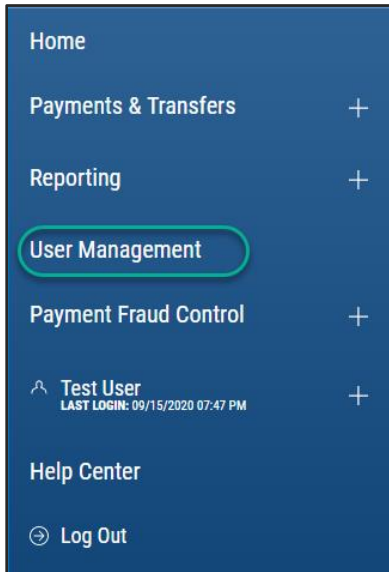


# Quick Reference Guide – User Management

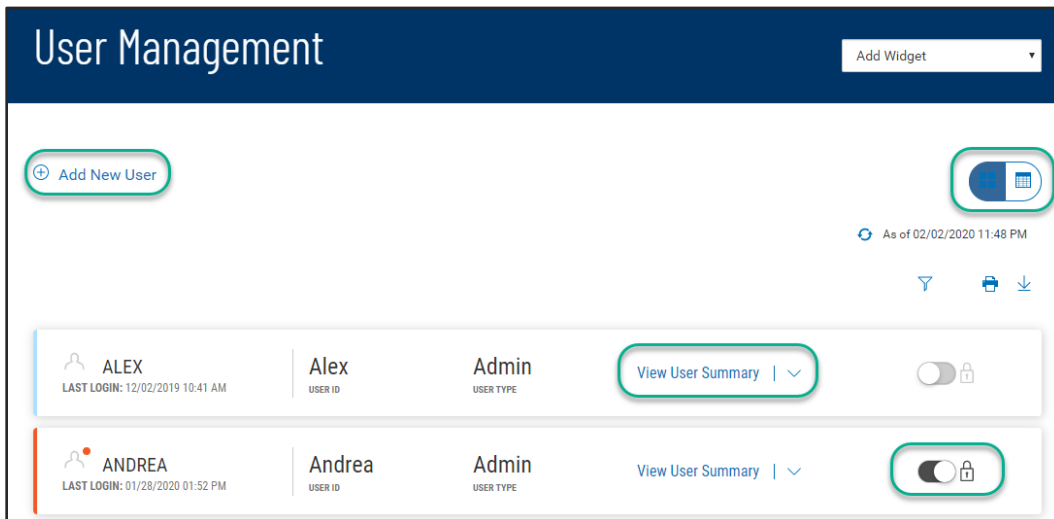
For corporate administrative users, the User Maintenance widget on the User Management workspace provides you the tools to view, add, update, lock and unlock users in your company. The Audit Report widget on this workspace provides you the audit trail of user activities of all users in your company.



## User Maintenance

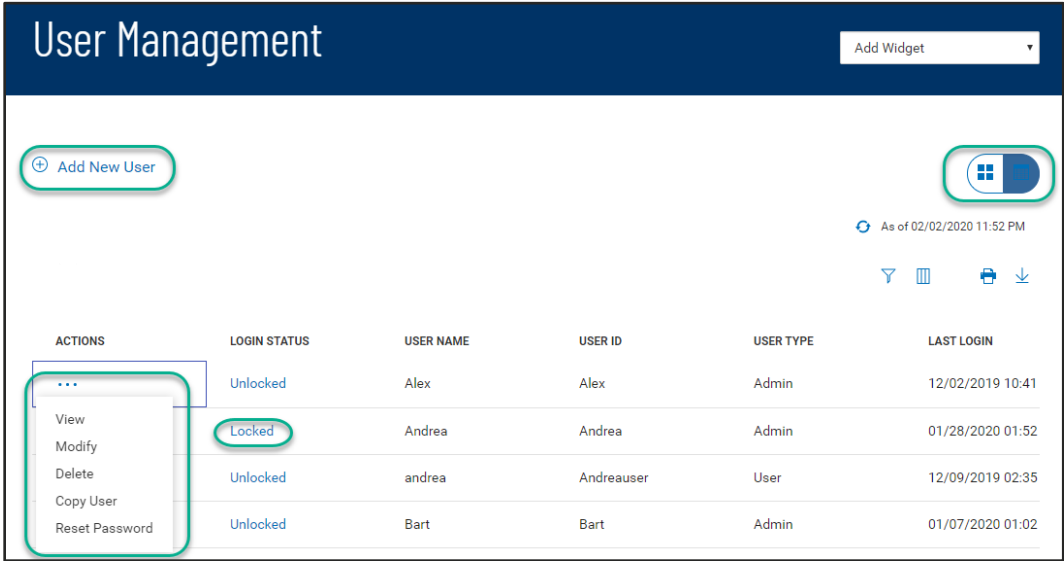
The User Maintenance widget is pinned to the workspace. You have the option to toggle between a list view or a tile view of the User Maintenance widget. Both views provide a summary of all users, a link to add new users, a single-click ability to lock or unlock a user, the ability to modify a user's permission and the ability to view detailed user information:

### Tile View:



# Quick Reference Guide – User Management

## List View:



The list view(s) in User Maintenance can be personalized by you. Data can be sorted in a column, display desired columns, arrange order of columns and filter data. You can save multiple personalized views for later use. Data can be printed and exported.

# Quick Reference Guide – User Management

## Add a new user

From the Add New User link of either the list view or the tile view:



Follow the workflow that guides you through: defining user information, permissioning services and accounts, assigning limits (if required), then reviewing all the setup information before finalizing the new user.

Define information related to the new user –

If user password is assigned by the Customer Administrator, password complexity requirements are displayed for assistance.

A screenshot of the 'DEFINE USER' form. The form is divided into two columns. The left column contains 'USER INFORMATION' with fields for 'USER ID' (123sample, 9/12), 'USER NAME' (Sample User, 11/40), 'CONTACT NAME' (Sample User, 11/40), 'PASSWORD', and 'REPEAT NEW PASSWORD'. The right column contains 'CONTACT INFORMATION' with fields for 'EMAIL' (sample.user@none.com, 20/255) and 'PHONE' (Optional). Below these are 'ADMIN SETTINGS' with 'ENABLE DATE' (09/17/2020) and 'USER TYPE' (User). At the bottom right, there are 'Cancel' and 'NEXT' buttons. A list of password requirements is shown at the bottom left of the form.

**DEFINE USER**

**USER INFORMATION**

USER ID  
123sample 9/12

USER NAME  
Sample User 11/40

CONTACT NAME  
Sample User 11/40

PASSWORD

PASSWORD

REPEAT NEW PASSWORD

**CONTACT INFORMATION**

EMAIL  
sample.user@none.com 20/255

PHONE  
Optional

> Add Contact Fields

**ADMIN SETTINGS**

ENABLE DATE  
09/17/2020

USER TYPE  
User

Cancel NEXT

- ✔ Password requires at least one letter, one number and one special character
- ✔ Password cannot contain Customer ID, or User ID.
- ✔ Password must be between 6 and 8 characters.
- ✔ The password fields must match.

## Quick Reference Guide – User Management

If user passwords are set to be systematically generated, an email is sent to the user when the new user profile is finalized.

### DEFINE USER

<b>USER INFORMATION</b>	<b>CONTACT INFORMATION</b>
<b>USER ID</b> <input type="text" value="123sample"/> 9/12	<b>EMAIL</b> <input type="text" value="sample.user@none.com"/> 20/255
<b>USER NAME</b> <input type="text" value="Sample User"/> 11/40	<b>PHONE</b> Optional <input type="text"/>
<b>CONTACT NAME</b> <input type="text" value="Sample User"/> 11/40	<a href="#">Add Contact Fields</a>
<b>PASSWORD</b> <b>System Generated Password</b> <input checked="" type="checkbox"/> Send password via email	<b>ADMIN SETTINGS</b> <b>ENABLE DATE</b> <input type="text" value="09/17/2020"/> ▾
	<b>USER TYPE</b> <input type="text" value="User"/> ▾

[Cancel](#) [NEXT](#)

Corporate administrative users may be permitted to create other administrative users. User Type - "Admin" will be available for selection in the dropdown.


**USER TYPE**  
 ▾  
Admin  
User

Otherwise the User Type is fixed to User.

**USER TYPE**  
  

ⓘ Please contact your financial institution if you wish to update User Type

# Quick Reference Guide – User Management

Next, continue to permit the user to various services and accounts. You have the ability to copy the permission details from an existing user or continue to set permission individually. Services with  icon need Account Level Permissions. Account Transfers require From/To direction setting.

DEMOUSER1 | DEMO USER1  
EDIT





Entitlements Limits Summary

### Assign Services

PERMISSIONS COPIED FROM  
Select

Select All Apply selection to  All Accounts  Select Accounts

**CORE SERVICES**

- Select All
- Bank Account Info Reporting 
- Loan Account Info Reporting 
- Transfers 
  - Input
  - Approval
  - View Only
- Stop Payments 
  - Input
  - View Only

**PAYMENTS SERVICES**

**SIMPLIFIED PAYMENTS**

**OTHERS**

**ADMINISTRATION**

ACCOUNTS	PERMISSIONS NAME	TRANSFERS	TRANSFER ABILITY	WIRE TRANSFERS
<input checked="" type="checkbox"/> General Acct - 123123123		<input checked="" type="checkbox"/>	Select <input type="button" value="v"/> From/To <input type="button" value="v"/> From <input type="button" value="v"/> From/To <input type="button" value="v"/> From <input type="button" value="v"/> To <input type="button" value="v"/> From/To <input type="button" value="v"/> From/To <input type="button" value="v"/>	<input type="checkbox"/>
<input type="checkbox"/> Reserve Acct - 23235252		<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Building Loan - 36254512		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Test Acct - 123456789		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> AAA - 10010001		<input type="checkbox"/>		<input type="checkbox"/>

VIEW 1-5 OF 16 DISPLAY 5 1 2 3 4

Cancel back NEXT

# Quick Reference Guide – User Management

If permitted service(s) requires a user limit assignment, you will be guided to the Assign Limits step. User limits cannot exceed the Customer (company) level limits.

TESTUSER | TESTUSER  
EDIT

Entitlements
Limits
Summary

## Assign Limits

**ACH Transaction Date Limits**

INITIATION	APPROVAL
\$ <input style="width: 80%;" type="text" value="99,999,999.99"/> <small>Maximum 9,999,999,999.99</small>	\$ <input style="width: 80%;" type="text" value="99,999,999.99"/> <small>Maximum 9,999,999,999.99</small>

---

**Transfer Limits**

ACCOUNT	ENTRY/DAY	ENTRY/TRANSACTION	MAX # PER DAY
Overall Combined Limits	<small>Maximum 888,888,888.99</small> \$ <input style="width: 80%;" type="text" value="888,888,888.99"/>	<small>Maximum 888,888.88</small> \$ <input style="width: 80%;" type="text" value="888,888.88"/>	<small>Maximum 999</small> <input style="width: 80%;" type="text" value="999"/>

---

**Wire Transfer Limits**

ACCOUNT	ENTRY/DAY	ENTRY/TRANSACTION	APPROVAL/DAY	APPROVAL/TRANSACTION	ALLOW FREEFORM
Overall Combined Limits	<small>Maximum 9,999,999.99</small> \$ <input style="width: 80%;" type="text" value="9,999,999.99"/>	<small>Maximum 9,999,999.99</small> \$ <input style="width: 80%;" type="text" value="9,999,999.99"/>	<small>Maximum 9,999,999.99</small> \$ <input style="width: 80%;" type="text" value="9,999,999.99"/>	<small>Maximum 9,999,999.99</small> \$ <input style="width: 80%;" type="text" value="9,999,999.99"/>	<input checked="" type="checkbox"/>

---

**Loan Limits**

ENTRY/DAY	ENTRY/TRANSACTION	MAX # PER DAY
<small>Maximum 200.00</small> \$ <input style="width: 80%;" type="text" value="200.00"/>	<small>Maximum 100.00</small> \$ <input style="width: 80%;" type="text" value="100.00"/>	<small>Maximum 999</small> <input style="width: 80%;" type="text" value="999"/>

Cancel BACK NEXT

Alternatively to assigning overall user level ACH limits, user limits can be assigned at the ACH Company ID level. In such scenario, the user ACH Transaction Date Limit will be as shown below:

**ACH Transaction Date Limits**

Apply limits to

All Companies  Select Companies

Company	Initiation	Approval
RACInc	\$ <input style="width: 80%;" type="text" value="10,000.00"/> <small>Maximum 10,000.00</small>	\$ <input style="width: 80%;" type="text" value="15,000.00"/> <small>Maximum 15,000.00</small>
My ACH Company	\$ <input style="width: 80%;" type="text" value="20,000.00"/> <small>Maximum 20,000.00</small>	\$ <input style="width: 80%;" type="text" value="30,000.00"/> <small>Maximum 30,000.00</small>

VIEW 1-2 OF 2
DISPLAY 2 ▼
1

# Quick Reference Guide – User Management

Freeform wire initiation control also can be set by each account for a user.

TESTUSER | TESTUSER  
EDIT

Entitlements **Limits** Summary

### Assign Limits

**Transfer Limits**  
 Set user limits by account

ACCOUNT	ENTRY/DAY	ENTRY/TRANSACTION	MAX # PER DAY
Overall Combined Limits	Maximum 888,888,888.99 \$ 888,888,888.99	Maximum 888,888.88 \$ 888,888.88	Maximum 999 999
Payroll Account - ****0002	Maximum 888,888,888.99 \$ 888,888,888.99	Maximum 888,888.88 \$ 888,888.88	Maximum 999 999
Test Account 1 - ****0001	Maximum 888,888,888.99 \$ 888,888,888.99	Maximum 888,888.88 \$ 888,888.88	Maximum 999 999

VIEW 1-2 OF 2 DISPLAY 2 1

---

**Wire Transfer Limits**  
 Set user limits by account

ACCOUNT	ENTRY/DAY	ENTRY/TRANSACTION	APPROVAL/DAY	APPROVAL/TRANSACTION	ALLOW FREEFORM
Overall Combined Limits	Maximum 9,999,999.99 \$ 9,999,999.99	Maximum 9,999,999.99 \$ 9,999,999.99	Maximum 9,999,999.99 \$ 9,999,999.99	Maximum 9,999,999.99 \$ 9,999,999.99	<input checked="" type="checkbox"/>
Payroll Account - ****0002	Maximum 9,999,999.99 \$ 9,999,999.99	Maximum 9,999,999.99 \$ 9,999,999.99	Maximum 9,999,999.99 \$ 9,999,999.99	Maximum 9,999,999.99 \$ 9,999,999.99	<input checked="" type="checkbox"/>
Test Account 1 - ****0001	Maximum 9,999,999.99 \$ 9,999,999.99	Maximum 9,999,999.99 \$ 9,999,999.99	Maximum 9,999,999.99 \$ 9,999,999.99	Maximum 9,999,999.99 \$ 9,999,999.99	<input checked="" type="checkbox"/>

VIEW 1-2 OF 2 DISPLAY 2 1

Cancel

# Quick Reference Guide – User Management

User limits can be pinned to the overall customer limits. BancFirst can adjust the customer level limits, by request, and all users with limits pegged (pinned) to the customer limits would adjust accordingly.

### Assign Limits

#### ACH Transaction Date Limits

Defer to customer limits

\$	9,999,999,999.99	\$	9,999,999,999.99
Maximum 9,999,999,999.99		Maximum 9,999,999,999.99	

---

#### Transfer Limits

Defer to customer limits

ACCOUNT	ENTRY/DAY	ENTRY/TRANSACTION	MAX # PER DAY
Overall Combined Limits	\$ 1,000.00	\$ 1,000.00	\$ 5.00

---

#### Wire Transfer Limits

Defer to customer limits

ACCOUNT	ENTRY/DAY	ENTRY/TRANSACTION	APPROVAL/DAY	APPROVAL/TRANSACTION	ALLOW FREEFORM
Overall Combined Limits	\$ 9,999,999,999.99 Maximum 9,999,999,999.99	\$ 9,999,999,999.99 Maximum 9,999,999,999.99	\$ 9,999,999,999.99 Maximum 9,999,999,999.99	\$ 9,999,999,999.99 Maximum 9,999,999,999.99	<input type="checkbox"/>

---

#### Loan Limits

Defer to customer limits

\$	5,000.00	\$	5,000.00	\$	10.00
----	----------	----	----------	----	-------

Cancel



# Quick Reference Guide – User Management

Review the entire new user setup, before finalizing. Click 'SAVE' to create the new user.

123SAMPLE | SAMPLE USER  
EDIT

Entitlements
Limits
Summary

## Review User Information

### USER DETAILS

<b>User Information</b>		<b>Contact Information</b>	
USER ID 123sample	USER NAME Sample User	EMAIL sample.user@none.com	PHONE (555) 123-5555
CONTACT NAME Sample User	PASSWORD *****	ENABLE DATE 28-Aug-2019	USER TYPE Admin

[Go to User Details](#)

### ENTITLEMENTS

**Core Services**

BR - SAME DAY OPT. Account History Cash Position Worksheet Same Day Report	TRANSFERS Approval Input Report	STOP PAYMENTS Stop Payments Stop Reports
---	--	--

**Payments Services**

LOANS Loan Approvals Loan Customer Report Service Loan Draw Service Loan Payment Service	WIRE TRANSFERS Wire Import Wire Pending Approvals Wire Template Approval Wire Input Wire Report Wire Templates	FOREIGN EXCHANGE Foreign Exchange
--	--	--------------------------------------

### Account Permissions

ACCOUNTS	PERMISSIONS NAME				
	BR - Same Day Rpt.	Transfers	Stop Payments	Loans	Wire Transfers
First Account - 123123123	✔	✔	✔		✔
Building Account - 2323252	✔	✔	✔		✔
Building Loan - 36254512	✔			✔	
Capital Account - 123456789	✔	✔	✔		✔
Operating Account - 10010001	✔	✔	✔		✔

Viewing 1-5 of 12 Display 5 per page < Page 1 of 3 >

[Go to Entitlements](#)

### LIMITS

**Transfer Limit - Account**

ACCOUNT TYPE From/To	ENTRY/TXN 888,888.88	ENTRY/DAY 888,888,888.99	MAX # PER DAY 999
-------------------------	-------------------------	-----------------------------	----------------------

**Wire Limit - Account**

ENTRY/TXN 999,999,999.00	ENTRY/DAY 999,999,999.00	APPROVAL/TXN 999,999,999.00	APPROVAL/DAY 999,999,999.00
-----------------------------	-----------------------------	--------------------------------	--------------------------------

**Loan Limit - Account**

ENTRY/TXN 99,999,999.99	ENTRY/DAY 99,999,999.99	MAX # PER DAY 999	APPROVAL/TXN 0.00	APPROVAL/DAY 0.00
----------------------------	----------------------------	----------------------	----------------------	----------------------

APPROVAL TYPE  
None

[Go to Limits](#)

Cancel
Back
Save

# Quick Reference Guide – User Management

## VIP Token Management

BancFirst can assign Tokens to users that may have issues receiving One time Passcodes by traditional methods. ie: SMS text, Phone call etc. Reach out to your representative to assign Token Access.

### DEFINE USER

#### USER INFORMATION

USER ID  6/12

USER NAME  12/40

CONTACT NAME  15/40

PASSWORD  6/12

REPEAT NEW PASSWORD  6/12

- ✔ The password first character must be a letter, it must contain at least 6 characters and no more than 8 characters and no characters other than letters, numbers and the underscore may be used
- ✔ Password cannot contain Customer ID, or User ID.
- ✔ Password must be between 6 and 8 characters.
- ✔ The password fields must match.

#### CONTACT INFORMATION

EMAIL  26/255

PHONE  Optional

[Add Contact Fields](#)

#### ADMIN SETTINGS

ENABLE DATE

USER TYPE  User

#### VIP TOKEN SETTINGS

TOKEN SERIAL NUMBER  [Modify](#)

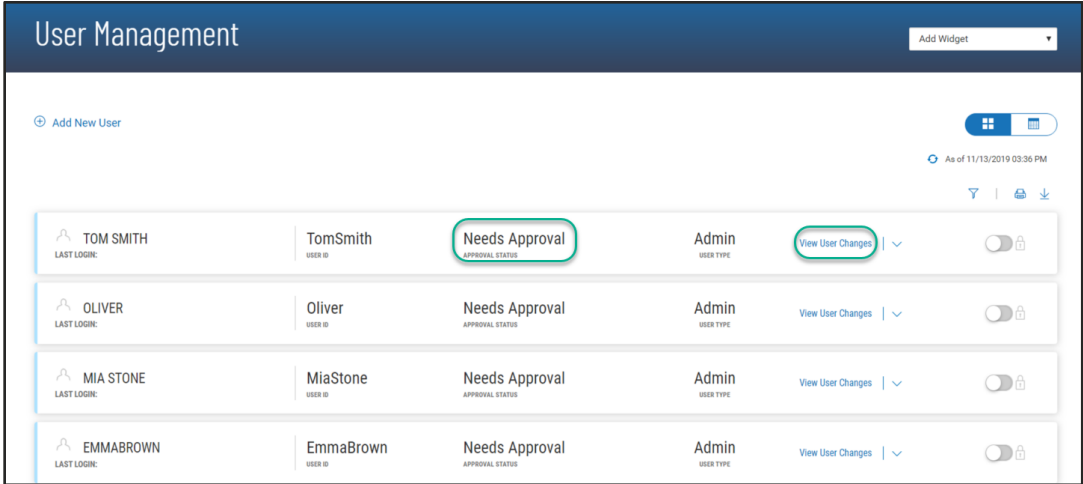
ⓘ Token pending activation. The user will be asked to activate the token next time they are challenged.

[Cancel](#) [NEXT](#)

# Quick Reference Guide – User Management

## Dual control of user administration

If Dual Control is enabled, when any user is created/modified, approval from a second Corporate Administrator is required. The user in pending approval status is identified on the User Maintenance widget.



Click on the View User Changes link, the approving Corporate Administrator may review the changes on the User Detail Screen before taking action to approve or reject.

# Quick Reference Guide – User Management

< Changes Awaiting Approval

Action Type: Change    By User: MiaBaron 11/13/2019 03:42 PM

**TOMSMITH | TOM SMITH**

### Review User Changes

**USER DETAILS**

<p><b>User Information</b></p> <p>USER ID: TomSmith</p> <p>USER NAME: Tom Smith</p> <p>CONTACT NAME: Tom Smith <span style="border: 1px solid green; padding: 2px;">EKlan</span></p> <p>ADDRESS: P. X. X. X. X.</p>	<p><b>Contact Information</b></p> <p>EMAIL: edha@mcclaryberkingbottomline.com</p> <p style="border: 1px solid green; padding: 2px;">yevhenii.konerych@bottomline.com</p> <p>PHONE: (909) 704-4979</p> <p>CITY: Los Angeles</p> <p>ADDRESS: beverly hills 90210</p>	<p><b>Settings</b></p> <p>EMAIL DATE: 13 Nov 2019</p> <p>USER TYPE: Admin</p>
---	--	---

**Account Permissions**

ACCOUNTS	PERMISSIONS					
	ENR - SAME DAY WFTL	STATEMENTS	TRANSFER SENDING	TRANSFER RECEIVING	LOANS	POSITIVE PAY
Payroll account - 123	❌	✅	✅	✅	✅	✅
Bank - 1234	❌	✅	✅	✅	✅	✅
Bank - 10	❌	✅	✅	✅	✅	✅
Ukraine - 11	✅	✅	✅	✅	✅	✅
Ukraine - 16	✅	✅	✅	✅	✅	✅
Loanaccount - 7777	✅	✅	✅	✅	✅	✅
undefined - undefined	✅	✅	✅	✅	✅	✅

VIEW 1-7 OF 7    DISPLAY All 1

**LIMITS**

**ACH Limits**

ACH DEBIT TRANSACTION \$ LIMIT PER BATCH: 5.00    ACH CREDIT TRANSACTION \$ LIMIT PER BATCH: 13.00

**Transfer Limits**

ACCOUNT	ACCOUNT NAME	ENTRY TXN	ENTRY DAY	MAX \$ PER DAY
123	Payroll account	300	300	666
1234	Bank	300	300	666
10	Bank	300	300	666
11	Ukraine	300	300	666
16	Ukraine	300	300	666
7777	Loanaccount	300	300	666
9145694	Setting	300	300	666

VIEW 1-7 OF 7    DISPLAY All 1

Approve
Reject
Cancel

# Quick Reference Guide – User Management

## Audit Report

User activities are itemized in a list view, in order of Date and Time with the latest on top. Most frequently used query selections are provided in quick filters for your convenience. Deleted users are reported as Inactive.

The screenshot displays the 'AUDIT REPORT' interface. At the top, there are two filter sections: 'USER ID' and 'DATE AND TIME'. The 'USER ID' section shows '8 Users Selected' with a dropdown menu containing checkboxes for 'NewEwan', 'newuser', 'NewUser2', 'NewUser3', 'piggy', 'Piotr (Inactive)', and 'QA2LEE'. The 'DATE AND TIME' section shows 'Last 7 Days' with a dropdown menu containing options for 'Today', 'Yesterday', 'Last 7 Days', 'Last 30 Days', 'This Month', 'Last Month', and 'Custom Range'. Below the filters, there is a table with columns for 'ACTION TAKEN' and 'DESCRIPTION'. The table contains several rows of activity logs, including 'Loan Transaction Report Displayed', 'Widget: ACH Pass-Thru', 'Widget: Simplified Payments', 'Widget: Payments', 'Workspace: Payment Center', 'Domestic Wire From (Test Account 1 10010001) Benef...', 'Domestic Wire Bank Trace (2021071000024) Debit Am...', 'Workflow: Review Payment', and 'Domestic Wire From (Test Account 1 10010001) Benef...'. At the bottom of the interface, there is a 'VIEW 1-10 OF 145' indicator and a 'DISPLAY 10' dropdown menu with pagination controls '1 2 3 ... 15 >'.

As with standard list view capabilities, you can control and personalize the list:

- Choose which columns are displayed or hidden, change the column order
- Filter the data, choose a column for the data sort order
- Save a useful combination of column and data settings for later reuse
- Print the list content or export it to a CSV file