Community Bank

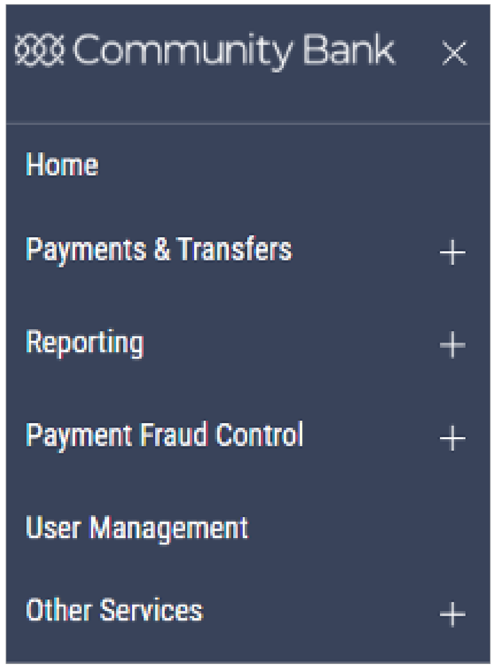
USER GUIDE

Premier Business Connect

Create User

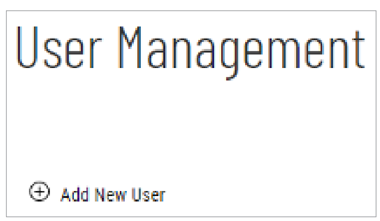
As Administrator, please review your users, including account access and persmissions, annually for security and audit purposes.

Contact Customer Care Center Commercial Support if you will need an additional token for a new user.

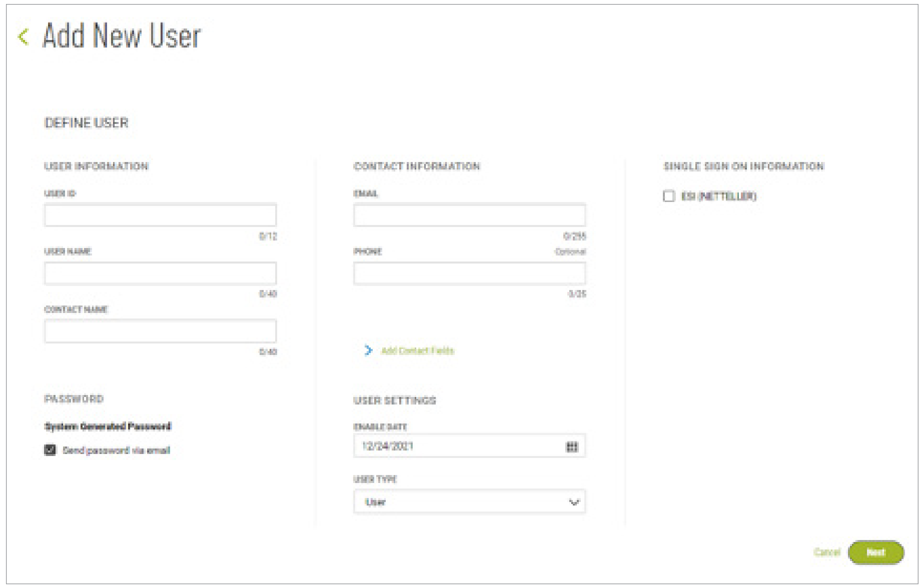


Select **User Management** from **Menu** and then click **Add New User**.

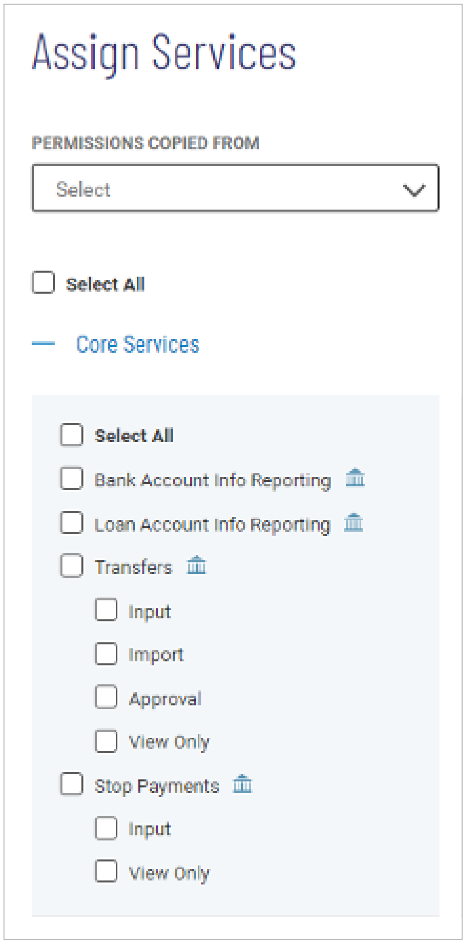
Clicking on **User Management** will bring up the list of existing users and Administrators. At the top of the **User List**, click **Add New User**.

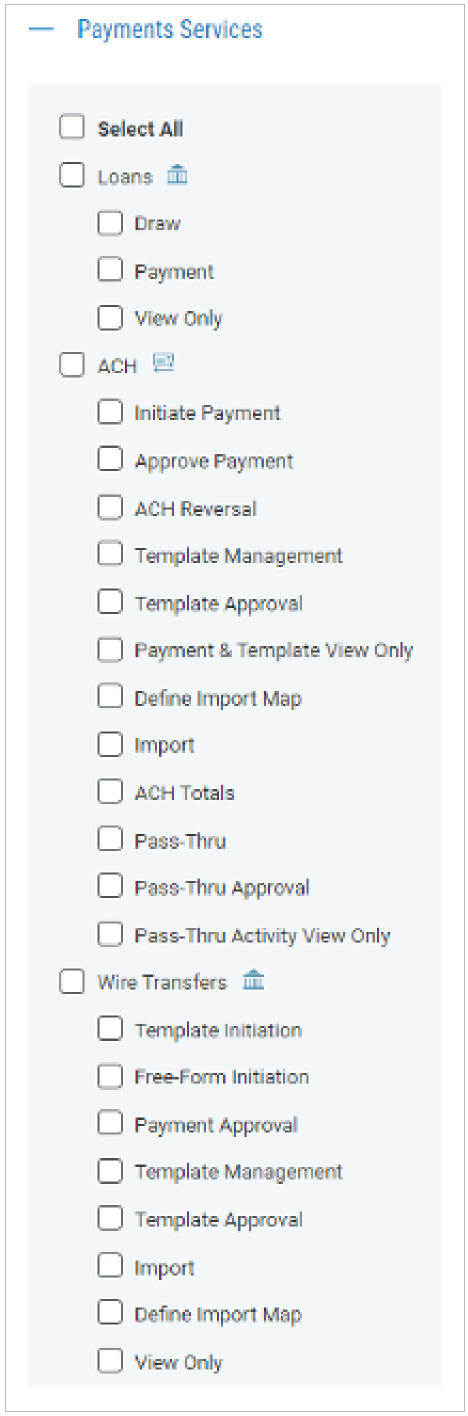


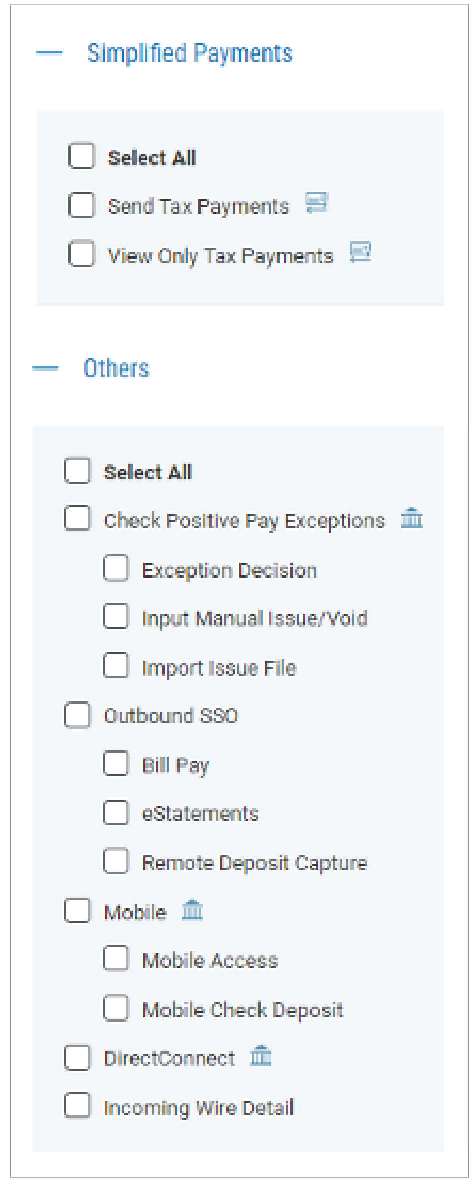
- The **User ID** will be the login ID.
- The **User Name** is first and last name of the individual authorized to use the profile.
- **Contact Name** should be administrator (or user if applicable).
- System generates password to be delivered to the user's email.
- E-mail address is required, phone number is optional.
- **Enable Date** can be future dated, user will receive email same day but not be able to access until date entered.
- **User Type** can be Administrator or User.
- Check **eStatements** for electronic statements, for **User Credential 2** enter the User ID.
- When you have the data entered, click **Next.**



Check the boxes for services and access.







User Permissions can be copied from existing users.

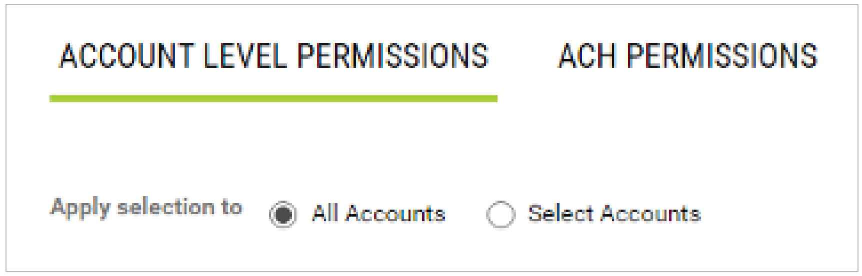
Please note not all of these functions may show as options—you will only see what your company is set up for.

Click **Next** in the bottom right when all the services have been selected.

Assign Accounts

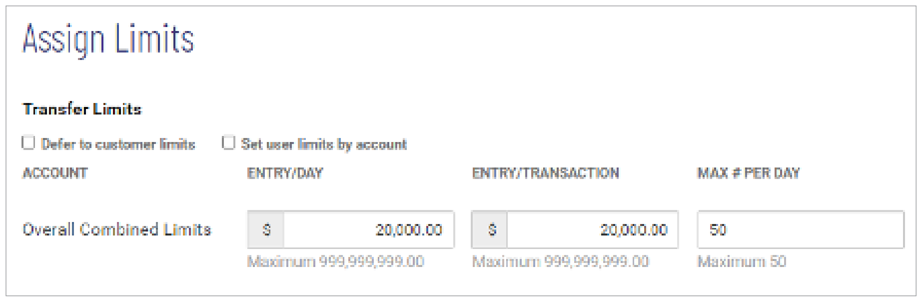
Select **All Accounts** or to assign only some accounts, use the **Select Accounts**.

Click **Next** at the bottom right.



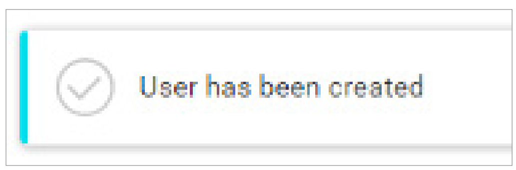
Assign Limits for each available service.

Click **Next** at the bottom right.



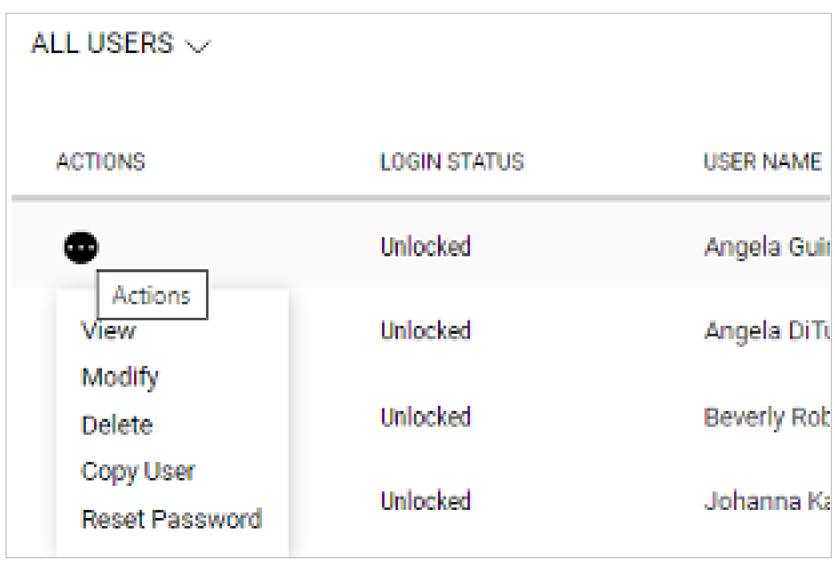
Review information and **Save** to complete, a message will indicate the user has been added.

The administrator will receive a confirmation email containing the customer code and user ID. The user will receive an email with the temporary password.



Remove/Modify User

The action **ellipsis** (...) will allow for **Modify**, **Delete**, **Copy** or **Reset Password**.



Questions? Contact Us.

Get in touch. Stop into your local branch, pick up the phone or visit our website at **cbna.com**.

Commercial Services Support (M–F: 8am–6pm ET):
1-866-764-8638, Option 3, Option 3 or **commercialservices@cbna.com**.

Telephone Banking (24/7 automated voice response):
1-866-764-8638, Option 1