



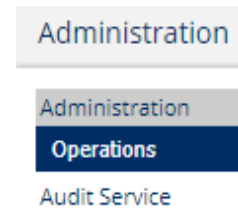
**COMMERCIAL CENTER
USER MANAGEMENT GUIDE**

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Creating a New User

To create a new user, go to the Administration menu and select **Administration**



From the Actions drop down, select **Actions** to the right of the user, then **Add User**



Enter the User ID, first and last name of the new user. By checking Administrative User, you will enable the new user to access the Administration menu. This will give them access to create, edit and audit other users and their permissions

Contact Information

* User ID

* First Name

* Last Name

Administrative User

Enter the new user's email address and create an Encrypted Report Password for the user. This will allow them to open reports sent by encrypted email

* Email Address

* Encrypted Report Password

Enter the answer (or something else if you don't want to ask these questions) for two security questions for the user

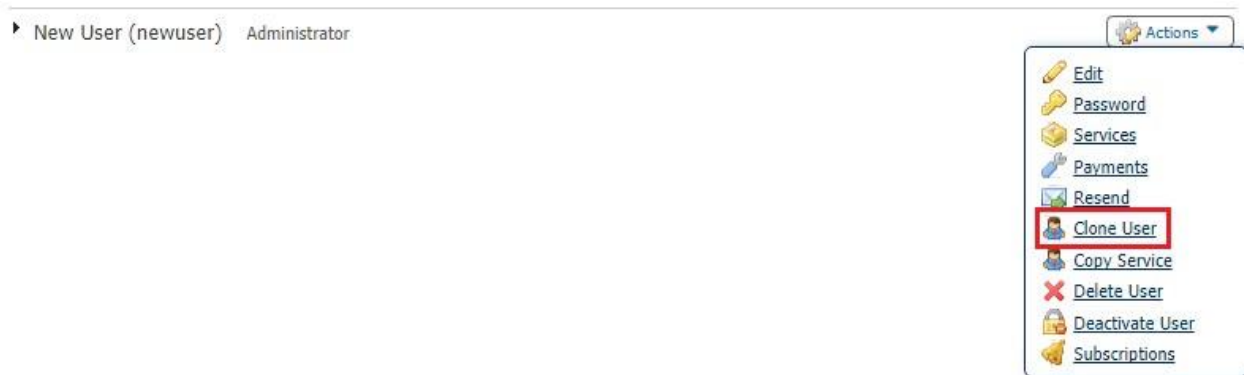
* Last 4 digits of SSN?

* What was the name of your favorite teacher or childhood friend?

Select **Save**



Alternatively, a new user can be cloned off another user. By cloning a user, you can choose to copy the same permissions from the other user over to the new user



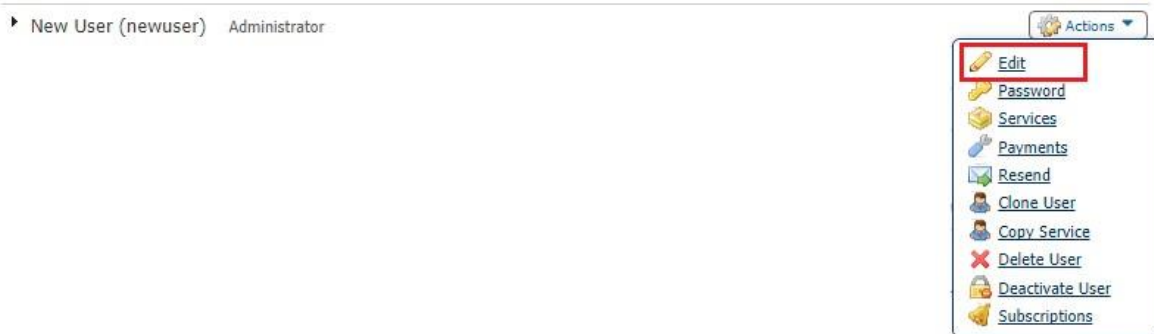
Once you enter the user details, select to clone Services, Account or Payment settings and **Save**

Cloning Preferences

- Do not copy permissions from newuser
- Copy service permissions from newuser



From the Administration menu, select **Actions** to the right of the user and then select **Edit**



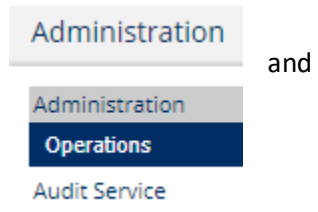
Retrieve the Activation Key for the new user to install the Secured Browser or use the mobile app.



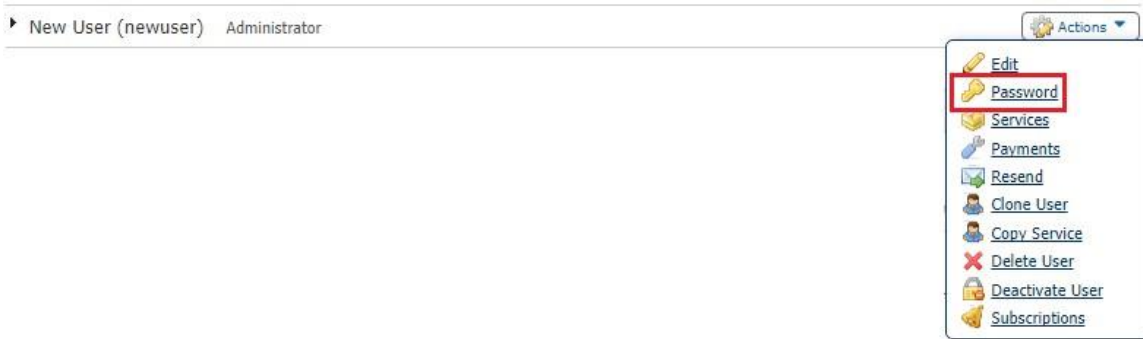
*Hint: If an activation key has expired, select **Reset** to obtain a new one*

User Locked Out/Password Reset

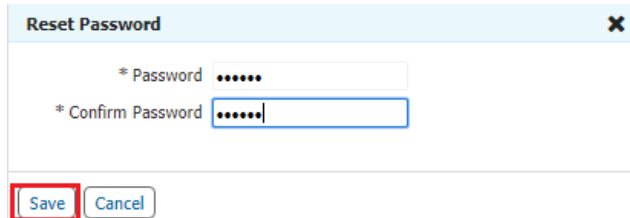
From time to time, a user may lock themselves out. A user designated as Administrator can unlock another user, go to the Administration menu and select **Administration**



From the Administration menu, select **Actions** to the right of the user and then select **Password**



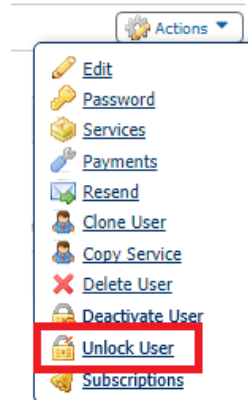
Create a new password, confirm it and **Save**



If a user is locked out



Select the **Actions** menu and **Unlock** the user



Adding User Services

Add services to provide online banking viewing or reports access to users. Select **Actions** to the right of the user and select **Services**

▼ New User (newuser) Administrator

▼ User Details

E-mail Address: new.user@mycompany.com	Phone Number:
Enable Date: 03/21/2019	Last Login: Never

Services - No services entitled to user

Actions

-  [Edit](#)
-  [Password](#)
-  [Services](#)
-  [Payments](#)
-  [Resend](#)
-  [Clone User](#)
-  [Copy Service](#)
-  [Delete User](#)
-  [Deactivate User](#)
-  [Subscriptions](#)

Enable services by selecting the boxes in the Account Information section to allow the user to use these services for specified accounts

ACCOUNT INFORMATION

Select All Unselect All Filter: X

<input checked="" type="checkbox"/> Alerts <input checked="" type="checkbox"/> Delivery Template Maintenance <input checked="" type="checkbox"/> Transaction Groups <input checked="" type="checkbox"/> Web Report Maintenance	<input checked="" type="checkbox"/> Balance Reporting <input checked="" type="checkbox"/> Quick View <input checked="" type="checkbox"/> Transaction Search
---	---

Enable ACH reporting by selecting the boxes to allow the user to access any or all of these ACH related reports

ACH REPORTING

Select All Unselect All Filter: X

<input checked="" type="checkbox"/> NACHA Detail File Report <input checked="" type="checkbox"/> NACHA Return File Report	<input checked="" type="checkbox"/> NACHA Notification of Change Report
--	---

Enable services by selecting the boxes in the Administration section to allow the user access to these administrative features including the management of other users' permissions

ADMINISTRATION

Filter:

<input checked="" type="checkbox"/> Administration	<input checked="" type="checkbox"/> Audit Service
<input checked="" type="checkbox"/> Company Account Permissions	<input checked="" type="checkbox"/> Company Maintenance
<input checked="" type="checkbox"/> Non-Account Identifiers Permissions	<input checked="" type="checkbox"/> User Maintenance
<input checked="" type="checkbox"/> User Service Permissions	

Enable File Vault by selecting the boxes to allow the user to upload and review documents, images or files for the company. These files can be made visible to others including other Company users or Bank administrators

MISCELLANEOUS SERVICES

Filter:

<input checked="" type="checkbox"/> File Vault
--

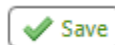
Enable BOTH services by selecting the boxes in the Secure Browser section to allow users to log in to Commercial Center

SECURE BROWSER

Filter:

<input checked="" type="checkbox"/> Secure Browser	<input checked="" type="checkbox"/> Secure Browser Destinations
--	---

Once you have made your selections, **Save**



Assigning Services for Accounts

Once you have enabled the services you want the user to have, you must enable the accounts they use the services for. Click on the arrow to the left of the user name to open the menu

▼ New User (newuser) Administrator
Actions ▼

▼ User Details

E-mail Address: new.user@mycompany.com	Phone Number:
Enable Date: [REDACTED]	Last Login: Never

▼ Services

ACCOUNT INFORMATION		
✗ Alerts	✗ Balance Reporting	✗ Delivery Template Maintenance
✗ Quick View	✗ Transaction Groups	✗ Transaction Search
✗ Web Report Maintenance		
ACH REPORTING		
✗ NACHA Detail File Report	✗ NACHA Notification of Change Report	✗ NACHA Return File Report
ADMINISTRATION		
✗ Administration	✗ Audit Service	✗ Company Account Permissions
✗ Company Maintenance	✗ Non-Account Identifiers Permissions	✗ User Maintenance
✗ User Service Permissions		
MISCELLANEOUS SERVICES		
✗ File Vault		
MOBILE		
✗ Native Apps		
SECURE BROWSER		
✗ Secure Browser	✗ Secure Browser Destinations	
Default		
✗ EDD Statements		

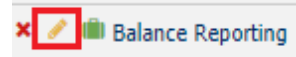
Click the green briefcases to select which accounts the user can access for the service selected. Once you have completed your selection, **Save** the page

Select All
Unselect All
Filter:

<input type="checkbox"/> - Demand Deposit (BOL Test)	<input type="checkbox"/> - Demand Deposit (Checking 2)
<input type="checkbox"/> - Demand Deposit (Checking 3)	<input type="checkbox"/> - Demand Deposit (Operating)
<input type="checkbox"/> - Savings (Savings)	
<input type="checkbox"/> - Demand Deposit (Money Market)	

Save
 Cancel

Use the pencil icon to create reports or enable additional user specific settings. For more information on how to create one time and recurring balance reports go to our Reporting Quick Reference Guide



Search Templates

Channels All Selected

Show 10 results per page, sorted by Name in ascending order

Channel	Name ^	Date
Prev 1 Next	Go to page 1	Showing 1 - 1 of 1
Items to display: 10 20 50		
	 Daily Activity Balance Reporting	<input type="button" value="Edit"/> <input type="button" value="Clone"/>
Prev 1 Next	Go to page 1	Showing 1 - 1 of 1
Items to display: 10 20 50		

Results returned in 0.014 seconds

User Payments

Payments are additional permissions for account capabilities and actions. To review, change or delete, select the **Actions** tab to the right of the user name and select **Payments**

▼ New User (newuser) Administrator

▼ User Details

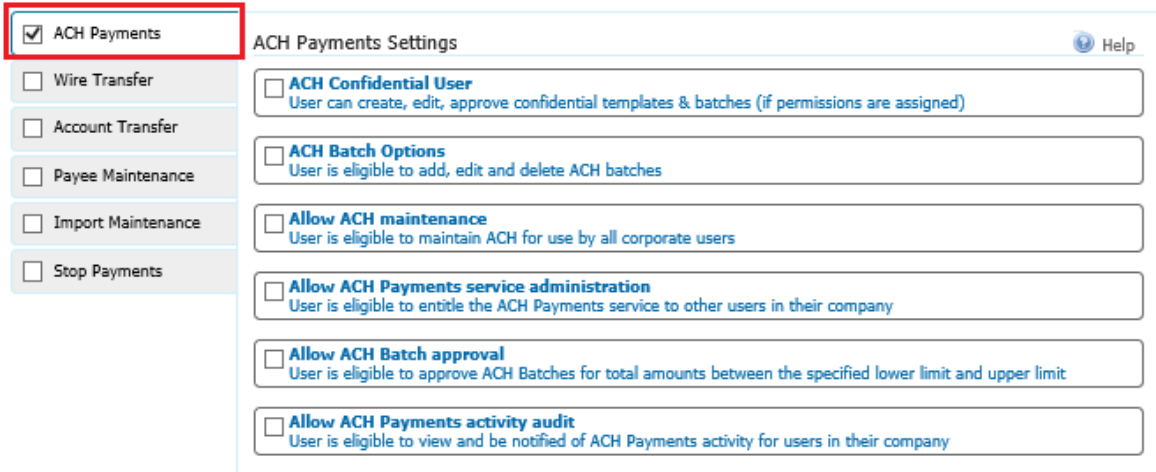
E-mail Address: new.user@mycompany.com	Phone Number:
Enable Date: 03/21/2019	Last Login: Never

Actions ▼

-  Edit
-  Password
-  Services
-  **Payments**
-  Resend
-  Clone User
-  Copy Service
-  Delete User
-  Deactivate User
-  Subscriptions

ACH Payments

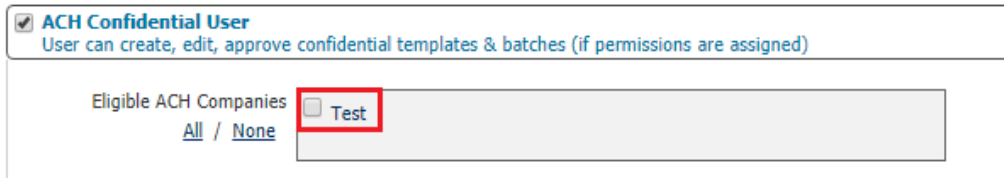
To enable access to ACH Payments, select the check box and click on the tab to open the settings menu



The screenshot shows the 'ACH Payments Settings' interface. On the left, a sidebar contains several options: 'ACH Payments' (checked and highlighted with a red box), 'Wire Transfer', 'Account Transfer', 'Payee Maintenance', 'Import Maintenance', and 'Stop Payments'. The main area is titled 'ACH Payments Settings' and includes a 'Help' icon. It contains several settings, each with a checkbox and a description:

- ACH Confidential User**: User can create, edit, approve confidential templates & batches (if permissions are assigned)
- ACH Batch Options**: User is eligible to add, edit and delete ACH batches
- Allow ACH maintenance**: User is eligible to maintain ACH for use by all corporate users
- Allow ACH Payments service administration**: User is eligible to entitle the ACH Payments service to other users in their company
- Allow ACH Batch approval**: User is eligible to approve ACH Batches for total amounts between the specified lower limit and upper limit
- Allow ACH Payments activity audit**: User is eligible to view and be notified of ACH Payments activity for users in their company

Enabling ACH Confidential user will allow the user to create batches that hide the amounts of the individual payees from users that are not enabled for confidential batches. Make sure to check the box for your ACH Company to allow this ability



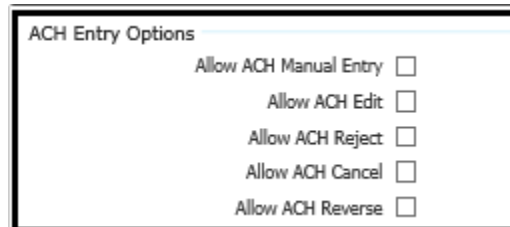
This screenshot shows the 'ACH Confidential User' settings. The checkbox is checked. Below the main description, there is a section for 'Eligible ACH Companies' with a dropdown menu. The dropdown is open, showing 'All / None' and 'Test' (which is highlighted with a red box).

Check ACH Batch Options to enable ACH origination capabilities for the user by checking the box to the left of **ACH Batch Options**



This screenshot shows the 'ACH Batch Options' settings. The checkbox is checked, and the description reads: 'User is eligible to add, edit and delete ACH batches'.

These entry options determine exactly what the user can do when creating an ACH transfer. Use the check boxes to the right to make your selections.



The screenshot shows the 'ACH Entry Options' settings, which are enclosed in a black-bordered box. It contains five options, each with a checkbox:

- Allow ACH Manual Entry
- Allow ACH Edit
- Allow ACH Reject
- Allow ACH Cancel
- Allow ACH Reverse

This series of permissions determines how the user can incorporate payees to create an ACH transfer. Check the boxes to determine permissions for the user

<input type="checkbox"/>	User must use existing templates User must use existing ACH Batch Templates to create transactions
<input type="checkbox"/>	Transaction File Import User is eligible to import ACH batches
<input type="checkbox"/>	User must use existing payees User must use existing payees to create an ACH Batch (Free Form, From Templates, and Import)
<input type="checkbox"/>	Users must use transactions that are defined in the template Users must use transactions that are defined in the template. They can delete/remove transactions from the batch but cannot add new ones.

Check the box next to your ACH Company. Use this section to customize user limits, additional approvals and access to the ACH types that the user can create

<input checked="" type="checkbox"/> Test	
Total Daily Batch Count (Credit) * Limit: 9999 Max: 9999	Total Daily Batch Count (Debit) * Limit: 9999 Max: 9999
Total Daily Transaction Amount (Credit) * Limit: 15.00 Max: \$15.00	Total Daily Transaction Amount (Debit) * Limit: 15.00 Max: \$15.00
Single Batch Amount (Credit) * Limit: 15.00 Max: \$15.00	Single Batch Amount (Debit) * Limit: 15.00 Max: \$15.00
Single Batch Entry Amount (Credit) * Limit: 15.00 Max: \$15.00	Single Batch Entry Amount (Debit) * Limit: 15.00 Max: \$15.00
Single Batch Entry Amount	
<input type="checkbox"/> Require 1 approver(s) above	
<input type="checkbox"/> Require 2 approver(s) above	
Debit/Credit Entry	
Eligible Credit SEC Codes <input checked="" type="checkbox"/> Payroll (PPD)	
All / None	

NOTE: MID PENN BANK WILL NOT MAKE CHANGES TO USER LIMITS FOR TEMPORARY INCREASES IF THE USER LIMITS ARE DIFFERENT FROM YOUR COMPANY LIMIT. MID PENN BANK WILL NOT REMOVE THE REQUIREMENT FOR ADDITIONAL APPROVALS BEYOND YOUR COMPANY DEFAULT SETTINGS

Check **Allow ACH Maintenance** to enable the user for certain maintenance permissions.

Allow ACH maintenance
User is eligible to maintain ACH for use by all corporate users

Check the boxes for the types of maintenance the user will complete. Check **Allow ACH Payments Service Administration** to allow the user enable other users for ACH Transfers

Allow ACH Batch Template maintenance
User is eligible to maintain ACH Batch Templates for all users in their company
 User must use existing payees
User must use existing payees to create ACH Batch Templates
 Allow Import Map maintenance
User is eligible to maintain import ACH Payments import maps to be used by all users in their company

Check **Allow ACH Batch Approval** to allow this user to approve ACH transfers created by other users within their limits

Allow ACH Batch approval
User is eligible to approve ACH Batches for total amounts between the specified lower limit and upper limit

Check you ACH Company and the associated SEC codes that they user can approve. You can create a custom approval limit or leave it blank to use the company default limit

Test
Lower Limit (\$)
Upper Limit (\$)
Eligible Credit SEC Codes Payroll (PPD)
[All](#) / [None](#)

NOTE: MID PENN BANK WILL NOT MAKE CHANGES TO USER LIMITS FOR TEMPORARY INCREASES IF THE USER LIMITS ARE DIFFERENT FROM YOUR COMPANY LIMIT. MID PENN BANK WILL NOT REMOVE THE REQUIREMENT FOR ADDITIONAL APPROVALS BEYOND YOUR COMPANY DEFAULT SETTINGS

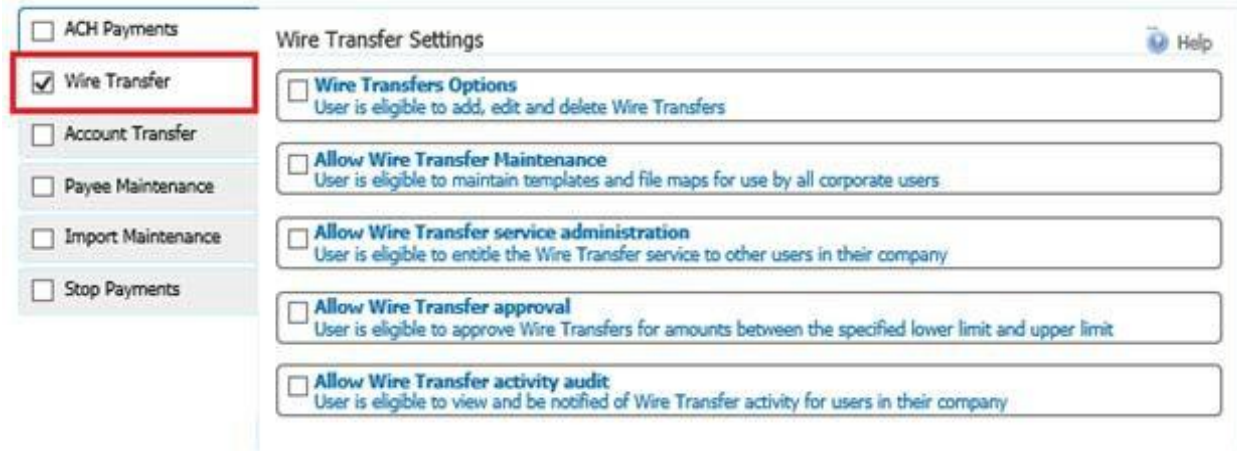
Check **Allow ACH Payments Activity Audit** to enable the user to view and receive notices of other ACH users with access to the same ACH Company

Allow ACH Payments activity audit
User is eligible to view and be notified of ACH Payments activity for users in their company

You can select **Save** or can go to the next payment

Wire Transfer

To enable a user with Wire Transfer permissions, select the check box next to **Wire Transfers** and click on the tab



The screenshot shows the 'Wire Transfer Settings' interface. On the left, there is a vertical list of permissions: ACH Payments, Wire Transfer (checked and highlighted with a red box), Account Transfer, Payee Maintenance, Import Maintenance, and Stop Payments. The main area is titled 'Wire Transfer Settings' and contains several settings, each with an unchecked checkbox and a description:

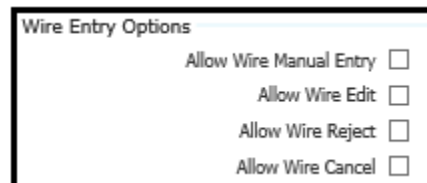
- Wire Transfers Options**: User is eligible to add, edit and delete Wire Transfers
- Allow Wire Transfer Maintenance**: User is eligible to maintain templates and file maps for use by all corporate users
- Allow Wire Transfer service administration**: User is eligible to entitle the Wire Transfer service to other users in their company
- Allow Wire Transfer approval**: User is eligible to approve Wire Transfers for amounts between the specified lower limit and upper limit
- Allow Wire Transfer activity audit**: User is eligible to view and be notified of Wire Transfer activity for users in their company

Check the box for Wire Transfer Options to view the origination entitlements



A close-up of the 'Wire Transfers Options' checkbox, which is checked. Below the checkbox, the text reads: 'User is eligible to add, edit and delete Wire Transfers'.

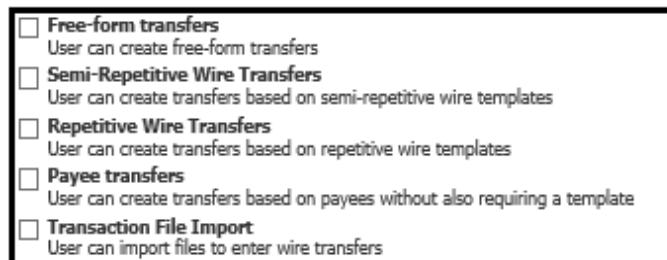
These entry options determine exactly what the user can do when creating a Wire Transfer. Use the check boxes to the right to make your selections.



The 'Wire Entry Options' form contains four unchecked checkboxes:

- Allow Wire Manual Entry
- Allow Wire Edit
- Allow Wire Reject
- Allow Wire Cancel

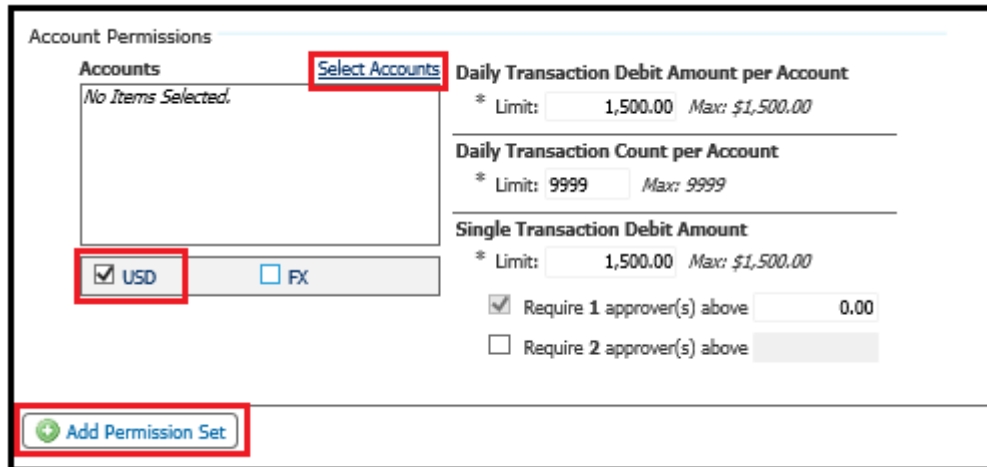
This series of permissions determines how the user can incorporate payees to create a Wire Transfer. Check the boxes to determine permissions for the user



The form lists five unchecked checkboxes for wire transfer creation permissions:

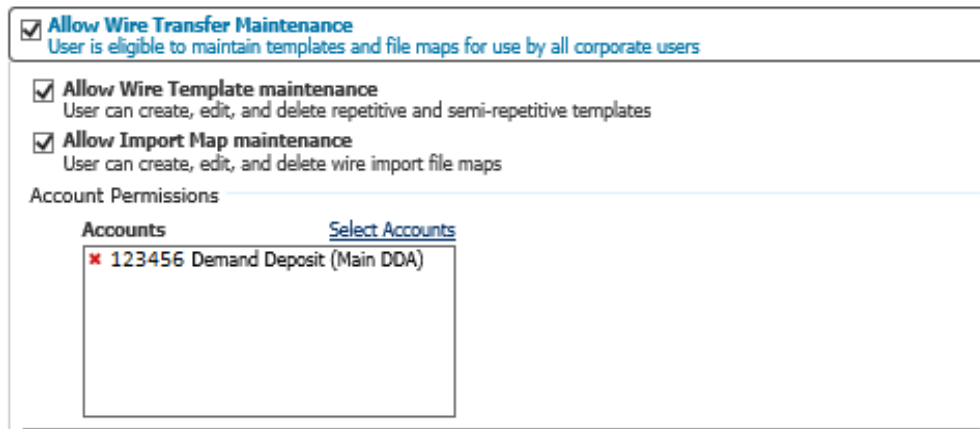
- Free-form transfers**: User can create free-form transfers
- Semi-Repetitive Wire Transfers**: User can create transfers based on semi-repetitive wire templates
- Repetitive Wire Transfers**: User can create transfers based on repetitive wire templates
- Payee transfers**: User can create transfers based on payees without also requiring a template
- Transaction File Import**: User can import files to enter wire transfers

The Account Permissions section will allow you to set the accounts from which the user can create wires. Click **Select Accounts** to pick the accounts. Select **USD** as the wire type. You may also set a requirement for additional approvals or a lower limit from your company limit. Use the **Add Permission Set** to set different limits or approval requirements for a different account



NOTE: MID PENN BANK WILL NOT MAKE CHANGES TO USER LIMITS FOR TEMPORARY INCREASES IF THE USER LIMITS ARE DIFFERENT FROM YOUR COMPANY LIMIT. MID PENN BANK WILL NOT REMOVE THE REQUIREMENT FOR ADDITIONAL APPROVALS BEYOND YOUR COMPANY DEFAULT SETTINGS

Check **Allow Wire Transfer Maintenance** to allow a user to maintain wire templates. Select the specific accounts by clicking **Select Accounts**



Check **Allow Wire Transfer Service Administration** to enable a user to have the ability to perform maintenance on other Wire users



Check Allow Wire Transfer Approval to allow a user to approve Wire transfers. Use the **Lower and Upper Limit** if you want to limit the amount the user can approve. Add the accounts that are eligible for this user to approve transfers for

Allow Wire Transfer approval
User is eligible to approve Wire Transfers for amounts between the specified lower limit and upper limit

Account Permissions

Accounts	Select Accounts
* 123456 Demand Deposit (Main DDA)	

Debit Amount Range

Lower Limit (\$)

Upper Limit (\$)

USD FX

NOTE: MID PENN BANK WILL NOT REMOVE OR ADJUST ANY LIMITATIONS ENABLED BY YOUR SENIOR ADMINISTRATOR

Check **Allow Wire Transfer Activity Audit** for a user to view the Wire Transfer activity of other users

Allow Wire Transfer activity audit
User is eligible to view and be notified of Wire Transfer activity for users in their company

You can select **Save** or can go to the next payment

Account Transfer

To enable a user with Account Transfer (Internal Transfer) permissions, select the check box next to **Account Transfers** and click on the tab

Select **Allow Account Transfer Entry** to enable a user to create internal transfers

Use the **Account Entry Options** by checking the boxes to determine what permissions the user will have to create internal transfers

Use **Select Accounts** to determine which accounts the user can access to create internal transfers. Select if the user can both Credit and Debit this group of accounts. You can also add requirements for additional approvals. Use the Add Permission Set to add a different group of accounts with different preferences

NOTE: MID PENN BANK WILL NOT REMOVE THE REQUIREMENT FOR ADDITIONAL APPROVALS ENABLED BY YOUR SENIOR ADMINISTRATOR

Check **Allow Account Transfer Maintenance** to create and edit transfer maps for all company users

Allow Account Transfer Maintenance
User is eligible to maintain maps for use by all corporate users

Check **Allow Account Transfer Service Administration** to allow a user to enable this service for other users

Allow Account Transfer service administration
User is eligible to entitle the Account Transfer service to other users in their company

Check **Allow Account Transfer Approval** to allow a user to approve transfers created by other users that require additional approvals. Use **Select Accounts** to identify accounts that the user can approve transfer for and set any limits that may apply to the user's approval. Use **Add Permission Set** to add additional approval groups

Allow Account Transfer approval
User is eligible to approve Account Transfers for amounts between the specified lower limit and upper limit

Account Permissions

Accounts	Select Accounts	Amount Range
* 123456 Demand Deposit (Main DDA)		Lower Limit (\$) <input type="text"/>
* 654123 Demand Deposit (Main DDA)		Upper Limit (\$) <input type="text"/>

NOTE: MID PENN BANK WILL NOT REMOVE OR ADJUST ANY LIMITATIONS ENABLED BY YOUR SENIOR ADMINISTRATOR

Check **Allow Account Transfer Activity Audit** for a user to view the Account Transfer activity of other users

Allow Account Transfer activity audit
User is eligible to view and be notified of Account Transfer activity for users in their company

You can select **Save** or can go to the next payment

Payee Maintenance

To enable a user with Payee Maintenance permissions, select the checkbox next to **Payee Maintenance** and click on the tab

<input type="checkbox"/> ACH Payments	Payee Maintenance Settings Help <input type="checkbox"/> Allow Payee Maintenance <small>User can create, maintain and delete payees for use by all corporate users</small> <input type="checkbox"/> Allow Payee Maintenance service administration <small>User is eligible to entitle the Payee Maintenance service to other users in their company</small> <input type="checkbox"/> Allow Payee Maintenance activity audit <small>User is eligible to view existing payees</small>
<input type="checkbox"/> Wire Transfer	
<input type="checkbox"/> Account Transfer	
<input checked="" type="checkbox"/> Payee Maintenance	
<input type="checkbox"/> Import Maintenance	
<input type="checkbox"/> Stop Payments	

Check **Allow Payee Maintenance** to allow a user to create and edit ACH Payments and Wire Transfers payees that all users will access

Allow Payee Maintenance
User can create, maintain and delete payees for use by all corporate users

Check **Allow Payee Maintenance Service Administration** to allow a user to entitle other users for this service

Allow Payee Maintenance service administration
User is eligible to entitle the Payee Maintenance service to other users in their company

Check **Allow Payee Maintenance Activity Audit** to allow a user to view existing payees

Allow Payee Maintenance activity audit
User is eligible to view existing payees

You can select **Save** or can go to the next payment

Import Maintenance

To enable a user with Import Maintenance permissions, select the checkbox next to **Import Maintenance** and click on the tab

<input type="checkbox"/> ACH Payments	Import Permissions Help
<input type="checkbox"/> Wire Transfer	
<input type="checkbox"/> Account Transfer	
<input type="checkbox"/> Payee Maintenance	
<input checked="" type="checkbox"/> Import Maintenance	
<input type="checkbox"/> Stop Payments	

Allow data import
 User is eligible to import payees, ACH batch templates and/or Wire templates

Allow Import Maintenance service administration
 User is eligible to entitle the Import Maintenance service to other users in their company.

Allow Import Maintenance activity audit
 User is eligible to view and be notified of import activity for users in their company

Check **Allow Data Import** to enable the user to import batch templates and payees for ACH Payments and Wire Transfers. Then select import options

Allow data import
 User is eligible to import payees, ACH batch templates and/or Wire templates

Can import payees
 Can create new payee records by importing CSV, XML or fixed width files

Can import ACH batch templates
 Can create new ACH batch templates by importing CSV, XML or fixed width files

Can import wire templates
 Can create new wire templates by importing CSV, XML or fixed width files

Check **Allow Import Maintenance Service Administration** to allow a user to enable this service for other users

Allow Import Maintenance service administration
 User is eligible to entitle the Import Maintenance service to other users in their company.

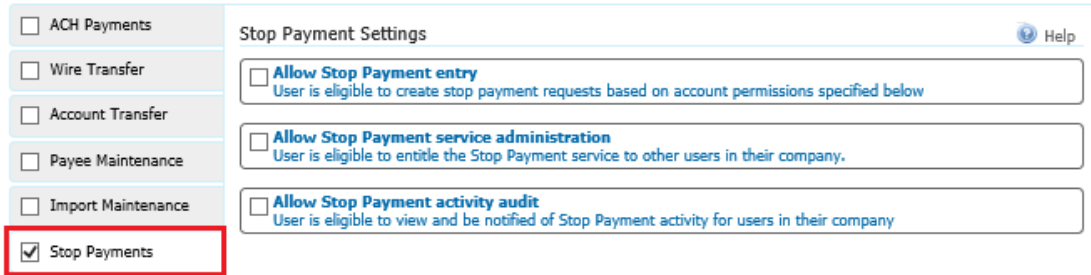
Check **Allow Import Maintenance Activity Audit** to enable a user to view and be notified of import activity by all other company users

Allow Import Maintenance activity audit
 User is eligible to view and be notified of import activity for users in their company

You can select **Save** or can go to the next payment

Stop Payments

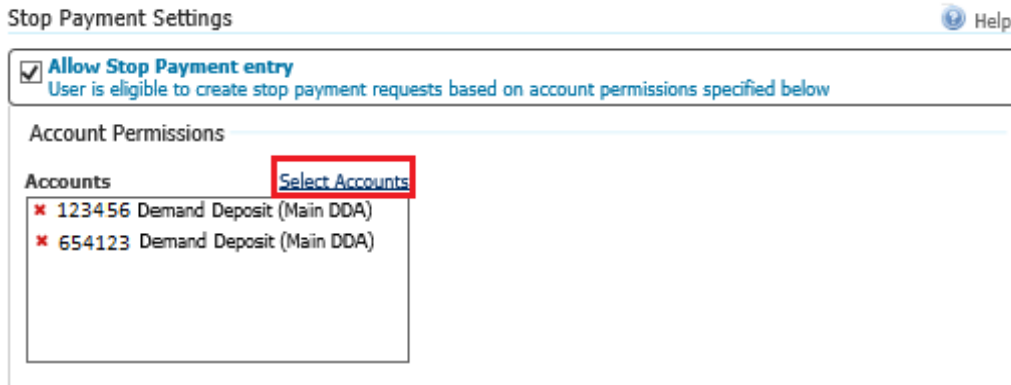
To enable a user with Stop Payments permissions, select the checkbox next to **Stop Payments** and click on the tab



Stop Payment Settings Help

- ACH Payments
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Stop Payments

Check **Allow Stop Payment Entry** to enable the user to create stop payments. Use **Select Accounts** to identify the accounts for which the user can create stop payments



Stop Payment Settings Help

Allow Stop Payment entry
User is eligible to create stop payment requests based on account permissions specified below

Account Permissions

Accounts Select Accounts

- ✖ 123456 Demand Deposit (Main DDA)
- ✖ 654123 Demand Deposit (Main DDA)

Check **Allow Stop Payment Service Administration** to allow a user to enable this service for other users



Allow Stop Payment service administration
User is eligible to entitle the Stop Payment service to other users in their company.

Check **Allow Stop Payments Activity Audit** to allow a user to view and be notified of any stop payment activity



Allow Stop Payment activity audit
User is eligible to view and be notified of Stop Payment activity for users in their company

You can select **Save** or can go to the next payment



Check Positive Pay

Select the setting for Check Positive Pay.

- ACH Payments
- Wire Transfer
- Account Transfer
- BillPay
- Payee Maintenance
- Import Maintenance
- Stop Payments
- Check Positive Pay
- Remote Deposit Capture

Check Positive Pay Settings Help

Allow Check Positive Pay issue entry
 User is eligible to enter issued checks based on account permissions specified below

Allow Issue File Import
 Allow user to import files to enter issued checks
 Account Permissions

Accounts	Select Accounts
<input checked="" type="checkbox"/> *3333 - DDA (Donald Duck)	
<input checked="" type="checkbox"/> *9440 - DDA (Mickey Mouse)	
<input checked="" type="checkbox"/> *9788 - DDA (Mouse Club House Demo)	
<input checked="" type="checkbox"/> *9820 - DDA (Test Business DDA)	

Allow Check Positive Pay decisioning
 User is eligible to decision exception items based on the account permissions and amount ranges specified below
 Account Permissions

Accounts	Select Accounts
<input checked="" type="checkbox"/> *3333 - DDA (Donald Duck)	
<input checked="" type="checkbox"/> *9440 - DDA (Mickey Mouse)	
<input checked="" type="checkbox"/> *9788 - DDA (Mouse Club House Demo)	
<input checked="" type="checkbox"/> *9820 - DDA (Test Business DDA)	

Amount Range

Lower Limit

Upper Limit

Allow Check Positive Pay service administration
 User is eligible to entitle the Check Positive Pay service to other users in their company

Allow Check Positive Pay decision approval
 User is eligible to approve Check Positive Pay decisions for amounts between the specified lower limit and upper limit
 Account Permissions

Accounts	Select Accounts
<input checked="" type="checkbox"/> *3333 - DDA (Donald Duck)	
<input checked="" type="checkbox"/> *9440 - DDA (Mickey Mouse)	
<input checked="" type="checkbox"/> *9788 - DDA (Mouse Club House Demo)	
<input checked="" type="checkbox"/> *9820 - DDA (Test Business DDA)	

Amount Range

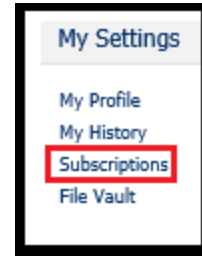
Lower Limit

Upper Limit

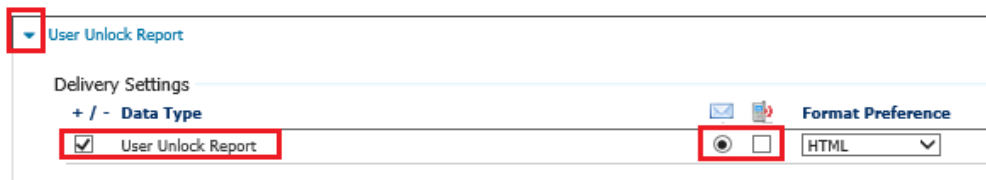
Allow Check Positive Pay activity audit
 User is eligible to view and be notified of Check Positive Pay decision activity for users in their company

Subscriptions

Subscriptions are system generated alerts. Any user can review and edit the subscriptions they receive and the way they are received. To access your own subscriptions, go to **My Settings** menu from the main menu and select **Subscriptions**

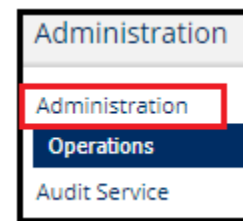


To edit a subscription, select the arrow to the left of the name of the subscription and the details will expand. Check or uncheck the notification and then determine the weather to receive the notice via email or SMS Messaging (you must be enrolled in SMS Messaging to receive alerts)

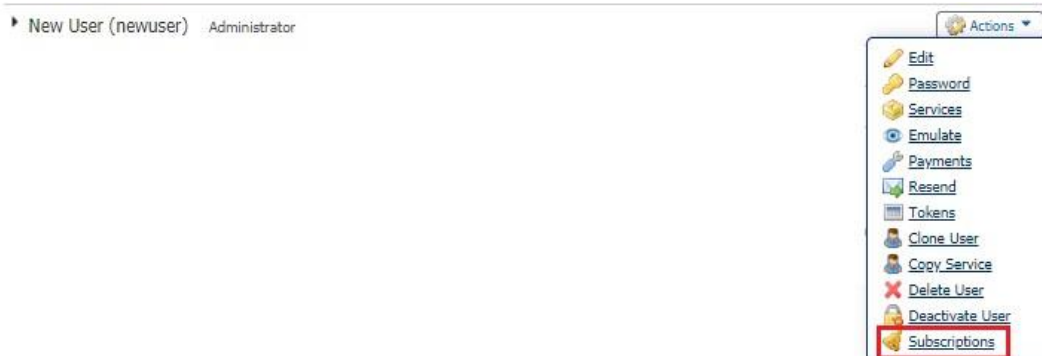


Once you have updated your subscriptions, select **Save**

Alternatively, an administrator can access Subscriptions by accessing the Administration menu

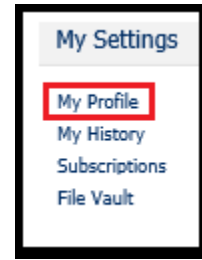


Then the Actions menu to the right of the user name

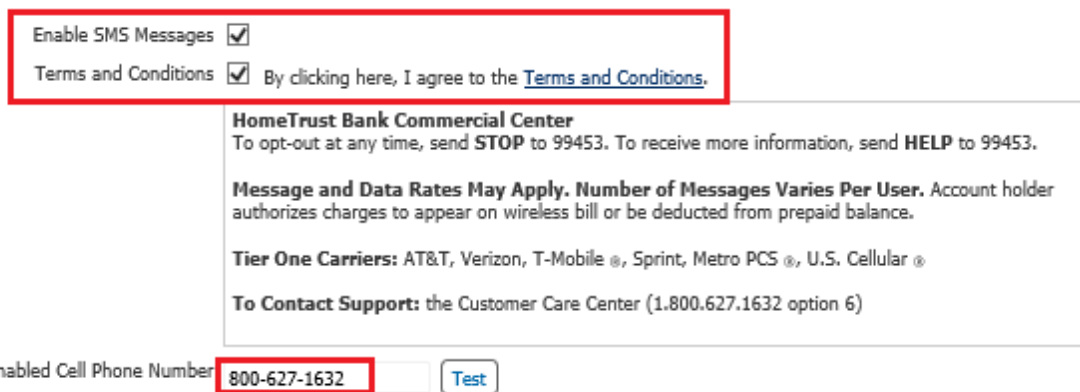


SMS Messaging

Commercial Center allows users to receive alerts via SMS Message (text message) in addition to email. In order to receive alerts through SMS, every user must enroll in the service. To enroll, go to **My Settings** menu from the main menu and select **My Profile**



Check the boxes to **Enable SMS Messages** and **Terms and Conditions**. Enter the **Message Enabled Cell Phone Number** for the phone you will receive the alerts on



A screenshot of a form for enabling SMS messages. It includes two checked checkboxes: 'Enable SMS Messages' and 'Terms and Conditions'. Below the checkboxes is a text box containing information about HomeTrust Bank Commercial Center, including opt-out instructions, message rates, carrier information, and support contact. At the bottom, there is a text input field for 'Message Enabled Cell Phone Number' containing '800-627-1632' and a 'Test' button.

Once you have updated your profile, select **Save**

