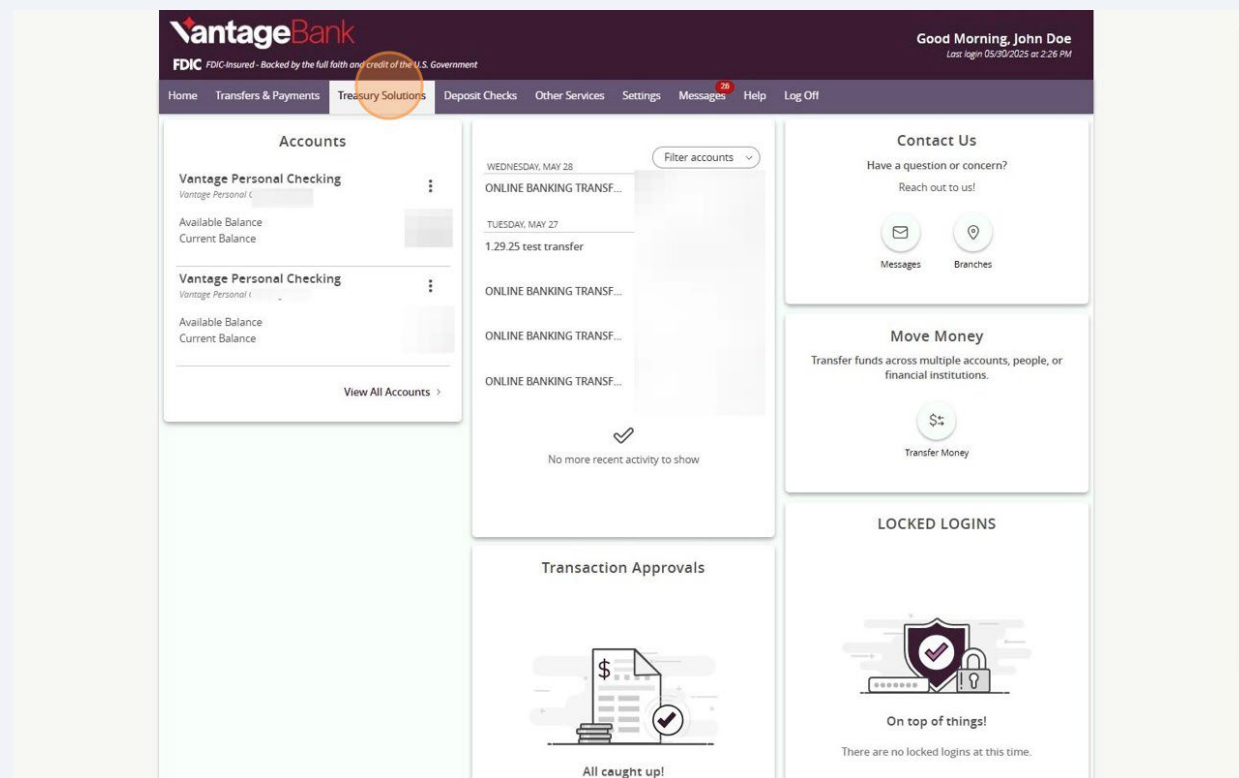
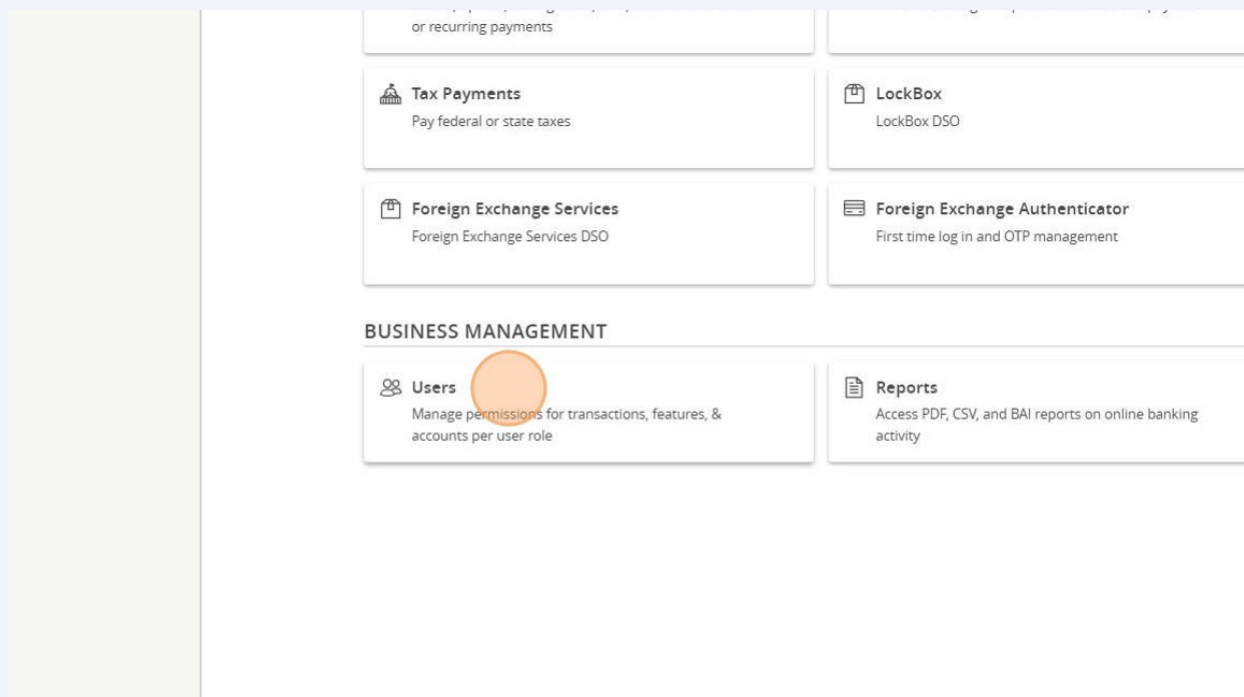


1

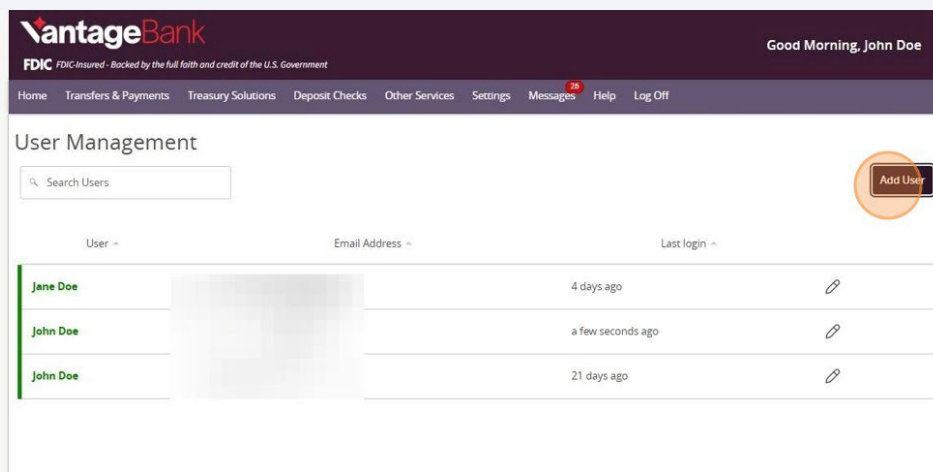
Inicie sesión en la Banca en Línea Empresarial y seleccione la opción de "Treasury Solutions"



2 Para crear un nuevo usuario, presione en "users".



3 Presione "Add user"



4

Los datos personales del nuevo usuario son obligatorios. Por favor, ingrese lo siguiente:

- Nombre
- Apellido
- Dirección de correo electrónico
- País y número de teléfono

Para el ID de inicio de sesión, cree un nombre de usuario.

Asegúrese de que el "login ID" esté relacionado con su empresa por razones de seguridad (ej. VantageJohn). Después de ingresar el ID de inicio de sesión, cree una contraseña temporal para que el usuario pueda iniciar sesión.

Nota: Las contraseñas creadas aquí son temporales. Cuando el usuario inicie sesión por primera vez, el sistema le pedirá que la cambie por una nueva.

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New User Details

PERSONAL DETAILS

First Name: Vantage Last Name: John Email Address: [Empty]

Phone Country: United States Phone: (123)456-7890

LOGIN DETAILS

Login ID: VantageJD Password: [Empty] Confirm Password: [Empty]

Discard New User Details Save New User Details

Password Requirements:

- Must be between 8 and 99 characters
- Must contain at least 1 number
- Password must contain a minimum of 1 lower case characters.
- Password must contain a minimum of 1 upper case characters.
- Password may not be the same as last 2 passwords.

5 Presione "save new user details".

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New User Details

PERSONAL DETAILS

First Name: Vantage Last Name: John Email Address:

Phone Country: United States Phone: (123)456-7890

LOGIN DETAILS

Login ID: VantageJD Password: Confirm Password:

Discard New User Details Save New User Details

6 Presione "Close".

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New User Details

PERSONAL DETAILS

First Name: Vantage Last Name: John Email Address:

Phone Country: United States Phone: (123)456-7890

LOGIN DETAILS

Login ID: VantageJD Password: Confirm Password:

Discard New User Details Save New User Details

Save User

The user has been saved

Close

7

Como primer paso, seleccione la opción de "Accounts" para comenzar a dar acceso a las cuentas que desea para ese usuario en específico.

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Vantage John
User Policy ?

Transactions Features **Accounts**

Filter: **All** Enabled Disabled

Account Name	Permissions	Limit
ACH Batch	Can view all transactions Can Draft/Approve/Cancel	\$100.00
ACH Collection	Can view all transactions Can Draft/Approve/Cancel	\$100.00
ACH Payment	Can view all transactions Can Draft/Approve/Cancel	

ACH BATCH

Rights

☒ Draft ☒ Approve ☒ Cancel

Approval Limits

Maximum Amount	Maximum Count

8

Presione "Show unassigned accounts" para visualizar las cuentas disponibles.

0 of 2 accounts shown

[Show unassigned accounts](#)

Deposit ☐ Withdraw ☐

Save

9

Seleccione las opciones de "view", "deposit" y "withdraw" para permitir que el empleado tenga acceso a ver la cuenta, transferir dinero entre sus propias cuentas y poder iniciar pagos.

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Good M

Home Transfers & Payments Treasury Solutions Deposit Checks Other Services Settings Messages 26 Help Log Off

Vantage John
User Policy ?

Transactions Features Accounts

ACCOUNTS ?

2 of 2 accounts shown

Number	Name	View ☒	Deposit ☒	Withdraw ☐
Vantage	Checking	✓	✓	✗
Vantage	Checking	✓	✓	✗

Save

Capturing outside the browser?
No problem! Use the desktop app.
☒ Don't remind me again.
Install Desktop App Dismiss

10

Después de seleccionar las cuentas, el siguiente paso es presionar la opción de "features"

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Vantage John
User Policy ?

Transactions **Features** Accounts

ACCOUNTS ?

Number	Name	View ☒	Depo
Vantage	Personal Checking	✓	
Vantage	Personal Checking	✓	

11

En la pantalla de "features", debe seleccionar las funciones que serán permitidos para el usuario que desea crear.

Después de seleccionar las funciones presione "transactions".

The screenshot displays the VantageBank web application. At the top, the header includes the VantageBank logo, FDIC insurance information, and a navigation menu with links: Home, Transfers & Payments, Treasury Solutions, Deposit Checks, Other Services, Settings, Messages (with a red notification badge showing '26'), Help, and Log Off. Below the header, the user's name 'Vantage John' is shown, along with a 'User Policy' link. A tabbed interface at the top of the main content area has three tabs: 'Transactions' (highlighted with an orange circle), 'Features', and 'Accounts'. The 'Features' tab is active, showing a section titled 'FEATURES' with a search bar. Below this, a 'RIGHTS' section contains eight toggle switches arranged in two columns. The first column includes: 'Access to all payment templates' (disabled), 'Can view all recipients' (disabled), 'Enable BAI report files' (enabled), and 'Information Reporting (10 of 10 selected)' (enabled). The second column includes: 'Allow one-time recipients' (enabled), 'Enable ACH Reversal' (enabled), 'Enable Centrix Positive Pay' (disabled), and 'Manage Recipients' (disabled).

RIGHTS	
☐ Access to all payment templates	☒ Allow one-time recipients
☐ Can view all recipients	☒ Enable ACH Reversal
☒ Enable BAI report files	☐ Enable Centrix Positive Pay
☒ Information Reporting (10 of 10 selected)	☐ Manage Recipients

12

En la pestaña "transactions", está disponible la opción para habilitar/deshabilitar cada servicio. Dependiendo del acceso necesario para el usuario específico, revise la lista de transacciones para habilitar o deshabilitar.

Nota: Si desea que el usuario solo inicie transacciones, asegúrese de desmarcar la opción "approve".

variance joint

User Policy ?

Transactions Features Accounts

Filter: All Enabled Disabled

ACH Batch
Can view all transactions
Can Draft/Approve/Cancel
\$100.00

ACH Collection
Can view all transactions
Can Draft/Approve/Cancel
\$100.00

ACH Payment
Can view all transactions
Can Draft/Approve/Cancel
\$100.00

ACH Receipt
Can view all transactions
Can Draft/Approve/Cancel
\$100.00

ACH BATCH Enat

Rights

☒ Draft ☒ Approve ☒ Cancel ☒ View

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 100.00	
Daily Per Account	\$ 100.00	99
Daily	\$ 100.00	99

13

Para los servicios habilitados, tenga en cuenta lo siguiente respecto a las opciones del menú desplegable:

Controle si el usuario puede ver la actividad en línea y de quién puede ver la actividad:

- **"All"**: Todas las transacciones de la empresa.
- **"Account"**: Transacciones hacia o desde cuentas autorizadas.
- **"Own"**: Las propias transacciones del usuario.
- **"None"**: Ninguna transacción.

s Accounts

abled

ACH BATCH Enabled ☒

Rights

☒ Draft ☐ Approve ☒ Cancel ☒ View

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 100.00	
Daily Per Account	\$ 100.00	99
Daily	\$ 100.00	99
Monthly	\$ 1,000.00	99

The dropdown menu for the 'View' checkbox is open, showing the following options: All (selected), Account, Own, and None. An orange circle highlights the 'Account' option.

14

Repita los pasos anteriores para cualquier servicio que haya habilitado para el usuario.

Transactions Features Accounts

Filter: **All** Enabled Disabled

ACH Batch
Can view account transactions
Can Draft/Cancel
\$100.00

ACH Collection
Can view all transactions
Can Draft/Approve/Cancel
\$100.00

ACH Payment
Can view all transactions
Can Draft/Approve/Cancel
\$100.00

ACH Receipt
Can view all transactions
Can Draft/Approve/Cancel
\$100.00

Check Reorder
Can view all transactions
Can Draft/Approve/Cancel

ACH BATCH

Rights

☒ Draft ☐ Approve ☒ Cancel ☒

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 100.00	
Daily Per Account	\$ 100.00	99
Daily	\$ 100.00	99
Monthly	\$ 1,000.00	99

15

Después de seleccionar los servicios, funciones y cuentas habilitadas, presione "save".

ank

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Treasury Solutions Deposit Checks Other Services Settings Messages ²⁶ Help Log Off

Accounts

abled

STOP PAYMENT Disabled ☒

0.00

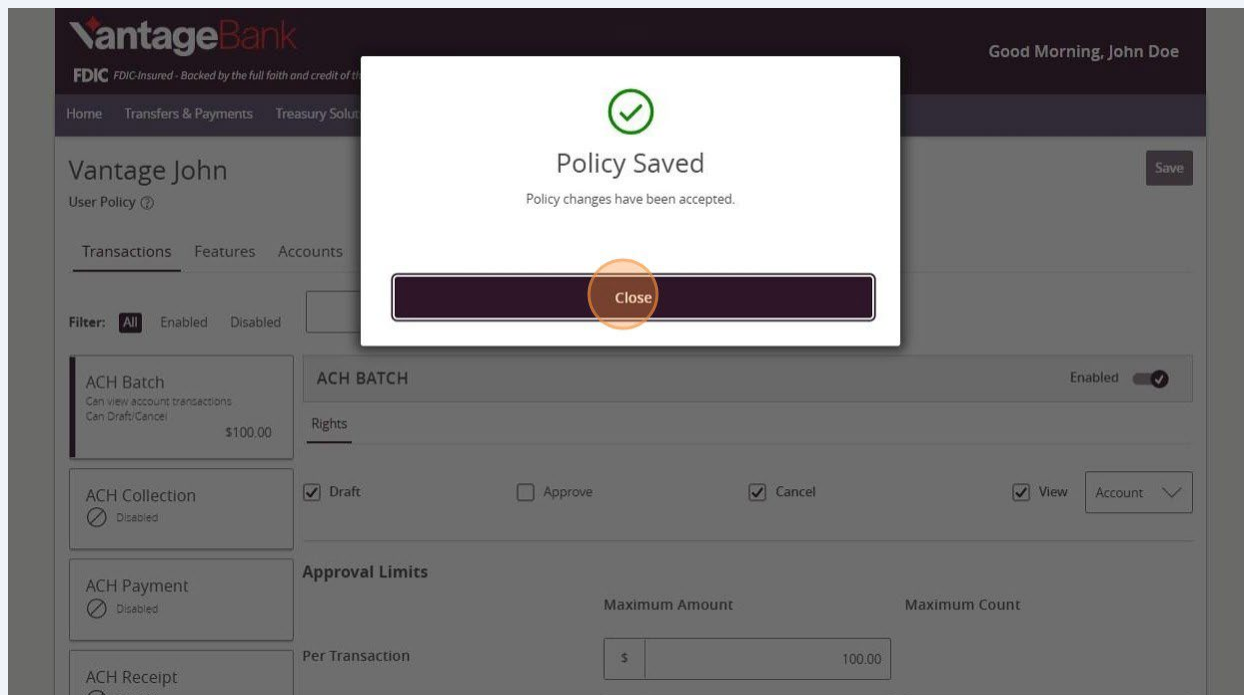


Transaction Disabled

Please enable this transaction type above in order to set limits

Save

16 Presione "Close".



17 Después de guardar el usuario, puede proporcionar al usuario las credenciales creadas para que el cree las propias al ingresar.

