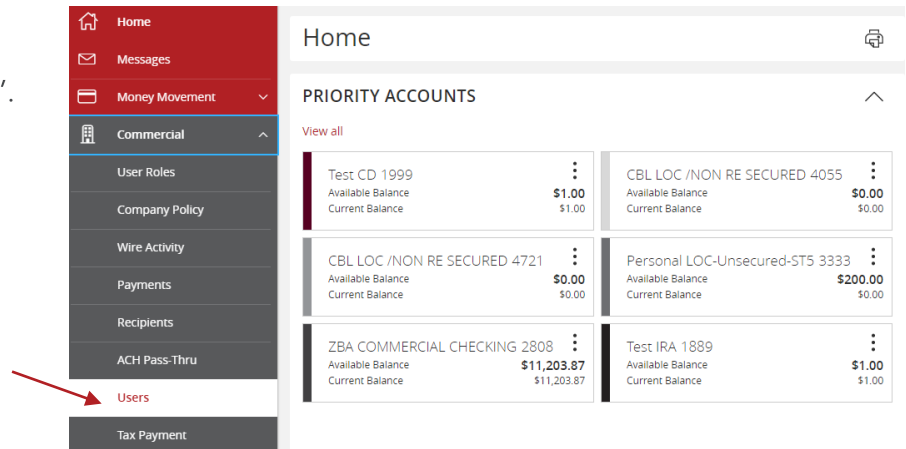## Managing Existing Online Users

1. Select 'Commercial' and then select 'Users'.


2. Click on the pencil icon next to the user you wish to edit.

3. One of three update actions may be made to an existing user:

    a. Select 'Deactivate User' to disallow a user from logging in without completely deleting the user.

    b. Select the 'User Role' drop down menu to update the 'User Role' for a user. Click 'Update Role' upon completion.

    c. Select the 'Delete' button to permanently delete the online user. This action cannot be undone.
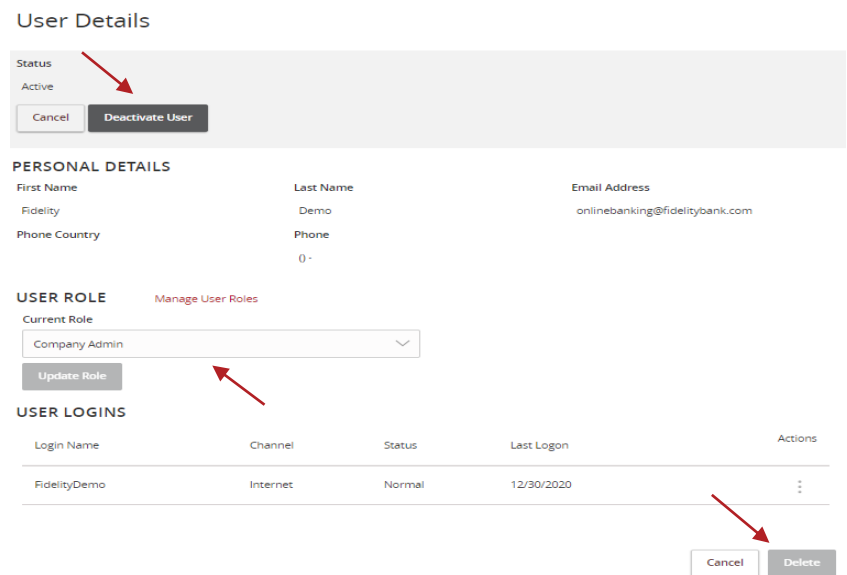
NOTE: The User Role update will go into effect upon the user's subsequent logon after the change has been made.

Creating New Online Users

1. Click the 'Add User' button.

2. Complete all required fields which are designated with a red asterisk.

3. Click the 'Save' button when done.

NOTE: Reference the User Roles setup guide for assistance with setting up a 'User Role'.

User Management

User ▲	Email Address ▲	Role	Status ▲	Last login ▲	
Business Test	user@fidelitybank.com	Company Admin	Active		✎
Fidelity Demo	onlinebanking@fidelitybank.com	Company Admin	Active	15 minutes ago	✎

New User Details

PERSONAL DETAILS

First Name	Last Name	Email Address
Test	User	tuser@fidelitybank.com

Phone Country	Phone
United States	(111)111-1111

LOGIN DETAILS

Login ID	Password	Confirm Password
tuser247	....	....

User Role

Unassigned

Discard New User Details   Save New User Details