Roles/Permissions & Adding a Business Client User Guide

<u>Roles / Permissions for Business Client Users</u>

Standard Positive Pay Roles for Business Client Users

*Note: A User can be assigned more than one Role, granting them more permissions as needed

Role Tips & Highlights

Check System ADMIN & ACH System ADMIN: have complete access, that includes adding/modifying other users.

Check Account Manager & ACH Account Manager: have access to everything except Adding Users and Creating Rules for Exceptions and Approvals.

Check Specialists & ACH Specialists: Have access to View and Make Decisions.

*Please Note: The ***Manage Account*** Permission is the permission to complete Account Maintenance such as Users and Roles.

Role	Permissions
Check System Admin	Manage Account, View Issued Checks, Add Issued Checks, Edit Issued Checks, Delete Issued Checks, View Deposited Checks, View Check Exceptions, Make Check Decisions, Approve Check Decisions
Check Account Manager	View Issued Checks, Add Issued Checks, Edit Issued Checks, Delete Issued Checks, View Deposited Checks, View Check Exceptions, Make Check Decisions, Approve Check Decisions
Check Exception Specialist	View Issued Checks, View Deposited Checks, View Check Exceptions, Make Check Decisions
ACH System Admin	Manage Account, View ACH Pull, View ACH Exceptions, Make ACH Decisions, Approve ACH Decisions
ACH Account Manager	View ACH Pull, View ACH Exceptions, Make ACH Decisions, Approve ACH Decisions
ACH Exception Specialist	View ACH Pull, View ACH Exceptions, Make ACH Decisions

Permissions Library

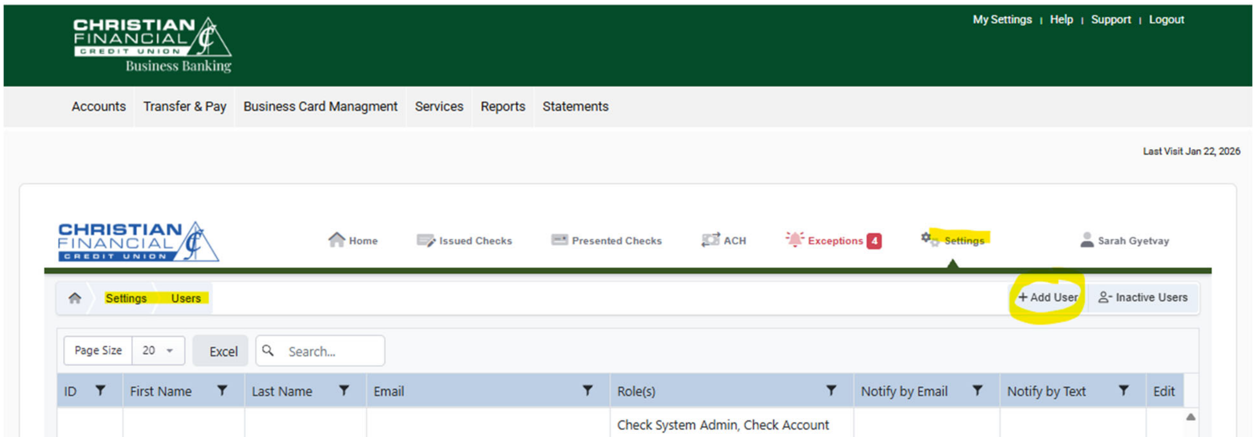
Permission	Definition
Manage Account	Gives the user visibility to the Settings screen for their organization and allows them to perform configuration including Account Settings, Accounts, BC Users, BC Roles and Permissions, File Formats, and Email Templates Provides access to system logs and API information
View Issued Checks	Provides the user read access to the Issued Checks screen
Add Issued Checks	Allows the user to manually add Issued Checks
Edit Issued Checks	Allows the user to edit Issued Checks that have not been validated
Delete Issued Checks	Allows the user to manually delete Issued Checks
View Presented Checks	Provides the user read access to the Presented Checks screen
View Check Exceptions	Provides the user read access to check exceptions in the Exceptions and Exception History screens. In combination with *Make Check Decision*, allows the user to be notified when new check exceptions are generated. In combination with Approve Check Decisions, allows the user to be notified when an approval request for a check exception decision is generated
Make Check Decisions	Allows the user to make a pay or return decision for check exceptions
Approve Check Decisions	Allows the user to receive notifications when check exception decisions are ready for review Allows the user to approve or change decisions
View ACH Pull	Provides the user read access to the ACH Pull screen
View ACH Exceptions	Provides the user read access to ACH exceptions in the Exceptions and Exception History screens. In combination with *Make ACH Decision*, allows the user to be notified when new ACH exceptions are generated. In combination with Approve ACH Decisions, allows the user to be notified when an approval request for an ACH exception decision is generated
Make ACH Decisions	Allows the user to enter a pay or return decision for ACH exceptions
Approve ACH Decisions	Allows the user to receive notifications when ACH exception decisions are ready for review Allows the user to approve or change decisions

<u>Adding a Business Client User</u>

Please Note: Before starting in Positive Pay – be sure to add the user as an authorized user in online banking first. The user must be entitled to the Positive Pay Service. The email address used in the Online Banking set up, will need to be the same email used for Positive Pay User Set Up.

Business Client users with the *Manage Account* permissions can create and edit users.

To Create a New User – *Settings* > *Users* > Select *Add User*



1. First Name (Required) = User's First Name
2. Last Name (Required) = User' Last Name
3. Email Address (Required) = User's Email Address – This MUST match the email used in the Online Banking User Set Up
4. Cell Phone (Optional) = User's Mobile Phone - *Optional, but required if user wants to receive Text Alerts for Notifications
5. Send Welcome Email = Defaults to Yes (Optional) – A Welcome Email message to confirm enrollment of User.
    a. Note: Password is Single Sign On with CFCU Online Banking
6. Landing Page = Determines which screen the user will see first when launching Positive Pay through Online Banking
    a. Default is Home Tab
    b. Options: Issued Checks, Presented Checks, ACH, and Exceptions
        i. If the user you are creating is responsible for the "Issued Checks" – you can customize their landing page to always start on the Issued Checks tab
7. User Roles = Select Roles to be assigned for access
8. Account Entitlement = Determines which Accounts the User has access to
9. Notification Settings = Select which notifications the user wants to receive and when they should be delivered

a. Types of notifications available in the Menu will depend on the User's Roles/Permissions
b. User Notification can be set to Immediately or On a Set Time Interval
    i. The following are interval options available:
        1. Not Set
        2. Every 15 Minutes
        3. Every 30 Minutes
        4. Every Hour
            a. If set to Every Hour, choose the Specific Hours Only for Notifications – Multiple times can be selected