FIRST FINANCIAL BANK

BUSINESS ONLINE BANKING USER GUIDE
User Administration

A user who has the Manage Users feature assigned can create other users on the Settings/Users page.

TO ADD A USER

1. In the navigation menu, click or tap **Settings** > **Users**.
2. Click or tap **Add User**. The New User page appears.
3. Do the following:
    1. Complete the **First Name** and **Last Name** fields.
    2. Enter a valid email address in the **E-Mail Address** field.
    3. Make sure to use the drop down in the **Phone Country** field and select the country.
    4. In the **Phone** field, enter a valid phone number.
    5. In the **Login ID** field, enter a login name. The Login ID must be between 6 and 30 characters. It is strongly suggested to use a unique Login ID that is not first name and last initial or first initial last name. Also, not to use a Login ID that you use for any type of social media.
    7. In the **Password** field, enter a password, and re-enter it in the **Confirm Password** field. The password must be between 6 and 30 characters and contain at least one number. It is strongly suggested to use a minimum 10-digit password with upper and lower case letters, numbers, and special characters that is not used on any other system.
    8. In the **User Role** drop-down list, select a role. If you do not yet have a role specific to this user, leave them in Unassigned for now.
    8. Click or tap **Save**.
4. Click or tap **Close**.

CREATE A USER ROLE:

The User Roles page contains a list of User Roles by default. You can also create a new role or copy an existing role.

1. In the navigation menu, click or tap **Commercial** > **User Roles**.
2. Click or tap **Create Role**.
3. Enter a **Role Name**.
4. (Optional) Enter a **Description**. This could be the features you will turn on or any details that remind you what this role allows.
5. Click or tap **Continue**.
6. You will be presented with three tabs: Overview, Features, and Accounts.
7. On the Overview tab, it will list all transaction types permissioned for your Company and the associated limits allowed. To setup specific permissions for a transaction type, click or tap the transaction type name (i.e. Payroll).
8. This will give you three more tabs: Allowed Actions, Rights, and Approval Limits. You can further control the actions that can be taken within Payroll.
    1. (Optional) On the Allowed Actions tab:
        1. Select if you want to restrict Operations by allowing any user in this role to draft, approve, or cancel a payment this particular transaction type.
        2. Select if you want to restrict Amounts further by users in this role.
        3. Select which Subsidiaries are allowed for use in this transaction type (i.e. Payroll could be restricted to only the Subsidiary appropriate for payroll).
        4. Select which accounts can be used for pay from/pay to accounts by this transaction type and user.
        5. Select Draft Hours that you want to allow users in this role for this transaction type to be able to process payments. This is a great feature to use but is better used under Commercial > Company Policy to cover all user roles.
    2. (Optional) On the Rights tab:

    1. (Optional) Decide if you want to further restrict rights for this role. The default is Can View All Transactions.

3. (Optional) On the Approval Limits tab:
    1. Approval limits can be further restricted for this user role for this transaction type using any of the fields displayed.
4. Once customization is made, click or tap the Save button in the upper right corner.
5. You will be redirected to the other transaction type listing to configure any further restrictions/permissions. Click or tap the edit icon ( ) to make additional changes.

You can also copy a default User Role Template if you want to create a role with the same traits as an existing template.

CREATE A USER ROLE BASED ON AN EXISTING OR DEFAULT ROLE:

1. In the navigation menu, click or tap **Commercial** > **User Roles**.
2. Click or tap the copy icon ( ) to copy the role and enter a new name and description.
3. Enter a **Role Name**.
4. (Optional) Enter a **Description**.
6. Click or tap **Continue**.
7. Click or tap the Transaction Type you wish to modify or the Features or Accounts tab.
8. Once all changes are made, click or tap the **Save** button.