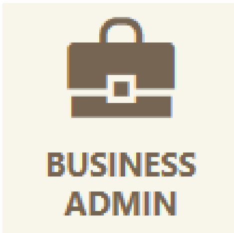
Create/Edit Role Permissions – Premium

Please see the instructions for Adding a Role before completing this process.



Creating Role Permissions allows you to control what your users are capable of doing within your account. If you are a basic Online Business Banking user and would like to upgrade to Premium to have the additional features described in this document, please contact us at 262.886.5900 or visit any Educators Credit Union branch. See the table at the end of this document for a full list of permission descriptions.

Add a Role

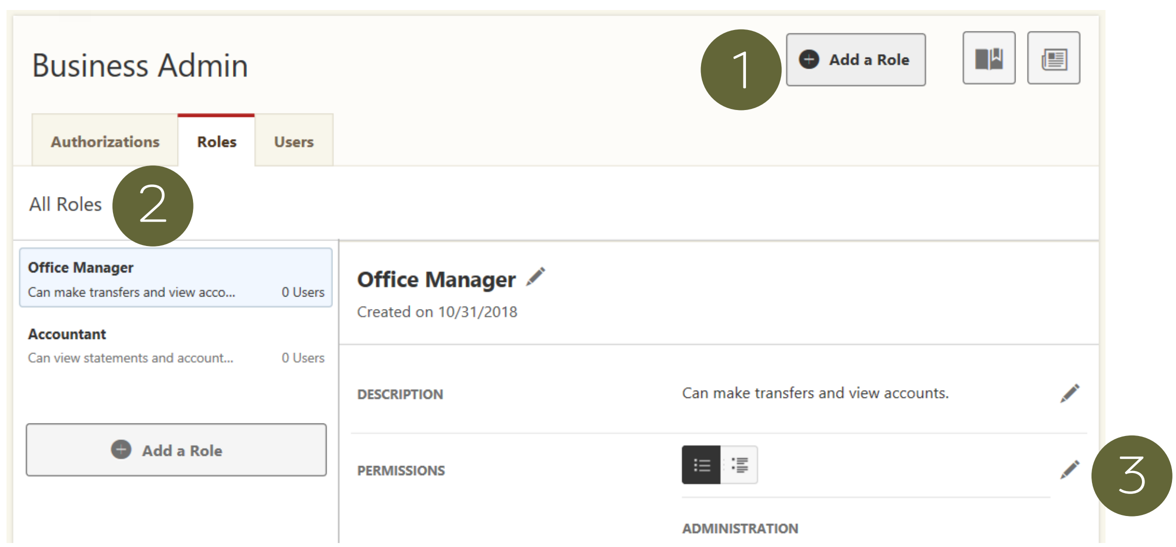
1) Complete the Instructions to “Add a Role.”

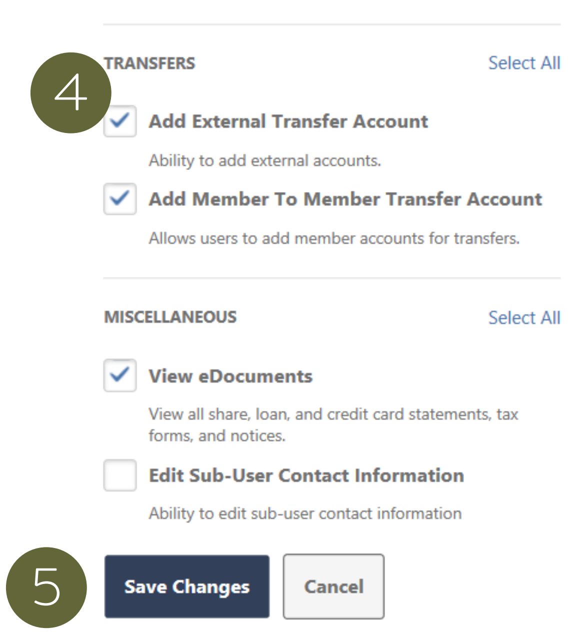
2) Click the role you would like to change to create/edit permissions.

3) Select the pencil icon next to Permissions.

4) Check the box next to each permission you wish to assign (Click the icon for a description of each option)

5) Click “Save Changes” to apply permissions.





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Create/Edit Role Permissions – Premium – Continued

Accounts & Limits

6) Click "Add Accounts" in the Accounts & Limits section.

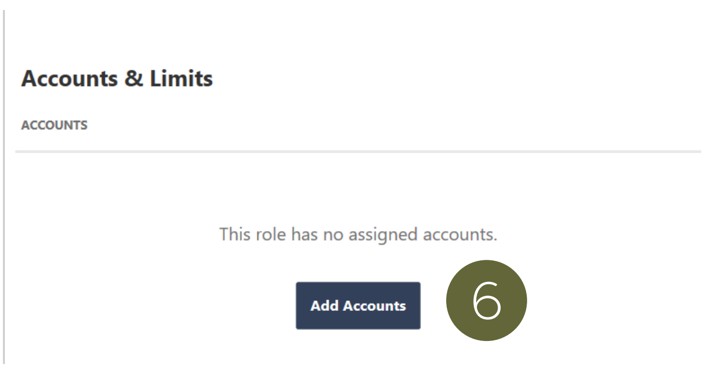
7) Choose account level permissions by checking the box near the permission.

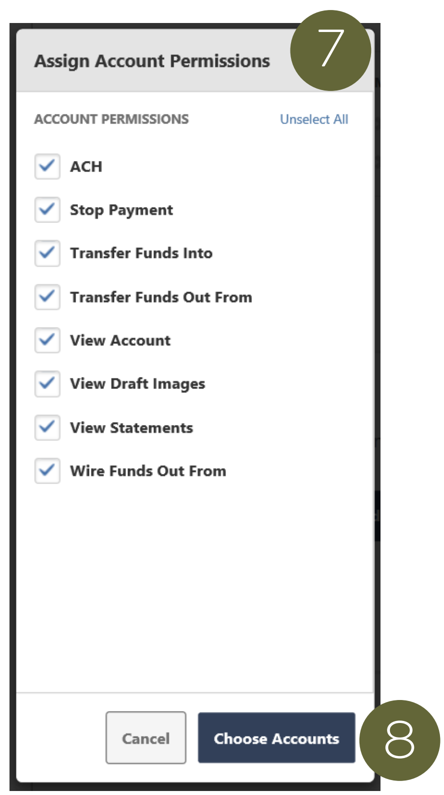
8) Click "Choose Accounts."

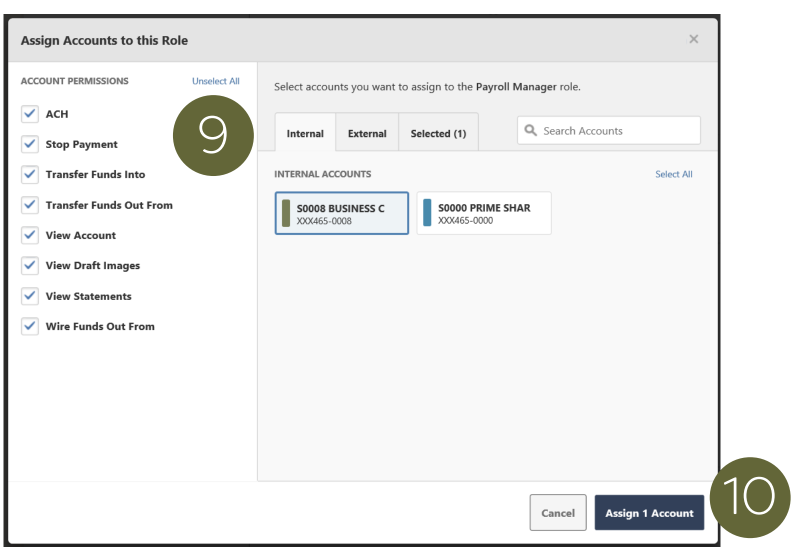
9) Click the Accounts you want to apply the permissions to.

10) Click "Assign Accounts" to complete the process.

Note: To add, adjust or remove accounts, select the pencil icon next to Accounts and Limits within the role. If you open a new share after this is set up, don't forget to adjust this section. If you have upgraded from our Business Basic Package to our Business Premium Package, you will need to complete these steps.







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Create/Edit Role Permissions – Premium – Continued

BUSINESS ADMIN

Limits

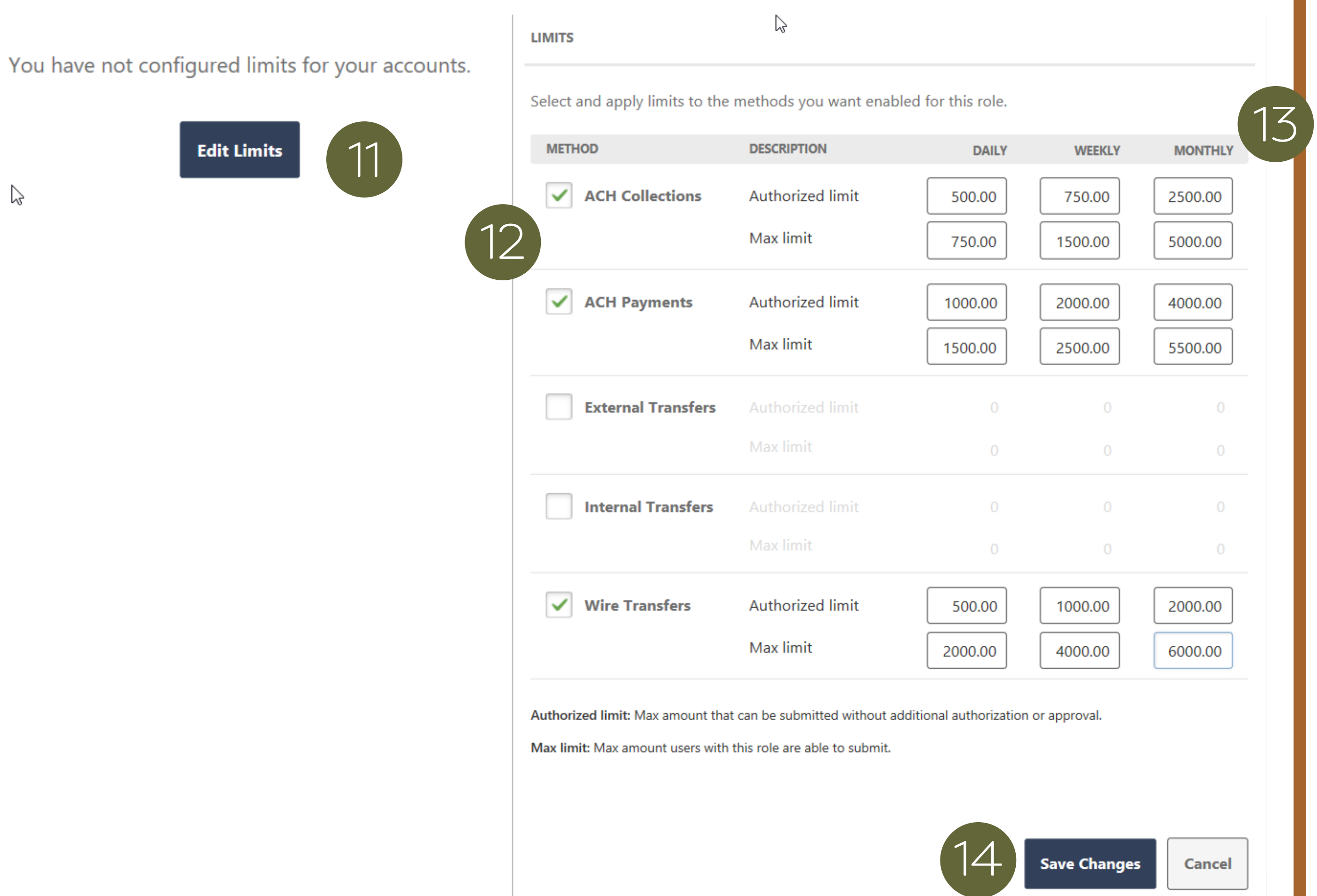
11) Click “Edit Limits.”

12) Click to place a check mark next to the method of transfer you would like to authorize.

13) Enter “Daily,” “Weekly,” and “Monthly” authorized and maximum limits.

14) Click “Save Changes” to complete the process.

Note: Authorized limits are limits that your user will be able to perform independently on your behalf without an approval. Maximum limits are the amounts that your user can schedule, but you will need to approve the transfer within 24 hours. Limits for external and internal transfers can be different. Daily, Weekly and Monthly limits must be set progressively higher.


You have not configured limits for your accounts.

Edit Limits

11

LIMITS

Select and apply limits to the methods you want enabled for this role.

12

13

METHOD	DESCRIPTION	DAILY	WEEKLY	MONTHLY
ACH Collections	Authorized limit	500.00	750.00	2500.00
	Max limit	750.00	1500.00	5000.00
ACH Payments	Authorized limit	1000.00	2000.00	4000.00
	Max limit	1500.00	2500.00	5500.00
External Transfers	Authorized limit	0	0	0
	Max limit	0	0	0
Internal Transfers	Authorized limit	0	0	0
	Max limit	0	0	0
Wire Transfers	Authorized limit	500.00	1000.00	2000.00
	Max limit	2000.00	4000.00	6000.00

Authorized limit: Max amount that can be submitted without additional authorization or approval.

Max limit: Max amount users with this role are able to submit.

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Save Changes

Cancel

Permission	Description
Administration	
Manage Payees	Provides access to the Payees section of the Business Admin Widget.
Allowed to Authorize	
ACH (Premium Only)	Authorize ACH Templates for release to your financial institution.
Transfers	Authorize internal and external account transfers for release to your financial institution.
Wires (Premium Only)	Authorize Wire Transfers for release to your financial institution.
ACH Transaction Types (Premium Only)	
Payroll	Create ACH templates that can be used to credit consumer accounts for payroll direct deposit, bonuses, refunds and more.
Collect Funds From Consumers	Create ACH templates to debit consumer accounts for goods and services.
Business Payments	Create ACH templates to credit businesses for services and distribute or consolidate funds between businesses.
Collect Funds From Businesses	Creates ACH templates to debit business accounts for goods and services.
ACH Manage Template (Premium Only)	
Create ACH Template	Create new templates using permitted ACH transaction types and offset accounts.
Edit ACH Template	Change ACH template names, company entry descriptions, offset accounts, and restrict template access.
Manage Template Entries	Allows users to select entry accounts, change statuses, amounts, enter addenda unfirnatuin fir entrues and delete ACH template entries.
Submit ACH Template	Submit templates for approval and processing by your financial institution.
Delete ACH Template	Delete ACH templates.
Access to Restricted Templates	Ability to access and modify templactes marked for restricted users only.
Import ACH Templates	Import templates or pass -thru batches using NACHA or .csv files.
Bill Pay	
Allowed to Pay Bills	Permits users to access bill pay services.

Permission	Description
Transfers	
Add External Transfer Account	Ability to add external accounts.
Add Member to Member Transfers	Allows users to add member accounts for transfers.
Wires (Premium Only)	
Create Domestic Wires	Gives users the ability to create domestic wires.
Miscellaneous	
View eDocuments	View all share, loan, and credit card statements, tax forms, and notices.
Edit Sub-User Contact Information	Ability to edit sub-user contact information.