User Administration: Creating Users for DepositPartner only

DepositPartner is only accessible via MyJFG. This guide will walk you through the process of building a user in MyJFG if you don't want them to have any online banking access except for DepositPartner

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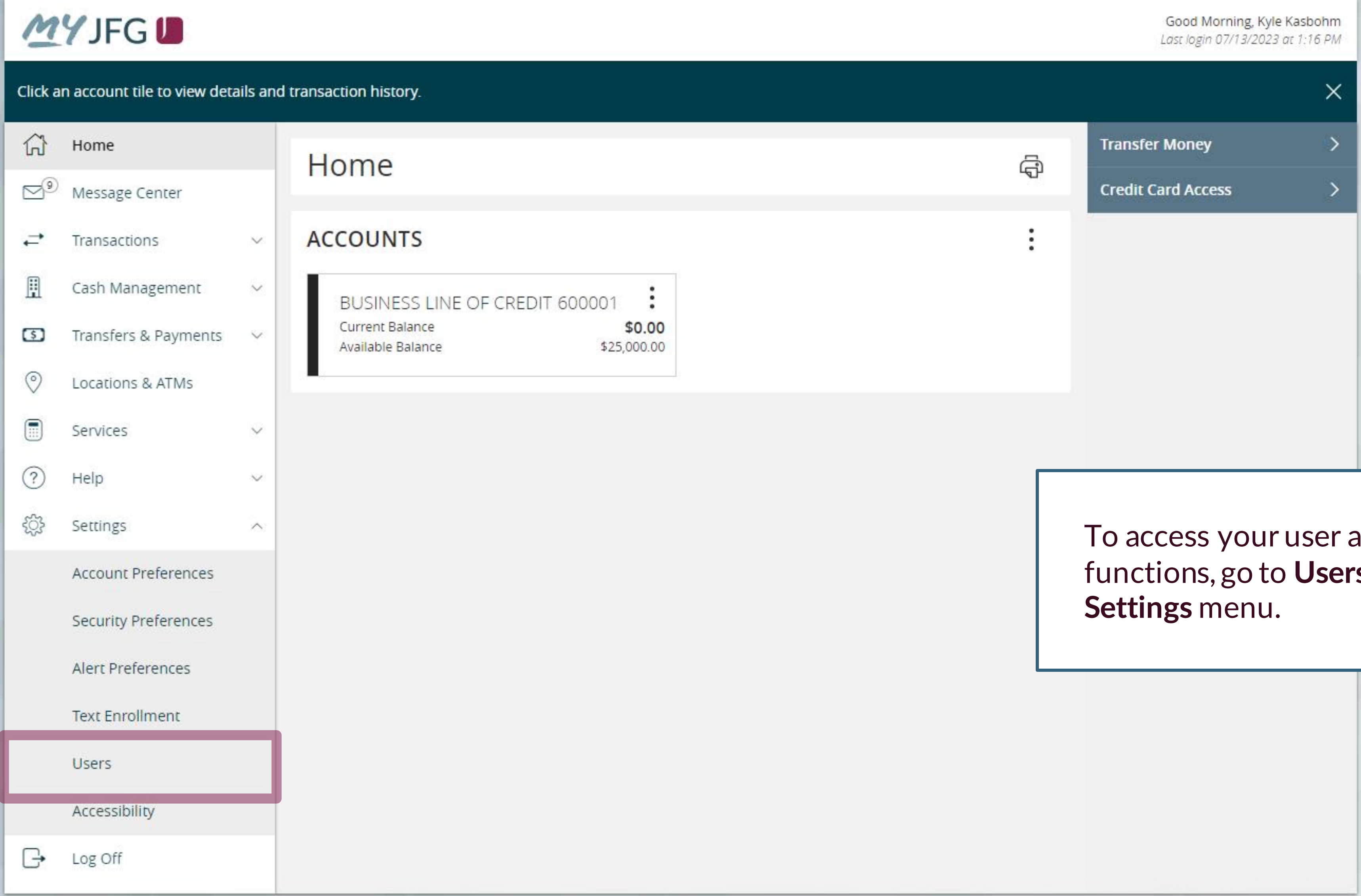
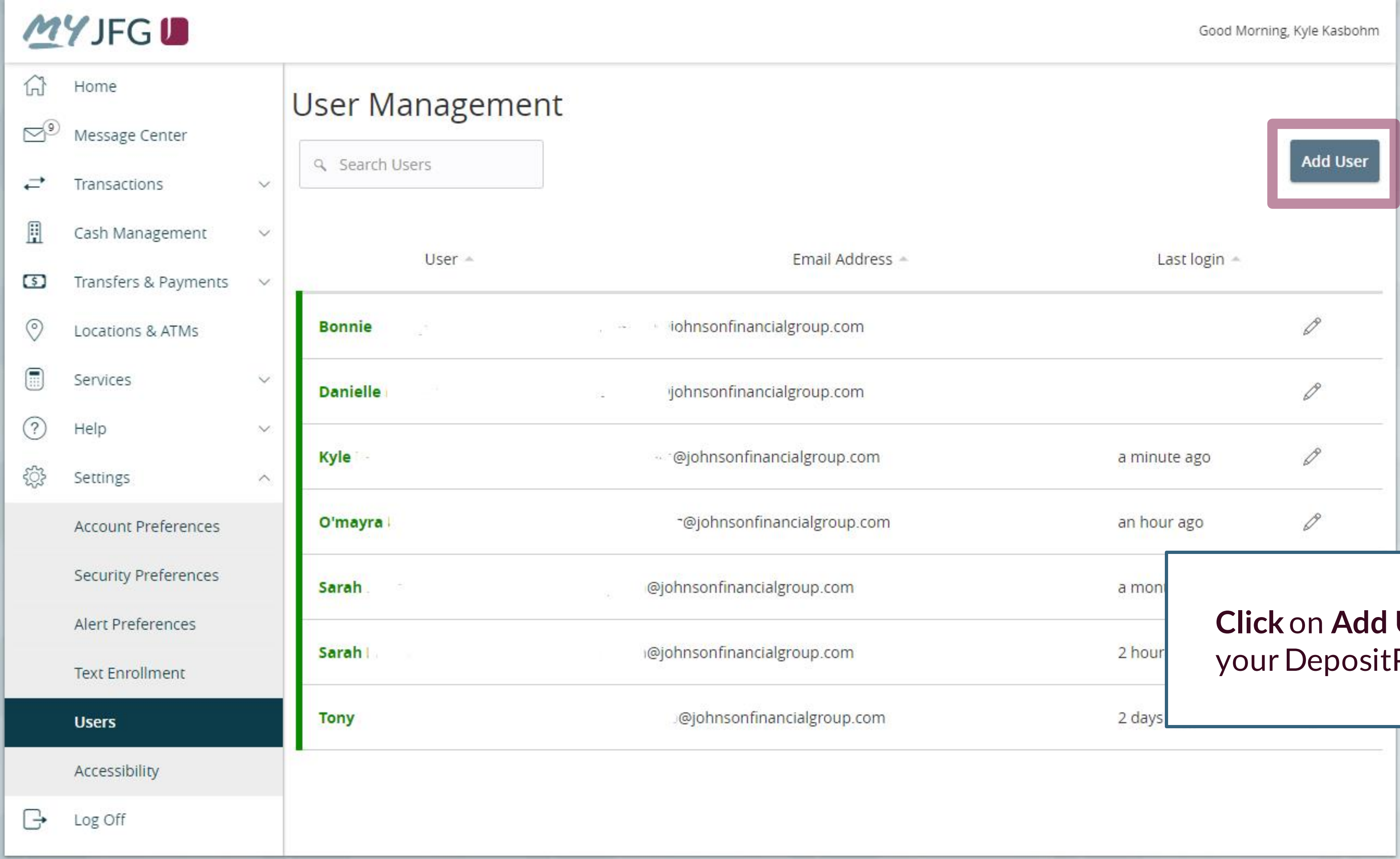
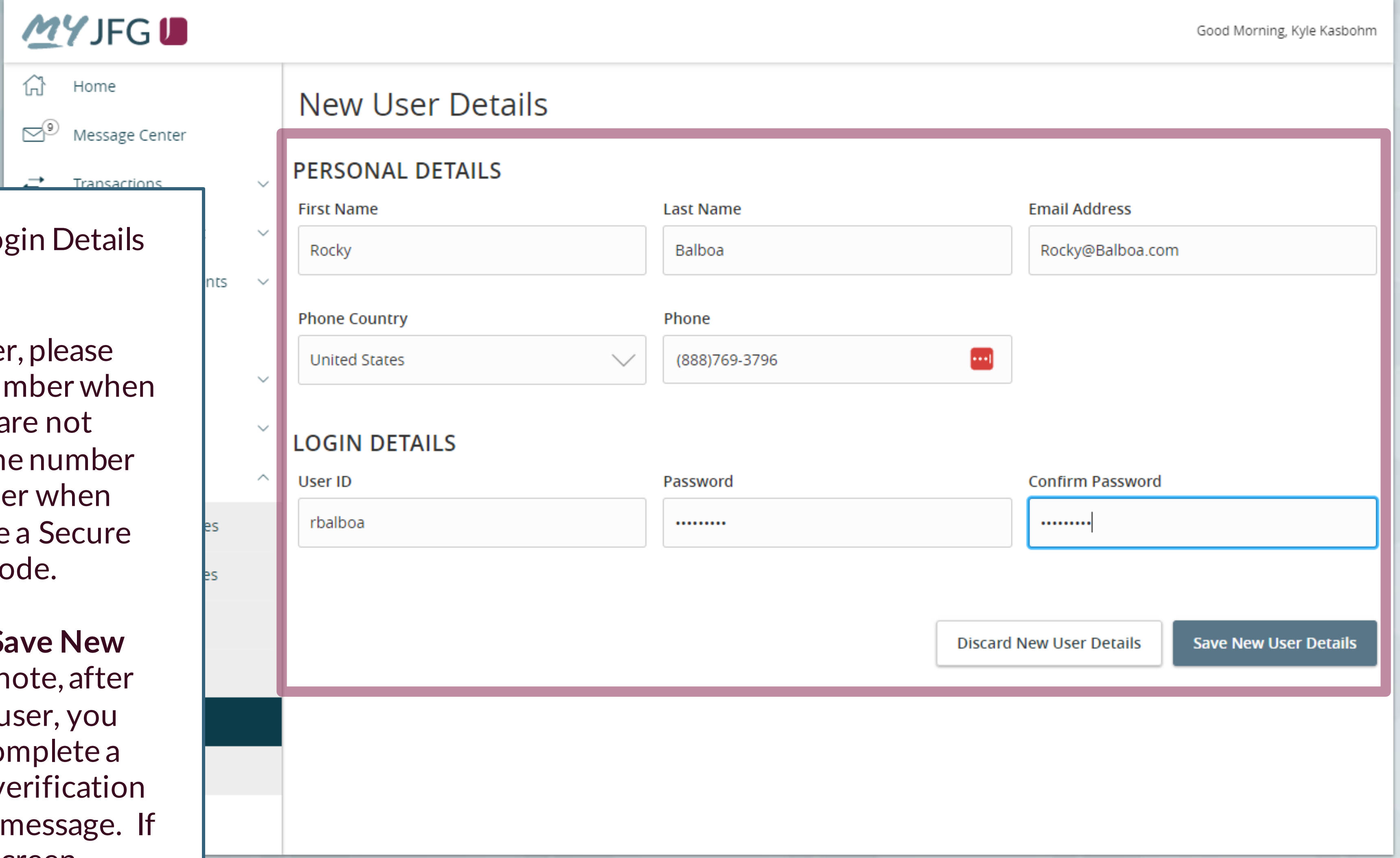


To access your user administration functions, go to **Users** under the **Settings** menu.



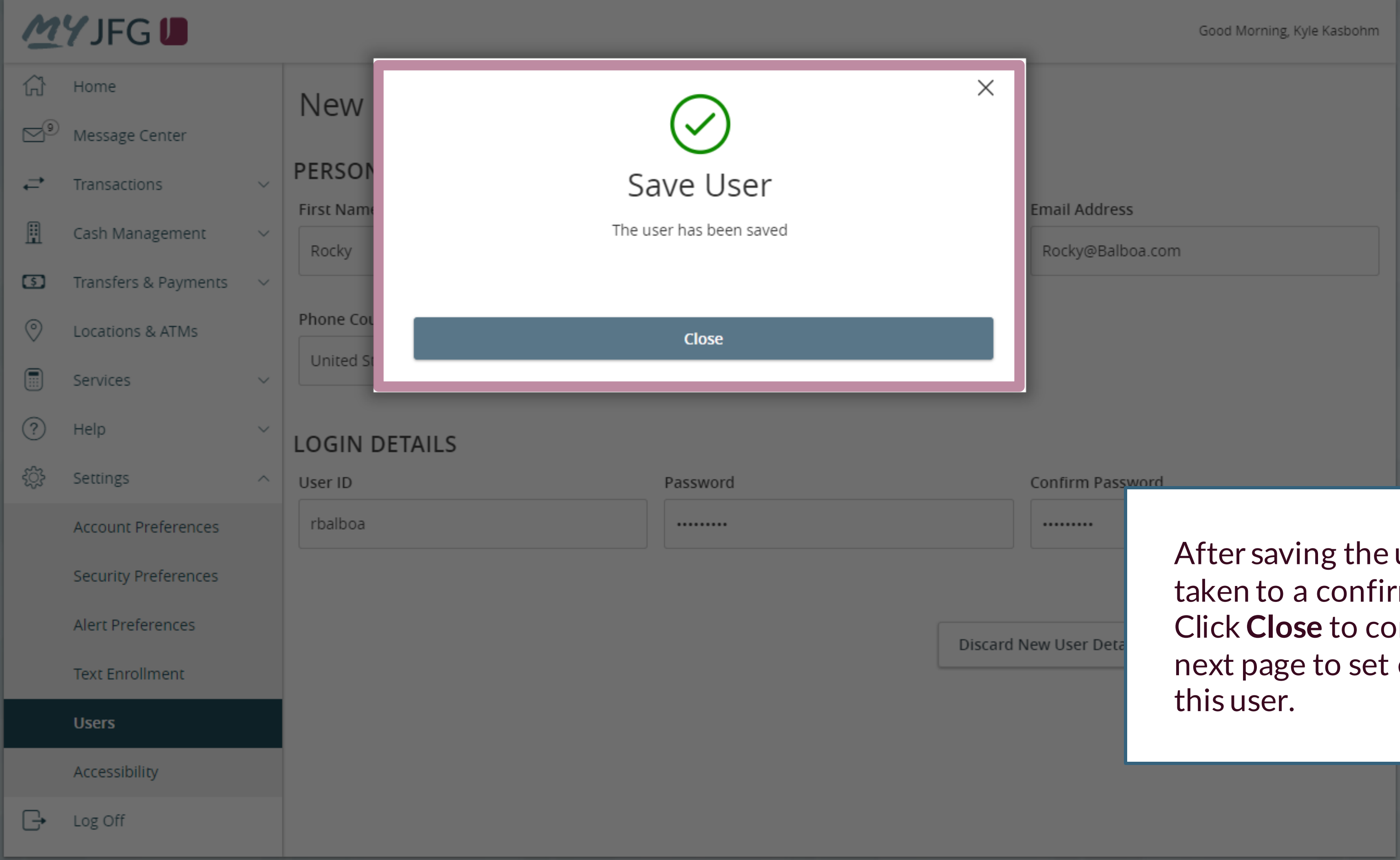
Click on **Add User** to create your DepositPartner user.



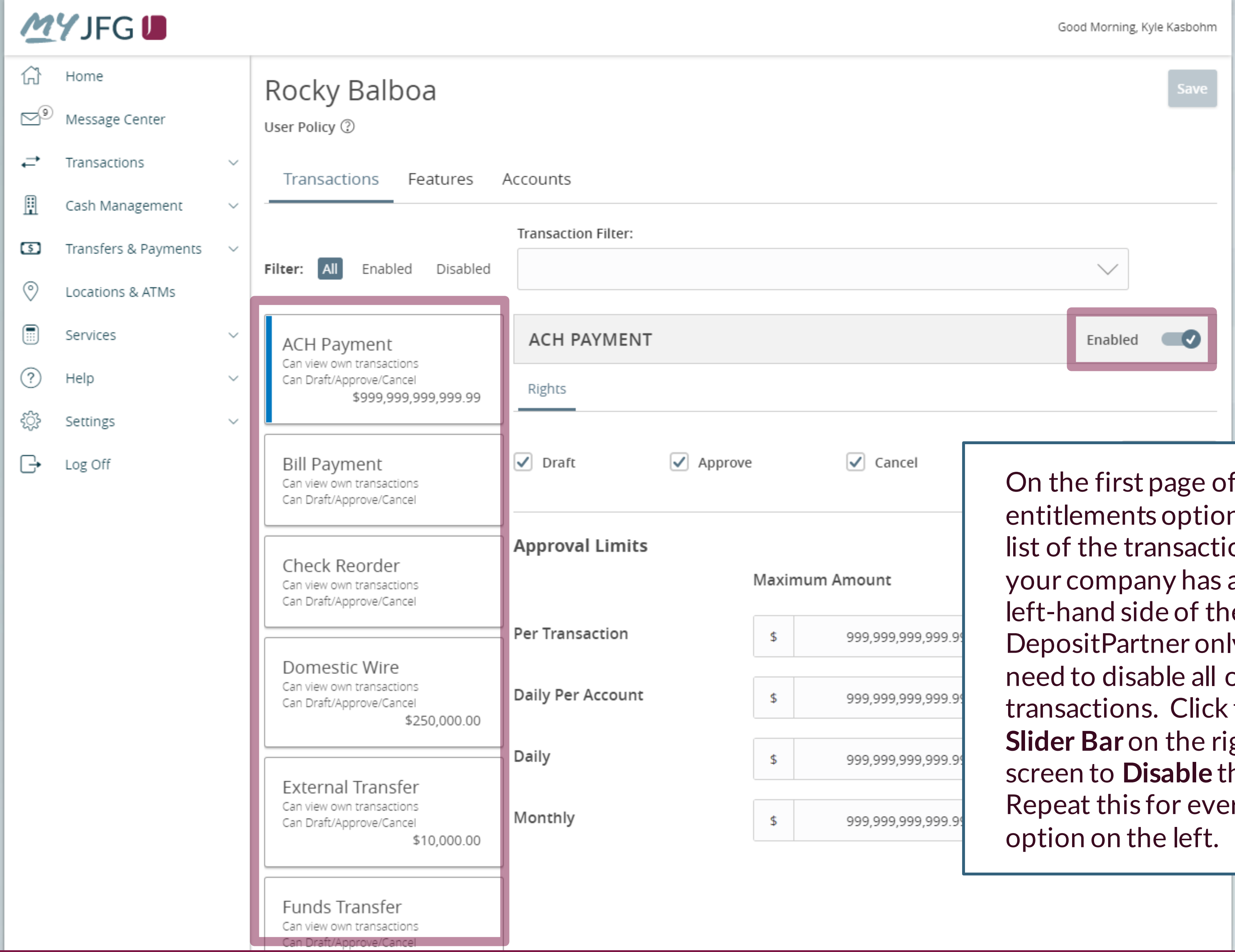
Fill in Personal and Login Details for this user.

For the phone number, please use a direct phone number when possible. Extensions are not supported. This phone number will be used by the user when logging in to complete a Secure Access Verification Code.

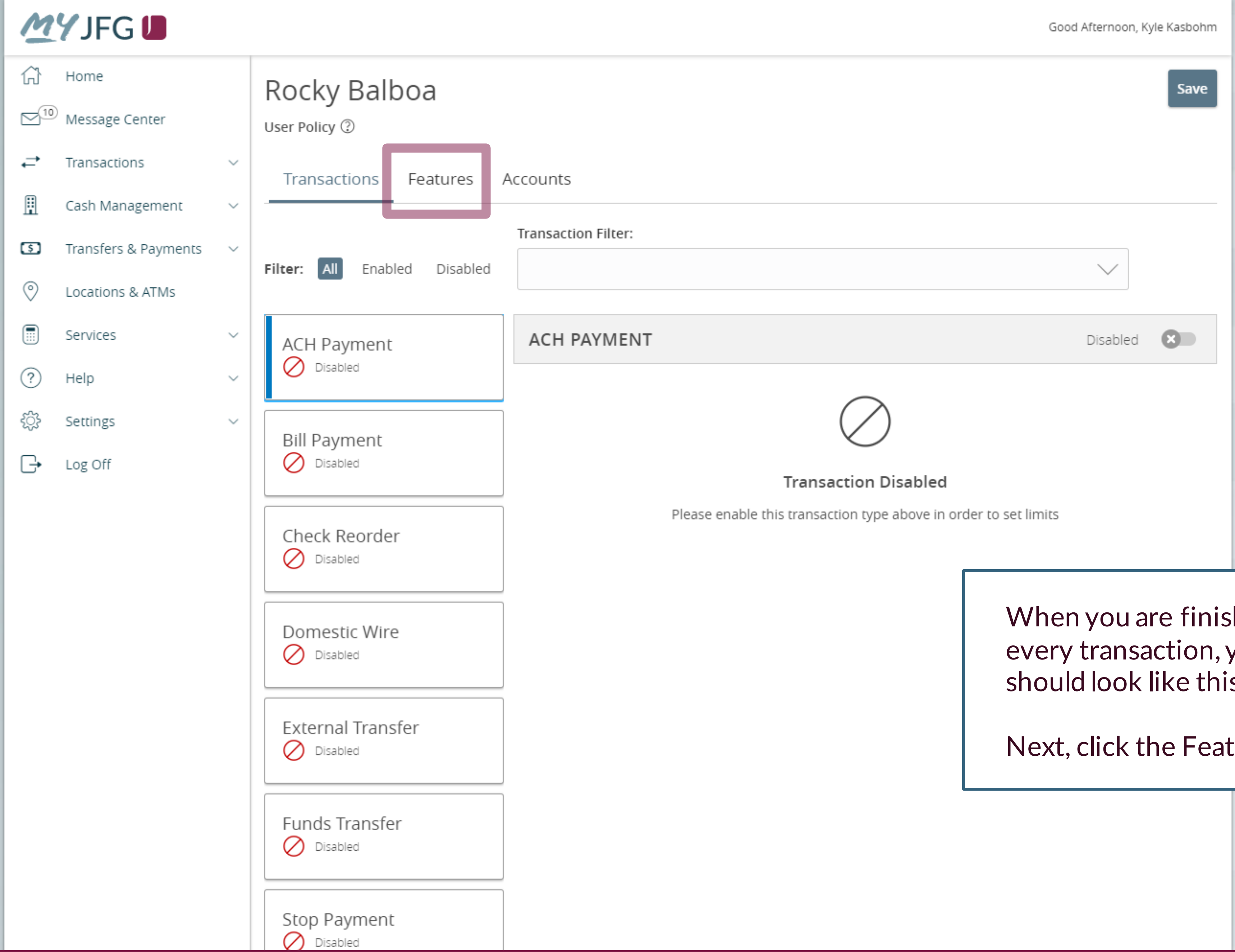
When finished, click **Save New User Details**. Please note, after choosing to save the user, you may be required to complete a Secure Access Code verification via phone call or text message. If so, complete the on-screen prompts to continue.



After saving the user, you will be taken to a confirmation screen. Click **Close** to continue to the next page to set entitlements for this user.

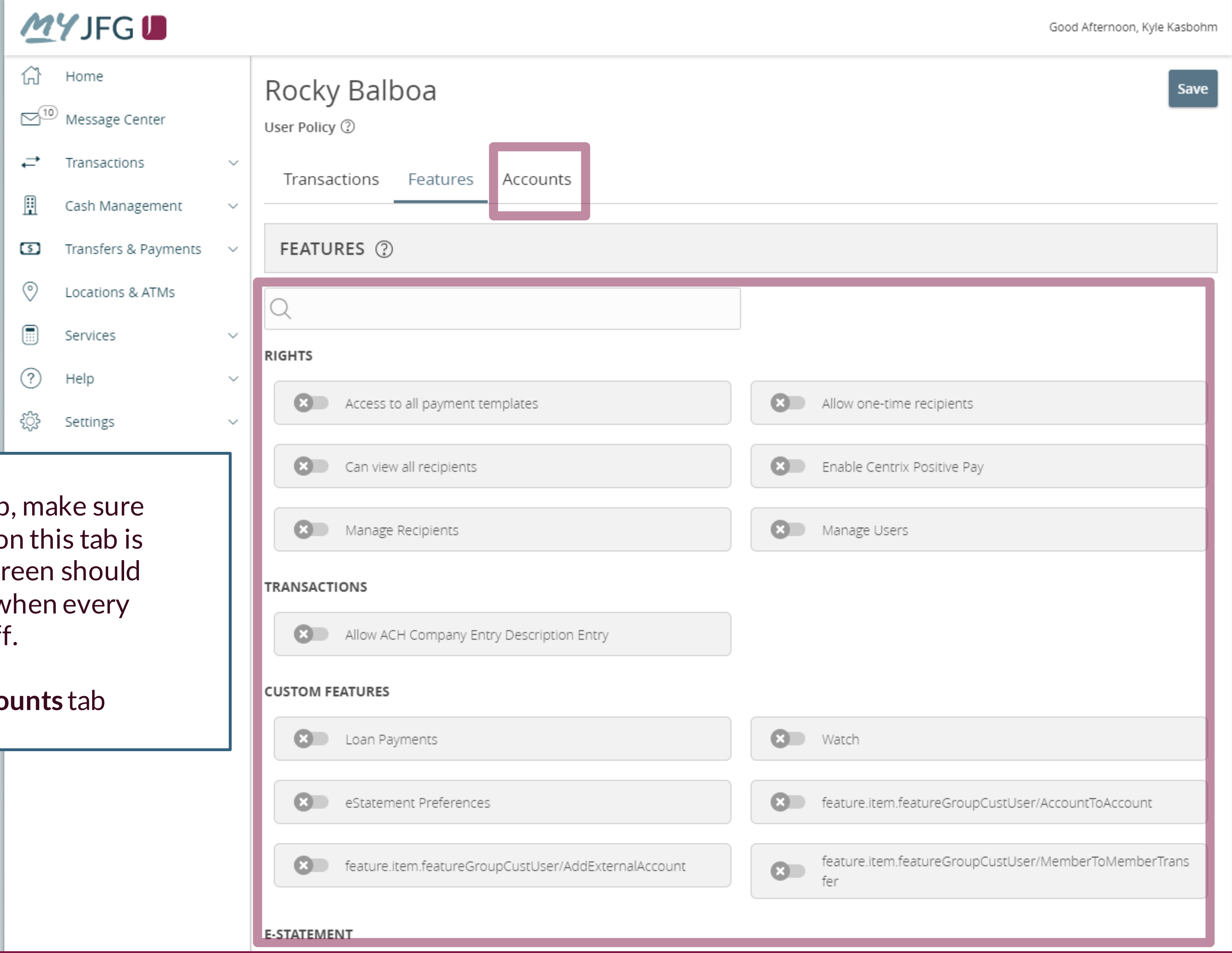


On the first page of the entitlements options, you will see a list of the transaction types that your company has access to on the left-hand side of the screen. For a DepositPartner only user, you'll need to disable all of these transactions. Click the **Enabled Slider Bar** on the right side of the screen to **Disable** the transaction. Repeat this for every transaction option on the left.



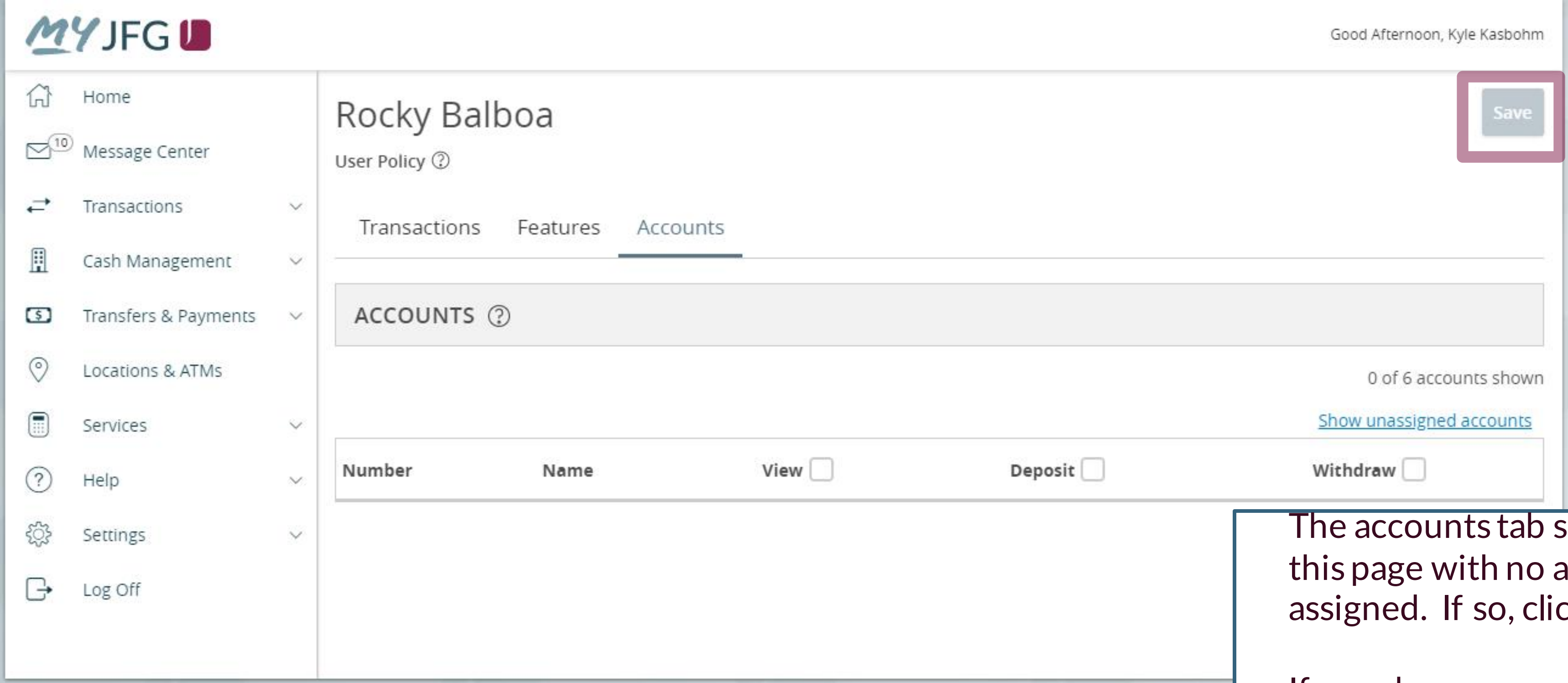
When you are finished disabling every transaction, your screen should look like this.

Next, click the Features tab.



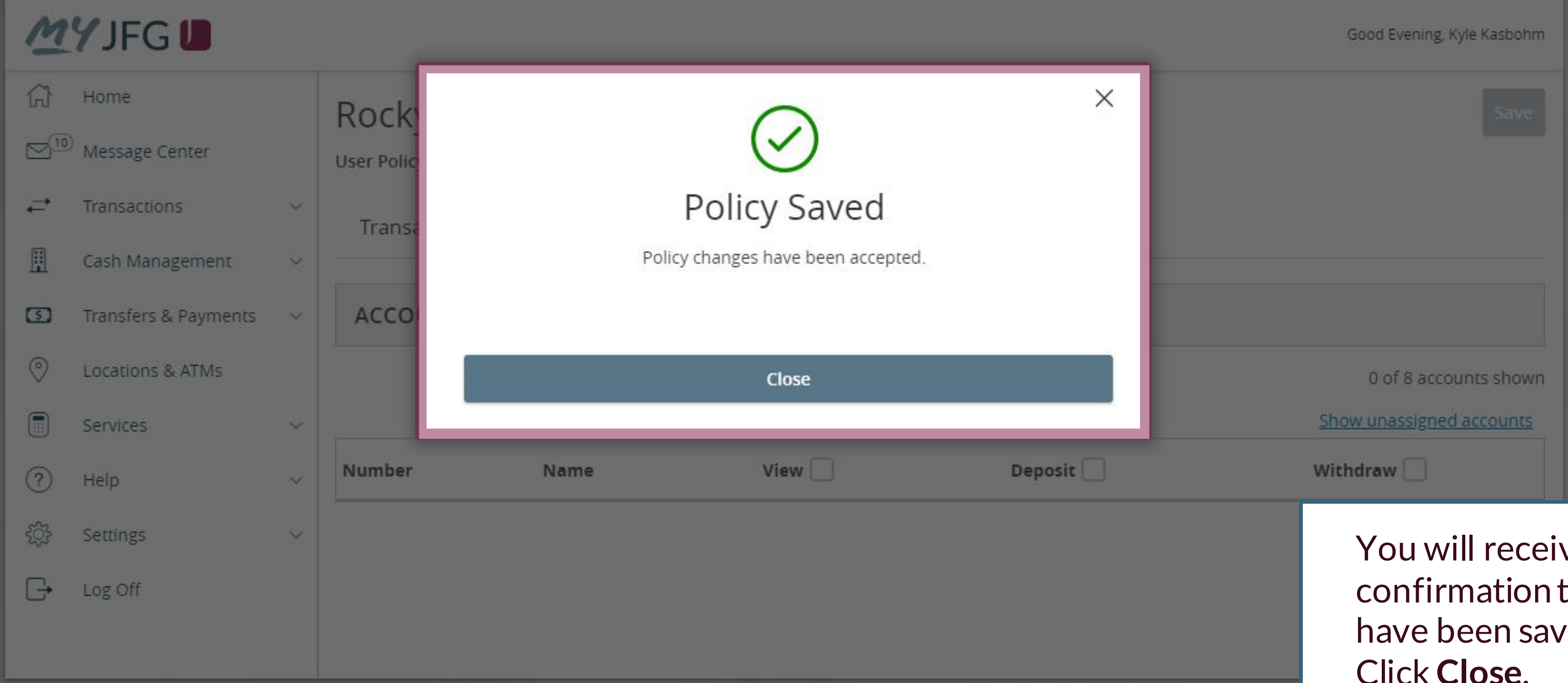
On the Features tab, make sure that every feature on this tab is turned off. Your screen should look like this page when every feature is turned off.

Next, click the **Accounts** tab



The accounts tab should look like this page with no accounts assigned. If so, click **Save**.

If you do see accounts listed here, make sure every account is turned off using the icon. Even though this profile will need to deposit into an account, DepositPartner is a separate platform and the deposit function here doesn't refer to DepositPartner entitlements. Click **Save** when finished.



You will receive a confirmation that the updates have been saved for this user. Click **Close**.

This user will also need to be created in DepositPartner. Please see the DepositPartner User Administration guide for that process.

Thank You

Additional Resources and Support

For additional resources, including "how-to" guides, please visit our online Client Resources page at https://www.johnsonfinancialgroup.com/business/cash-management/client-resources/

If further support is needed, please call our Johnson Customer Support Center at 888.769.3796 (option 1, then option 2), send a message in the MyJFG Message Center to "MyJFG Business – Cash Mgmt Solutions" or by email at myjfgbusiness@johnsonfinancialgroup.com.

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