

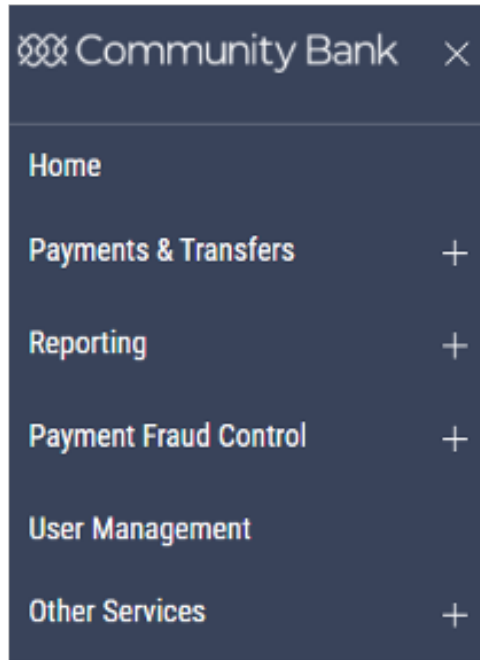
USER GUIDE

Premier Business Connect

Create User

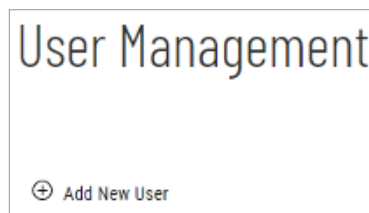
As Administrator, please review your users, including account access and permissions, annually for security and audit purposes.

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.

Assign Services

PERMISSIONS COPIED FROM

Select ▼

Select All

— Core Services

- Select All
- Bank Account Info Reporting
- Loan Account Info Reporting
- Transfers
 - Input
 - Import
 - Approval
 - View Only
- Stop Payments
 - Input
 - View Only

— Payments Services

- Select All
- Loans
 - Draw
 - Payment
 - View Only
- ACH
 - Initiate Payment
 - Approve Payment
 - ACH Reversal
 - Template Management
 - Template Approval
 - Payment & Template View Only
 - Define Import Map
 - Import
 - ACH Totals
 - Pass-Thru
 - Pass-Thru Approval
 - Pass-Thru Activity View Only
- Wire Transfers
 - Template Initiation
 - Free-Form Initiation
 - Payment Approval
 - Template Management
 - Template Approval
 - Import
 - Define Import Map
 - View Only

— Simplified Payments

- Select All
- Send Tax Payments
- View Only Tax Payments

— Others

- Select All
- Check Positive Pay Exceptions
 - Exception Decision
 - Input Manual Issue/Void
 - Import Issue File
- Outbound SSO
 - Bill Pay
 - eStatements
 - Remote Deposit Capture
- Mobile
 - Mobile Access
 - Mobile Check Deposit
- DirectConnect
- Incoming Wire Detail

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

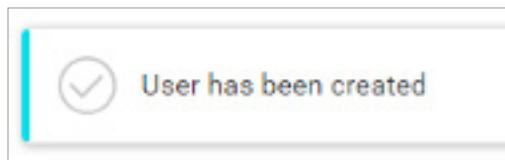
Select **All Accounts** or to assign only some accounts, use the **Select Accounts**.

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**.

ACTIONS	LOGIN STATUS	USER NAME
...	Unlocked	Angela Guir...
View	Unlocked	Angela DiTu...
Modify	Unlocked	Beverly Rob...
Delete	Unlocked	Johanna Ka...
Copy User		
Reset Password		

Questions? Contact Us.

Get in touch. Stop into your local branch, pick up the phone or visit our website at [cbna.com](https://www.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