



FIRST REPUBLIC BANK
It's a privilege to serve you®

CORPORATE ONLINE — USER ENTITLEMENTS

The company administrator has the responsibility to manage how other users in your organization access the system. For example, the company administrator will add new users, block access to users who have left the organization and help users who cannot log in.

Company administrators have the following responsibilities:

- Add New Users
- Manage User Access
- Edit User Permissions
- View Existing User Permissions
- Clear Users who are Locked Out
- Approve New or Edited Users
- Change User Passwords



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CORPORATE ONLINE — USER ENTITLEMENTS

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CORPORATE ONLINE — USER ENTITLEMENTS

Accessing Users

The screenshot shows the First Republic Bank Corporate Online interface. On the left is a navigation bar with links: Home, Balances, Transfers, Reporting, Stops and Inquiries, Positive Pay, ACH Payments, Wire Transfers, Wire Activity, Documents, Statements, Bill Payment, **Setup** (circled with a red box and labeled 1), and Logout. The main content area is titled 'Setup' and contains sections for User Preferences, Bank Communication, Audit, and Advanced Administration. Under Advanced Administration, 'Manage Users' is circled with a red box and labeled 2, with a red arrow pointing to it. A callout box titled 'Entitlements > Search User' is overlaid on the right. It contains an 'Add User' button (labeled 3), a table of results (labeled 4), and two buttons at the bottom: 'Clear User Login' (labeled 6) and 'Download Entitlements Report for All Users' (labeled 5 and 7). The table has columns: User Name, User ID, Company ID, Status Description, and Logged In. It lists three users: Chin, Elisa; Guardado, Edward; and Chan, Macy.

User Name	User ID	Company ID	Status Description	Logged In
Chin, Elisa	ECHIN	TSMP	Active	Entitlements Report
Guardado, Edward	EGUARDADO	TSMP	Active	Entitlements Report
Chan, Macy	MCHAN	TSMP	Active	Logged In Entitlements Report

1. Click **Setup** from the navigation bar on the left.
2. Click **Manage Users** under the Advanced Administration section.
3. Click **Add User**.
4. Click on the user name to update that user's permissions.
5. Click **Entitlements Report** located to the right of the user to review their online access in a .csv format.*
6. Click **Clear User Login** after selecting the user to clear the user's session.
7. Click **Download Entitlements Report for All Users** to review online access for all users in a .csv format.*

*Once the entitlements report is generated, it will be available to download on the Dashboard.

CORPORATE ONLINE – USER ENTITLEMENTS

Adding a New User – Basic Information

Setup Users

Click on each category below to define capabilities for this user.

Basic Information

User Information

Company ID* TSMPTMP

User ID*

First Name*

Last Name*

Activation Date 04/17/2015

Deactivation Date

1

Password Maintenance

2

Password*

Confirm Password*

☐ Block Access for this user (Locked)

Communications to Bank

3

☒ Can send and receive secure messages.

☐ Can view another user's secure mail (administrator).

☐ Can view secure messages only

Method of Applying Entitlements

☐ Assign by creating a user role?

4

Save Basic Info

Cancel

Help

Administration Permissions

Account Activity and Stop Payment Permissions

Transfer Permissions

Positive Pay Permissions

Balance Inquiry Permissions

Alert Permissions

Bill Payment Permissions

Statements Permissions

- Enter in the following User Information:
User ID – An ID the user will use to log in to the Corporate Online system
First Name – The user's legal first name
Last Name – The user's legal last name
Activation Date – The date that this User ID becomes active
Deactivation Date – The last date this User ID can be used to access Corporate Online
- Create a temporary password and confirm. Note: Minimum of eight (8) characters, alphanumeric required.
Block Access – By checking the box, the user will be locked out. If the user is locked out (i.e. entering the password incorrectly 5 times), uncheck the box to allow the user access.
- Select the appropriate option for the user regarding secure messaging to the Bank.
- Click **Save Basic Info** to save this new user.

CORPORATE ONLINE – USER ENTITLEMENTS

Administration Permissions

The screenshot shows a web interface for 'Administration Permissions'. It has a sidebar with 'Basic Information' and 'Administration Permissions'. The main area contains a list of permissions grouped into categories, each with a checkbox and a numbered callout (1-13). The categories and their items are: 'All' (1), 'Set up Customer' (2) with sub-item 'View', 'Set up Role Permissions' (3) with sub-items 'View Existing Roles' and 'Approve New or Edited Roles', 'Set up Customer User' (4) with sub-items 'Add Users', 'Edit User Permissions', 'View Existing User Permissions', 'Clear Users who are locked out', 'Approve New or Edited Users', and 'Change User Passwords', 'Positive Pay Formats' (5) with sub-items 'Import Format Permissions' (which has 'Add Import Formats' and 'Edit Import Formats'), and 'View existing Import Formats', 'Audit' (6) with sub-items 'Run Audit Reports', 'Audit Non-Transaction Events', 'Audit Transaction Events', and 'Select Events to Audit', 'Account Groups' (7) with sub-items 'Account Groups Maintenance' (which has 'Maintain Account Groups' and 'View Account Groups'), 'Let User Reset their Password' (8), 'Dashboard' (9) with sub-items 'Dashboard Permissions' (which has 'Provide link to Act. Activity' and 'Show Account Balances'), 'Modify Account Name' (10), 'Mobile Access' (11), 'Payments' (12), and a 'Save Administrative Permissions' button (13). At the bottom, there are 'Cancel' and 'Help' buttons, and a section for 'Account Activity and Stop Payment Permissions'.

1 ☐ All

2 ☐ Set up Customer
☐ View

3 ☐ Set up Role Permissions
☐ View Existing Roles
☐ Approve New or Edited Roles

4 ☐ Set up Customer User
☐ Add Users
☐ Edit User Permissions
☐ View Existing User Permissions
☐ Clear Users who are locked out
☐ Approve New or Edited Users
☐ Change User Passwords

5 ☐ Positive Pay Formats
☐ Import Format Permissions
☐ Add Import Formats
☐ Edit Import Formats
☐ View existing Import Formats

6 ☐ Audit
☐ Run Audit Reports
☐ Audit Non-Transaction Events
☐ Audit Transaction Events
☐ Select Events to Audit

7 ☐ Account Groups
☐ Account Groups Maintenance
☐ Maintain Account Groups
☐ View Account Groups

8 ☐ Let User Reset their Password

9 ☐ Dashboard
☐ Dashboard Permissions
☐ Provide link to Act. Activity
☐ Show Account Balances

10 ☐ Modify Account Name

11 ☐ Mobile Access

12 ☐ Payments

13

▶ Account Activity and Stop Payment Permissions

1. **All** – Will select all permissions displayed on this screen.
2. **Set Up Customer** – Ability to view the company's Customer Settings.
3. **Role Permissions** – Not available at this time.
4. **Set Up Customer User** – Ability to add, edit, view and access other users' profiles.
5. **Positive Pay Formats** – Ability to add, edit, and/or view existing Positive Pay import formats.
6. **Audit** – Ability to review audit logs of the company's online activity by its online users.
7. **Account Groups** – Ability to group accounts into subsets.
8. **Let User Reset their Password** – Ability for users to reset passwords on their own.
9. **Dashboard** – Ability to review balances and transactions from the home page.
10. **Modify Account Names** – Ability to nickname the accounts online.
11. **Mobile Access** – Ability to access the Corporate Online system on mobile devices.
12. **Payments** – Ability to manage wire templates and ACH import formats (if applicable).
13. Click **Save Administrative Permissions** to save all changes.

Note: By selecting the first option in each group, all subsequent options below the first header option will also be selected.

CORPORATE ONLINE – USER ENTITLEMENTS

Account Activity and Stop Payment Permissions

▼ Account Activity and Stop Payment Permissions

☐ All

☐ Account Inquiry Permissions

☐ Account Activity Permissions

☐ View All Account Activity

☐ Export to CSV/Tab Formats

☐ Export to Quicken Format

☐ Export QuickBooks Format

☐ View All Debits

☐ View All Credits

☐ Paid Checks

☐ View Stop Payment Requests

☐ Loan Inquiry Permissions

☐ View Loan Balances

☐ View Loan Activity

☐ Stop Payment Permissions

☐ Request Single Stops

☐ Request Multiple Stops

☐ Monitor (view status)

☐ Stop Requests

☐ User Totals

☐ Documents

Save Account Activity & Stop Payments Permissions Cancel Help

1. **All** – Will select all permissions displayed on this screen.
2. **Account Inquiry Permissions** – Ability to view different types of account transactions.
3. **Stop Payment Permissions** – Ability to place stop payments.
4. **Monitor** – Ability to monitor stop payments.
5. **Documents** – Ability to view annual tax statements.
6. Click **Save Account Activity & Stop Payments Permissions** to save all changes.

CORPORATE ONLINE – USER ENTITLEMENTS

Transfer Permissions

▼ Transfer Permissions

<input type="checkbox"/> All 1	
<input type="checkbox"/> Account Transfer 2	<input type="checkbox"/> Loan Transfer Permission 3
<input type="checkbox"/> Add Transfers	<input type="checkbox"/> Add Loan Transfer
<input type="checkbox"/> Edit Transfers	<input type="checkbox"/> Edit Loan Transfer
<input type="checkbox"/> Delete Transfers	<input type="checkbox"/> Delete Loan Transfer
<input type="checkbox"/> View Transfers	<input type="checkbox"/> View Loan Transfer
<input type="checkbox"/> Approve Transfers	

4

Save Transfer Permissions Cancel Help

1. **All** – Will select all permissions displayed on this screen.
2. **Account Transfer** – Ability to add, edit, delete, view and approve transfers.
3. **Loan Transfer Permissions** – Ability to add, edit, delete and view loan transfers.
4. Click **Save Transfer Permissions** to save all changes.

CORPORATE ONLINE – USER ENTITLEMENTS

Positive Pay Permissions

▼ Positive Pay Permissions

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

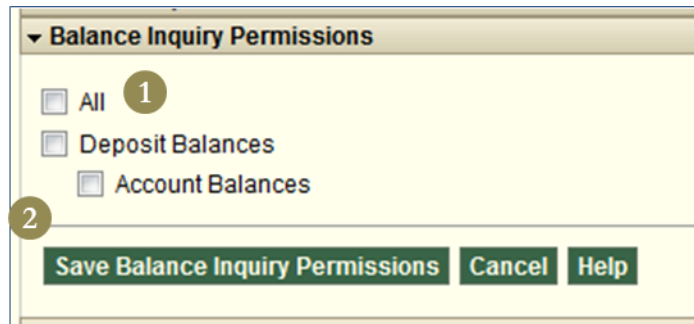
Save Positive Pay Permissions Cancel Help

1. **All** – Will select all permissions displayed on this screen.
2. **Exception Permissions** – Ability to view and make exception decisions.
3. **Maintenance (Manual)** – Ability to manually add check items and update the check item status.
4. **Manual (Import)*** – Ability to import check items and view the import report.
5. **Approval** – Ability to approve exception decisions and any entered check items.
6. **Monitor (View Status)** – Ability to view exceptions and entered check items.
7. Click **Save Positive Pay Permissions** to save all changes.

*The ability to allow a user to create/edit import formats is located in **Administrative Permissions**.

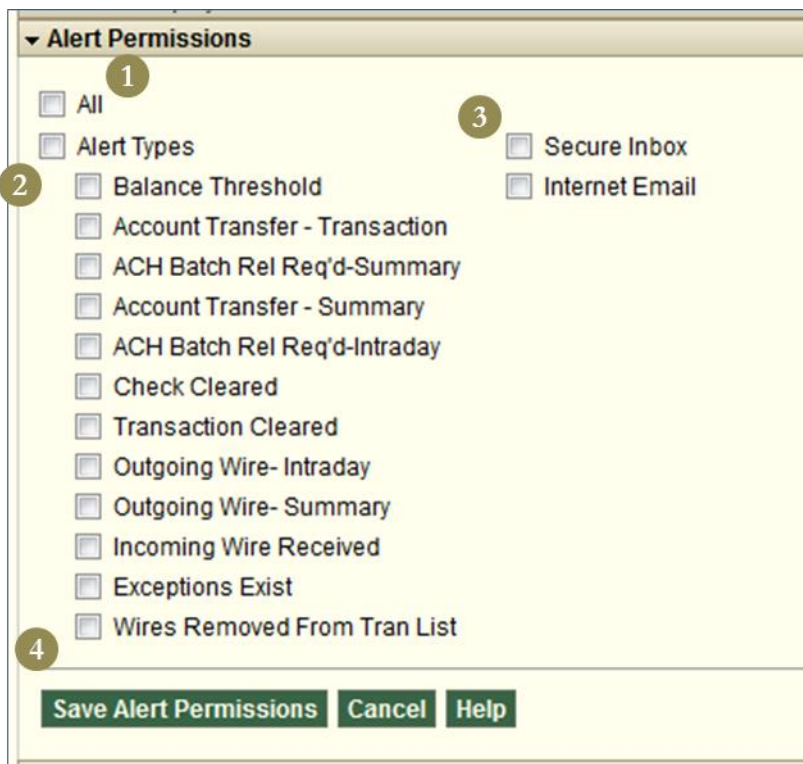
CORPORATE ONLINE — USER ENTITLEMENTS

Balance Inquiry Permissions / Alert Permissions



The dialog box titled "Balance Inquiry Permissions" contains three unchecked checkboxes: "All", "Deposit Balances", and "Account Balances". The "All" checkbox is marked with a circled number 1. Below the checkboxes are three buttons: "Save Balance Inquiry Permissions", "Cancel", and "Help". A circled number 2 is placed to the left of the "Save Balance Inquiry Permissions" button.

1. **All** – Will select all permissions displayed on this screen.
2. Click **Save Balance Inquiry Permissions** to save all changes.



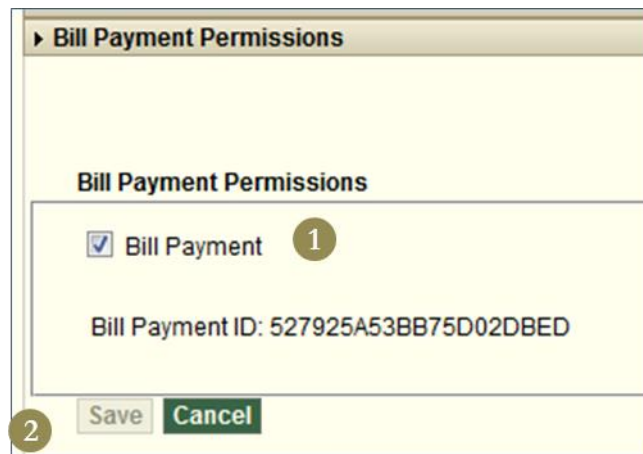
The dialog box titled "Alert Permissions" contains a list of permissions and two delivery method options. The permissions are: "All", "Alert Types", "Balance Threshold", "Account Transfer - Transaction", "ACH Batch Rel Req'd-Summary", "Account Transfer - Summary", "ACH Batch Rel Req'd-Intraday", "Check Cleared", "Transaction Cleared", "Outgoing Wire- Intraday", "Outgoing Wire- Summary", "Incoming Wire Received", "Exceptions Exist", and "Wires Removed From Tran List". The "All" checkbox is marked with a circled number 1. The "Alert Types" checkbox is marked with a circled number 2. The "Secure Inbox" and "Internet Email" checkboxes are marked with a circled number 3. Below the list are three buttons: "Save Alert Permissions", "Cancel", and "Help". A circled number 4 is placed to the left of the "Save Alert Permissions" button.

1. **All** – Will select all permissions displayed on this screen.
2. **Alert Types** – Select all alert types to be made available to the user.
3. **Method of Delivery** – Select the method of delivery for the alert notifications.*
4. Click **Save Alert Permissions** to save all changes.

*If **Secure Inbox** is checked, please note all alerts will be sent to the home page, or Dashboard. The user is required to log in to the system to receive and view alerts.

CORPORATE ONLINE — USER ENTITLEMENTS


Bill Payment Permissions / Statements Permissions



The screenshot shows a dialog box titled "Bill Payment Permissions". Inside, there is a section titled "Bill Payment Permissions" containing a checked checkbox labeled "Bill Payment" with a circled "1" next to it. Below this, the text "Bill Payment ID: 527925A53BB75D02DBED" is displayed. At the bottom of the dialog, there are "Save" and "Cancel" buttons, with a circled "2" next to the "Save" button.

1. Click **Bill Payment** to allow the user access to Bill Payment services.*
2. Click **Save** to save all changes.

*To give specific bill pay access to a user, please see the **Bill Pay Reference Guide**.



The screenshot shows a dialog box titled "Statements Permissions". Inside, there is a section titled "Statements" with an unchecked checkbox and a circled "1" next to it. Below this, there are "Save Statements Permissions" and "Cancel" buttons, with a circled "2" next to the "Save Statements Permissions" button.

1. Click **Statements** to allow the user access to the monthly statements.
2. Click **Save Statements Permissions** to save all changes.

CORPORATE ONLINE – USER ENTITLEMENTS

ACH Permissions – Payment Types

ACH Permissions

Payment Types Limits & Permissions 6

1 ☐ 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.

2 ☐ Select all ACH Offset Account/Payment Type Combinations

	<input type="checkbox"/> 234	<input type="checkbox"/> DC1
Consumer Debits (DBT)	<input type="checkbox"/>	<input type="checkbox"/>
Consumer Payments (CRD)	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Collections (CNC)	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Payments (DSB)	<input type="checkbox"/>	<input type="checkbox"/>
Customer Credits (c) (CRS)	<input type="checkbox"/>	<input type="checkbox"/>
Expense Reimbursement (EXP)	<input type="checkbox"/>	<input type="checkbox"/>

3

4 Access to Company List screen:
☐ User can view Company List Batch Confirm User ID:

5 Save ACH Permissions Cancel View Selections Help

1. Select **Full ACH** to allow the user to access ACH services.
2. Click **Select all ACH Offset Account/Payment Type Combinations** to enable all Companies (offset accounts) and payment types, or:
3. Select the offset account and payment types individually.
4. Select **User can view Company List** to allow the user to view the company's ACH settings.
5. Click **Save ACH Permissions** to save all changes.
6. Click **Limits & Permissions** for next steps within ACH Permissions.

CORPORATE ONLINE – USER ENTITLEMENTS

ACH Permissions – Limits & Permissions

ACH Permissions

Payment Types Limits & Permissions

5 ☐ Advanced Limits/Permissions

Enter amount(s) to set a baseline limit.

1

Amount Limits	Single Transaction	Batch Creation	Batch Release	Daily Release (Maximum: \$5)

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

2

Database Permissions	Add/Delete	Create Batch	Approve	Import	Export	Edit/View
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None

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

3

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

4 Save ACH Permissions Cancel View Selections Help

1. **Amount Limits** – Enter in the baseline limit for single transactions, batch creations, batch release, and the daily release. Note: if left blank, the limits will default to the overall company limit.
2. **Database Permissions** – Select whether the user can add/delete, create, approve, import, and/or export databases. Click the pull down menu for Edit/View to allow the user edit or view access to the databases.
3. **Transaction Permissions** – Select whether the user can release, delete, export, and/or have access to reports for all ACH batches. Select Validator if allowed to import via the validator feature.*
4. Click **Save ACH Permissions** to save all changes.
5. Select **Advance Limits/Permissions** if stricter controls are required.*

*3 – Validator allows the upload of NACHA files directly into Corporate Online.

*5 – Selecting this option will cancel all permissions enabled on the current screen.

CORPORATE ONLINE – USER ENTITLEMENTS

ACH Permissions: Limits & Permissions – Amount Limits

ACH Permissions

4

Payment Types | **Amount Limits** | Data Permissions | ACH Batch Permissions

☒ Advanced Limits/Permissions

Use Amount Limits to control the maximum amounts this user can enter for a single batch, batch creation, or release. Use the "Baseline Limit" row to set a limit that applies to all payment types. You can enter a value for a specific payment type to override the baseline limit.

Baseline Limit (applies to all types)	Single Transaction	Batch Creation	Batch Release	Daily Release (Max: \$5)
Consumer Debits (DBT)				
Consumer Payments (CRD)				
Corporate Collections (CNC)				

1

2

3

Save ACH Permissions | Cancel | View Selections | Help

1. Enter in a baseline limit for all single transactions, batch creation, batch release and/or daily release for all payment types.*
2. Enter in the maximum amount for single transactions, batch creation, batch release and/or daily release for specific payment types.*
3. Click **Save ACH Permissions** to save all changes.
4. Click **Data Permissions** to enable access for the databases.

*Note: If left blank for steps 1 & 2, the limits will default to the overall company limit for each amount category under its respective payment types.

CORPORATE ONLINE – USER ENTITLEMENTS

ACH Permissions: Limits & Permissions – Data Permissions / ACH Batch Permissions

ACH Permissions

Payment Types Amount Limits **Data Permissions** ACH Batch Permissions

Use Data Permissions to control the functions this user can access to setup and maintain ACH payment information in Databases.

☐ Select All Data Permissions

	Add/Delete	Create	Approve	Import	Export	Edit/View
Consumer Debits(DBT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Consumer Payments(CRD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Corporate Collections(CNC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Corporate Payments(DSB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None

Save ACH Permissions Cancel View Selections Help

Advanced Limits/Permissions ☒

1. Click **Select All Data Permissions** to enable all database permissions (add/delete, create, approve, import, and export), or:
2. Select individual database permissions for each payment type.
3. Click the drop down menu under **Edit/View** to select the degree of access allowed to edit databases.
4. Click **Save ACH Permissions** to save all changes.
5. Click **ACH Batch Permissions** to enable access for ACH batches.

ACH Permissions

Payment Types Amount Limits Data Permissions **ACH Batch Permissions**

Use ACH (Batch) Permissions to control the functions this user can access on the Batch List screen.

☐ Select All ACH Batch Permissions

	Release	Delete	Export	Report	Validator
Payroll(PAY)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Validator(VLD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vendor Collections(VPD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Vendor Payments(VEN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Vendor Payments (Without NTE)(VNN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

Save ACH Permissions Cancel View Selections Help

1. Click **Select All ACH Batch Permissions** to enable all permissions for all payment types, or:
2. Select individual ACH batch permissions for each payment type.
3. Click **Save ACH Permissions** to save all changes.

CORPORATE ONLINE – USER ENTITLEMENTS

Wire Permissions – Payment Types

Wire Permissions

3

Payment Types Limits & Permissions

Select the wire payment types (applications) for this user by clicking the checkbox to the left of the Wire Applications in the list below. Clicking the column header checkbox will select all of the wire applications in the list. Once you select wire applications you can set limits and permissions.

1

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

2

Save Wire Permissions Cancel Help

1. Select the wire applications allowed to the user.*
2. Click **Save Wire Permissions** to save all changes.
3. Click **Limits & Permissions** for next steps within Wire Permissions.

*The wire application **Non-Repetitive Intl USD** is used in conjunction with the Wire Import feature only.

Wire Application	Acronym	Description
Non Repetitive Fed	NEF	Freeform Domestic Wire
Non Repetitive Fed Intl	NFI	Freeform International Wire
Non Repetitive Fed Intl USD	NUS	Freeform International Wire - Import
Semi Repetitive Fed	SEF	Domestic Wire Template
Semi Repetitive Fed Intl	SFI	International Wire Template

CORPORATE ONLINE – USER ENTITLEMENTS

Wire Permissions – Limits & Permissions

The screenshot shows the 'Wire Permissions' interface with the 'Limits & Permissions' tab selected. The interface includes sections for 'Wire Functions', 'Amount Limits', 'Select Limits/Actions By', 'Set Defaults For', and a table for 'Wire Application' permissions. Numbered callouts 1 through 8 highlight specific areas: 1 points to the 'Wire Functions' checkboxes; 2 points to the 'Amount Limits' input fields; 3 points to the 'Select Limits/Actions By' dropdown; 4 points to the 'Set Defaults For' section with its buttons; 5 points to the 'Wire Application' list; 6 points to the 'Enter/Revise', 'Delete', and 'Approval 1' columns in the table; 7 points to the table's scrollbar; and 8 points to the 'Save Wire Permissions' button.

1. Enable the user for wire templates & wire template approvals, wire import, and wire groups.
2. Enter the maximum amount for the daily release and wire batch.*
3. Select whether to set wire permissions by wire applications or accounts.*
4. Set default limits to be applied across all wire actions listed.
5. Select all wire applications (or accounts) to be allowed access for this user.
6. Select: **Enter/Revise**, **Delete**, **Approve1** (**Approve2** & **Approve3** if subscribing to multiple approvals), and/or **Release**.*
7. Scroll to the right to review all actionable items for wire permissions.
8. Click **Save Wire Permissions** to save all changes.

*2 – If left blank, the limit will default to the company daily limit.

*3 – If **Accounts** is chosen, wire accounts will only appear after they have been selected from the **Payments & Reporting Accounts** section (please see page 18-19).

*6 – Individual limits may be set here which will override any previously entered default limits.

CORPORATE ONLINE — USER ENTITLEMENTS

Reporting Permissions

The screenshot shows a 'Reporting Permissions' dialog box. At the top, there is a title bar with a right-pointing arrow and the text 'Reporting Permissions'. Below the title bar, there are two checkboxes: 'Export: ☐ Reconciliation in Quicken' and '☐ Reconciliation in QuickBooks'. Below these checkboxes is a table with three columns: 'Name', 'Description', and 'Type'. The table contains three rows of reports. To the left of the table, there are three checkboxes, each corresponding to a row. To the right of the table, there are up and down arrows for each row. At the bottom of the dialog box, there are three buttons: 'Save Reporting Permissions', 'Cancel', and 'Help'. Numbered callouts are present: '1' points to the title bar, '2' points to the first checkbox in the table, '3' points to the up/down arrows, and '4' points to the 'Save Reporting Permissions' button.

<input type="checkbox"/>	Name	Description	Type
<input type="checkbox"/>	Account Balances	Account Balance Summary	Previous Day
<input type="checkbox"/>	ACH Activity Report	ACH Activity Report	Previous Day
<input type="checkbox"/>	Balance and Activity Report	Account Balances and Activity	Previous Day

Save Reporting Permissions Cancel Help

1. Check off **Reconciliation in Quicken/QuickBooks** if Quicken/QuickBooks is the accounting software used.
2. Select all reports to be accessed by the user.
3. Click on the up/down arrows to select additional reports.
4. Click **Save Reporting Permissions** to save all changes.

CORPORATE ONLINE – USER ENTITLEMENTS

Payments & Reporting Accounts – Assign Accounts by Group

1. Assign accounts individually ☒ Assign accounts by group

Group Name	StdReports	Wire Activity	Wire Transfer
COL FUND 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COL FUND 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOANS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Save P&R Service Assignments Cancel Help

1. Select whether to entitle accounts either by group or individually; in this example by group is chosen.
2. Select the group to the left, which will auto-select all options to the right, or:
3. Select the options individually for the account group.
4. Click **Save P&R Service Assignments** to save all changes.

Option	Description
StdReports (Standard Reports)	Select this option if the user can use this account for Information Reporting.
Wire Activity	Select this option if the user can use this account for Wire Activity reports.
Wire Transfer	Select this option if the user can use this account for Wire Transfers.

CORPORATE ONLINE – USER ENTITLEMENTS

Payments & Reporting Accounts – Assign Accounts Individually

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	StdReports	Wire Activity	Wire Transfer
<input type="checkbox"/>	Associate Holding...	91700003535	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operating Account	91700005555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3 Save P&R Service Assignments Cancel Help

1. Select the account to the left, which will auto-select all options to the right, or:
2. Select the options individually for each account.
3. Click **Save P&R Service Assignments** to save all changes.

Option	Description
StdReports (Standard Reports)	Select this option if the user can use this account for Information Reporting.
Wire Activity	Select this option if the user can use this account for Wire Activity reports.
Wire Transfer	Select this option if the user can use this account for Wire Transfers.

CORPORATE ONLINE – USER ENTITLEMENTS

Check Services Account Assignment – Assign Accounts by Group

1. Assign accounts individually ☐ Assign accounts by group ☒

Group Name	Account Transfers	Balance Inquiry	Check	Dashboard	Exception Permissions	Loan Transfer	Maintenance (Manual)	Documents
<input type="checkbox"/> COL FUND 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> COL FUND 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> LOANS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Save Check Services Assignment Cancel Help

1. Select whether to entitle accounts either by group or individually; in this example by group is chosen.
2. Select the group to the left, which will auto-select all options to the right, or:
3. Select the options individually for the account group.
4. Click **Save Check Services Assignment** to save all changes.

Option	Description
Account Transfers	Allows a user to use this account to make account transfers.
Balance Inquiry	Allows a user to view account balances for this account.
Check	Allows a user to use this account to make stop payments and view account activity.
Dashboard	Allows a user to view this account information on the Dashboard.
Exception Permissions	Allows a user to view and take action on positive pay exceptions for this account.
Loan Transfer	Allows a user to use this account to make loan transfers.
Maintenance (Manual)	Allows a user to use the positive pay maintenance functions with this account. These functions include adding and editing issue and void information.
Documents	Allows a user to view documents for this account.

CORPORATE ONLINE – USER ENTITLEMENTS

Check Services Account Assignment – Assign Accounts Individually

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

Account Name	Account Number	Account Transfers	Balance Inquiry	Check	Dashboard	Exception Permissions	Loan Transfer	Maintenance (Manual)	Documents
<input type="checkbox"/> Associate Holding...	91700003535	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Operating Account	91700005555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Save Check Services Assignment **Cancel** **Help**

1. Select the account to the left, which will auto-select all options to the right, or:
2. Select the options individually for each account.
3. Click **Save Check Services Assignment** to save all changes.

Option	Description
Account Transfers	Allows a user to use this account to make account transfers.
Balance Inquiry	Allows a user to view account balances for this account.
Check	Allows a user to use this account to make stop payments and view account activity.
Dashboard	Allows a user to view this account information on the Dashboard.
Exception Permissions	Allows a user to view and take action on positive pay exceptions for this account.
Loan Transfer	Allows a user to use this account to make loan transfers.
Maintenance (Manual)	Allows a user to use the positive pay maintenance functions with this account. These functions include adding and editing issue and void information.
Documents	Allows a user to view tax documents & Account Analysis statements for this account.

*All saved changes are effective immediately. In some instances, the user may have to log off and log in to see the changes.



Contact your banker or our Online Banking Support team for more information or assistance at 1-800-221-9777, option 3.

It's a privilege to serve you.