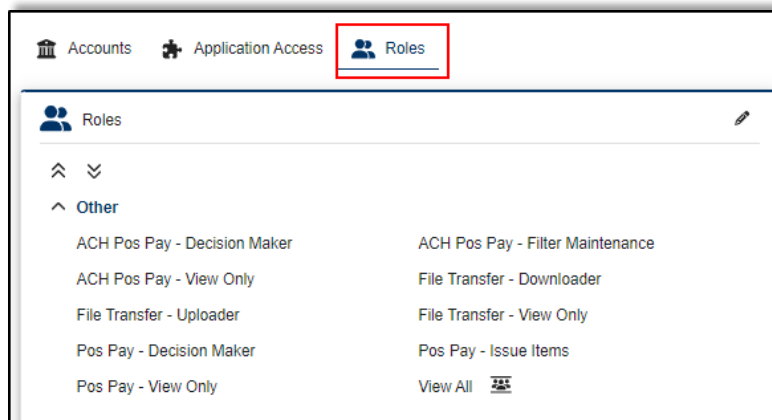
The Change Access screen will rollout out on the right-hand side of the screen. Deselecting the checkboxes allows administrators to control/remove access to things like decisioning.



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.