

FIRST MERCHANTS COMMERCIAL BANKING

Managing User Roles Online Banking User Guide

The Online Banking solution enables streamlined user management through user roles. A user role is a set of permissions assigned to a user. A user role provides predefined entitlements and policy rights which allow an Administrator to easily define user action and activities within the solution. This includes creating, editing, deleting, and approving transactions. Each online banking user must have a user role.

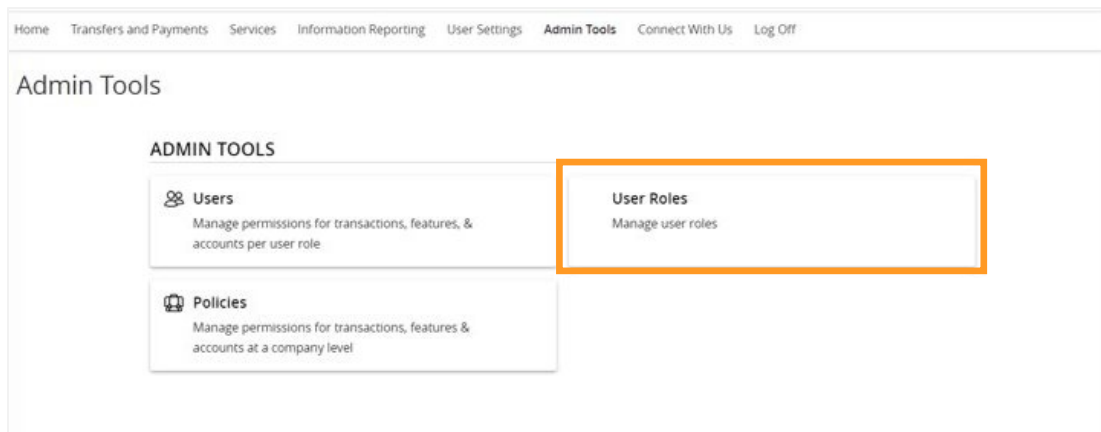
Managing User Roles

You can manage user roles by creating new user roles or copying and editing existing roles. The User Roles page contains a list of all your organization's user roles.

Creating a New User Role

To create a new User Role:

1. In the navigation, select Admin Tools > User Roles tile



2. Select Create Role.

FIRST MERCHANTS COMMERCIAL BANKING

3. Enter the Role Name.

User Roles > New User Role

Role Name *

Description

* - Indicates required field

Cancel Continue

4. Enter the Description (Optional).
5. Select Continue. The Policy Saved page confirms the policy changes.
6. The new User Role is now available. If you want to make changes to the rights and entitlements, see the next section about assigning rights to a User Role. If you are satisfied with the rights and entitlements, select Close.

Assign transactions, features and accounts to a User Role:

To assign transactions and rights to a User Role:

1. In the navigation menu, select Admin Tools > User Roles tile.
2. Locate the User Role.

First Merchants Bank
Helping you prosper

Good Afternoon, Chris Client




User Roles ⓘ

Search

USER ROLE TEMPLATES


USER ROLES


Create Role

Name ^	Description	Users ^	
Company Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights. The Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	2	  

3. Select the edit icon (✎).

FIRST MERCHANTS COMMERCIAL BANKING

User Roles > Payables Admin  Save


User Role Policy 


Transactions Features Accounts


Transaction Filter:


Filter: **All** Enabled Disabled


ACH Batch
Can view own transactions
\$22,222.22

ACH Collection
 Disabled

ACH Pass Thru
 Disabled

Change of Address
 Disabled

Check Reorder
 Disabled

Domestic Wire
 Disabled

ACH BATCH Enabled


[Rights](#) Allowed Actions


View Own

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ <input type="text" value="22,222.22"/>	
Daily Per Account	\$ <input type="text" value="22,222.22"/>	<input type="text" value="222"/>
Daily	\$ <input type="text" value="22,222.22"/>	<input type="text" value="222"/>
Monthly	\$ <input type="text" value="22,222.22"/>	<input type="text" value="222"/>

- Click the Transaction tab.
- Select a transaction type. Ensure the transaction is enabled indicated in blue with a check mark.

User Roles > Payables Admin  Save


User Role Policy 


Transactions Features Accounts


Transaction Filter:


Filter: **All** Enabled Disabled


ACH Batch
Can view own transactions
\$22,222.22

ACH Collection
 Disabled

ACH Pass Thru
 Disabled

Change of Address
 Disabled

Check Reorder
 Disabled

Domestic Wire
 Disabled

ACH BATCH Enabled

[Rights](#) Allowed Actions

View Own

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ <input type="text" value="22,222.22"/>	
Daily Per Account	\$ <input type="text" value="22,222.22"/>	<input type="text" value="222"/>
Daily	\$ <input type="text" value="22,222.22"/>	<input type="text" value="222"/>
Monthly	\$ <input type="text" value="22,222.22"/>	<input type="text" value="222"/>

FIRST MERCHANTS COMMERCIAL BANKING

6. Enter the Maximum Amount and Maximum Count to set the Approval Limits for the role.
7. Select the Features tab.

User Roles > Payables Admin ✎ Save

User Role Policy ⓘ

Transactions **Features** Accounts

FEATURES ⓘ

RIGHTS

- Access Incoming/Outgoing Wire Alerts
- Access to all payment templates
- Allow one-time recipients
- Can view all recipients
- Enable ACH Reversal
- Enable Centrix Positive Pay
- Manage Recipients
- Manage Subsidiaries
- Manage Users
- Recipient upload from batch
- View Wire Activity
- Wire upload from batch (requires Multi-Wire)

GENERATED TRANSACTION

- Enable Multi-Transfer
- Enable Multi-Wire

8. Select Rights to enable or disable by toggling the slide. Enabled will display as blue with a check mark.
9. Click Save.
10. Click the Accounts tab.
11. Select View, Deposit and Withdraw by clicking on the icon under each column.

User Roles > Payables Admin ✎ Save

User Role Policy ⓘ

Transactions Features **Accounts**

ACCOUNTS ⓘ

7 of 7 accounts shown

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
XXXX4321	4321 Operating Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
XXXX1123	30 90 DAY CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

12. Click Save.

FIRST MERCHANTS COMMERCIAL BANKING

Adding a role to a User

To add a role to a user:

1. In the navigation menu, select Admin Tools > Users tile.
2. Search for the user.
3. Select Edit (✎). The User Details page appears.

The screenshot shows the 'User Details' page for a user named 'Max'. The page is divided into several sections: 'Status' (Active), 'PERSONAL DETAILS' (First Name: Max, Last Name: User, Email Address: max@email.com, Phone: (503)381-5586), 'USER ROLE' (Current Role: Payables Clerk), and 'USER LOGINS' (Login Name: maxuser, Channel: Internet, Status: Normal, Last Logon: 5/6/2024). The 'Current Role' dropdown menu is highlighted with an orange box, and the 'Update Role' button is visible below it.

4. Under User Role, use the Current Role drop-down menu to view all available roles.
5. Select the role name to assign a new role.
6. Click Update Role.