

Create a Sub-User

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**BUSINESS
ADMIN**

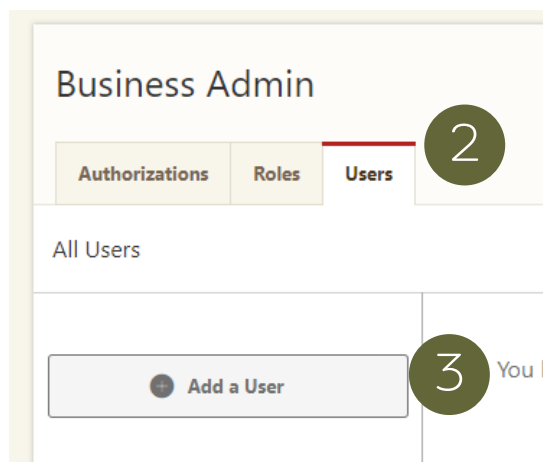
Creating Sub-Users is a great way to allow others who work for your business to access your online/mobile account for use in daily activities.

Before completing this process, follow the instructions to Add/Edit a Role.

Create a Sub-User

- 1) Click the "Business Admin" widget.
- 2) Click the "Users" tab.
- 3) Click "Add a User."
- 4) Enter a "Username" (must be at least 4 characters long). The system will confirm that the username is available.
- 5) Enter the sub-user's first and last name.
- 6) Enter the sub-user's email address. A temporary password will be sent to this email address. This password expires in 24 hours.
- 7) Select a "Role."
- 8) Click "Create User" to complete the process.

Once this is completed, your sub-user can go to www.ecu.com and login to Online Banking with their User Name and Temporary Password. During their initial login, they will complete a security profile and user preferences. Sub-Users can also download our Mobile Banking App in the Apple or Google Play Stores.



Add a new user

Username * bobsmith1 ✓

First Name * Bob

Last Name * Smith

Email * bobsmith@xyz.com
A temporary password will be sent to the above email address.

Role * Office Manager

Cancel Create User



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