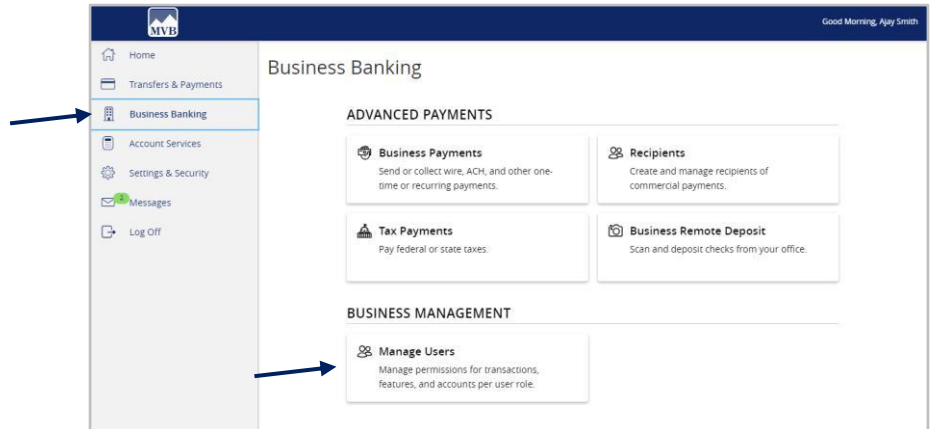




Creating New Users

1. Select the 'Business Banking' menu and then select 'Manage Users'.



2. Click the 'Add User' button on the right side of the screen.



3. Enter the required fields for the new user.

NOTE: If the chosen user ID is already in use, it will not allow you to save.

NOTE: User will be disabled and cannot login until the bank confirms the New User's permissions with the company administrator.

NOTE: Password assignment is temporary. Users must login and change password within 72 hours before the password expires.

Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.





4. Click the 'Save New User Details' button on the bottom right-hand corner of the screen.

LOGIN DETAILS

Login ID Password Confirm Password

5. Click on each Transaction Type to configure the user's entitlements and limits.

Demo User

User Policy ⓘ

Transactions Features Accounts

Transaction Filter:

Filter: **All** Enabled Disabled

Transaction Type	Configuration
ACH Batch Can view own transactions Can Draft/Approve/Cancel \$20.00	ACH BATCH Enabled <input checked="" type="checkbox"/> Rights <input checked="" type="checkbox"/> Draft <input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Cancel <input checked="" type="checkbox"/> View <input type="button" value="Own"/>
ACH Collection Can view own transactions Can Draft/Approve/Cancel \$20.00	
Bill Payment Can view own transactions Can Draft/Approve/Cancel	

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 20.00	

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6. Select the user's Draft, Approve and Cancel rights by toggling the checkmarks on or off.
7. Click on the drop-down menu to adjust the view rights.
 - a. All: Can view transactions initiated by any user within the company.
 - b. Account: Can view transactions initiated within accounts the user is entitled to within digital banking
 - c. Own: Can only view the user's own transactions.
 - d. None: Cannot view any transactions.
8. In the 'Approval Limits' section, enter the user's transaction dollar and count limits.

	Maximum Amount	Maximum Count
Per Transaction	\$ 100.00	
Daily Per Account	\$ 100.00	100
Daily	\$ 100.00	100
Monthly	\$ 100.00	100

NOTE: Repeat steps 5- 8 for each transaction type.

9. Click on the 'Features' tab.
10. On the 'Features' tab, select the appropriate non-transactional features.

Feature	Status
Access Incoming/Outgoing Wire Alerts	Enabled
Access to all payment templates	Disabled
Allow one-time recipients	Enabled
Can view all recipients	Disabled
Manage Recipients	Disabled
Manage Users	Disabled
Recipient upload from batch	Enabled
View Wire Activity	Enabled

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11. On the 'Accounts' tab, designate the user's account rights.
 - a) Circle with a slash: Access is disabled but can be enabled.
 - b) Checkmark: Access is enabled.

12. Click the 'Save' button in the top right corner of the screen or bottom right.

Demo User

User Policy ?

Transactions Features Accounts

ACCOUNTS ?

3 of 3 accounts shown

Number	Name	View <input checked="" type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>
4837	FOUNDATION CHECKING	✓	✓	✓
0356	COMMERCIAL LOC 360	✓	⊘	⊘
4811	FOUNDATION CHECKING	✓	⊘	⊘

Save

Save

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