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## First B2B: Client Administration Guide

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## New User Setup

- 1) Login to FirstB2B System.



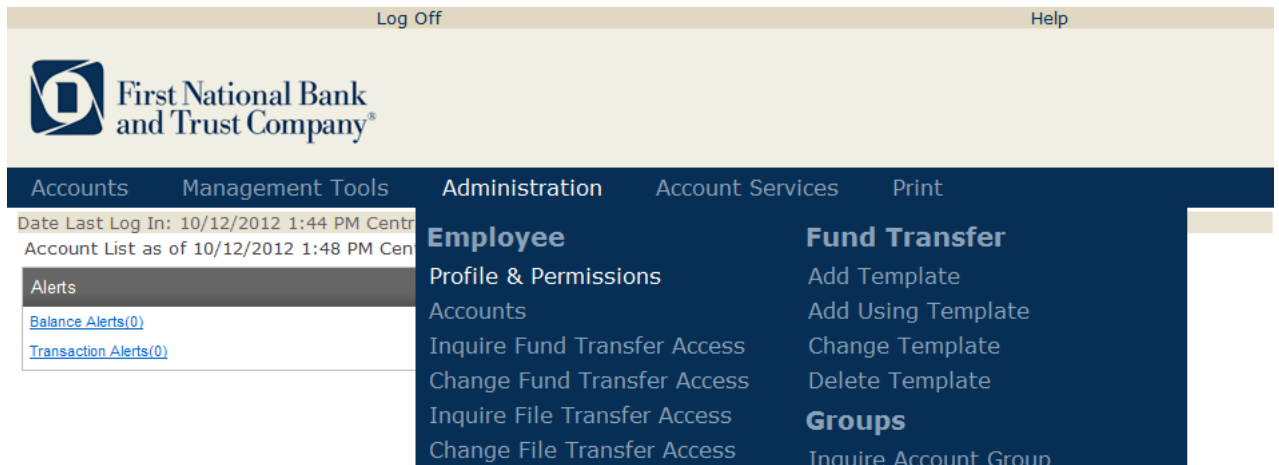
First National Bank and Trust Company

Password:

[Log In](#)

a.

- 2) Mouse over the Administration menu and scroll down to click on Profile & Permissions.



Log Off Help

First National Bank and Trust Company

Accounts Management Tools Administration Account Services Print

Date Last Log In: 10/12/2012 1:44 PM Centr  
Account List as of 10/12/2012 1:48 PM Cen

Alerts

[Balance Alerts\(0\)](#)  
[Transaction Alerts\(0\)](#)

**Employee**

- Profile & Permissions
- Accounts
- Inquire Fund Transfer Access
- Change Fund Transfer Access
- Inquire File Transfer Access
- Change File Transfer Access

**Fund Transfer**

- Add Template
- Add Using Template
- Change Template
- Delete Template

**Groups**

- Inquire Account Group

a.

- 3) Click on the option “New Employee Using Existing Employee”, and then click on the submit button.



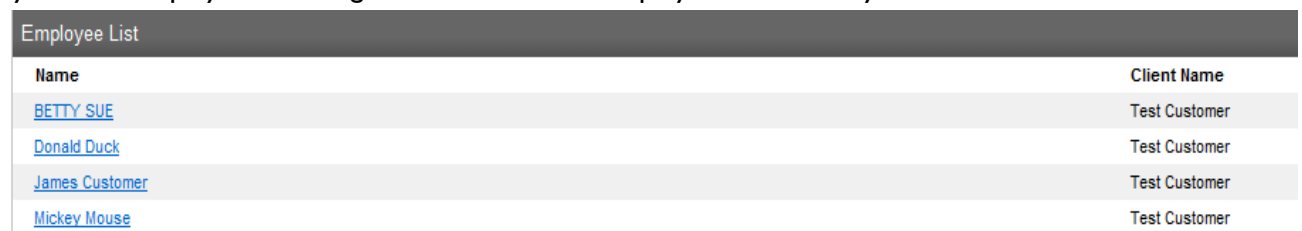
Select Employee Criteria

- Inquire Employee
- Change Employee
- New Employee
- New Employee Using Existing Employee
- Delete Employee

[Submit](#)

a.

- 4) Select the employee that you will be copying the security from. Remember, you can adjust the security level of the newly created employee following the creation of the employee within the system.



Name	Client Name
<a href="#">BETTY SUE</a>	Test Customer
<a href="#">Donald Duck</a>	Test Customer
<a href="#">James Customer</a>	Test Customer
<a href="#">Mickey Mouse</a>	Test Customer

a.

- 5) Be sure to complete the following fields within the New Employee Using Existing Employee screen and then click on the next button at the bottom of the screen.

a. Codes

**Step 1 - Codes**

Name:

Security Level:

i.

**b. Contact methods**

- i. E-Mail Address
- ii. Phone Numbers

**Contact Methods**

**E-mail**

E-mail Address	Confirmation	Transfer Notification	Notification Time
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	12:00 AM

**Phone Numbers**

Business Phone	Mobile Phone
<input type="text"/>	<input type="text"/>
Business Phone Ext.: <input type="text"/>	

**c. Security**

- i. User Code, be sure to click the change password link to setup a password for the first time login of this new employee.
- ii. PIN

**Security**

User Code:  [Change Password](#)

PIN:

Terms Acceptance Date:

d. If you are copying the user from an ACH user be sure to change the token status to None and the Go3 is the Token type selected.

**Multifactor Authentication**

Token Status:

Token Type:

i.

**e. Administration**

- i. Select the appropriate user administration options, only Client administrators should be setup to create, change, or delete employees.

**Administration Option**

Approve Transfers	Inquiry	New	Change	Delete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Transfer Template:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACH Transfer Template:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Transfer Template:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wire Transfer Template:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Payment Transfer Template:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**f. Corporate User Account Access**

- i. Select the accounts that the new user will be allowed to access.

**Corporate User Account Access**

Add	Account Number	Account Type	Account Nickname
<input type="checkbox"/>	206020	Demand Deposit	Regular Acct
<input type="checkbox"/>	45070405	Demand Deposit	OPPORTUNITY CHECKING
<input type="checkbox"/>	803148000	Demand Deposit	COUNTY OF GREEN
<input type="checkbox"/>	8179684	Savings	Savings
<input type="checkbox"/>	224815	LOAN	Line of Credit

**g. Applications Enabled**

- i. Be sure to unselect the ACH option as all ACH users are managed locally by the First National Bank and Trust customer support team.

**Applications Enabled**

Select None

ACH

6) Click Done on the Accounts Added Verification Screen. You have now completed the ‘add new employee’ using the existing employee wizard and can provide the user code and new password to the employee.

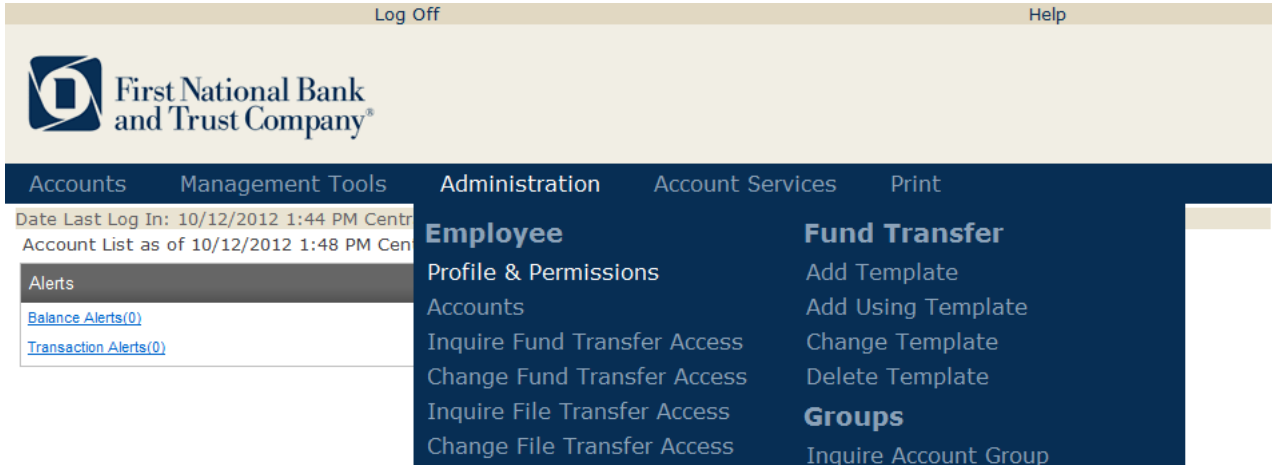
# Change Employee

- 1) Login to FirstB2B System.



a.

- 2) Mouse over the Administration menu and scroll down to click on Profile & Permissions.



a.

- 3) Click on the option “Change Employee”, and then enter the employee name or user code and click on the submit button. If you elect not to enter the user name or user code and just click submit the screen will return all employees setup for your organization.



a.

- 4) Select the employee that you will be editing.

Employee List	
Name	Client Name
<a href="#">BETTY SUE</a>	Test Customer
<a href="#">Donald Duck</a>	Test Customer
<a href="#">James Customer</a>	Test Customer
<a href="#">Mickey Mouse</a>	Test Customer

a.

- 5) Edit the information within the change user screen that needs updating and then click on the save button in the top left corner of the screen. The most common edits will be to the accounts that the user has access, the administration options, or the documents that the user can view.

a.



## Change Employee Password

- 1) Login to FirstB2B System.

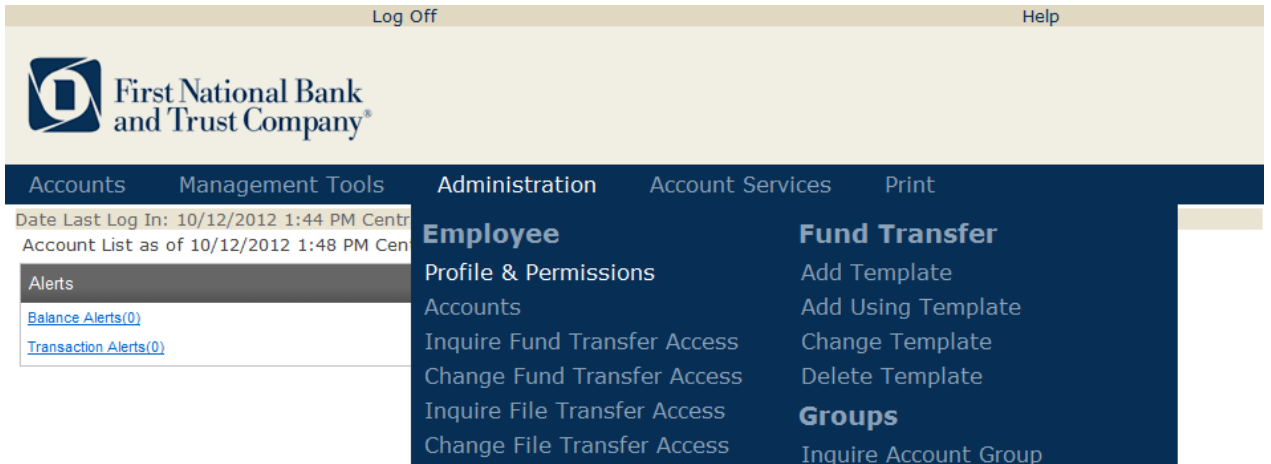


First National Bank and Trust Company

Password:

[Log In](#)

- a.
- 2) Mouse over the Administration menu and scroll down to click on Profile & Permission.



Log Off Help

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Accounts Management Tools Administration Account Services Print

Date Last Log In: 10/12/2012 1:44 PM Centr  
Account List as of 10/12/2012 1:48 PM Cen

Alerts

[Balance Alerts\(0\)](#)  
[Transaction Alerts\(0\)](#)

**Employee**

- Profile & Permissions
- Accounts
- Inquire Fund Transfer Access
- Change Fund Transfer Access
- Inquire File Transfer Access
- Change File Transfer Access

**Fund Transfer**

- Add Template
- Add Using Template
- Change Template
- Delete Template

**Groups**

- Inquire Account Group

- a.
- 3) Click on the option “Change Employee”, and then click on the submit button.



Select Employee Criteria

- Inquire Employee
- Change Employee
- Go To...
- New Employee
- New Employee Using Existing Employee
- Delete Employee

Name:

User Code:

[Submit](#)

- a.
- 4) Select the employee that you will be resetting the password for.

Employee List	
Name	Client Name
<a href="#">BETTY SUE</a>	Test Customer
<a href="#">Donald Duck</a>	Test Customer
<a href="#">James Customer</a>	Test Customer
<a href="#">Mickey Mouse</a>	Test Customer

- a.
- 5) Click on the change password link within the security section of the user screen.



Security

User Code:  dduck [Change Password](#)

PIN:

Terms Acceptance Date:

Reset Terms Acceptance Date:  Yes ▾

- a.
- 6) Enter and confirm a new password for the user and then click submit. They will be prompted to change this password when they successfully log in for the first time using this reset password.



Change Password

New Password:

Confirm Password:

[Submit](#) [Cancel](#)

- a.
- 7) Lastly, click the save button in the top left corner of the change user screen.



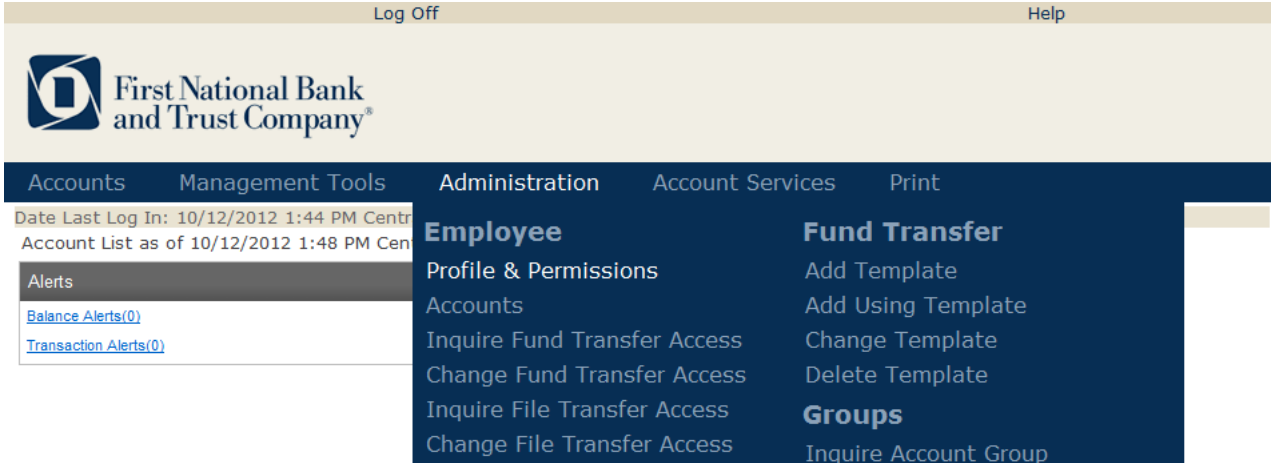
# Delete Employee

1) Login to FirstB2B System.



a.

2) Mouse over the Administration menu and scroll down to click on Profile & Permissions.



a.

3) Click on the option "Delete Employee", and then click the submit button.



a.

4) Select the employee that you will be deleting.

Employee List	
Name	Client Name
<a href="#">BETTY SUE</a>	Test Customer
<a href="#">Donald Duck</a>	Test Customer
<a href="#">James Customer</a>	Test Customer
<a href="#">Mickey Mouse</a>	Test Customer

a.

5) If the employee is deleted had access to ACH you will see the ACH user screen with your company's internal accounts listed. Click on the next button.

Account Number	Account Type	Routing Number	Nickname	Permissions
	Demand Deposit	0708-00073	Regular ACH	Full Access
	Demand Deposit	0708-00073	OPPORTUNITY CHECKING	Full Access
	Demand Deposit	0708-00073		Full Access
	Savings	0708-00073	Savings	Full Access
	Loan	0708-00073	Line of Credit	No Access

a.

6) Click the black X in the top left corner of the screen to finalize. If the employee did have ACH and you saw the screen in step #5 you will need to instead click on the Finish button near the bottom of the record.

a.



## New Wire Transfer Template

- 1) Login to FirstB2B System.



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Password:

- a. 2) Mouse over the Administration menu and scroll down to click on Fund Transfer Add Template.



Log Off Help

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Accounts Management Tools Administration Account Services Print

Date Last Log In: 10/12/2012 1:44 PM Central  
Account List as of 10/12/2012 1:48 PM Central

Alerts  
[Remove Alerts\(0\)](#)  
[Transaction Alerts\(0\)](#)

**Employee**  
Profile & Permissions  
Accounts  
Inquire Fund Transfer Access  
Change Fund Transfer Access  
Inquire File Transfer Access  
Change File Transfer Access

**Fund Transfer**  
Add Template  
Add Using Template  
Change Template  
Delete Template

**Groups**  
Inquire Account Group

- a. 3) Click on the appropriate template option, Domestic or Foreign and then click on the submit button



Log Off Options

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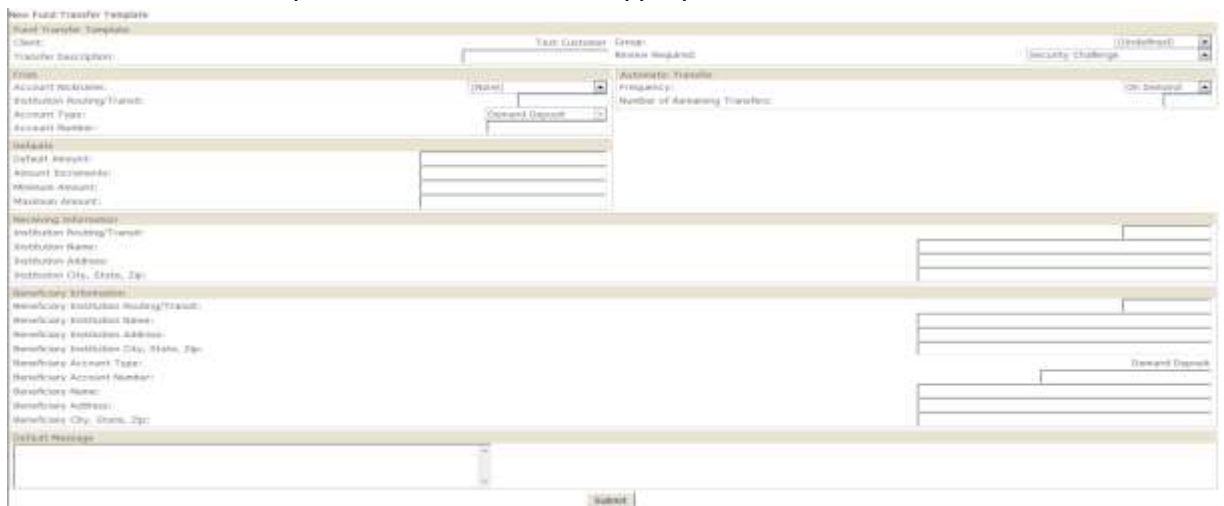
Summary Accounts Funds Management Positive Pay Administration Print

New Fund Transfer Template

Select Type of Fund Transfer Template

Fund Transfer Type:

- a. 4) Complete the wire transfer template information with the appropriate information.



New Fund Transfer Template

Send Transfer Template

Client:

Transfer Description:

From:

Institution Routing Transit:

Account Type:

Account Number:

Default Message:

Receiving Information

Institution Routing Transit:

Institution Name:

Institution Address:

Institution City, State, Zip:

Beneficiary Information

Beneficiary Institution Routing Transit:

Beneficiary Institution Name:

Beneficiary Institution Address:

Beneficiary Institution City, State, Zip:

Beneficiary Account Type:

Beneficiary Account Number:

Beneficiary Name:

Beneficiary Address:

Beneficiary City, State, Zip:

Default Message:

- a. 5) When all the information has been completed click on the submit button near the bottom of the screen.