# Managing Corporate Users and User Roles

User Roles: Start on Page 2 Users: Start on Page 30 Company Policy: Start on Page 35



Good Morning, Kyle Kasbohm Last login 11/05/2021 at 12:20 PM

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day.

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分	Home		Home			Ģ	DepositPartner	>
⊠ <sup>35</sup>	Message Center		Home			ч <del>с</del> н	Positive Pay	>
₽	Transactions	~	ACCOUNTS			:	POSITIVE PAY	$\sim$
	Cash Management	~	Current: \$75.73 ⑦				No accounts have excep	tions
5	Transfers & Payments	~	COMMERCIAL REVOLVING 2002 Current Balance Available Balance	201 <b>\$0.67</b>	VARIABLE COMMERCIAL 200202 Current Balance	<b>:</b> \$0.00	needing decision. Continue to Positive P	ay
$^{\circ}$	Locations & ATMs			\$19.55			Instead of c	creat
<u>III</u>	Reports	~	FIXED COMMERCIAL 200203	:	FIXED COMMERCIAL 200204	:	entitlemen	
	Services	~	Current Balance	\$0.00	Current Balance	\$0.00	user, <b>Comp</b> create <b>Use</b>	-
?	Help	~	FIXED COMMERCIAL 200205	:	BUSINESS CHECKING **3666	:	entitlemen	
िं	Settings	^	Current Balance	\$0.00	Available Balance Current Balance	\$13.90 \$13.90	their roles.	
	Home Page Preferences						create a Us Payables us	
	Account Preferences		COMMERCIAL CHECKING **2630 Available Balance	\$32.38	test cash management **2687 Available Balance	\$2.68	Receivables	
	Security Preferences		Current Balance	\$32.38	Current Balance	\$2.68	users, etc.	
	Alert Preferences		Test Checking **5801	:	SM BUSINESS SOLUTION **8091		To create a	nd n
	User Roles		Available Balance Current Balance	<b>\$10.02</b> \$10.02	Available Balance Current Balance	\$16.08 \$16.08	click on <b>Use</b>	
	Company Policy		1ST MORTGAGE MEL'S 900100	:	RELATIONSHIP MMKT **3101	:	Settings Me	enu.
	Users		Current Balance	• \$0.00	Available Balance Current Balance	• \$0.00 \$0.00		
	Accessibility							
G	Log Off							

Continue to Positive Pay Instead of creating user entitlements individually for each user, Company Administrators will create User Roles to easily assign entitlements for users based on their roles. For example, you could create a User Role for Accounts Payables users, Accounts Receivables users, View Only users, etc.

To create and manage User Roles, click on User Roles under the Settings Menu.

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On Th	ursday, November 11th, n	o elec	tronic transactions will be processed o	r transmitted as the Federal Reserve and Johnson Fina	ancial Group will be	closed in observanc	e of Veterans Day. X	
G	Home		User Roles ③					
<b>⊠</b> <sup>35</sup>	) Message Center							
≓	Transactions	~	Q Search					
	Cash Management	~	USER ROLES					
5	Transfers & Payments	~					Create Role	
$\bigcirc$	Locations & ATMs		Name 🗸	Description		Users $\land$		
	Reports	~	Admin	None		17	🖉 🖸 👜	
	Services	~	OM Testers	Test user		None	⊘ ⊡ 前	
?	Help	~	Positive Pay & DepositPartner	User Role with access to Positive Pay and DepositP	artner only			
£	Settings	^	Only				reate Role to a	create a
	Home Page Preferences		Product change testing	None		new Us	er Role.	
	Account Preferences		Test	None				
	Security Preferences							
	Alert Preferences							/
	User Roles							_ /
	Company Policy							
	Users							N N
	Accessibility							
G	Log Off							

#### New User Role

Role Name			
Accounts Payable			
Description (optional)			
	Cancel	Ok	
			- 14 - 14 - 14
		Give your Use optional desc	er Role a name and an ription. Click <b>OK.</b>

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On Th	ursday, November 11th, no	elect	ronic transactions will be processed or	transmitted as the Federal Reserve ar	nd Johnson Financial Group will be closed	d in observance of Veterans Day. X	
ŵ	Home		User Roles > Acco	unts Pavable 🧷		Save	
⊠ <sup>35</sup>	) Message Center		User Role Policy ②				
₽	Transactions	~	Transactions Features	Accounts			
	Cash Management	~					
\$	Transfers & Payments	~	_	Transaction Filter:			
$\bigcirc$	Locations & ATMs		Filter: All Enabled Disabled			$\checkmark$	
<u>III</u>	Reports	~	ACH Batch	АСН ВАТСН		Enabled 📿	
	Services	~	Can view all transactions \$100B Can Draft/Approve/Cancel	Rights Allowed Actions			
?	Help	~	•				
ŝ	Settings	^	ACH Collection Can view all transactions \$100B Can Draft/Approve/Cancel			View All V	
	Home Page Preferences						
	Account Preferences		ACH Pass Thru Can view all transactions \$5	Approval Limits			
	Security Preferences		Can Draft/Approve/Cancel		Maximum Amount	Maximum Count	
	Alert Preferences		ACH Payment	Per Transaction	\$ 99,999,999,999.99		
	User Roles		Can view all transactions \$100B Can Draft/Approve/Cancel	Daily Per Account	\$ 99,999,999,999.99	99	
	Company Policy					You will see al	I the transactions
	Users		ACH Receipt Can view all transactions \$100B Can Draft/Approve/Cancel	Daily	\$ 99,999,999,999.99		has access to. <b>Click</b> on type to edit
	Accessibility			Monthly	\$ 99,999,999,999.99	99 entitlements.	· ·

Domestic Wire Can view all transactions Can Draft/Approve/Cancel

\$10

□ Log Off

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On Th	ursday, November 11th, n	o elec	tronic transactions will be processed or t	transmitted as the Federal Reserve a	and Johnson Financial Group will be closed in observance of Veterans Day. $ imes$	
(;) ⊂ <sup>35</sup>	Home Message Center		User Roles > Acco	unts Payable 🧷	Save	
<b>,</b> ,	Transactions	~	Transactions Features A	Accounts		
	Cash Management Transfers & Payments	~		Transaction Filter:		
$\bigcirc$	Locations & ATMs		Filter: All Enabled Disabled			_
<u>III</u>	Reports	$\sim$	ACH Batch Can view all transactions \$100B	АСН ВАТСН	Enabled 🤍	
	Services	$\sim$	Can Draft/Approve/Cancel	Rights Allowed Actions		
? \$}	Help Settings Home Page Preferences	~ ~	ACH Collection Can view all transactions \$100B Can Draft/Approve/Cancel		View All V	
	Account Preferences		ACH Pass Thru Can view all transactions \$5 Can Draft/Approve/Cancel	Approval Limits	Maximum Amount Maximum Count	
	Alert Preferences		ACH Payment	Per Transaction	\$ 99,999,999,999.99	
	User Roles		Can view all transactions \$100B Can Draft/Approve/Cancel	Daily Per Account	<b>Enable</b> or <b>Disable</b> the Transaction Type	es required.
	Users		ACH Receipt Can view all transactions \$100B Can Draft/Approve/Cancel	Daily	Please note, if you choose to disable	
	Accessibility			Monthly	type, you may still want to adjust the rights (see next page). Viewing right	0
ŀ	Log Off		Domestic Wire Can view all transactions \$10		even if the transaction type is disable	

Can view all transactions Can Draft/Approve/Cancel

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**Rights** determine what the User Role can see in the **Online Activity Center** for this transaction type.

The User Role can see **All** transactions, only view their **Own** transactions, only view transactions to/from **Accounts** they are entitled to see, only view transactions done by others in the same **Role** or cannot view any transactions (**None**).

Note, even if a transaction type is disabled, the Rights section will still determine what a User Role can see in the Online Activity Center.



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#### **Approval Limits** allow you to set the Approval Limits for this transaction type.

The left column options are approval limits by dollar amount. The right column options are approval limits by number of transactions. If the dollar amounts you enter are higher than the company's allowed limits, you will be given an error notice. You will need to adjust the user role approval limits to be no higher than the company's allowed limits.

Alert Preferences

**Company Policy** 

User Roles

Users

Log Off

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Accessibility

u to se iis	t	cy ②		unts Payable 🖉			Save	
re Imoun	t.	Enabled	Disabled	Transaction Filter:			$\sim$	
are r of amou the	nts	: <b>h</b> ansactions rove/Cancel	\$100B	ACH BATCH Rights Allowed Actions			Enabled 📿	>
you w You w Ie		ection ansactions rove/Cancel	\$100B				View All V	
igher t nits.	han	SThru ansactions rove/Cancel	\$5	Approval Limits	Maxir	num Amount	Maximum Count	
	ACH Pay		\$100B	Per Transaction	\$	99,999,999,999.99		/
	Can view all t Can Draft/Ap	prove/Cancel	91000	Daily Per Account	\$	99,999,999,999.99	999999999	$\neg$
	ACH Rec Can view all t Can Draft/Ap		\$100B	Daily	\$	99,999,999,999.99	999999999	
	Domesti Can view all t Can Draft/Ap		\$10	Monthly	\$	99,999,999,999.99	999999999	

<b>_</b>	<b>CCESS</b> JFG		Good Morning, Kyle Kasbohm
On Th	nursday, November 11th, no	ronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial G	Froup will be closed in observance of Veterans Day. X
(;) ≥ <sup>35</sup>	Home Message Center	User Roles > Accounts Payable &	Save
, <b>⊥</b>	Transactions Cash Management	Transactions Features Accounts	You can set advanced entitlements
5	Transfers & Payments	Transaction Filter:       Filter:     All       Enabled     Disabled	or permissions for each transaction type.
0 11	Locations & ATMs Reports	ACH Batch Can view all transactions \$100B	Click Allowed Actions
?	Services Help	Can view all transactions \$100B Can Draft/Approve/Cancel Rights Allowed Actions	
ŝ	Settings	ACH Collection Can view all transactions \$100B Can Draft/Approve/Cancel	
	Home Page Preferences Account Preferences Security Preferences	Filter by       ACH Pass Thru       Can view all transactions       \$5       Can Draft/Approve/Cancel	Add Allowed Action
	Alert Preferences	Allows ACH Batch transaction for any amount ACH Payment Can view all transactions \$100B	:
	User Roles Company Policy	Can Draft/Approve/Cancel	
	Users Accessibility	ACH Receipt Can view all transactions \$100B Can Draft/Approve/Cancel	
G	Log Off	Domestic Wire Can view all transactions \$10 Can Draft/Approve/Cancel	

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On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. X

	Home         Message Center         Transactions       ~         Cash Management       ~         Transfers & Payments       ~         Locations & ATMs       ~         Reports       ~         Services       ~         Help       ~	Filter:       All       Enabled       Disabled         ACH Batch       \$100B         Can view all transactions       \$100B         Can Draft/Approve/Cancel       \$100B	nts Payable 🖉	Action for this By default, the given full entit transaction ty	pe. Click the k ect <b>Edit</b> to adju	ype. be abob st
۰ ۲	Settings ^	Can Draft/Approve/Cancel	POLICY TESTER		$\checkmark$	
	Account Preferences Security Preferences		All Search all Allows ACH Batch transaction for any amount		Add Allowed Action	
	Alert Preferences User Roles	ACH Payment Can view all transactions \$100B Can Draft/Approve/Cancel			Show Details	_ /
	Company Policy Users	ACH Receipt Can view all transactions \$100B Can Draft/Approve/Cancel			<b>Edit</b> Delete	
G	Accessibility Log Off	Domestic Wire Can view all transactions \$10 Can Draft/Approve/Cancel				

Allows A

Operations					
✓ Draft	Draft Restricted	✓ Approve	✓ Cancel		
Amount					
Any allowable a	mount				
O Specific Amount					
Subsidiaries					
Any allowed sull	osidiaries (12) Select spe	ecific subsidiaries			
Accounts					
Any allowed according to the second secon	count (0) Select specific	account(s)			
Draft Hours					
Any					
r		+	Add Draft Hours		
				Can	cel

**Operations** is the ability to Draft, Approve and Cancel transactions. Use the check boxes to enable or disable each option.

**Draft** is the ability to initiate the transaction.

**Draft Restricted** is a special permission that only gives the user role access to initiate transactions from templates someone else has setup for them. You cannot have both **Draft** & **Draft Restricted** entitled.

**Approve** allows the user to approve the transaction type. Please note, if a transaction type requires Dual Control, a user cannot approve a transaction they drafted.

**Cancel** allows a user to cancel an unprocessed transaction.

Edit Allowed Actio	'n	×
I Batch transaction less than or equal to \$500,000		
Operations		
✓ Draft Draft Restricted ✓ Approve ✓ Cancel		
Amount		
O Any allowable amount	Draft Amount	
Specific Amount	\$	500,000
Subsidiaries		
Any allowed subsidiaries (12)     Select specific subsidiaries		<b>Amount</b> is the payment amo this Allowed Action.
Accounts		
Any allowed account (0) Select specific account(s)		You can select <b>Any Allowabl</b> <b>Amount</b> to give this user role full dollar amount allowed to
Draft Hours		company for this transaction
Any		Or you can limit this user role
+ Add Draft Hours		lower dollar amount by choo
	Cancel	<b>Specific Amount</b> and enterin limit in the text field.

Edit Allowed Action	n	×
Allows <b>ACH Batch</b> transaction less than or equal to <b>\$500,000</b>		*
Operations		
✓ Draft Draft Restricted ✓ Approve ✓ Cancel		
Amount		
O Any allowable amount	Draft Amount	
Specific Amount	\$	500,00d
Subsidiaries	Г	
Any allowed subsidiaries (12)     Select specific subsidiaries		<b>Subsidiaries</b> limits the choice of ACH
Accounts     Any allowed account (0)     Select specific account(s)		Companies this user role has access to. You can select to choose <b>Any allowed</b> <b>subsidiaries</b> for full access or your can
		Select specific Subsidiaries (see next page).
Draft Hours		If you need an explanation of each
Any		subsidiary assigned to your company, please
+ Add Draft Hours		contact your Treasury Management
	Ca	Consultant.
	L	

#### Select Subsidiary(s)

C Showing: All Selected		If you choose to select specific subsidiaries, a window will					
Subsidiaries: Select all   Clear all		appear with a list of your subsidiaries. Check the boxes for the subsidiaries you want to assign to the User Role and click <b>Submit</b> .					
<ul> <li>Test Cash Management</li> <li>CM Test Company2</li> <li>Test</li> </ul>	JFG Test ID     CM Test 2     Tony Test	If you need an explanation of each subsidiary assigned to your company, please contact your Treasury Management Consultant.					
Test	ACH Test						
2 subsidiaries selected		Cancel					

Operations	
✓ Draft Draft Restricted ✓ Approve ✓ Cand	cel
Amount	
O Any allowable amount	Draft Amo
Specific Amount	s Accounts limits the accounts this use can complete this transaction from.
Subsidiaries	Please note, in your company profile
Any allowed subsidiaries (12) 2 of 12 Subsidiaries selected	subsidiary (ACH ID) will be linked to one account so please select the acco
Accounts     Any allowed account (10)     Select specific account(s)	that are related to the subsidiaries ch for this user role.
	Similar to Subsidiaries, you can selec
Draft Hours	allowed account or Select specific ac (see next page).
Any	
+ Add Draft Hours	If no accounts are available, you will allow Deposit or Withdrawal capabil
SEC Codes	the main Accounts tab first (see page

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

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#### Select Account(s)

Q		
Showing: All Selected		
Accounts:		
Select all   Clear all		
Test Checking ****5801	DIGITAL CHECKING	BUSINESS SAVINGS
BUSINESS CHECKING ****3666	COMMERCIAL REVOLVING LINE OF CREDIT ****200201	ESSENTIAL SAVINGS ****0901
test cash management ****2687	RELATIONSHIP MMKT ****3101	COMMERCIAL CHECKING ****2630
SM BUSINESS SOLUTION ****8091		
	Const	Color
2 accounts selected	Cancel	Subn

If you choose to select specific accounts, a window will appear with a list of your accounts.. Check the boxes for the accounts you want to assign to the User Role and click **Submit**.

X

If no accounts are available, you will need to allow Deposit or Withdrawal capabilities in the main Accounts tab first (see page XXX).

		×
Operations       Image: Draft Concel       Image: Draft Concel		1
Amount		11
O Any allowable amount	Draft Amount	
Specific Amount	s <b>Draft Hours</b> limits when	
Subsidiaries O Any allowed subsidiaries (12) 2 of 12 Subsidiaries selected	transactions can take plac would like to limit what he transactions can be comp click on the individual tile	ours leted,
Accounts Any allowed account (10) 2 of 10 Accounts selected	lf you would like to limit D Hours, click <b>+Add Draft H</b>	
Draft Hours Any + Add Draft Hours		
SEC Codes		
Any		
PPD CCD WEB		

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Cancel

Submit

Edit A	llowed	Action
--------	--------	--------

Operations       Image: Comparison of the structure       Image: Comparison of the structure <th></th>	
Amount	
O Any allowable amount	Draft Amount
Specific Amount	\$
	If you choose to limit <b>Draft Hours</b>
Subsidiaries	you can set day and time limits as
Any allowed subsidiaries (12) 2 of 12 Subsidiaries selected	shown in this image. Click the blue Check Mark button to save the hour limitations. You can add
Accounts	multiple allowed hours for each
Any allowed account (10) 2 of 10 Accounts selected	day.
Draft Hours	

Draft Hours Day	Start hour	r	End hour				
Monday	8	AM	4	∽ PM	$\sim$	$\times$	$\checkmark$
SEC Codes							
Any							
PPD	CCD	WEB					
					Can	icel	Submit

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Allows ACH Batch transaction less than or equal to \$500,000 from BUSINESS CHECKING or SM BUSINESS SOLUTION by Test Cash Management or CM Test Company2 using PPD or CCD

Operations	
✓ Draft Draft Restricted ✓ Approve ✓ Cancel	
Amount <ul> <li>Any allowable amount</li> <li>Specific Amount</li> </ul>	Draft AmourSEC Codes shows the codes allowed with this transaction. Select the SEC codes you would like this user role to have access to.
Subsidiaries O Any allowed subsidiaries (12) 2 of 12 Subsidiaries selected	Please note, if you see WEB or TEL as options, please DO NOT choose those unless your company has specifically contracted to use WEB or TEL. Selecting WEB or TEL if your company basp't contracted to use those codes
Accounts Any allowed account (10) 2 of 10 Accounts selected	company hasn't contracted to use those codes could cause delays in your transaction processing.
Draft Hours Any	Click <b>Submit</b> when you are completed updating the Allowed Action.
+ Add Draft Hours	
SEC Codec	
SEC Codes	
	Cancel Submit

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On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. ×

(7) (61	Home Message Center		User Roles > Accor	unts Payable 🖉	Delete Save		
 ,≓	Transactions	~	User Role Policy ⑦ Transactions Features A	ccounts	Open Policy Tester allows you to test	٦	
	Cash Management	~			your Allowed Actions to make sure they		
\$	Transfers & Payments	~		Transaction Filter:	limit the User Role appropriately.		
$\odot$	Locations & ATMs		Filter: All Enabled Disabled		Enter criteria for a transaction to see if		
JII	Reports	~	ACH Batch	АСН ВАТСН	that transaction will be allowed for this user role.	>	
	Services	~	Can view all transactions \$100B Can Draft/Approve/Cancel	Rights Allowed Actions			
?	Help	~					
ŝ	Settings	^	ACH Collection Can view all transactions \$100B Can Draft/Approve/Cancel	POLICY TESTER	^		
	Home Page Preferences			Operation	Amount Account		
	Account Preferences		ACH Pass Thru	Draft 🗸 🗸	\$ 0		
	Security Preferences		Can Draft/Approve/Cancel	Subsidiary	SEC Code IP Addresses		
	Alert Preferences		ACH Payment	$\sim$	PPD V 192.168.20.*		
	User Roles		Can view all transactions \$100B Can Draft/Approve/Cancel	Location	Day Hour Minutes AM / PM		
	Company Policy			United States	Any V 12 V 00 V PM V		
	Users		ACH Receipt Can view all transactions \$100B Can Draft/Approve/Cancel	Auth code provided	Template used Test		
	Accessibility			Filter by			
G	Log Off		Domestic Wire Can view all transactions \$10 Can Draft/Approve/Cancel	Filter by       All       Q       Search all	Add Allowed Action		

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Save

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day.



After updating one transaction, select another transaction type from the list on the left to update that transaction type.

Please note, you will want to repeat the previous steps to make sure each transaction type is set appropriately for the user role.

When you are done with all the transaction types, click Save at the

Please see the next 4 pages for specific instructions regarding the Funds Transfer Allowed Actions.

ACCESS JFG 🛽				Good Afternoon, Kyle Kasbohm
FDIC FDIC-Insured - Backed by the full faith	and credit of the U.S. Government			
O Locations & ATMs	ACH Batch	АСН ВАТСН		Enabled
Reports V	Can view all transactions Can Draft/Approve/Cancel	Rights Allowed Actions		
Services V	\$5.00			
Statements     ACH Collection     Gan view all transactions				View All V
(?) Help ~	Can Draft/Approve/Cancel \$5.00			
Home Page Preferences	ACH Pass Thru	Approval Limits	Maximum Amouni	Assuming you are entitling the
Account Preferences Security Preferences	Can view all transactions Can Draft/Approve/Cancel \$200.00	Per Transaction	\$	Funds Transfer transaction type to this User Role, you will need to
Alert Preferences	ACH Payment Can view all transactions	Daily Per Account	\$	confirm the "To Accounts" for
User Roles	Can Draft/Approve/Cancel \$5.00	Daily	\$	these transfers.
Company Policy	ACH Receipt	Monthly	\$	Please select Funds Transfer from
Users Accessibility	Can view all transactions Can Draft/Approve/Cancel \$5.00			the left-hand list of transactions and then click <b>Allowed Actions</b> .
C→ Log Off	Domestic Wire Can view all transactions Can Draft/Approve/Cancel \$500.00		L	
EFTPS Can view all transactions Can Draft/Approve/Cancel				
	\$5.00 Funds Transfer Can view all transactions Can Draft/Approve/Cancel \$99,999,999,999,999			

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ACCESS JFG U	)	Good Afternoon, Kyle Kasbohm			
FDIC FDIC-Insured - Backed by the full faith					
☆ Home ○ Message Center	User Roles > New	Save			
← Transactions ∨ 	Transactions Features Ac	counts	You will see a note requiring you to		
S Transfers & Payments ∨	Filter: All Enabled Disabled		confirm the setup. Click the <b>Enable</b> <b>To Accounts</b> button to continue.		
Locations & ATMs     Reports     Services	ACH Batch Can view all transactions Can Draft/Approve/Cancel \$5.00	FUNDS TRANSFER Rights Allowed Actions			
Statements	ACH Collection Can view all transactions Can Draft/Approve/Cancel \$5.00	Transfer Allowed Actions Have Changed The Allowed Actions have been updated to support defining both allowed F Accounts. As part of this change, we need you to confirm your set up befor added or existing ones changed. Please select the "Enable To Accounts" but	up before new Allowed Actions can be		
Settings     ^       Home Page Preferences     Account Preferences       Security Preferences     Security Preferences	ACH Pass Thru Can view all transactions Can Draft/Approve/Cancel \$200.00	POLICY TESTER       Filter by       All       Q       Search all	Enable To Accounts		
Alert Preferences User Roles	ACH Payment Can view all transactions Can Draft/Approve/Cancel \$5.00	Allows Funds Transfer transaction for any amount	:		
Company Policy Users Accessibility	ACH Receipt Can view all transactions Can Draft/Approve/Cancel \$5.00				
C+ Log Off	Domestic Wire Can view all transactions Can Draft/Approve/Cancel \$500.00				

<b>CCESS</b> JFG					Good Afternoon, Kyle Kasbohm		
DIC FDIC-Insured - Backed by the f	full faith	and credit of th					
Home		User		$(\mathbf{i})$	Save		
<sup>3</sup> Message Center		User Role	F	nable To Accounts?	_		
Transactions	~	Transa			N. 4. 111		
Cash Management	×				-	p-up window asking	
Transfers & Payments	×	Filter:	1000			<b>m</b> account rules to the	
Locations & ATMs			No	Yes		count rules. Click	
Reports	~	Can view all transactions			Yes.		
Services	~	can orait Approvercance	\$5.00	Rights Allowed Actions			
Statements		ACH Collection		Transfer Allowed Actions Have Changed			
Help	~	Can view all transactions Can Draft/Approve/Cancel		Accounts. As part of this change, we need you to confirm your set up befo	before new Allowed Actions can be s" button to complete this update.		
Settings	~		\$5.00				
Home Page Preferences		ACH Pass Thru		POLICY TESTER	~		
Account Preferences		Can Draft/Approve/Cancel	\$200.00	Filter by			
Security Preferences				All V Search all	Enable To Accounts		
Alert Preferences		ACH Payment Can view all transactions		Allows Funds Transfer transaction for any amount			
User Roles		Can Draft/Approve/Cancel	\$5.00		÷		
Company Policy							
Users		Can view all transactions					
Accessibility			\$5.00				
Log Off		Domestic Wire					
		Can view all transactions Can Draft/Approve/Cancel	\$E00.00				
			\$500.00				
	FDIC Insured - Backed by the information in the	Home         Homessage Center         Transactions          Cash Management          Cash Management          Transfers & Payments          Icocations & ATMs          Reports          Services          Statements          Help          Settings          Account Preferences          Account Preferences          Alert Preferences          Company Policy          Users          Accessibility	C FDiC Insured - Backed by the full laith and credit of the Home   Home   Home   Wessage Center   Transactions   Transactions   Cash Management   Transfers & Payments   Locations & ATMs   Reports   Services   Statements   Help   Statements   Home Page Preferences   Account Preferences   Alert Preferences   Alert Preferences   Alert Preferences   Alert Preferences   Alert Preferences   Accessibility   Log Off	C FDIC Insured - Backed by the full tolth and credit of the Home       USE P         Home       USE P         Wessage Center       User Role         Transactions       Transa         Cash Management       Transa         Transfers & Payments       Filter:         Locations & ATMs       Filter:         Reports       Can view all transactions         Services       Statements         Help       Can view all transactions         Settings       ACH Collection         Can view all transactions       Statements         Help       Can view all transactions         Settings       ACH Pass Thru         Can view all transactions       Statements         Help       Can view all transactions         Settings       ACH Pass Thru         Can view all transactions       Statements         Account Preferences       ACH Payment         Account Preferences       ACH Payment         Company Policy       Users         Users       Can view all transactions         Can view all transactions       Stool         Company Policy       Domestic Wire         Log Off       Domestic Wire	Calc neurol: Backacity the hult betward code of all of the same of the code of the formation of the code of the formation of the code of the formation of the code of t	W for detuned incident yie held that net or construct       User Rule         Home       User Rule         Home       User Rule         Transactions       Transactions         Cash Management       Transactions         Filter       No         Transactions       No         Cash Management       Transactions         Filter       No         Cash Management       Transactions         Sources       To the informations         Sources       Sources         Sources       CH Collection         Chen Page Preferences       ACH Collection:         Account Preferences       Source         Account Preferences       Source         Account Preferences       ACH Page Preferences         Account Preferences       ACH Recept         Acter Rober Source       Source         Acter Rober Source       Source         Acter Rober Source       Source         Acter Rober Source       Source	

FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

Image: Content of the state of the sta	User Roles > New User Role User Role Policy (2) Transactions Features Accounts Filter: I Enabled Disabled ACH Batch Can view all transactions Can Draft/Approve/Cancel \$5.00 FUNDS TRANSFER Rights Allowed Actions POLICY TESTER	The screen will refresh without the note about confirming setup. It is suggested to click the three-dot kabob menu and choose to <b>Edit</b> the Allowed Action to review and update, if needed, the allowed accounts to Transfer From or To. Please see previous pages for information on editing Allowed Actions.
ې د د د د د د د د د د د د د د د د د د د	Can Draft/Approve/Cancel \$5.00	Add Allowed Action
Home Page Preferences Account Preferences Security Preferences Alert Preferences	ACH Pass Thru Can view all transactions Can Draft/Approve/Cancel \$200.00 ACH Payment	: Show Details Edit
User Roles	Can view all transactions Can Draft/Approve/Cancel \$5.00	Delete
Company Policy Users Accessibility	ACH Receipt Can view all transactions Can Draft/Approve/Cancel \$5.00	
☐ Log Off	Domestic Wire Can view all transactions Can Draft/Approve/Cancel \$500.00	

Good Afternoon, Kyle Kasbohm

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day.



<b>ACCESS</b> JFG			Good Afternoon, Kyle Kasbohm
Account Preferences	munuge necipients	manage substatances	
Security Preferences	Manage Users	Recipient upload from batch	
Alert Preferences	View Wire Activity	Wire upload from batch (require	es Multi-Wire)
User Roles			
Company Policy	TRANSACTIONS		The Information Reporting feature
Users	Allow ACH Company Entry Description Entry		found in the Corporate section
Accessibility	GENERATED TRANSACTION		allows the User Role to access the Reports page on AccessJFG
C→ Log Off	Enable Multi-Transfer	Enable Multi-Wire	(Reports are only available to certain profiles of AccessJFG).
	АСН		· · · · · · · · · · · · · · · · · · ·
	Enable Same Day ACH Credits	Enable Same Day ACH Debits	If you choose to enable Information Reporting, a drop-down menu will
	Enable Same Day ACH Payroll		appear for you to choose which reports to assign to the User Role.
	CORPORATE		You can choose to assign <b>All</b> reports or you can pick and choose which
	Information Reporting (0 of 18 selected)	Manage Company Policy	reports to assign. Please note, the
	$\sim$		Company Entitlements Report & the Company User Activity Report
	Showing: All Selected (0)		are reports specifically for Users
	E. ACH Activity Report Previous Day		with Administration functionality.
	ACH Online Origination	L	
	ACH Pass-thru File Uploads C		

Good Afternoon, Kyle Kasbohm

By clicking the **Accounts** tab, you can select which accounts the User Role can View, Deposit into, or Withdraw from. Deposit/Withdraw functionality refers to transactions within AccessJFG only (internal transfers & ACH/Wire transactions). For example, if a user role should be able to submit an ACH Batch Payment out of an account, they must be given Withdraw functionality for that account.

Withdraw entitlements refer only to online transactions; this does not give a user authority to sign checks or make in-person withdrawals.

A padlock indicates that transaction type is restricted from that account.

G

Log Off

Click Save when finished.

	S (?)			
Number	Name	View 🗌	Deposit 🗌	Withdraw 🗌
****200202	VARIABLE COMMERCIAL	$\checkmark$	0	Ø
****5801	Test Checking	$\checkmark$	$\checkmark$	$\checkmark$
****900100	1ST MORTGAGE MEL'S	$\oslash$	$\oslash$	Ð
***8779	DIGITAL CHECKING	$\checkmark$	$\checkmark$	$\checkmark$
****2144	BUSINESS SAVINGS	$\oslash$	$\oslash$	$\oslash$
****3666	BUSINESS CHECKING	$\checkmark$	$\checkmark$	~
	COMMERCIAL REVOLVING LINE OF CREDIT	$\oslash$	$\oslash$	$\oslash$
****200201				

tronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day.

Good Afternoon, Kyle Kasbohm Last login 11/08/2021 at 12:02 PM

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day.

Click an account tile to view details and transaction history.

( <u>)</u> ⊡®	Home	Home	(f)	DepositPartner > Positive Pay >
₽	Message Center Transactions	ACCOUNTS	:	POSITIVE PAY
1 1 1 1 1 1	Cash Management	Current: \$75.73 ③ COMMERCIAL REVOLVING 200201 Current Balance \$0.67 Available Balance \$19.33	: \$0.00	No accounts have exceptions needing decision. Continue to Positive Pay
	Reports	FIXED COMMERCIAL 200203       FIXED COMMERCIAL 200204         Current Balance       \$0.00	: \$0.00	Once you hav created, you c
۞ ٢	Help Settings	FIXED COMMERCIAL 200205 Current Balance \$0.00 Current Balance Current Balance	<b>\$13.90</b> \$13.90	to that Role of Click on <b>User</b>
	Home Page Preferences Account Preferences Security Preferences	COMMERCIAL CHECKING **2630 Available Balance Current Balance \$32.38 Current Balance \$32.38 Current Balance	\$2.68 \$2.68	Menu.
	Alert Preferences User Roles	Test Checking **5801 Available Balance Current Balance \$10.02 SM BUSINESS SOLUTION **8091 Available Balance Current Balance	<b>\$16.08</b> \$16.08	
	Company Policy Users	1ST MORTGAGE MEL'S 900100       RELATIONSHIP MMKT **3101         Current Balance       \$0.00         Current Balance       Current Balance	\$0.00 \$0.00	
G	Accessibility Log Off			

Once you have the User Role created, you can **add** existing users to that Role or create a new user.

Click on **Users** under the **Settings** Menu.

Good Afternoon, Kyle Kasbohm

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. 🗙 🗙

슈	Home		User Manageme	nt									
⊡65	) Message Center												
₽	Transactions	~	Search Users					Ado	d User				
≞	Cash Management	~	User 🔺	Email Address 🔺		Role	Status 🔺	Last login 🔺					
\$	Transfers & Payments	~	1			A desta							
0	Locations & ATMs		Amanda			Admin		To create a new user, click <b>Add</b>					
Jul	Reports	~	Anthony		om	Admin	<sub>Activ</sub> U	ser.					
	Services	~	Christy §			Admin	Active	3 days ago	Ø				
?	Help	~						2.1	æ				
ې بې	Settings	~	Danielle			Admin	Active	3 days ago	Ø				
	Home Page Preferences		Gloria M		tom	Admin	Disabled 🔒	a month ago	Ø				
	Account Preferences		Heidi Le			Admin	Active	11 days ago	Ø				
	Security Preferences		Jessica P		om	Admin	Active	3 days ago	Ø				
	Alert Preferences												
	User Roles		Kim Bier			Admin	Disabled 🗄	a month ago	Ø	_ /			
	Company Policy		Kyle Kas			Admin	Active	6 minutes ago	Ø				
	Users								æ				
	Accessibility		Nichole			Admin	Active	14 days ago	Ø				
G	Log Off		Nicole D			Admin	Active	3 days ago	Ø				
			Nicole F			Unassigned	Active	10 davs ago	ß				

#### ACCESS JEG.

Fill in the information of your new user.

In the top section, enter the personal information (name, email, and direct phone number) of your new user.

In the bottom section, enter the Login Details of the new user. For **User ID**, if you are creating a user who will also use Positive Pay and/or DepositPartner, please do your best to keep the User ID consistent across all three platforms. **Password** requirements will show on the screen when you are in the Password text field. Select the proper **User Role** from the dropdown menu. Click **Save New User Details** when finished.

The system will not send an automatic email to the new user. It is the responsibility of the administrator to provide the new user with their User ID and logon instructions.

ectronic transactions will be processed or transm	nitted as the Federal Reserve and Johnson Financial Gro	will be closed in observance of Veterans Day. ×

New User Details			
PERSONAL DETAILS			
First Name	Last Name	Email Address	
New	User	New.User@Email.com	
Phone Country	Phone		N
United States	(888)769-3796		
LOGIN DETAILS			$\sim$
User ID	Password	Confirm Password	
newuser			
User Role			
Accounts Payable	$\sim$		
	Discard	New User Details Save New User Details	

Good Afternoon, Kyle Kasbohm

Please note, if you are creating a user who will also use DepositPartner and/or Positive Pay, that user will need to have user profiles in those systems as well. When you have the user built in AccessJFG as well as DepositPartner and/or Positive Pay, please email <u>tmsupport@johnsonfinancialgroup.com</u> with your company name and the usernames for Access JFG & DepositPartner and/or Positive Pay so they can enable the Single Sign On.

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. X

分	Home		User Manageme	nt					
<sup>65</sup>	) Message Center								_
₽	Transactions	~	Search Users					Ac	ld User
	Cash Management	~	User 🔺	Email Address 🔺		Role	Status 🔺	Last login 🔺	
\$	Transfers & Payments	~							
0	Locations & ATMs		Aman			Admin	Active	3 days ago	Ø
III	Reports	~	Antho		:ialgroup.com	Admin	Active	6 days ago	Ø
	Services	$\sim$	Christ				:tive	3 days ago	Ø
?	Help	$\sim$		To add or cl	hange alls	er Pole for			
्रि	Settings	^	Daniel		-	on the <b>pencil</b>	tive	3 days ago	Ø
	Home Page Preferences		Gloria	icon on that		-	sabled 🗄	a month ago	Ø
	Account Preferences		Heidi I						Ø
	Security Preferences								
	Alert Preferences		Jessica		:ialgroup.com	Admin	Active	3 days ago	Ø
	User Roles		Kim Bi			Admin	Disabled 🔒	a month ago	Ø
	Company Policy		Kyle K			Admin	Active	6 minutes ago	Ø
	Users					A desta	A	4.4	
	Accessibility		Nichol			Admin	Active	14 days ago	Ø
G	Log Off		Nicole			Admin	Active	3 days ago	Ø
			Nicole			Unassigned	Active	10 davs ago	

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. X

	(;) ⊡ <sup>65</sup>	Home ) Message Center		User Detail	S								
	₽	Transactions	~	Status									
		cush munagement	~	Active Edit Status					[				
	©	Locations & ATMs	~	PERSONAL DETA	AILS	Last Name		Ema	ail Ad	Select the Appropriate User Role from the dropdown menu and assign it to			
	<u>.</u>	Reports	~	Kyle		Kasbohm		dn	isjxkdr	the User. Click <b>Update Role</b> to Save.			
	?	Scivices	~	Phone Country		Phone () -				Please note, after a user is created, the User Role is the only information an			
	्रि	Settings	^	USER ROLE	Manage User Roles			1		administrator can update. If the user			
		Home Page Preferences Account Preferences		Current Role			$\vee$			needs to update phone information, that can be done by the user by following the " <b>Updating Password &amp;</b>			
		Security Preferences		Update Role						Secure Access Code Phone Numbers"			
		Alert Preferences		USER LOGINS						user guide. Otherwise, for all other detail changes, please contact support			
		User Roles		Login Name	Channel	I	Status	Last Logon		at 888.769.3796 (option 2).			
ł		Company Policy Users		cmtestkk	Internet	t	Normal	11/8/2021		:			
		Accessibility											
	G	Log Off								Cancel Delete			

Good Afternoon, Kyle Kasbohm

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. X

(;) ⊠ <sup>61</sup> ↓	Home Message Center Transactions ~	Test Cash Manage Company Policy ②	ment	Save						
		Transactions Features	Accounts User Roles							
	Cash Management V		Transaction Filter:							
5	Transfers & Payments 🛛 🗸	Filter: All Enabled Disabled				If you have the	e rights to manage			
0	Locations & ATMs						the <b>Company Policy</b> , you can add			
III	Reports ~	ACH Batch Can view all transactions \$100B	АСН ВАТСН			restrictions ac	cross all users in the			
	Services ~	Can Draft/Approve/Cancel	Rights Allowed Actions			company.				
?	Help $\vee$		]							
्रि	Settings ^	ACH Collection Can view all transactions \$100B Can Draft/Approve/Cancel	Approval Limits Maximum Amount Ma			Maximum Count				
	Home Page Preferences			Waxinta	in Amount	Maximum Count				
	Account Preferences	ACH Pass Thru Can view all transactions \$5	Per Transaction	\$	99,999,999,999.99					
	Security Preferences	Can Draft/Approve/Cancel	Daily Per Account	\$	99,999,999,999.99	999999999				
	Alert Preferences	ACH Payment								
	User Roles	Can view all transactions \$100B Can Draft/Approve/Cancel	Daily	\$	99,999,999,999.99	999999999				
	Company Policy		Monthly	\$	99,999,999,999.99	999999999				
	Users	ACH Receipt Can view all transactions \$100B					N N			
	Accessibility	Can Draft/Approve/Cancel								
G	Log Off	Domestic Wire Can view all transactions \$10 Can Draft/Approve/Cancel								

# **ACCESS**JFG

Good Afternoon, Kyle Kasbohm

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. X

() ∑ <sup>61</sup>	Home ) Message Center	Test Cash Mana Company Policy ②	ager	nent			Save	
₹	Transactions	Transactions Feature	s A	ccounts User Roles				
≞	Cash Management			Transaction Filter:			Select a Trans	saction Type to add
5	Transfers & Payments		abled					el restrictions.
0	Locations & ATMs							
Ш	Reports	ACH Batch	00B	АСН ВАТСН				
	Services			Rights Allowed Actions				
?	Help	ACH Collection		Approval Limits				
ţ	Settings		Can view all transactions \$100B		Maximum Amount Ma			
	Home Page Preferences							
	Account Preferences	ACH Pass Thru Can view all transactions	\$5	Per Transaction	\$	99,999,999,999.99		
	Security Preferences	Can Draft/Approve/Cancel		Daily Per Account	\$	99,999,999,999.99	999999999	
	Alert Preferences	ACH Payment		Deile				
	User Roles	Can view all transactions \$10 Can Draft/Approve/Cancel	00B	Daily	\$	99,999,999,999.99	999999999	_ /
	Company Policy		_	Monthly	\$	99,999,999,999.99	999999999	
	Users	ACH Receipt Can view all transactions \$10 Can Draft/Approve/Cancel	DOB					V
	Accessibility							
G	Log Off	Domestic Wire Can view all transactions Can Draft/Approve/Cancel	\$10					

Ą	<b>CCESS</b> JFG	ſ							Good Afternoon, Kyle Kasbohm		
On Th	nursday, November 11th, no	eleo	ctronic transactions will be processed or tr	ransmitted as the Federal Reserve a	ind Johns	on Fina	ncial Group will be close	d in obse	ervance of Veterans Day. ×		
(,) ⊡ <sup>61</sup>	Home D Message Center		Test Cash Manager	ment					Save		
.≓	-	~	Company Policy ③ Transactions Features A	ccounts User Roles					The <b>Pights</b> t	ab will show company	
		~ ~	Filter: All Enabled Disabled	Transaction Filter:				The <b>Rights</b> tab will show company limits and is read only.			
0	Locations & ATMs		Filter. All chabled Disabled							-	
		~ ~	ACH Batch Can view all transactions \$100B Can Draft/Approve/Cancel	ACH BATCH Rights Allowed Actions						-/	
? ;		~	ACH Collection Can view all transactions \$100B Can Draft/Approve/Cancel	Approval Limits	Max	kimum	Amount	Maxir	mum Count		
	Home Page Preferences		ACH Pass Thru Can view all transactions \$5 Can Draft/Approve/Cancel	Per Transaction	\$		99,999,999,999.99				
	Security Preferences Alert Preferences User Roles		ACH Payment Can view all transactions \$100B Can Draft/Approve/Cancel	Daily Per Account Daily	\$		99,999,999,999,999.99 99,999,999,999.99		99999	/	
	Company Policy		ACH Receipt	Monthly	\$		99,999,999,999.99	9999	99999		
	Users Accessibility		Can view all transactions \$100B Can Draft/Approve/Cancel								
G	Log Off		Domestic Wire Can view all transactions \$10 Can Draft/Approve/Cancel								

Good Afternoon, Kyle Kasbohm

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. 🛛 🗙

() () ()	Home Message Center		Test Cash Manage Company Policy ②	ment	Save	
₽	Transactions	~	Transactions Features	Accounts User Roles	The <b>Allowed Actions</b> tab is very similar to the Allowed Actions on the User Roles page. However,	
₿	Cash Management	~		Transaction Filter:		
\$	Transfers & Payments	~	Filter: All Enabled Disabled			
0	Locations & ATMs				there are a cou options	uple extra Action
JII	Reports	~	ACH Batch	АСН ВАТСН	options	
	Services	~	Can view all transactions \$100B Can Draft/Approve/Cancel	Rights Allowed Actions		
?	Help	~				
ţ	Settings	^	ACH Collection Can view all transactions \$100B Can Draft/Approve/Cancel	POLICY TESTER	$\sim$	N
	Home Page Preferences			Filter by		
	Account Preferences		ACH Pass Thru Can view all transactions \$5	All V Q Search all	Add Allowed Action	
	Security Preferences		Can Draft/Approve/Cancel	Allows ACH Batch transaction for any amount		
	Alert Preferences		ACH Payment		:	
	User Roles		Can view all transactions \$100B Can Draft/Approve/Cancel	Allows ACH Batch transaction less than or equal to \$20 originating in United a PPD. WEB or CCD	States or Mexico using	- /
	Company Policy			PPD, WEB OF CCD		
	Users		ACH Receipt Can view all transactions \$100B Can Draft/Approve/Cancel			K
	Accessibility					
G	Log Off		Domestic Wire Can view all transactions \$10 Can Draft/Approve/Cancel			

Edit Allowed Action	×
ACH Batch transaction for any amount	
Amount	
Any allowable amount	
O Specific Amount	
Approvals	
Subsidiaries	
Any allowed subsidiaries (12)     Select specific subsidiaries	You can require extra <b>Approvals</b> beyond the default single Approval.
Accounts	beyond the default single Approval.
Any allowed account (10) Select specific account(s)	
Draft Hours	
Any	
+ Add Draft Hours	
Location	
United States Canada Mexico	

Subsidiaries	
Any allowed subsidiaries (12)     Select specific subsidiaries	
Accounts	
Any allowed account (10)     Select specific account(s)	
Draft Hours	
Any	
+ Add Draft Hours	
	Using the <b>Location</b> option, you control which region the IP add
Location United States Canada Mexico	making the transaction may res in. Not selecting any options wi
IP Addresses	give no restrictions based on location.
Any	
+ Add IP Address	
SEC Codes	
Any	
PPD CCD WEB	

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

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Subsidiaries            • Any allowed subsidiaries (12)          Select specific subsidiaries	You can control the <b>IP addresses</b> that have the ability to process these transactions. If you don't		
Accounts     Any allowed account (10)     Select specific account(s)	want any IP Address restrictions, don't add any IP Addresses.		
Draft Hours Any	<b>Please note:</b> This setting will stop anyone using the mobile app, as each mobile phone has an IP		
+ Add Draft Hours	address that the provider supplies.		
Location United States Canada Mexico	Click <b>Submit</b> to save any edits to Allowed Actions.		
IP Addresses			
IP Addresses Any Any Add IP Address			
SEC Codes			
Any			
PPD CCD WEB	Cancel Submit		

# Thank You

# Additional Resources and Support

For additional resources, including "how-to" guides, please visit our online Client Resources page at <a href="https://www.johnsonfinancialgroup.com/client-resources">https://www.johnsonfinancialgroup.com/client-resources</a>

If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at <u>tmsupport@johnsonfinancialgroup.com</u>.

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