

MERCHANTS

bank of
commerce

Cash Management Documentation

Business Online Banking Administrator User's Guide

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Do not include account information when emailing for support

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Adding a User

1. Click Settings > Users > Add User button
2. Fill in the new user's First and Last name, email address and phone number.
3. You will assign them an online banking Login ID and temporary password.
4. Click the Save button. You will receive a pop up message that says "The user has been saved."
 - a. At this point, the bank will receive a message to review the new user and activate the login. This process could take up to one business day. If you need the user activated right away, please contact the Electronic Banking Department.
5. Now you can configure the access for the new user (see the Configure User Access section below)
6. After the user has been activated, you will receive a message in your Secure Messages in online banking confirming that the user has been activated.
7. Provide the Login ID and the temporary password to the new user.

Configure User Access

After the user has been created, you will need to set the access for the new user.

Overview

The Overview section allows for access to the Transaction Types available in Online Banking for ACH, Wires, Stop Payments, Change of Address and Check Reorders.

In this area, you can:

- Disable specific transactions types
- assign transaction limits
- allow the user to draft, approve and/or cancel transactions
- view their own transactions or transactions performed by all users

1. Click the Transaction Type you want to modify.
2. If you do not want the user to access that Transaction Type, click the Enabled option and it will change to "Disabled."
3. On Transactional activities such as Transfers, ACH and Wires, click on the options in the Rights screen to turn on or off the ability to draft, approve, cancel and view transactions by clicking the link next to the action.
4. Click on the Approval Limits page to assign transaction limits.
5. Click the Save button at the top after making changes. You will receive a confirmation message stating that the policy was saved. Click the Close button.
6. Click the Overview option again to get to the main page

Features

Click the Features tab to turn on or off the features you want the user to be able to have access to and perform. Be sure to save any changes by clicking the Save button at the top.

Accounts

Click the Accounts page to allow the user access to specific accounts and the type of activity you want them to be able to perform. Be sure to save any changes by clicking the Save button at the top.

Delete a User

1. Click Settings > Users
2. Click the pencil icon next to the user's name.
3. Click the Delete button at the bottom of the page.
4. Click Confirm on the pop up window.
5. Click Close on the confirmation window.