

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.

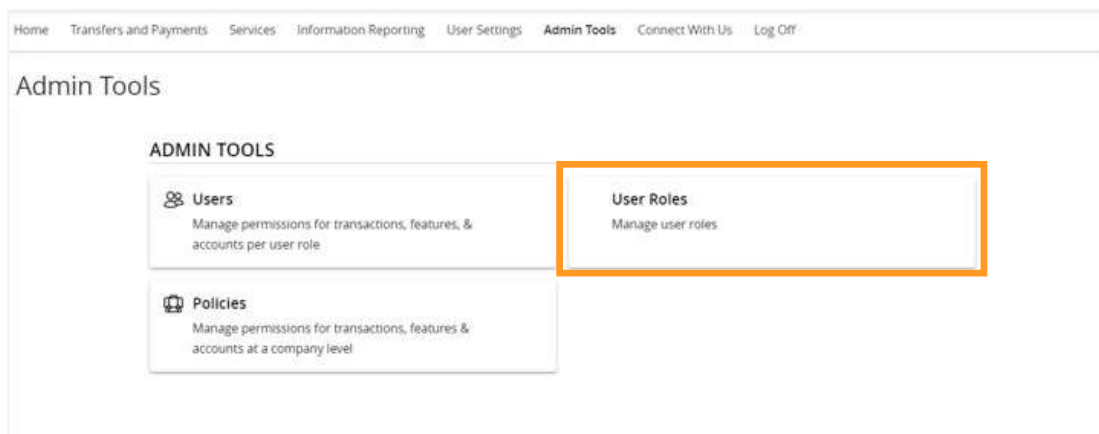
Managing User Roles

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.

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3. Enter the Role Name.



User Roles > New User Role

Role Name *

Description

* - Indicates required field

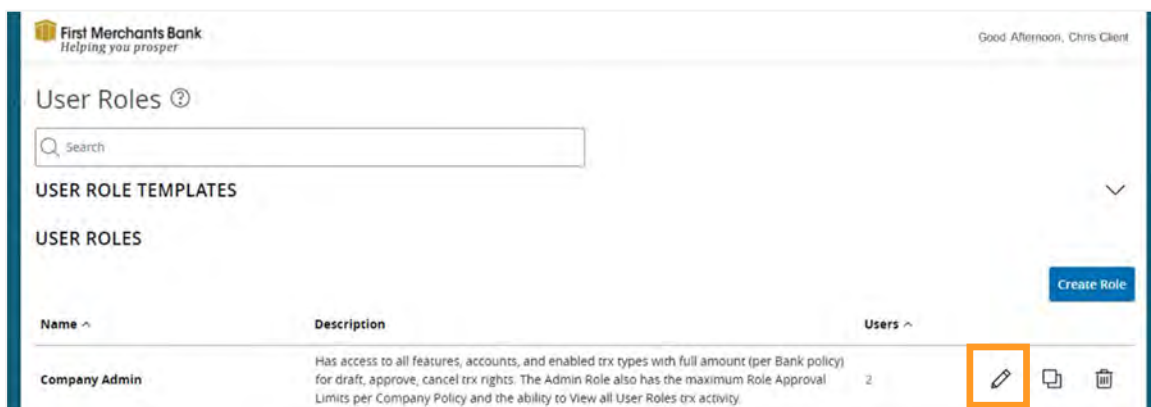
Cancel Continue

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.



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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

Edit icon circled in orange.

3. Select the edit icon (✎).

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Transactions Features Accounts

Filter: **All** Enabled Disabled

ACH Batch
Can view all transactions
Can Draft/Approve/Cancel
\$1,000.00

ACH Collection
Can view all transactions
Can Draft/Approve/Cancel
\$1,000.00

ACH File Upload
Can view all transactions
Can Draft/Approve/Cancel
\$1,000.00

Change of Address
Can view all transactions
Can Draft/Approve/Cancel

Check Reorder
Can view all transactions
Can Draft/Approve/Cancel

ACH BATCH **Enabled**

Rights Allowed Actions

☒ View All

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 1,000.00	
Daily Per Account	\$ 1,000.00	1,000
Daily	\$ 1,000.00	1,000
Monthly	\$ 999,999,999.99	1,000

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

Transactions Features Accounts

Filter: **All** Enabled Disabled

ACH Batch
Can view all transactions
Can Draft/Approve/Cancel
\$1,000.00

ACH Collection
Can view all transactions
Can Draft/Approve/Cancel
\$1,000.00

ACH File Upload
Can view all transactions
Can Draft/Approve/Cancel
\$1,000.00

Change of Address
Can view all transactions
Can Draft/Approve/Cancel

Check Reorder
Can view all transactions
Can Draft/Approve/Cancel

ACH BATCH **Enabled**

Rights Allowed Actions

☒ View All

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 1,000.00	
Daily Per Account	\$ 1,000.00	1,000
Daily	\$ 1,000.00	1,000
Monthly	\$ 999,999,999.99	1,000

- Enter the Maximum Amount and Maximum Count to set the Approval Limits under Rights for the role.



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7. Select the Allowed Actions tab for ACH Batch and click on Add Allowed Action

Filter: All Enabled Disabled

ACH BATCH Enabled

Rights Allowed Actions

POLICY TESTER

Filter by All

Add Allowed Action

Allows ACH Batch transaction for any amount

ACH Batch
Can view all transactions
Can Draft/Approve/Cancel
\$6.00

ACH Collection
Can view all transactions
Can Draft/Approve/Cancel
\$6.00

ACH File Upload
Can view all transactions
Can Draft/Approve/Cancel
\$6.00

Change of Address
Can view all transactions
Can Draft/Approve/Cancel

Check Reorder

8. Set the Operations, Amount, Approvals and Subsidiaries desired.

Add Allowed Action

Allows ACH Batch transaction for any amount

Operations

☒ Draft ☐ Draft Restricted ☒ Approve ☒ Cancel

Amount

☒ Any allowable amount ☐ Specific Amount

Approvals

1

Subsidiaries

☒ Any allowed subsidiaries (4) [Select specific subsidiaries](#)

Accounts



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9. Select the Features tab.

User Roles > Payables Admin

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 Cancel Positive Pay

☒ Manage Recipients ☐ Manage Subordinates

☐ Manage Users ☐ Recipients upload from batch

☐ View Wire Activity ☒ Wire upload from batch (requires Multi-Wire)

GENERATED TRANSACTION

☐ Enable Multi-Transfer ☒ Enable Multi-Wire

Save

10. Select Rights to enable or disable by toggling the slide. Enabled will display as blue with a check mark.

11. Click Save.

12. Click the Accounts tab.

13. Select View, Deposit and Withdraw by clicking on the icon under each column.

User Roles > Payables Admin

User Role Policy

Transactions Features Accounts

ACCOUNTS

7 of 7 accounts shown

Number	Name	View	Deposit	Withdraw	Labels
XXXX4321	4321 Operating Account				
XXXX1123	30 90 DAY CD				

Save

14. Click Save.

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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 displays the 'User Details' page for a user named 'Max'. The page includes a navigation bar with links like Home, Transfers and Payments, Services, Information Reporting, User Settings, Admin Tools, Connect With Us, and Log Off. The 'User Details' section shows the user's status as 'Active' and provides an 'Edit Status' link. Below this, the 'PERSONAL DETAILS' section lists the user's first name (Max), last name (User), email address (max@email.com), phone country (United States), and phone number ((503)381-5586). The 'USER ROLE' section, highlighted with an orange box, shows the 'Current Role' as 'Payables Clerk' and an 'Update Role' button. The 'USER LOGINS' section contains a table with columns for Login Name, Channel, Status, Last Login, and Actions. The table shows a login for 'maxuser' via 'Internet' with a 'Normal' status and a last login on '5/6/2024'.

Login Name	Channel	Status	Last Login	Actions
maxuser	Internet	Normal	5/6/2024	

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.