

Employee Setup

Questions? Additional help can be found [here](#) or call FF&M Technical Support at 866-733-3444

1. Business Name _____
2. Employee Name _____
3. Employee E-mail Address _____
4. Employee Phone Number _____
5. Level _____
 - A. **Employee** – Has no access to client administration.
 - B. **Supervisor** – Has access to client administration but can only maintenance employees in their own employee display group.
 - C. **Administrator** – Has access to client administration and can maintenance any employee or supervisor.
 - D. **Senior Administrator** – Has access to client administration and can maintenance any employee, supervisor, administrator and themselves, but cannot maintenance other senior administrators. A senior administrator also has the ability to inquire and change display groups.
6. Employee Display Group _____
(optional)
7. Security Question _____

Security Answer _____
8. Access Code _____
(note: a temporary password will be assigned)

Employee Setup

9. Access Functions

Function	Yes	No
Export		
Stop Payment Inquiry		
Internal Transfer Inquiry		
Internal Transfers Approval		
View Images		
View E-Statements* (Checking)		
View E-Statements* (Savings)		
Administrative Functions		
Inquire Employee**		
Add Employee**		
Change Employee**		
Delete Employee**		
Fund Transfers		
Add Internal Transfer		
Change Internal Transfer		
Delete Internal Transfer		
Approvals Required		
Review Internal Transfers		
Should this user have security to approve transfers?		

* Only available if account is enrolled for E-Statement

**Employee must have sufficient rights (see #2)

10. Internal Transfers and Bill Payments
