Note: Once an employee is established, this step must be completed for them to have access to any accounts. Each time a new account is added, it will need to be added to each employee.

1. Name of company as used on client set up form.

2. The name of the employee this account access is being established for.

3. The account number this employee will have access to.

4. The type of account.

5. The account nickname to help identify the account. For example, "Payroll Checking"

6. Complete the table to establish what capabilities will be allowed for this employee on this account. *Some permissions can also be granted at the employee or account level. The most restrictive will prevail when permissions conflict between levels.
• Balance Detail – If set to yes, this employee will be able to view balance information on this account.
• Transactions – If set to yes, this employee will be able to view transaction information on this account.
• Exports – If set to yes, this employee will be allowed to export transaction information on this account to finance programs, such as Quickbooks.
• Stop Payment Inquiry – If set to yes, this employee will be able to view stop payments already established on this account.
• Transfer To (Internal) – If set to yes, this employee will be able to view information on transfers coming into this account.
• Transfer From (Internal) – If set to yes, this employee will be able to view information on transfers coming from this account.
• Bill Payment – If set to yes, this employee will be able to initiate Bill Payments on this account.

7. Establishes thresholds for fund transfers including Internal Transfers and Bill Payments made using this account by this employee.
The threshold is to set a dollar limit. Any transfer over this limit will require approval by another client employee with sufficient rights.*
Daily limit is for the daily aggregated dollar amount for transfers of this type. Transfers made after this daily limit is reached will require approval by another client employee with sufficient rights.*
*Reviewer must have "employee account" rights on any FF&M account involved in the transfer as well as access to the particular fund transfer template which is requiring review.

Only an authorized eCorp person from the business would need to contact tech support to have these limits changed. They do not require changing for approval.

NOTE: There is not an automatic notification when a transfer is made that will require review. The employee making the transfer will receive a warning on the confirmation screen. Communication between clients employees will be important as the transfer being held for review will not be made until approval has been granted.

This control can also be made at account level. If made at this level it will affect only this employee for this account.

Minimum Account Balance Required to Complete a Transfer – this is an optional field and sets the minimum balance that must be available in an account to complete a transfer.