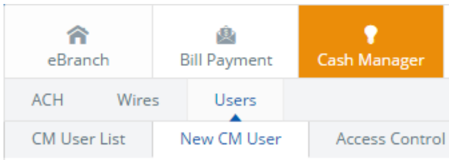
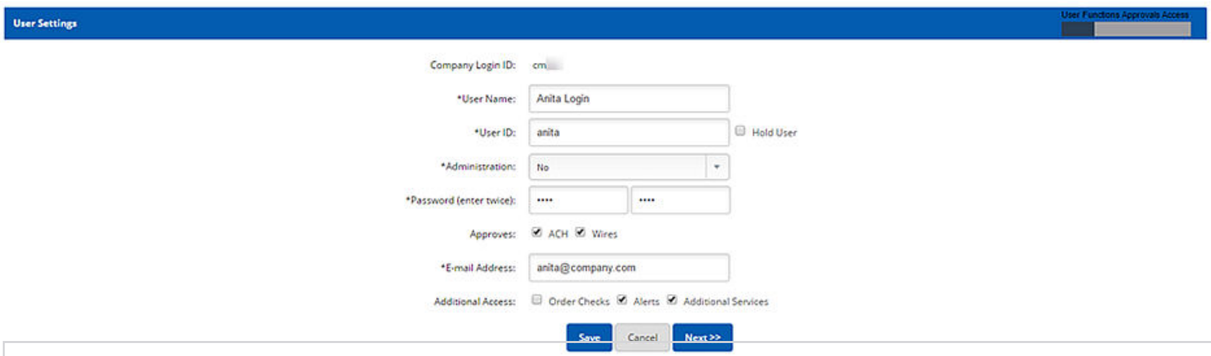
Creating Cash Users

1. Navigate to **Cash Management** > **Users** > **New CM User**.



The *User Settings* screen appears.



2. Complete the following fields:

   NOTE

   The Company Login ID has been established and provided to the member by SCU. This cannot be changed.

   a) Enter the name of the individual in the **User Name** field.
   b) Select the **Hold User** check box to prevent the cash user from logging on.
   c) Enter the desired Cash Management ID that will be used to log on in the **User ID** field.
   d) Select *NO* from the **Administration** drop-down list.
   e) Enter the initial password in the **Password** field.
      The password is entered twice for confirmation. The user enters a new password at the first logon.

f) If approved for these services by SCU, AND the individual user will be approving these on behalf of the company, select either **ACH**, **Wires**, or both check boxes in the **Approves** field.

   These check boxes allow the user to finalize ACH or wire initiation.

g) Enter an email address for the user in the **E-mail Address** field.

   This email address is used to send the user a notification when the institution replies to a message sent by that user via the Secure Message Center.

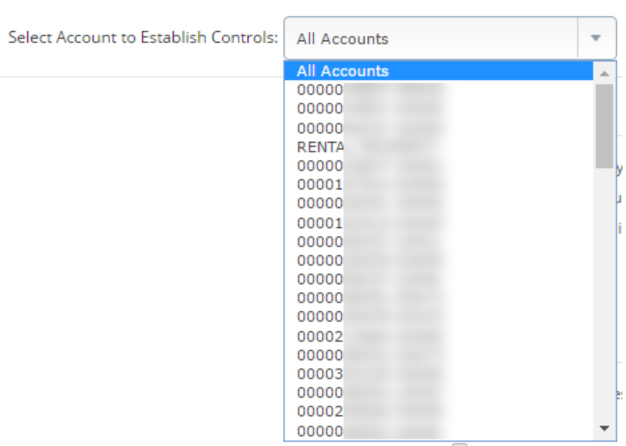
h) Select one or more of the check boxes in **Additional Access** to allow additional access for the user.

   - **Order Checks** - will allow individual user to order checks.
   - **Alerts** - allows individual user to set alerts on balances or transactions.
   - **Additional Services** - check box to provide access to additional options powered by the single sign-on functionality.
     - This is required if Remote Deposit Capture is an enabled service.

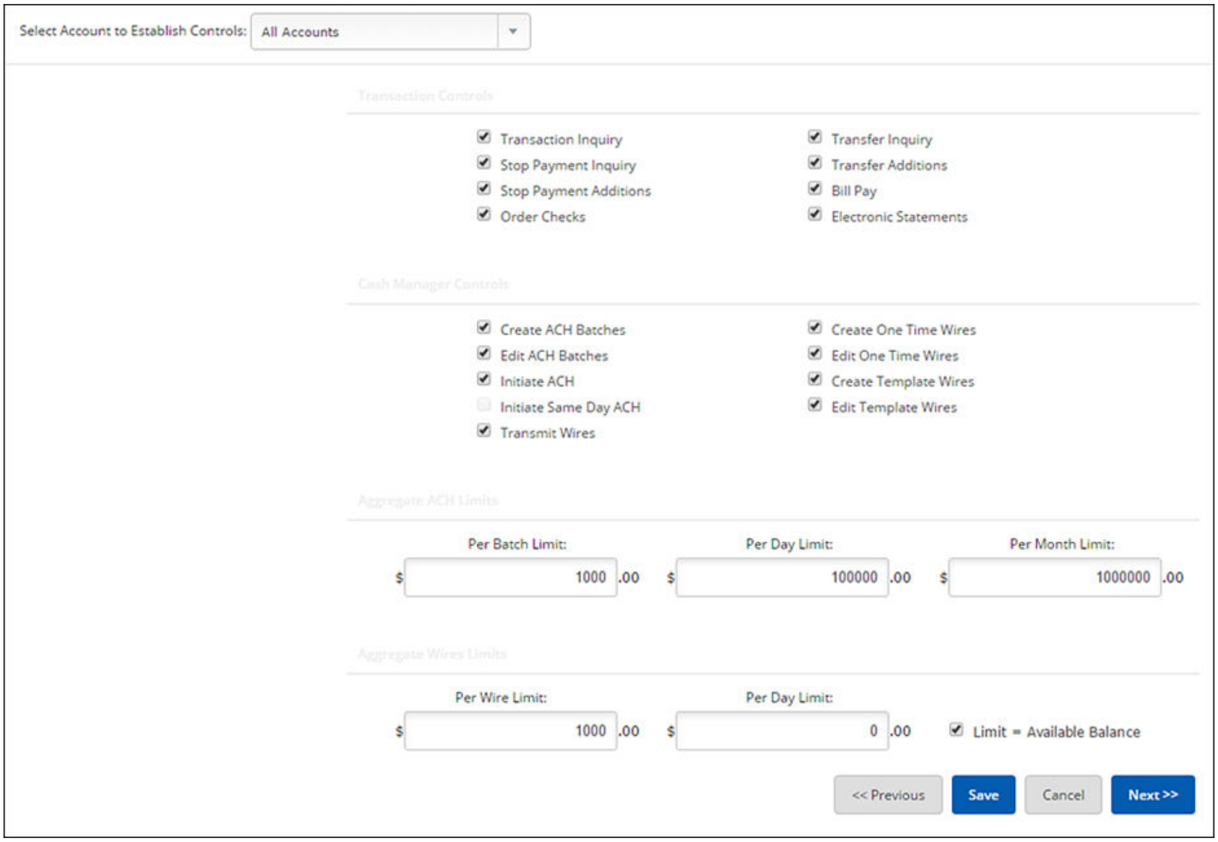
3. Select **Next**.
   The *User Access* screen appears.

4. Select Account to Establish Controls

Select which shares to apply these permissions and limits to. The default is *All Accounts*.



The following fields determine the specific access levels for the user. Selected fields are defined in the following list.



Transaction Inquiry

Select this check box to allow inquiry about transactions.

Stop Payment Inquiry

Select this check box to allow inquiry about a stop payment.

Stop Payment Additions

Select this check box to allow stop payment additions.

Order Checks

Select this check box to allow check ordering.

Transfer Inquiry

Select this check box to allow inquiry about a transfer.

Transfer Additions

Select this check box to allow transfer additions.

Bill Pay

Select this check box to allow access to Bill Pay

Electronic Statements

Select this check box to allow Electronic Statements to be accessed.

Edit ACH Batches - Only functions if service enabled by SCU

Select this check box to allow editing of ACH batches.

Create One Time Wires - Only functions if service enabled by SCU

Select this check box to allow one-time wires creation.

Edit One Time Wires - Only functions if service enabled by SCU

Select this check box to allow editing of one-time wires.

Create Template Wires - Only functions if service enabled by SCU

Select this check box to allow wire templates creation.

Edit Template Wires - Only functions if service enabled by SCU

Select this check box to allow editing of wire templates.

Per Batch Limit - Only functions if service enabled by SCU

Enter the maximum dollar amount per ACH batch that the user can initiate.

Per Day Limit - Only functions if service enabled by SCU

Enter the maximum dollar amount per day that the user can initiate. This field cannot be higher than the **Daily ACH Limit** the financial institution established.

Per Month Limit Only functions if service enabled by SCU

Enter the maximum dollar amount per month that the user can initiate. This field cannot be higher than the **Daily ACH Limit** the financial institution established.

Per Wire Limit - Only functions if service enabled by SCU

Enter the maximum dollar amount per wire that the user can transmit. This field cannot be higher than the **Per Wire Limit** the financial institution established.

Per Day Limit - Only functions if service enabled by SCU

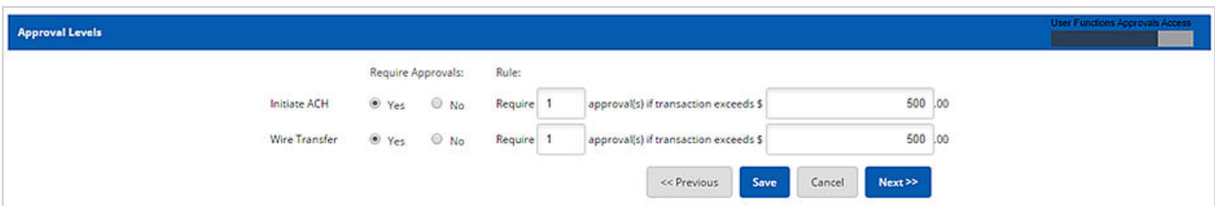
Enter the maximum dollar amount per day that the user can transmit.

Limit=Available Balance Only functions if service enabled by SCU

Select this check box to use the **Available Balance** of the share instead of the **Per Day Limit**.

5. Click Next .

The *Approvals* screen appears. This screen allows for dual control designations for ACH initiation and wire transmittal.



5. Complete the fields if desired, and then select **Next**.

Selected fields are defined in the following list:

Required Approvals

Select **Yes** to enable dual control for ACH initiation and/or wire transmit.

Require [amount] Approval(s) if Transaction Exceeds $[amount].00

Enter *1* to require an additional approver. Enter a dollar amount other than *0* if dual control for the user is only required over a certain dollar amount.

6. Click Next .

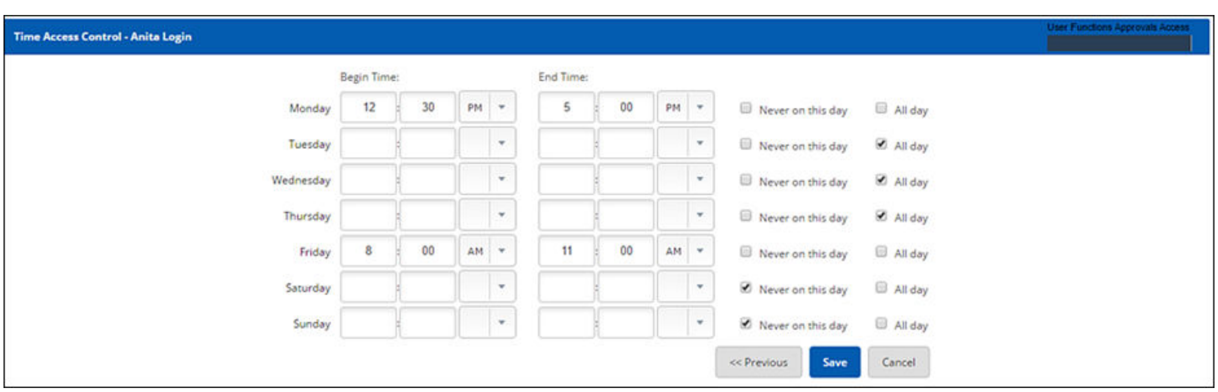
The Access screen allows time restrictions on when the user can log on. Selected fields are defined in the following list:

Begin/End Time

Enter time frame when user can access NetTeller. The time zone is based on the physical location of the financial institution's main location.

All Day

Select this check box to allow NetTeller access for the entire day. This field is the default value.

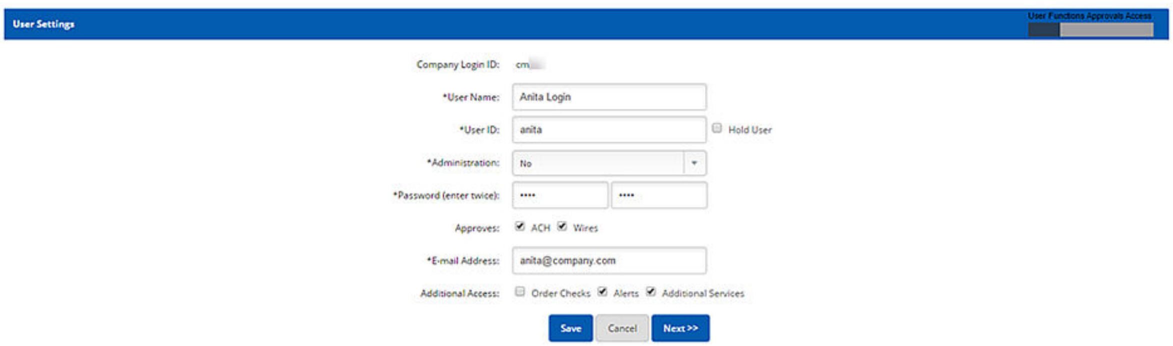


7. Complete the fields if desired, and then select **Save**.

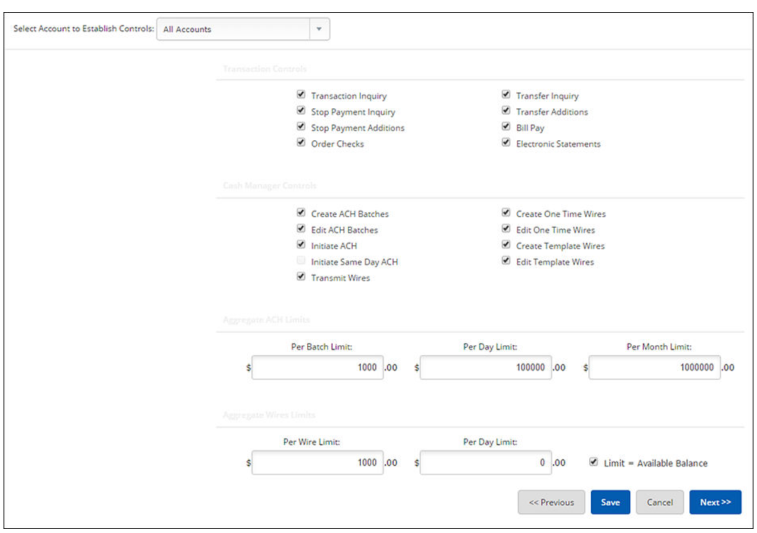
Editing Cash User Profiles

The superuser must edit their own profile to grant functionality, such as ACH and wire permissions. Once modified, the superuser must log off, and then log back on to see newly granted options.

1. Navigate to **Cash Management** > **Users**.
   The *CM User List* appears.
2. Next to the desired profile, select the **Select Option** drop-down list, and then select one of the available options.
   - *User Settings* - The initial *User* screen.

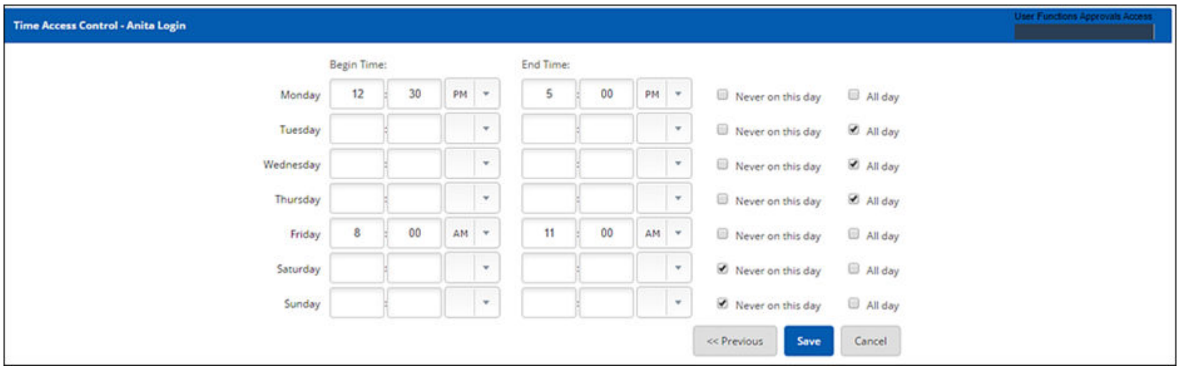


   - *User Access* - Also known as the *Functions* screen.

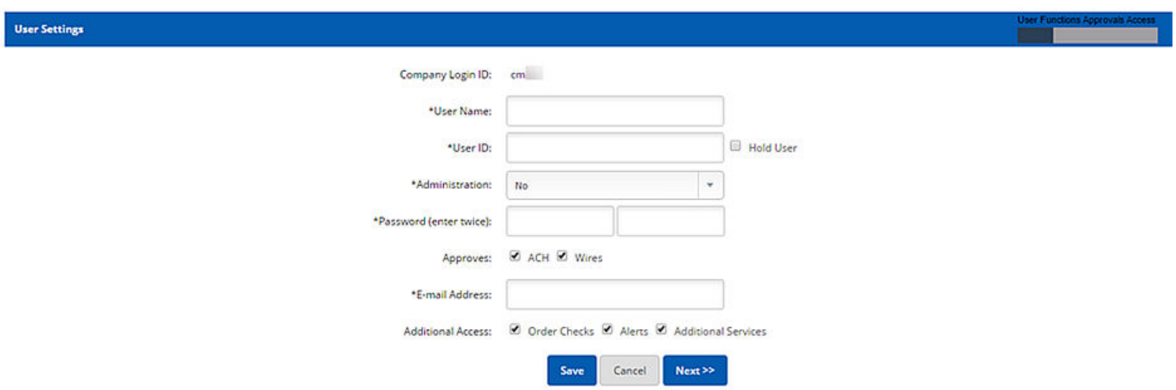


- *User Approvals* - Also known as the *Approvals* screen.

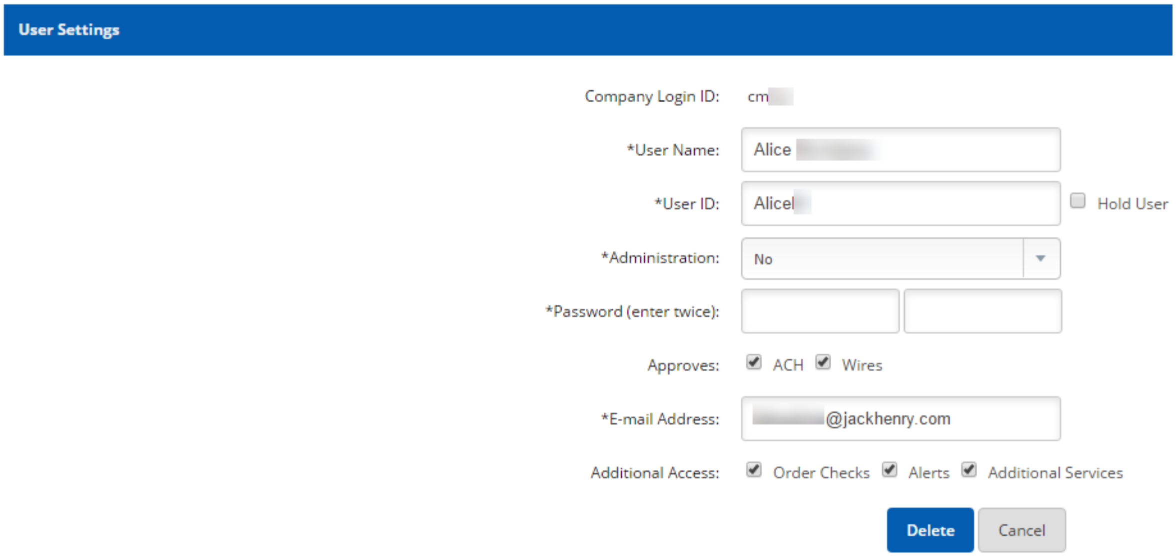
- *User Times* - Also known as the *Access* screen.



- *Copy User* - Launches *New CM User* setup with all permissions, and limits auto-populated based on the original profile. The **User Name**, **User ID**, **Password**, and **E-mail Address** fields are blank.



- *Delete User* - The **User** screen profile appears. Select **Delete** to confirm.



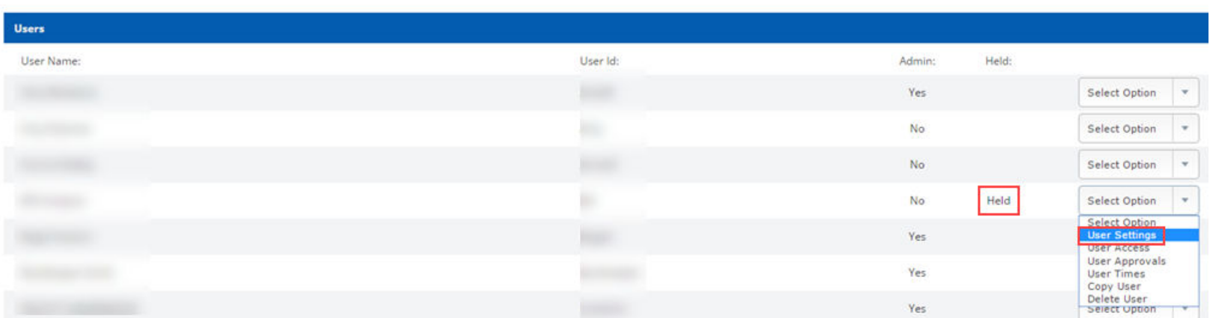
3. Make modifications, and then select **Save**.

Unlocking Locked Cash Users

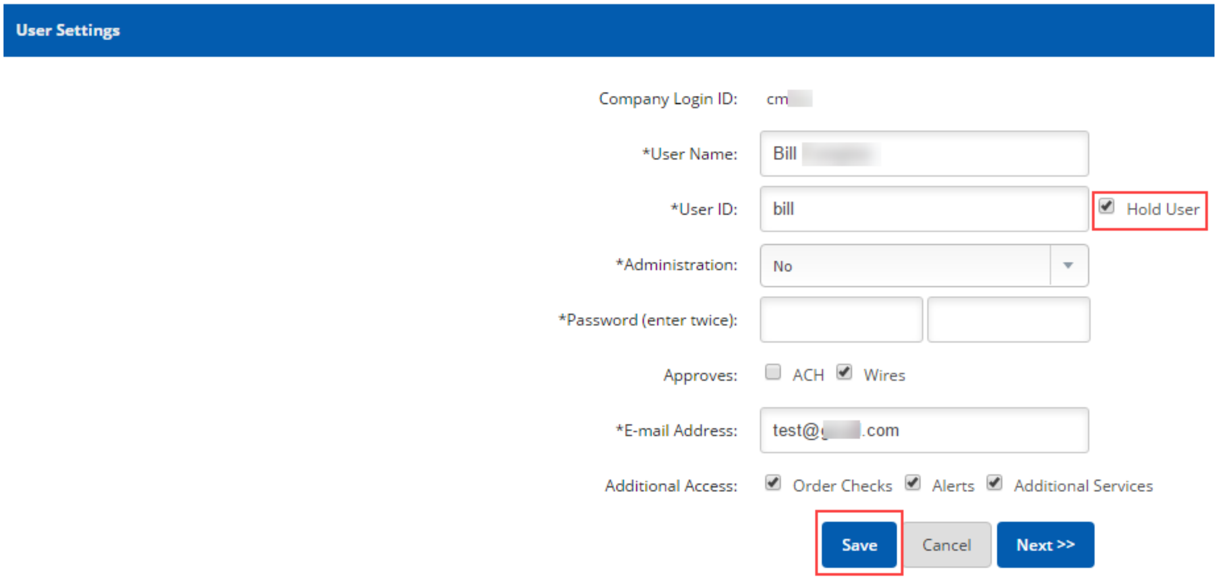
A cash user who sequentially enters the wrong password three times is placed in a *Held* status. Administrators can unlock the profile.

1. Navigate to **Cash Management** > **Users**.

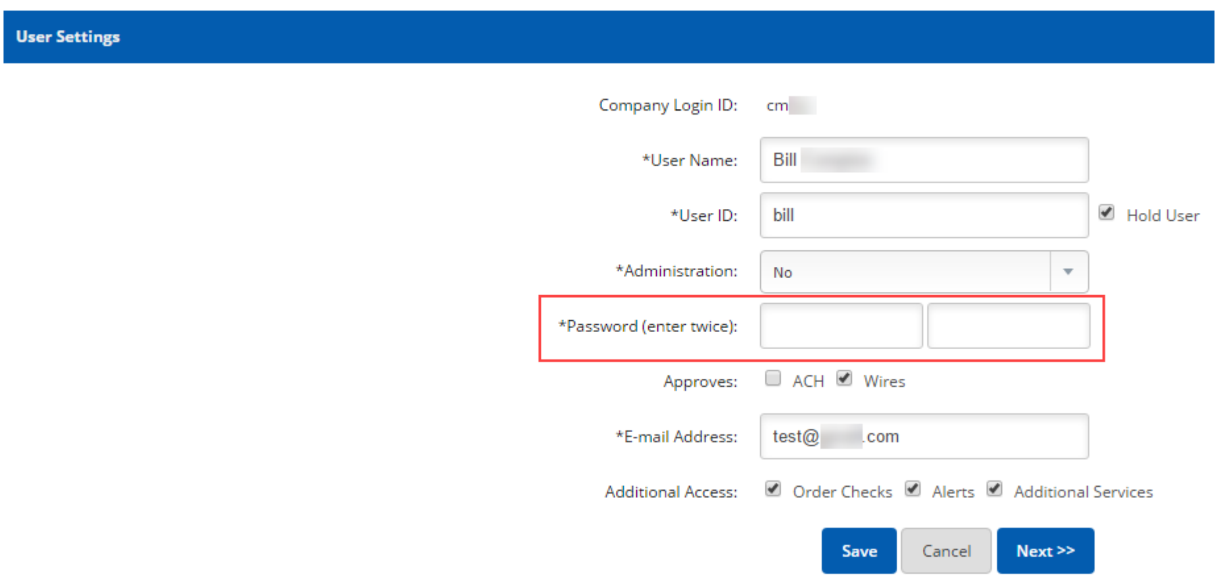
The *CM User List* appears. The locked profile is flagged as *Held*.



2. Select *User Settings* from the **Select Option** drop-down list.
3. Clear the **Hold User** check box, and then select **Save**.



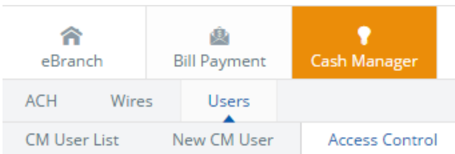
If the user needs a new password, enter new values in the **Password** field, and then select **Save**. Communicate the new password to the user. The user must select a new password during their next logon attempt.



Working with Access Control

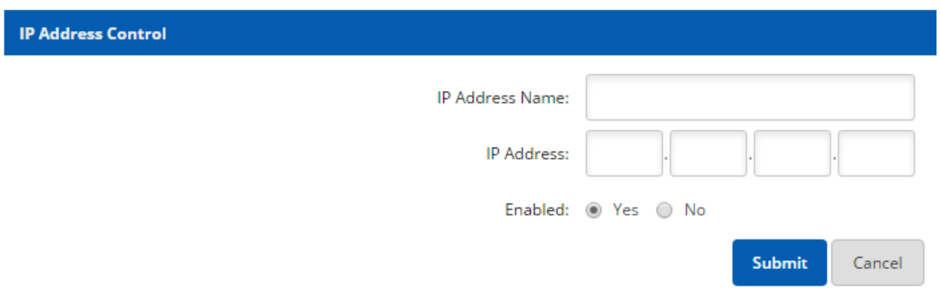
Administrators can restrict a NetTeller logon based on IP address in the **Access Control** option. Administrators enter the IP addresses to permit NetTeller logon, while logon attempts from any other IP address is prevented.

1. Navigate to **Cash Management** > **Users** > **Access Control**.



2. Select **Add IP Address**.

3. Enter the information for the IP address that permits NetTeller logon.



a) Enter a label for the IP entry in **IP Address Name** (e.g., *Main Office*).
b) Key part or all four octets of the IP address in the **IP Address** field.

   To establish a match on partial IP addresses, enter an asterisk in the second, third, and/or fourth octet field.
c) Select *Yes* in **Enabled**.
d) Select **Submit** to apply logon restrictions to this IP Address.

4. Repeat for additional IP addresses where NetTeller logon is permitted.

Administrators can edit or delete IP information as needed.

All cash users attempting to log on to a Cash Management profile with an IP address other than those IP addresses that have been registered, see the *Attempting to login from unknown source* error message.