

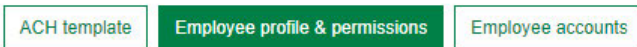
Adding a New Enhanced e-Corp Employee

Log in to e-Corp and go to Administration > Employee profile & permissions

Click the radio button next to New Employee. If you already have an employee set up, and want to copy their permissions, click the radio button next to New Employee Using Existing Employee.



Administration



Employee profile & permissions

Select User Criteria

Inquire Employee
 Change Employee
 New Employee
 New Employee Using Existing Employee
 Delete Employee

Below is a summary of each section of the employee setup. Each screen shot is for required fields. If the field name is not mentioned below, it is not required or the default setting will be used.

Employee profile & permissions

The screenshot shows a 'New Employee' form with the following fields and options:

- Name: [Text Field]
- Tax ID Code: [Text Field]
- Tax ID Number: [Text Field]
- Security Level: [Dropdown Menu: Not Present, Employee]
- Mother's Maiden Name: [Text Field]
- Employee Group: [Dropdown Menu: None]
- Transaction Exports: [Dropdown Menu: (None)]
- Status: [Dropdown Menu: Active Employee]
- Date Created: [Text Field]
- Date Last Accessed: [Text Field]
- Date of Birth: [Text Field]
- Date Last Changed: [Text Field]

Name – Enter the employee Name

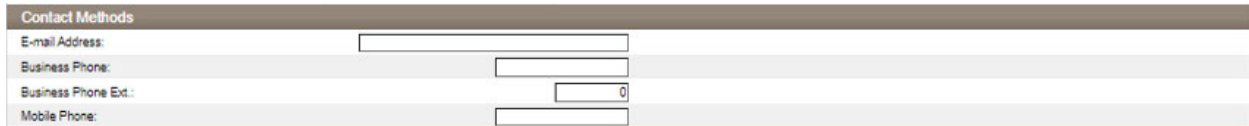
Security Level – enter the appropriate security level for this employee

- Employee** – Has no access to client administration
- Supervisor** – Has access to client administration but can only maintenance employees in their own employee display group
- Administrator** – Has access to client administration and can maintenance any employee or supervisor

Employee Group – This is an optional field. Employee groups are used to group employees. An example could be “secretaries”; “loan assistants”; “management”, etc. This field can be anything the client wants, and can be set up at any time.

Transaction Exports - If set to “Yes”, this employee will have the ability to export transactions into a financial program, such as Quickbooks

E-Mail Address Long – Enter the employee’s business or personal email address



A screenshot of a form titled "Contact Methods". It contains four input fields: "E-mail Address:", "Business Phone:", "Business Phone Ext.:" (with a small "0" in a box next to it), and "Mobile Phone:". Each field is currently empty.

E-Mail Address – Enter the employee’s business or personal email address

Business Phone – Enter the employee’s business phone number

Access ID – Enter the Access ID the employee will use to log in to e-Corp. The user code needs to be between six and fifteen characters long and can be alpha, numeric or a combination.



A screenshot of a form titled "Security". It contains three fields: "* Username:" with a text input field and a blue link "Change Password" to its right; "PIN:" with a text input field and a small icon to its right; and "Terms Acceptance Date:" with a text input field.

Change Password – Enter a temporary password that the employee will be prompted to change the first time they log in. Passwords must be 12-17 characters in length, and require one upper case letter, one lower case letter, one number and one special character such as !\$*.

Token Status – Set to “Pending Enablement”. You will need to notify your Business Banker that you have set up a new employee. The token number will be entered by the bank, and the token will be sent to the employee. The first time they log in they will be asked to setup the token.

*If this employee will not be originating ACH Transfers, this step may be skipped



A screenshot of a form titled "Multifactor Authentication". It contains two dropdown menus: "Token Status:" with "(None)" selected, and "Token Type:" with "(None)" selected.

Role Name – select the appropriate role for this employee



A screenshot of a form titled "Role Assignment". It contains one dropdown menu: "* Role Name" with "(None)" selected. There is a blue link "Add Role" below the dropdown and a close button (X) in the top right corner.

Incoming ACH – Set this to “Yes” if you would like this employee to view Incoming ACH transactions



A screenshot of a form titled "Approval Options". It contains one dropdown menu: "Review Internal Transfers:" with "No" selected.

If any of these fields are set to Yes, that type of transaction initiated by this employee would require additional approval before that transaction is finalized.

Inquire Transfers – If set to Yes, this employee will have the ability to inquire fund transfer templates already established. This employee will only have access to the templates you assign them access to.



A screenshot of a form titled "Fund Transfer Options". It contains four dropdown menus: "Inquire Transfers:" with "No" selected; "Initiate Transfers:" with "No" selected; "Review Bill Payment Transfers:" with "No" selected; and "Open Transfers:" with "Yes" selected.

Initiate Transfers - If set to yes, this employee will have the ability to initiate fund transfers.

ACH ▢

Employee is not enabled for ACH Manager access. Check the checkbox to grant ACH Manager access.

Select the documents you would like this employee to view through e-Corp. If you enrolled in e-Statements you would want to select the first 8 check boxes.

Electronic Documents ▢

<u>Enable All</u>	Document	<u>Enable All</u>	Document
<input type="checkbox"/>	DDA ONUS DEBITS	<input type="checkbox"/>	Checking Account Statements
<input type="checkbox"/>	DDA ONUS CREDITS	<input type="checkbox"/>	Savings Account Statement
<input type="checkbox"/>	SAV ONUS DEBITS	<input type="checkbox"/>	Checking Notices
<input type="checkbox"/>	SAV ONUS CREDITS	<input type="checkbox"/>	Savings Account Notices

Select the accounts that you would like this employee to have access to.

If this employee will have the ability to initiate ACH Transfers, check the box and click Next.

Accounts ▢

To grant account access for this Employee check the checkbox associated with the account. To remove account access, uncheck the checkbox.

Checking

Access	Account Number	Account Nickname
<u>Select All</u>		
<input type="checkbox"/>		
<input type="checkbox"/>		

On the next screen click Finish.