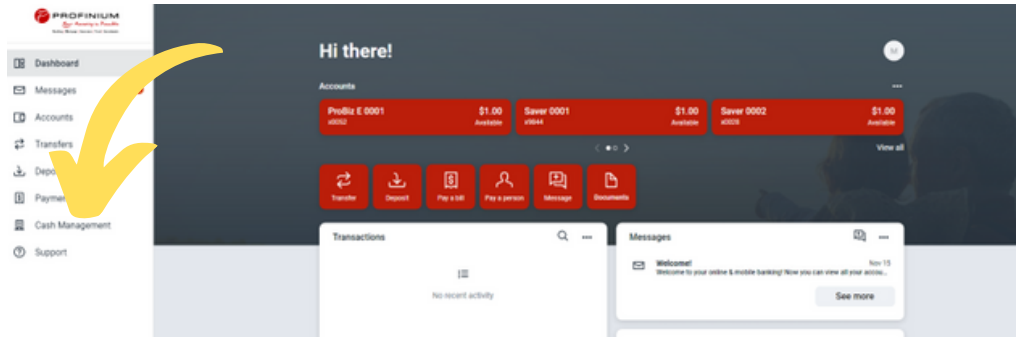


ADDING SUB USERS IN CASH MANAGEMENT - STARTER GUIDE

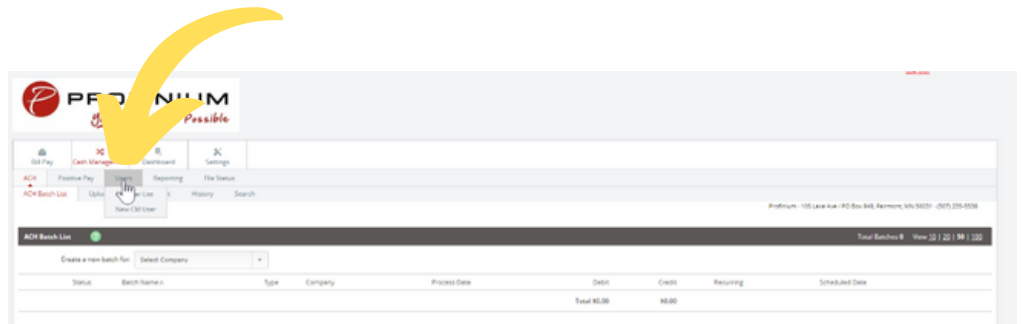
STEP 1:

On the dashboard, on the left hand side menu, click on **Cash Management**.



STEP 2:

Within your cash management site, click on the **Users** sub tab. Then click **New CM User**.



STEP 3:

On the New CM User page you will add all the relevant information for the user. You will also have a variety of access options to select based on how much access you would like your sub users to have.

A screenshot of the 'Cash User Settings' form. It includes fields for: User Name, Email Address, Administration (dropdown), Wire Password, View Position/Activity Report (checkbox), and Hold User (checkbox). Below these are 'Access Times' for each day of the week, with dropdowns for Begin Time (Month, Day, AM/PM) and End Time (Month, Day, PM), and checkboxes for 'Never on this day' and 'All Day'. At the bottom, there are fields for Daily ACH Limit, Transfer Limit, Per Wire Limit, Daily Wire Limit, and Dual Wire Control (checkbox). A list of checkboxes at the very bottom includes: Display / Download ACH, Full ACH Control, Initiate ACH, Work with ACH, Quick Edit ACH Only, Edit Recurring ACH, Import Item, Update Item, and Upload ACH.

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