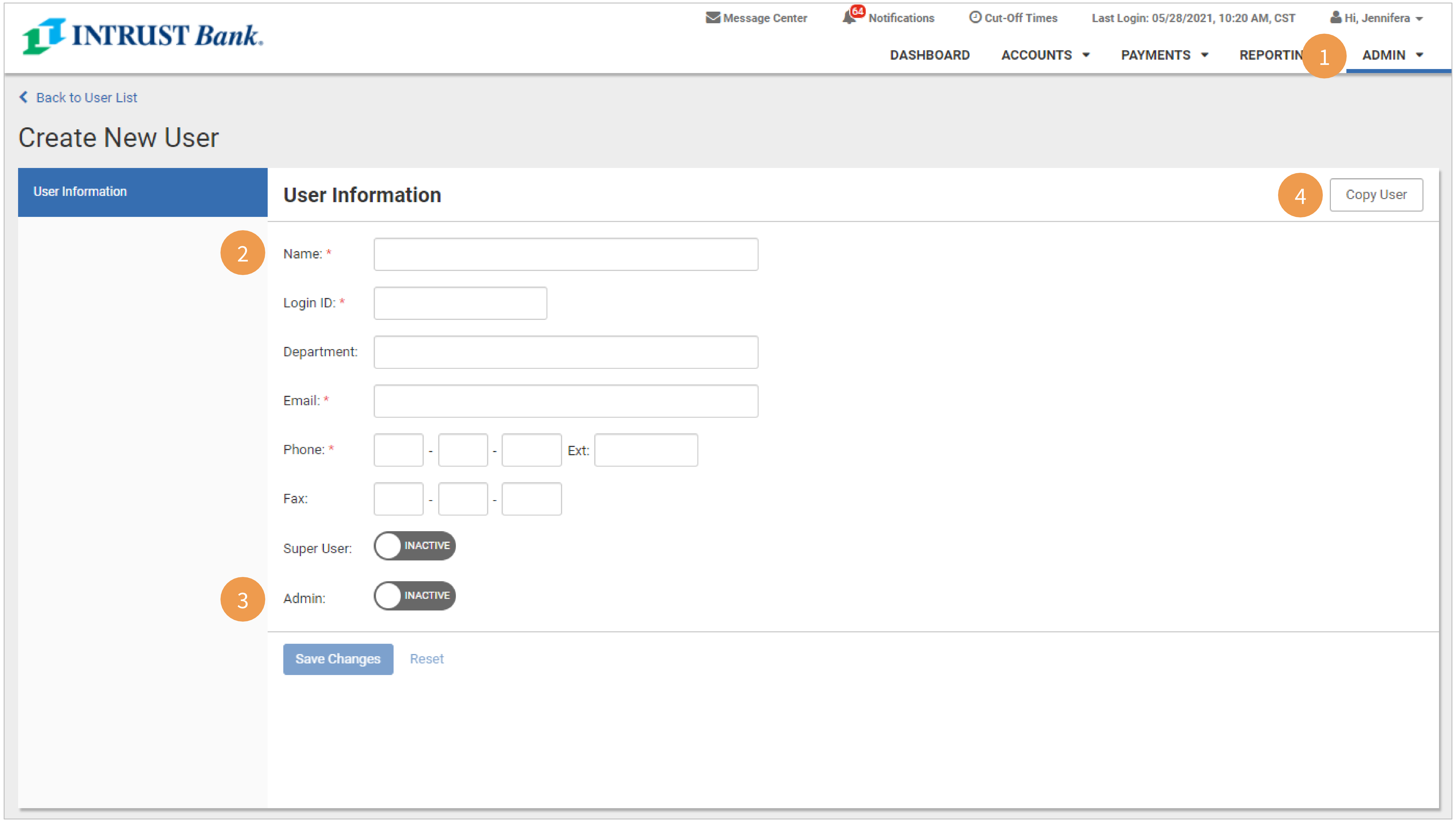
New User Configuration

Quick Reference Guide

New User Configuration

Admin > Create User > User Information



1 Select **Create User** from the Admin drop-down menu.

2 Complete the User Information fields.

Name: First and Last name of the user

Login ID: ID that is used to access Business Online Banking.

Department: Optional field

Email: User's email address

Phone: User's contact number. The extension is optional

Fax: Optional field

3 Select Additional User Type

Admin: ability to add, edit, delete, and approve company users in Business Online Banking

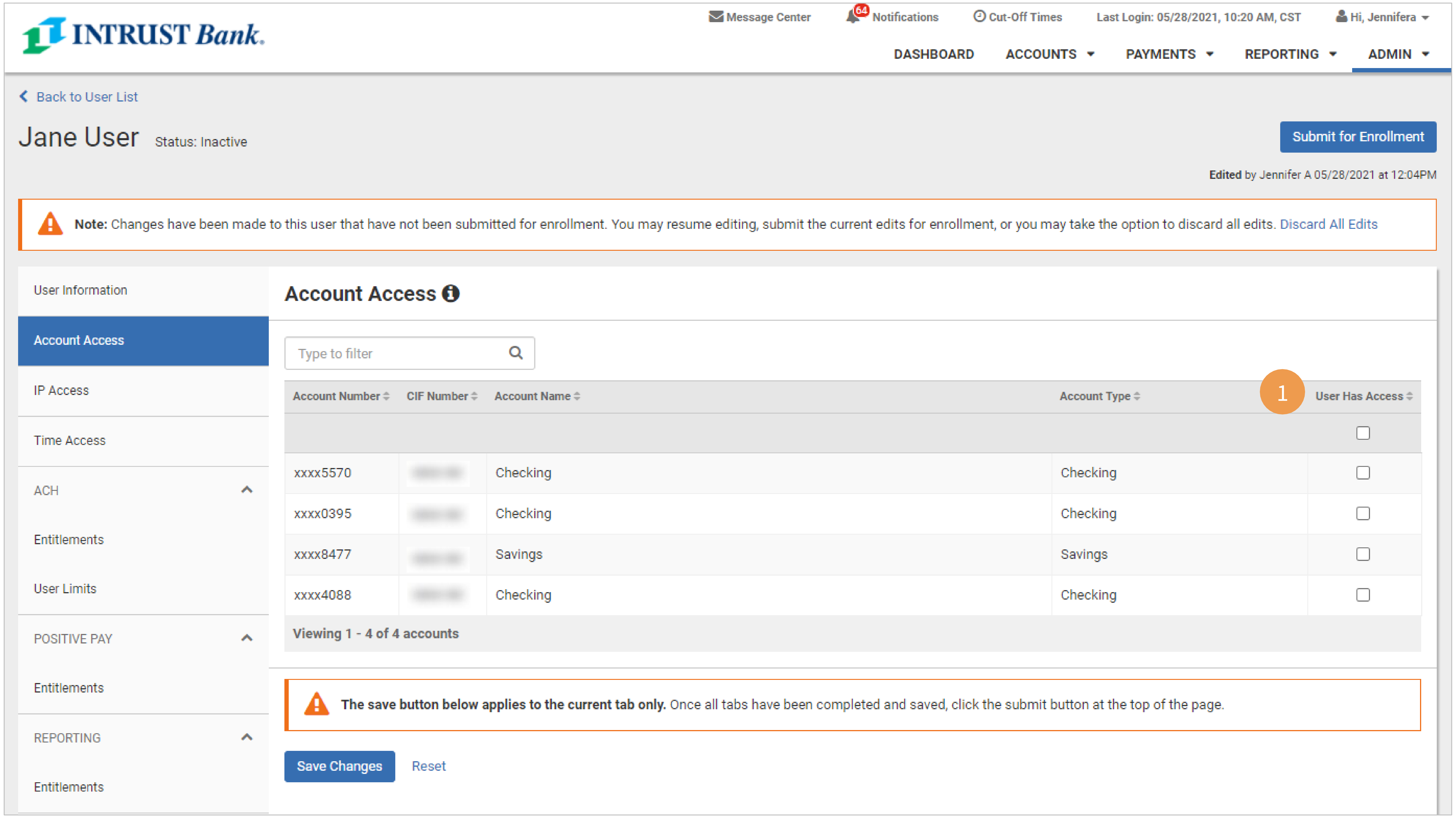
Super User: has full access to all accounts and services on the Business Online Banking profile, including immediate access to new accounts/services added to the profile in the future

Tip: 4 Use the **Copy User** feature on this screen to copy the entitlements from another user to create this new user.

Note: You must Save Changes on each screen of the New User setup before clicking Submitting for Enrollment.

New User Configuration

Account Access



1 Select the accounts available to the user using the select all checkbox, or individual accounts.

If Super User was selected on the previous screen, all accounts and features will be automatically enabled, and account selections are unnecessary.

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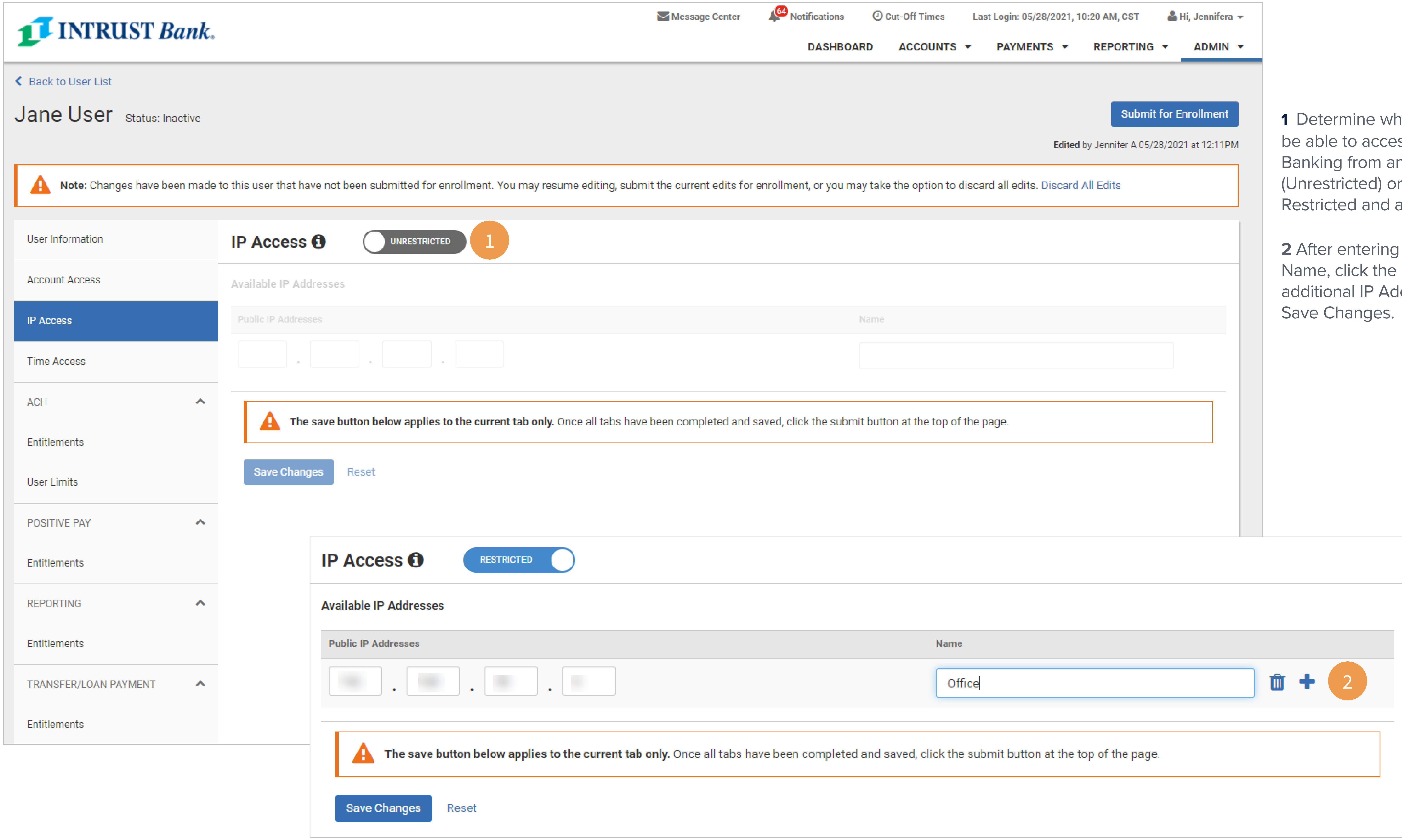
New User Configuration

IP Access



1 Determine whether the user will be able to access Business Online Banking from any IP Address (Unrestricted) or toggle to Restricted and add IP Addresses.

2 After entering an IP Address and Name, click the plus sign to add additional IP Addresses, or click Save Changes.

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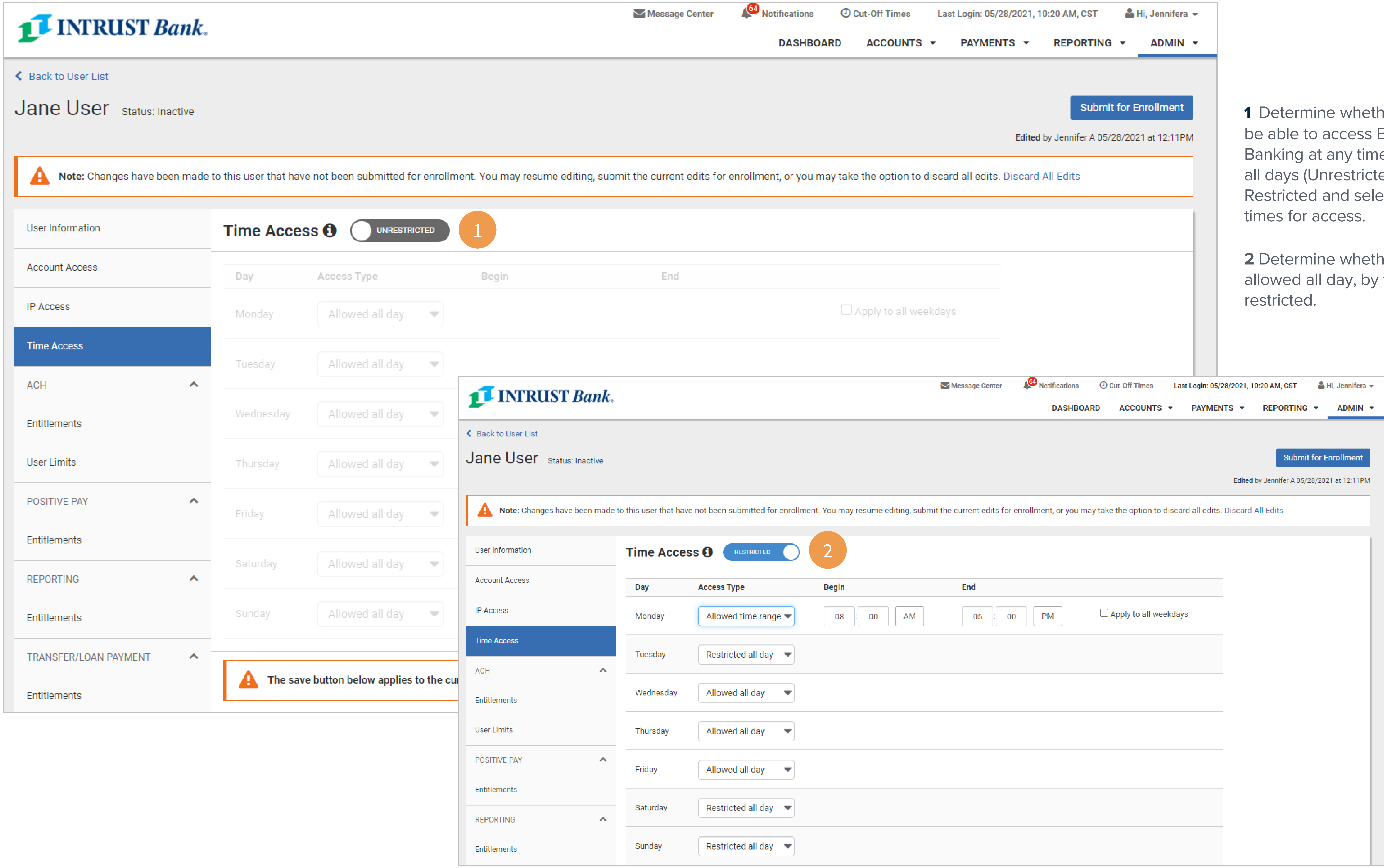
Time Access



1 Determine whether the user will be able to access Business Online Banking at any time of the day on all days (Unrestricted) or toggle to Restricted and select days and times for access.

2 Determine whether each day is allowed all day, by time range, or restricted.

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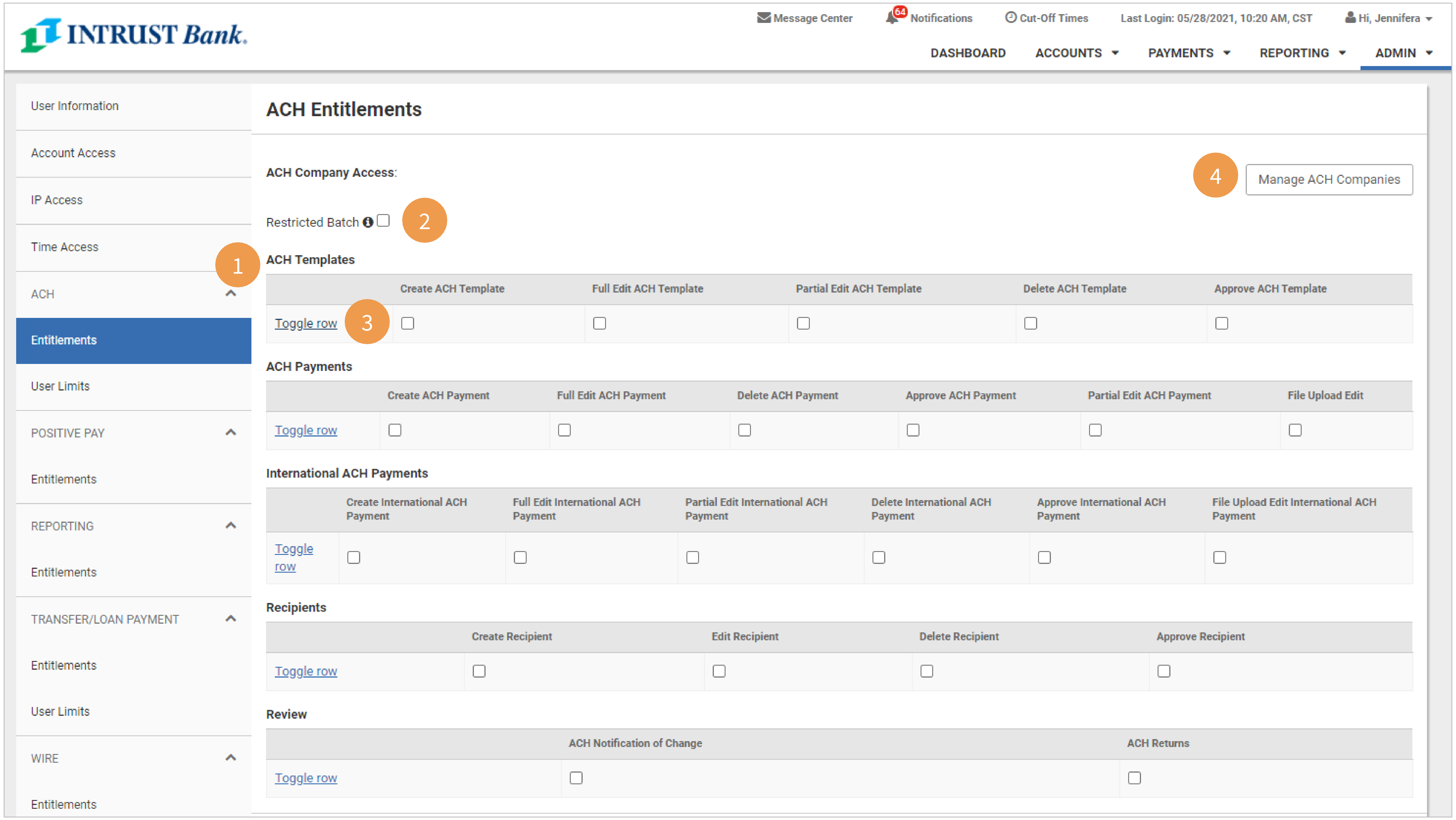
New User Configuration

ACH Entitlements



1 Select ACH entitlements for:

- Templates
- Payments
- International ACH
- Recipients
- Review

2 If Restricted Batch is selected, the user can restrict batch payments and approvals from the view of others.

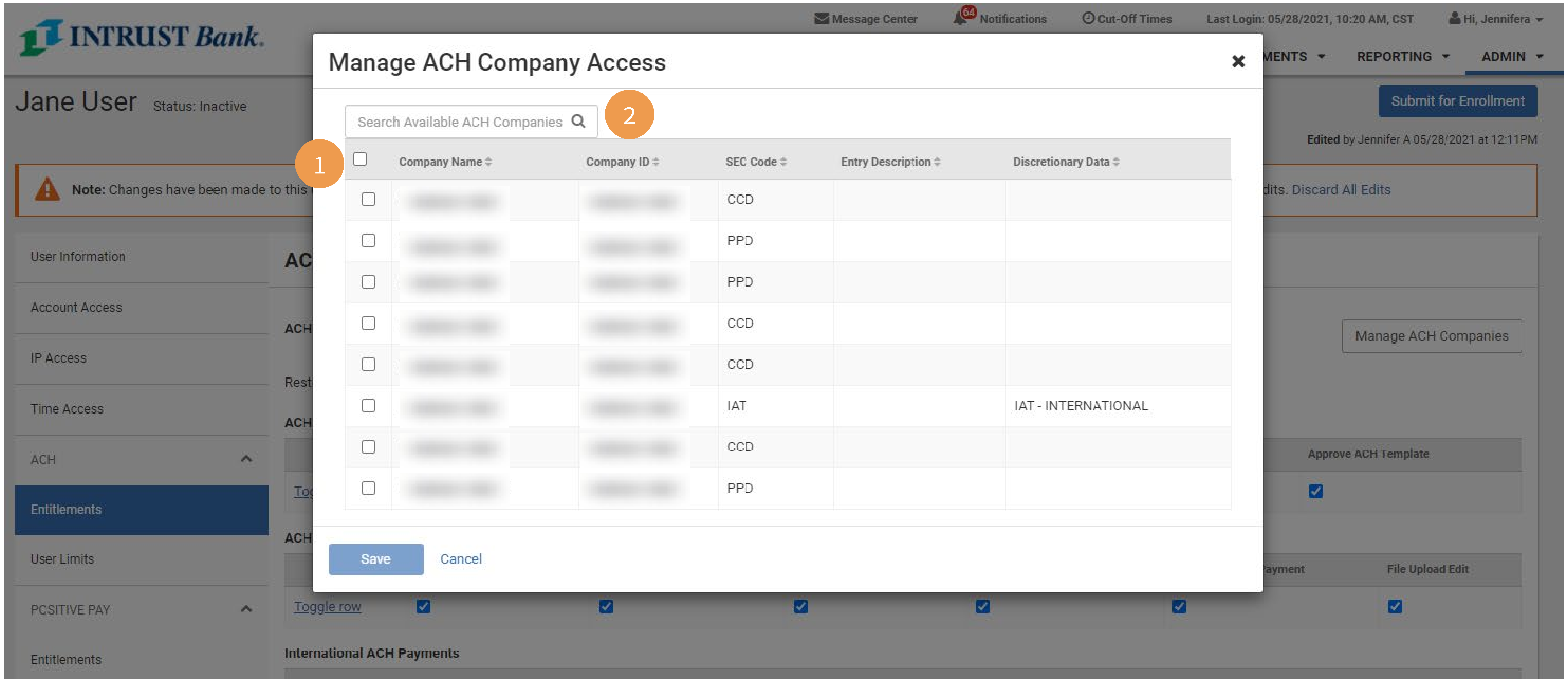
3 Select Toggle Row to one-click enable all entitlements for that row

4 If ACH entitlements are enabled, Click Manage ACH Companies (details on following page)

Note: You must Save Changes on each screen of the New User setup before clicking Submitting for Enrollment

New User Configuration

Manage ACH Company Access



1 Use the top-row checkbox to enable all companies or select individually.

2 Use the Search Available ACH Companies field to quickly locate a company. The list of companies will filter as the user enters the company name.

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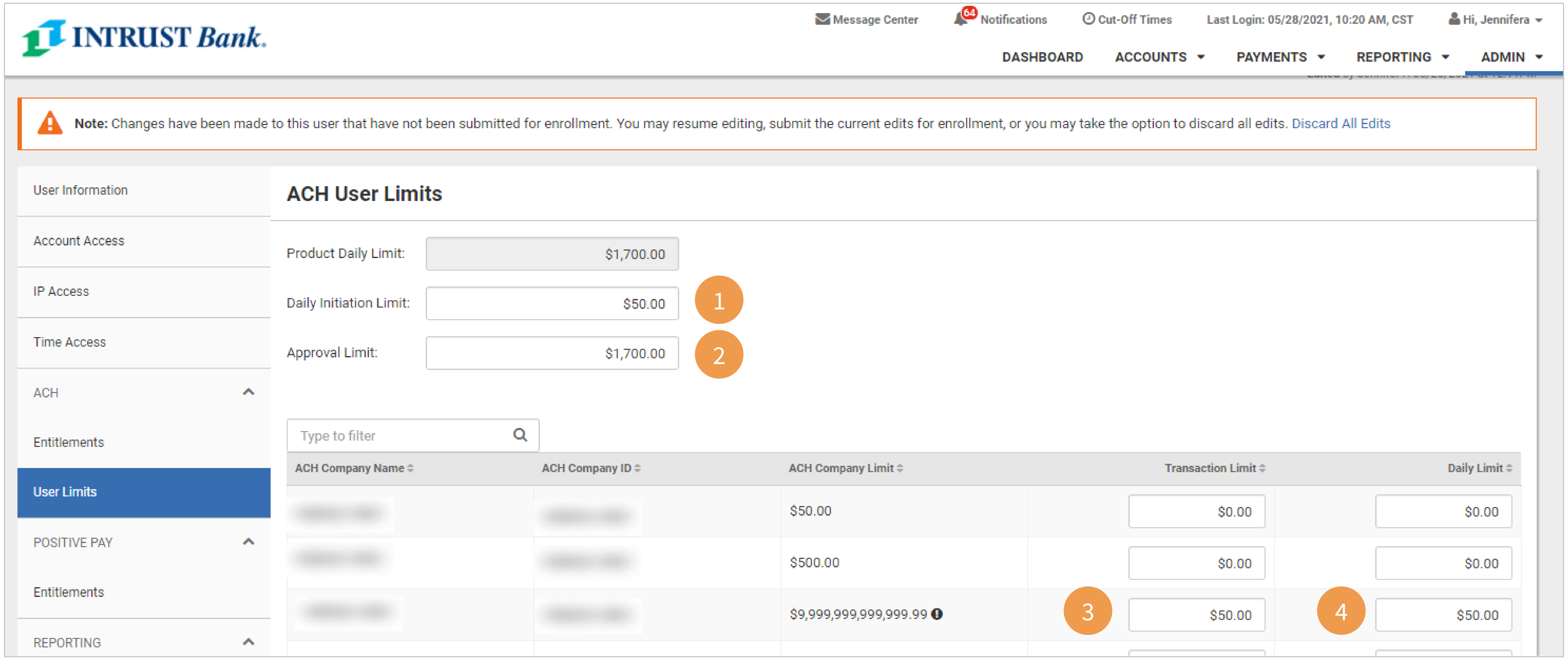
ACH User Limits



Set the following limits:

1 Daily Initiation Limit – Amount this user is allowed to initiate across ACH Companies in a single day.
Note: the daily initiation limit cannot be more than the total of the daily limit set for all accounts.

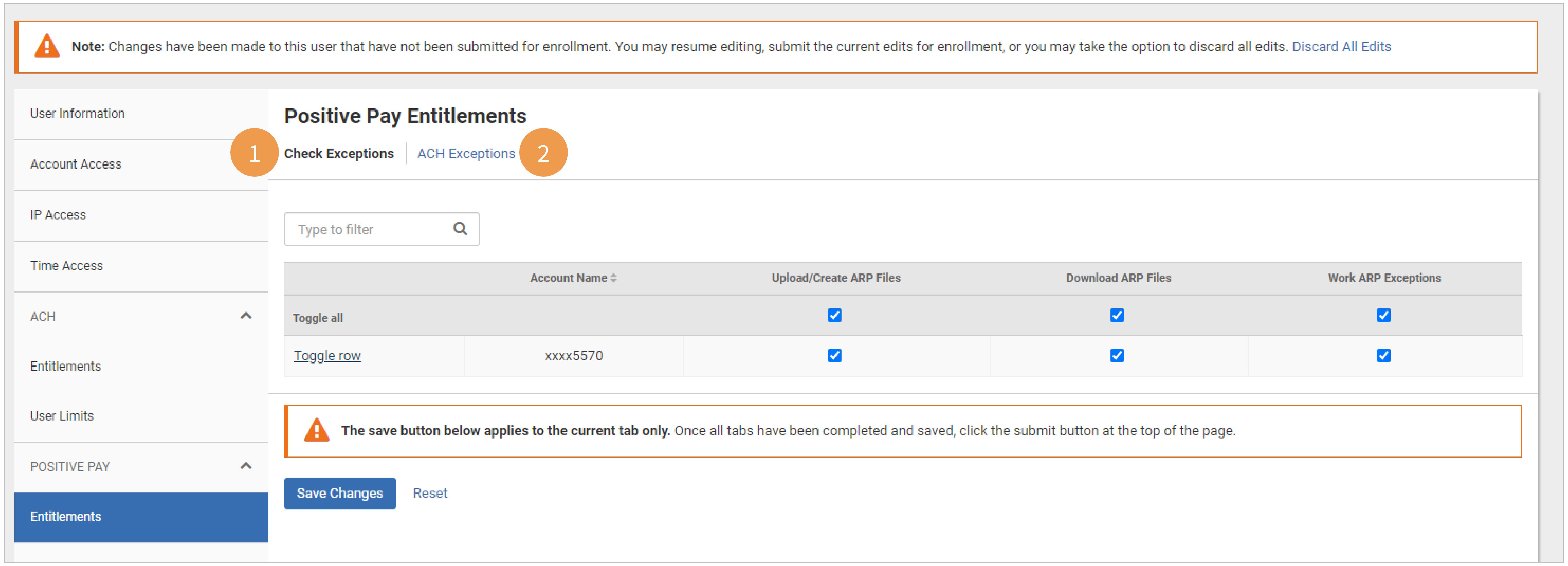
2 Approval Limit – Dollar amount per ACH batch/file this user is allowed to approve.

3 Transaction Limit – The amount this user is allowed to initiate at the transaction level for the given account.

4 Daily Limit – The amount this user can initiate for the day for the given account.

Note: You must Save Changes on each screen of the New User setup before clicking Submitting for Enrollment

Positive Pay Entitlements



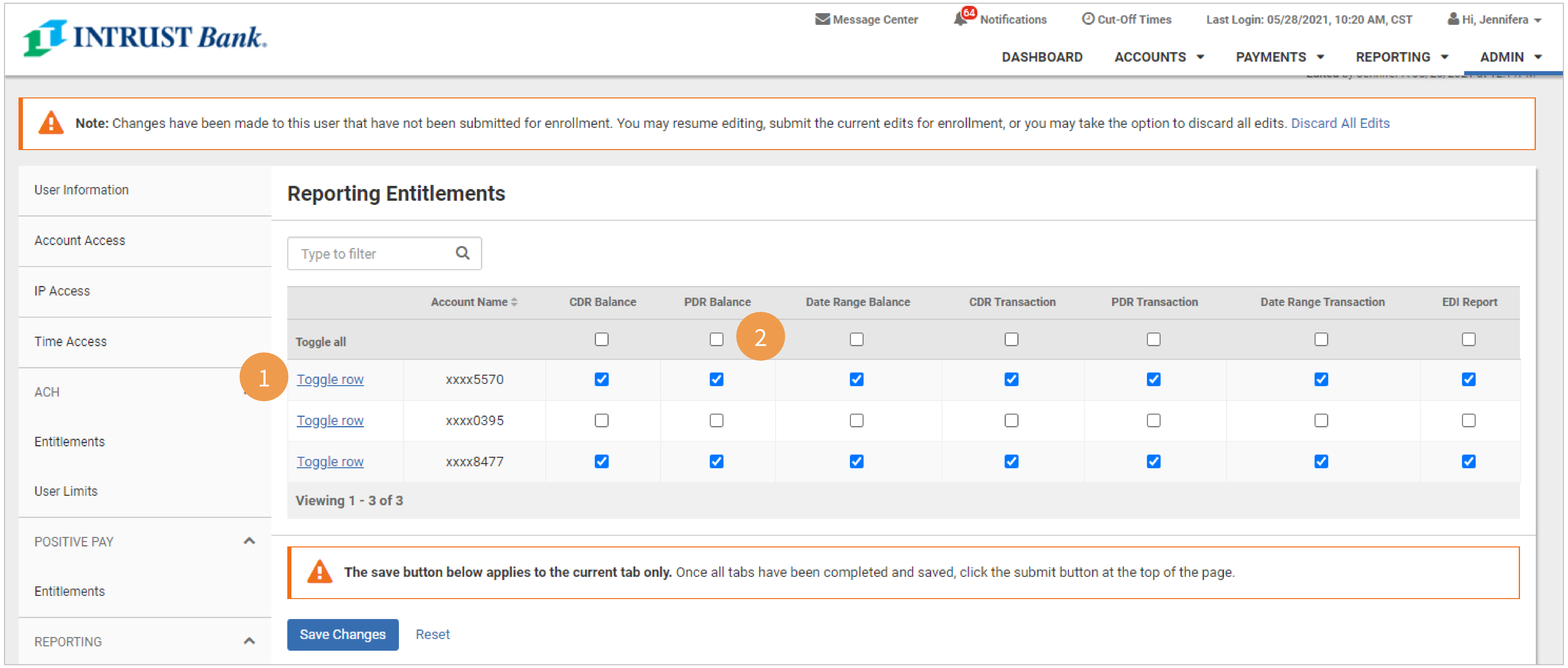
Select Accounts and entitlements for:

1 Positive Pay Check Exceptions

2 Positive Pay ACH Exceptions

Note: You must Save Changes on each screen of the New User setup before clicking Submitting for Enrollment

Reporting Entitlements (if applicable)



Select which reports will be available for each account.

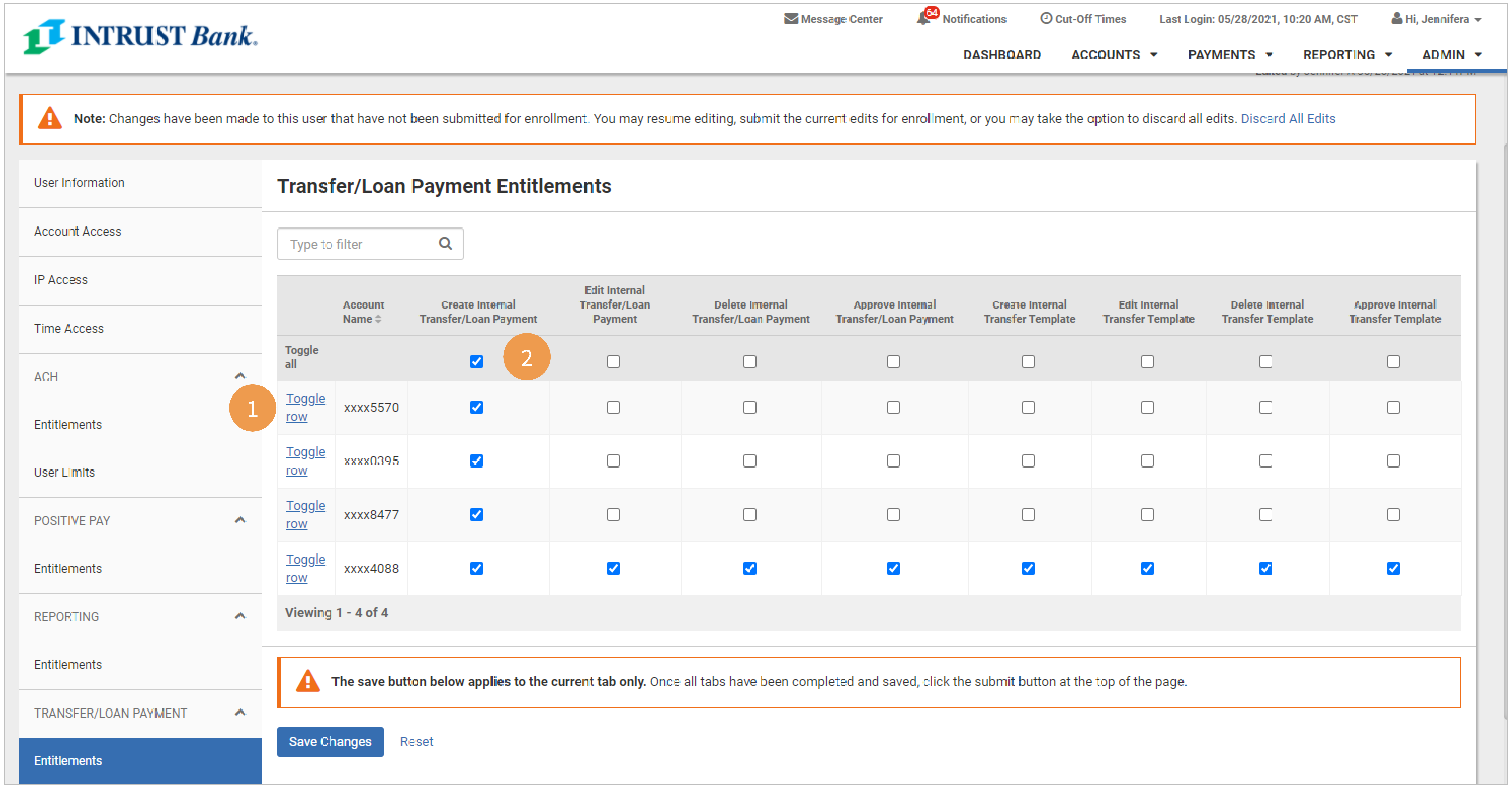
1 Use the Toggle row feature to enable all reports for the selected account at one time

2 Use the top-row check box to enable an individual report for all accounts

CDR = Current Day Report
PDR = Prior Day Report

Note: You must Save Changes on each screen of the New User setup before clicking Submitting for Enrollment

Transfer/Loan Payment Entitlements



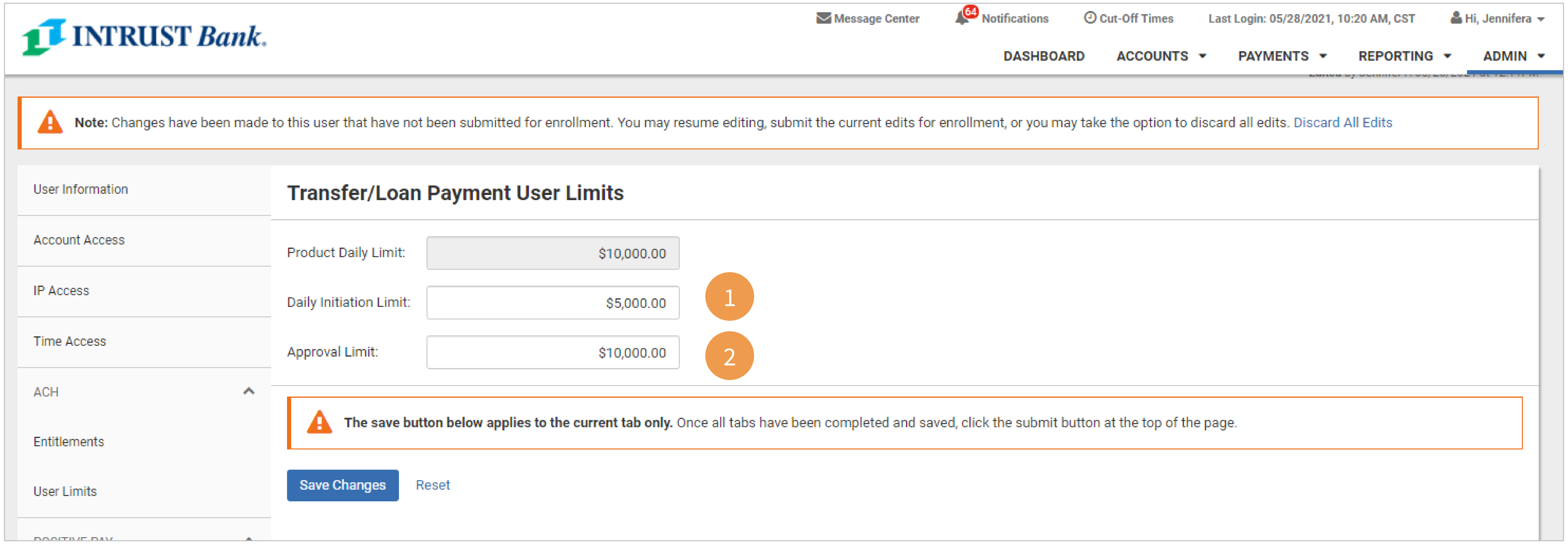
Select which Transfer and Loan entitlements will be available for each account.

1 Use the Toggle row feature to enable all entitlements for the selected account at one time

2 Use the top-row check box to enable all accounts for an individual entitlement

Note: You must Save Changes on each screen of the New User setup before clicking Submitting for Enrollment

Transfer/Loan Payment User Limits



Set the following limits:

1 Daily Initiation Limit – Amount this user is allowed to initiate for internal transfers

2 Approval Limit – Dollar amount this user is allowed to approve.

Note: INTRUST does not enforce separate approvals for internal transfers, but an approval amount is required to complete internal transfers independently.

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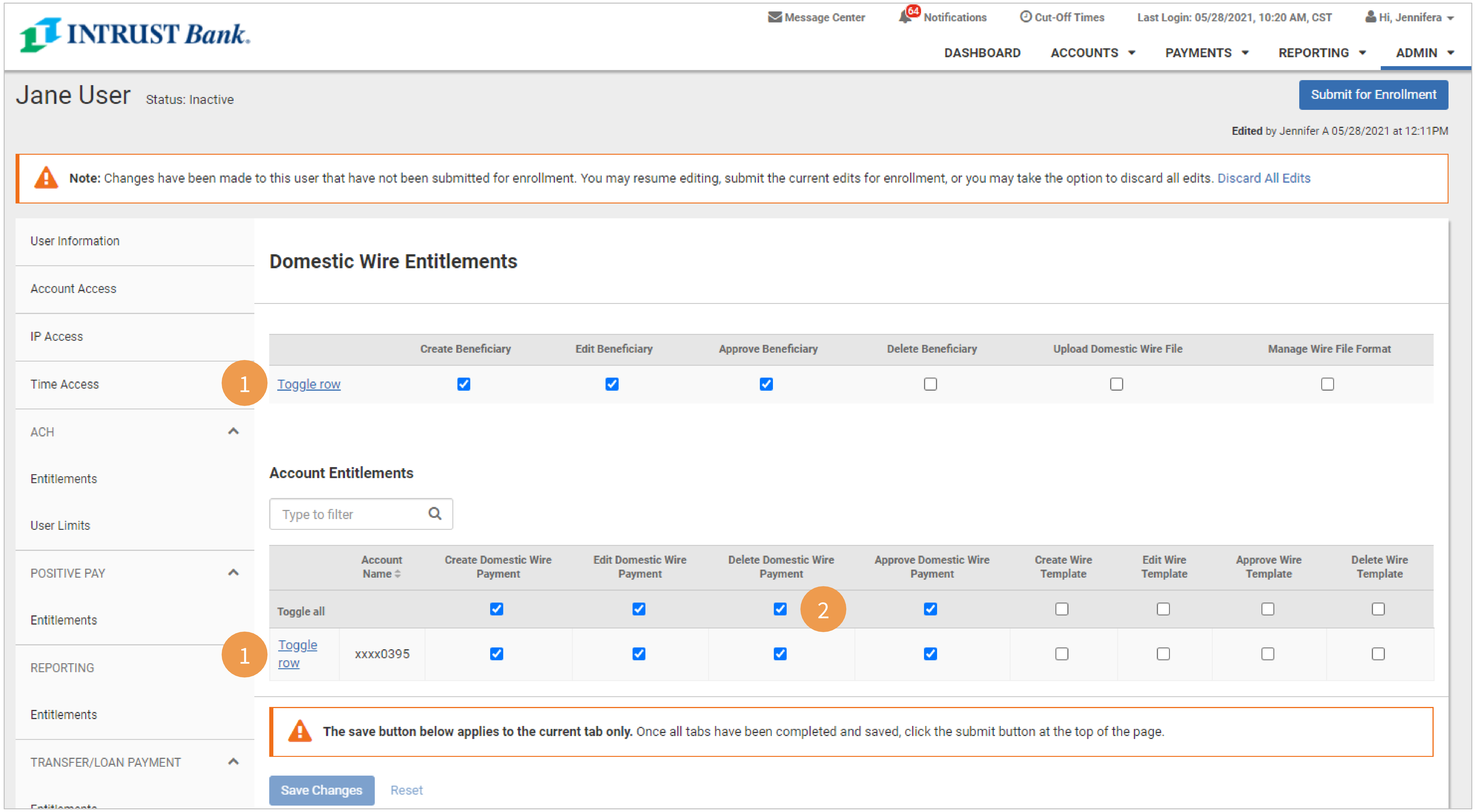
New User Configuration

Wire Entitlements



Select which Domestic Wires Entitlements will be available for beneficiaries and accounts.

1 Use the Toggle row feature to enable all entitlements for the selected account at one time

2 Use the top-row check box to enable all accounts for an individual entitlement

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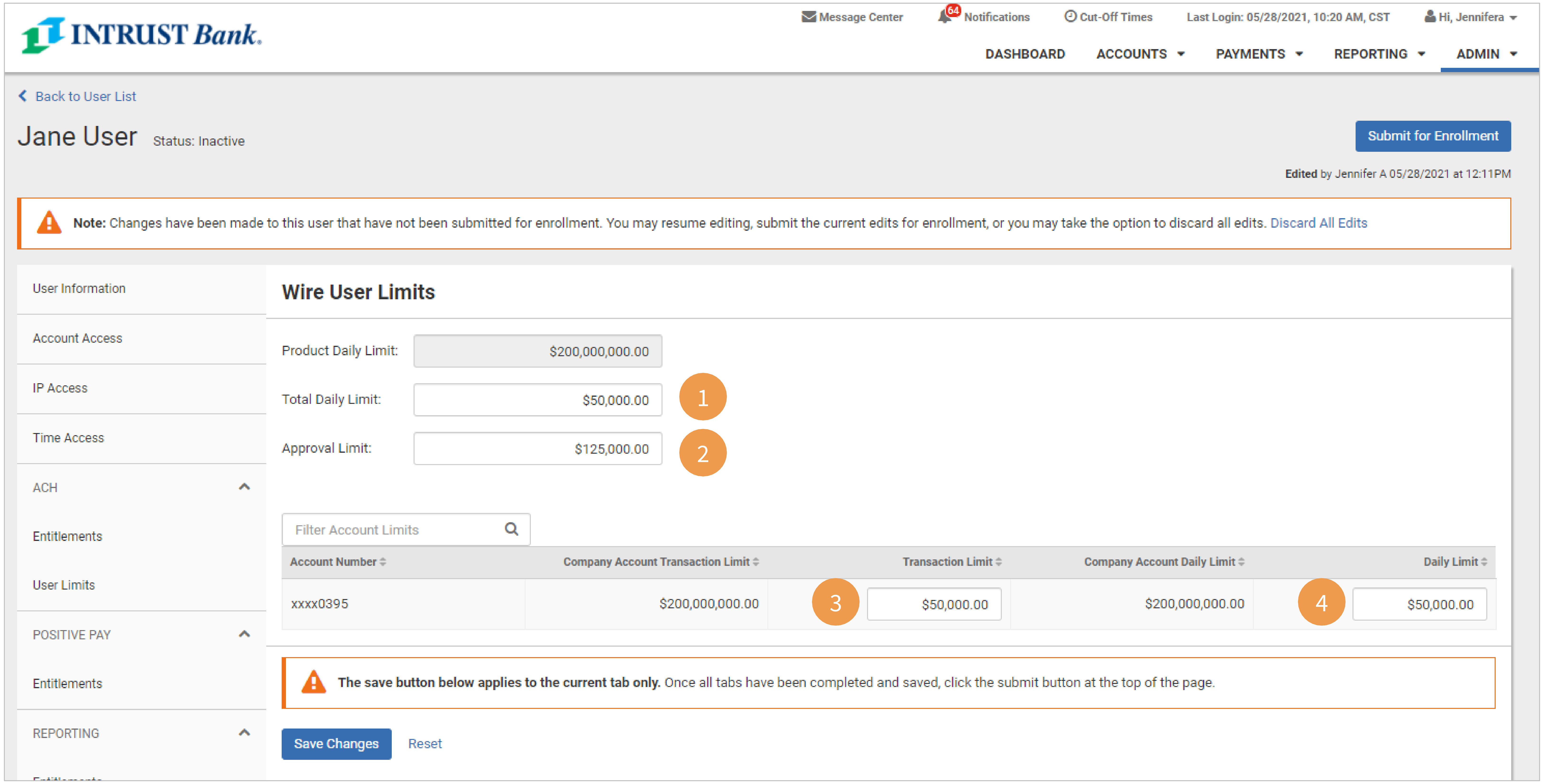
Wire User Limits



Set the following Wire User Limits:

1 Total Daily Limit – Amount this user is allowed to initiate across wire accounts in a single day. Note: the total daily limit cannot be more than the total of the daily limit set for all accounts.

2 Approval Limit – Dollar amount per wire this user is allowed to approve.

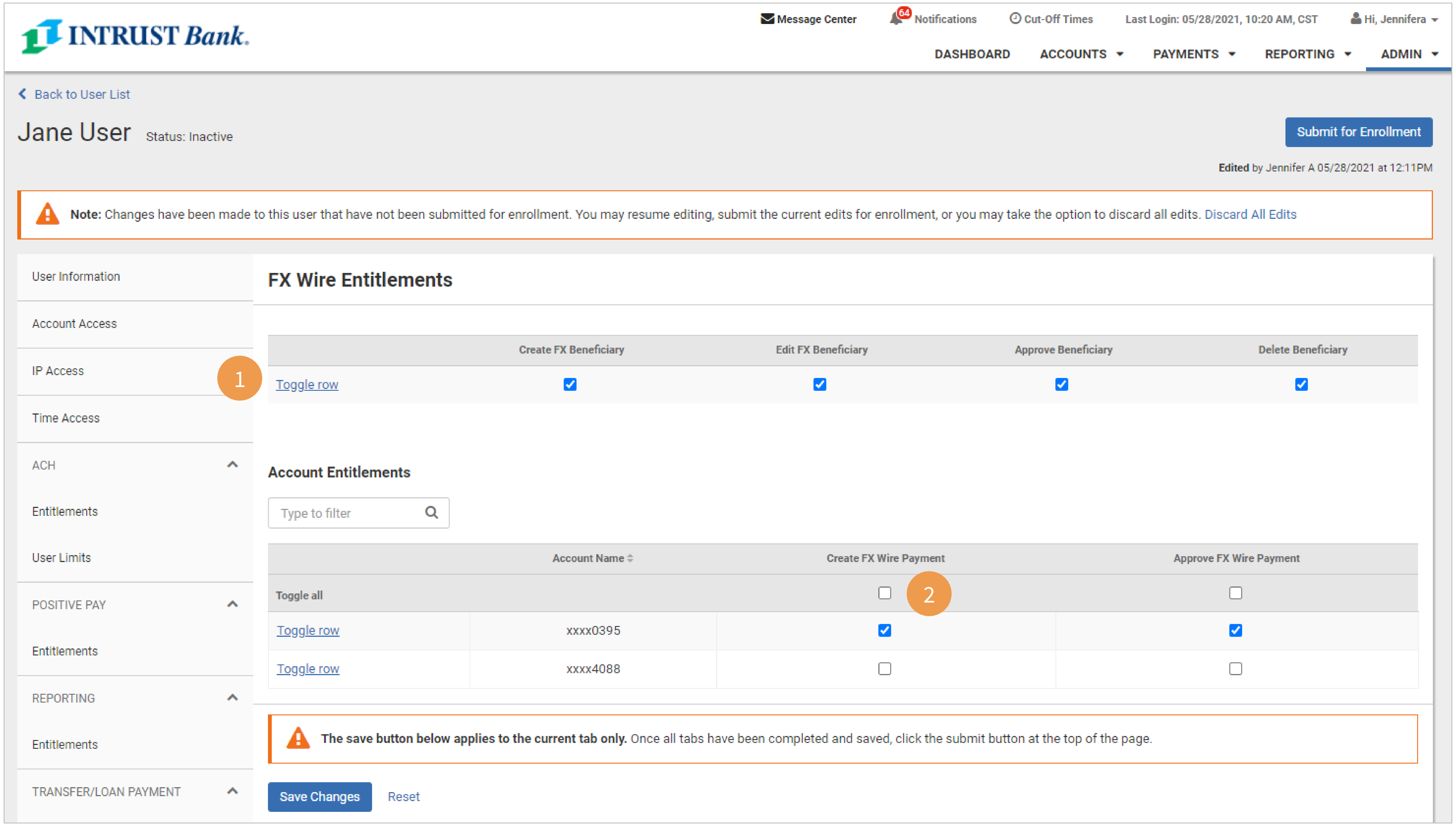
Account Limits

3 Transaction Limit – Limit this user can initiate for each transaction.

4 Daily Limit – Limit this user can initiate for this account.

Note: You must Save Changes on each screen of the New User setup before clicking Submitting for Enrollment

FX Wire Entitlements



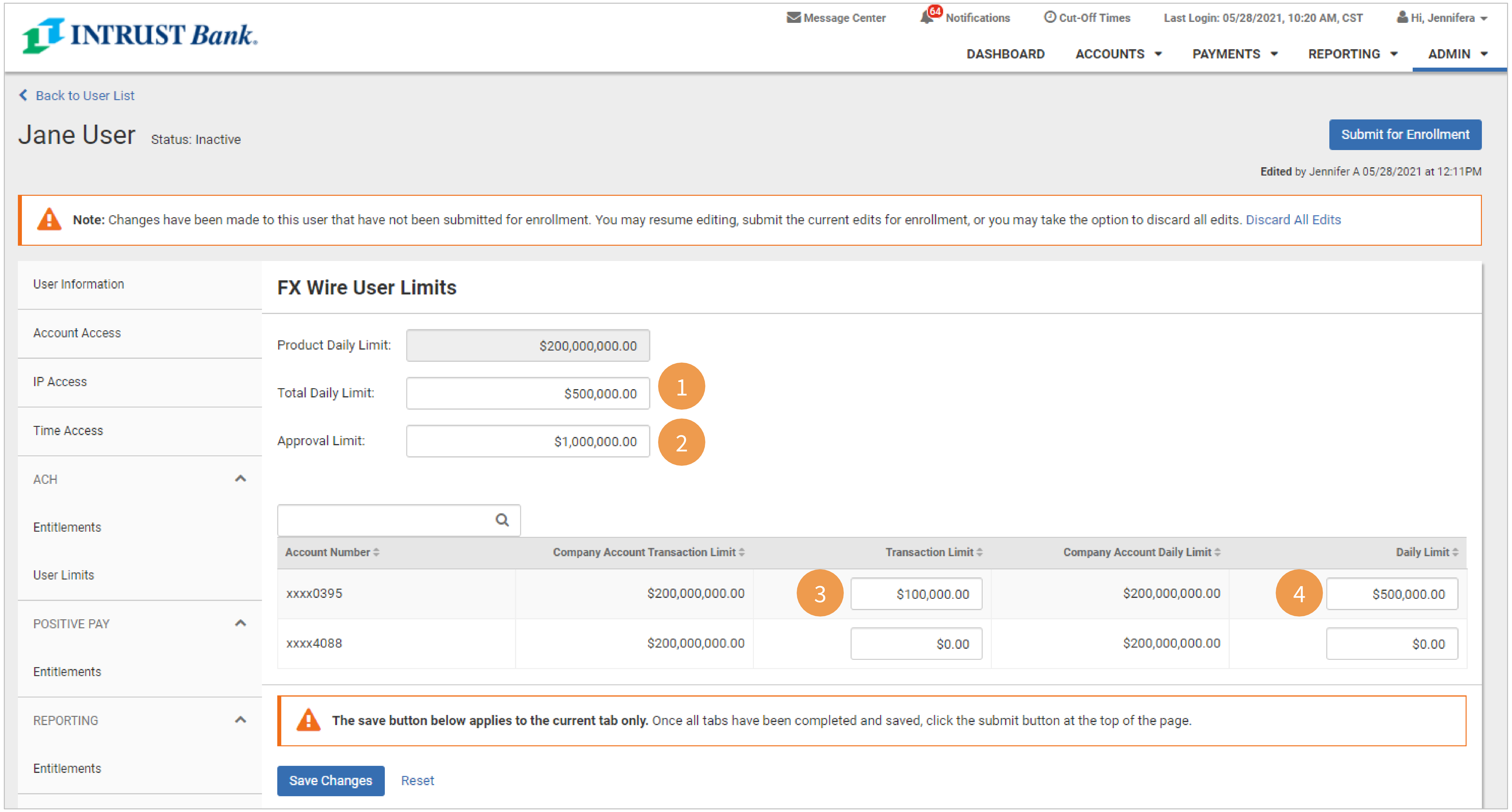
Select which FX Wires Entitlements will be available for beneficiaries and accounts.

1 Use the Toggle row feature to enable all entitlements for the selected account at one time

2 Use the top-row check box to enable all accounts for an individual entitlement

Note: You must Save Changes on each screen of the New User setup before clicking Submitting for Enrollment

FX Wire User Limits



Set the following FX Wire User Limits:

1 Total Daily Limit – Amount this user is allowed to initiate across wire accounts in a single day. Note: the total daily limit cannot be more than the total of the daily limit set for all accounts.

2 Approval Limit – Dollar amount per wire this user is allowed to approve.

Account Limits

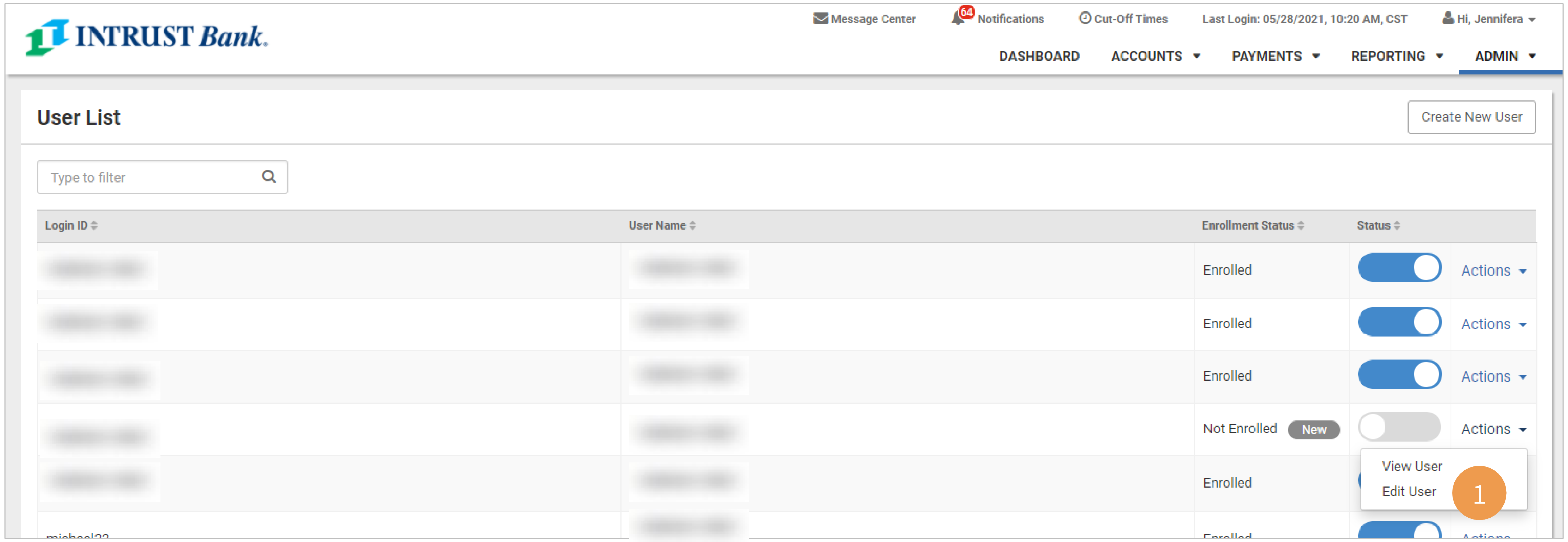
3 Transaction Limit – Limit this user can initiate for each transaction.

4 Daily Limit – Limit this user can initiate for this account.

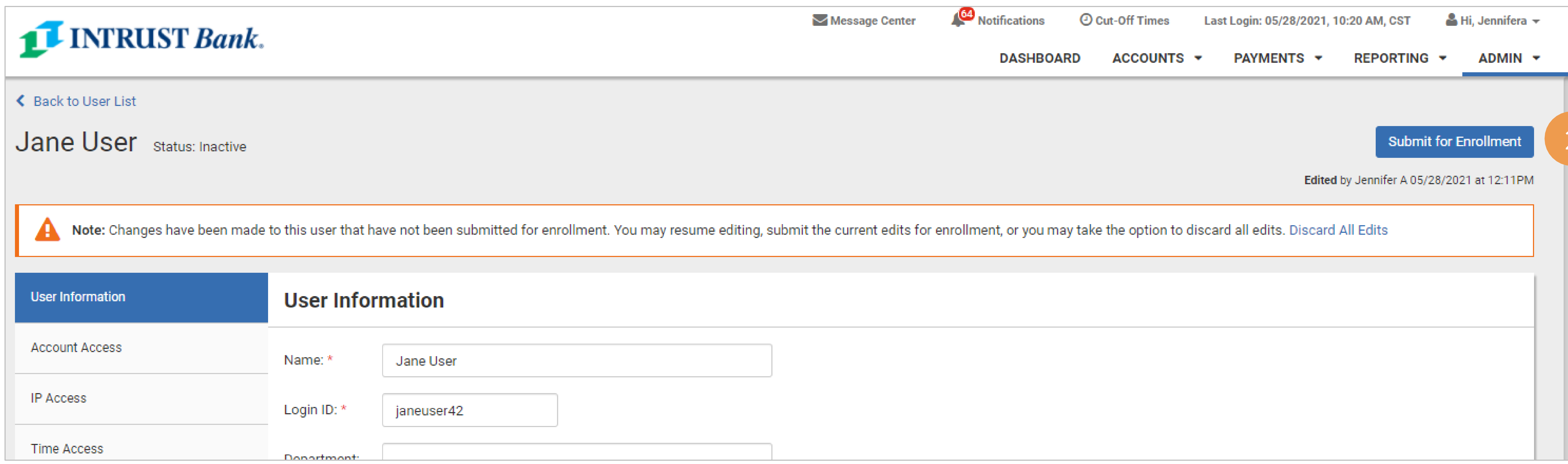
Note: You must Save Changes on each screen of the New User setup before clicking Submitting for Enrollment

New User Configuration

User List



1 If you do not finish establishing all entitlements and settings for a user, you can continue making changes by selecting Edit User from the Actions drop-down menu on the User List.



2 Choose Submit for Enrollment to finish the user setup process.

3 The user shows Enrolled on the User List and they have been sent an email with instructions for logging in and establishing a password.