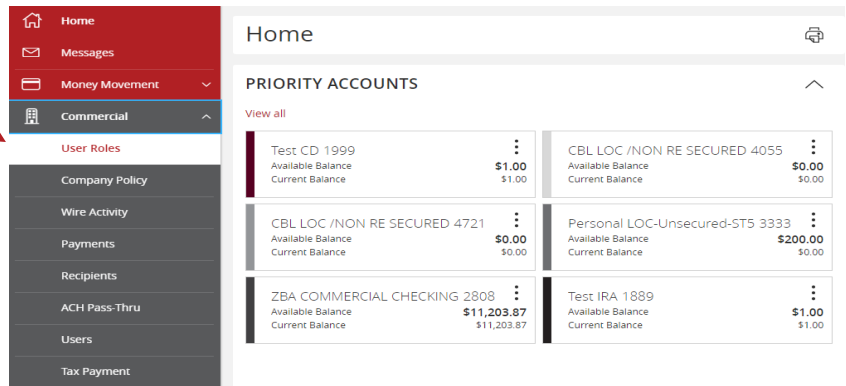


NOTE: User Roles are created to control feature entitlements and dollar limits for one or more company users.

1. Select the 'Commercial' menu and then select 'User Roles'.



2. Click on 'Create Role' to create a new user role.

NOTE: Three actions can be performed on an existing User Role.

- a. Select the pencil icon to edit the user role.
- b. Select the double paper icon to copy the user role.
- c. Select the trash bin to delete the user role.

User Roles


Create Role

USER ROLE TEMPLATES

USER ROLES

Name	Description	Users			
Company Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights. The Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	2			

3. Select a transaction type by clicking on the name.


User Roles ▶ Sample Role 

Overview Features Accounts

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions Max	Cancel Actions Max	View
ACH Collection	\$5,000,000.00	9,999 / \$5,000,000.00	9,999 / \$10,000,000.00	9,999 / \$5,000,000.00	1 Any	1 Any	1 Any	All
ACH Passthru	\$10,000,000.00	9,999 / \$10,000,000.00	9,999 / \$10,000,000.00		1 Any	1 Any	1 Any	All
ACH Payments	\$10,000,000.00	9,999 / \$10,000,000.00	9,999 / \$20,000,000.00	9,999 / \$10,000,000.00	1 Any	1 Any	1 Any	All

Allowed Actions

NOTE: One or multiple levels may be set up to establish general or specific user limitations.

User Roles ▶ Sample Role 







Overview Features Accounts

ACH COLLECTION [Change](#) Enabled

Allowed Actions Rights Approval Limits


[Open Policy Tester](#) [Add New Allowed Action](#)







Allows ACH Collection transaction for any amount

OPERATIONS 	AMOUNT 	SUBSIDIARIES 	ACCOUNTS 	DRAFT HOURS 	SEC CODES 
Any	Any	Any	Any	Any	Any

4. Select the 'Operations' box. Specify the allowed operation(s) for the selected transaction type.
 - a. 'Draft' allows a user to initiate a transaction.
 - b. 'Draft Restricted' allows a user to only access an assigned ACH or wire template. It does not allow a user to edit exiting templates or add new templates. One-time payments and

Allows ACH Collection transaction for any amount



OPERATIONS 	AMOUNT 	SUBSIDIARIES 	ACCOUNTS 	DRAFT HOURS 	SEC CODES 
Any	Any	Any	Any	Any	Any

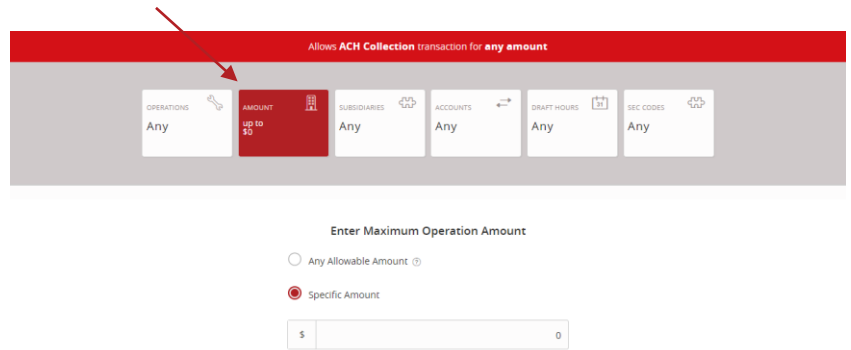
Operations

Draft	<input checked="" type="checkbox"/>
Draft Restricted	<input type="checkbox"/>
Approve	<input checked="" type="checkbox"/>
Cancel	<input checked="" type="checkbox"/>

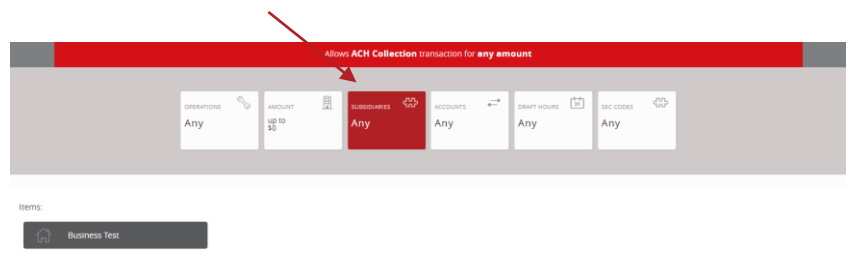
recipient maintenance within existing templates are also not allowed.

- c. 'Approve' allows a user to authorize a transaction.
- d. 'Cancel' allows a user to cancel a drafted or authorized transaction.

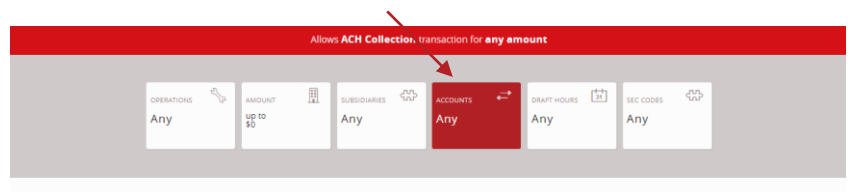
5. Select the 'Amount' box. Specify the dollar amount for the allowed action.



6. Select the 'Subsidiaries' box. Choose the subsidiary or subsidiaries allowed for this transaction type. This step applies only to organizations with more than one Tax ID number.

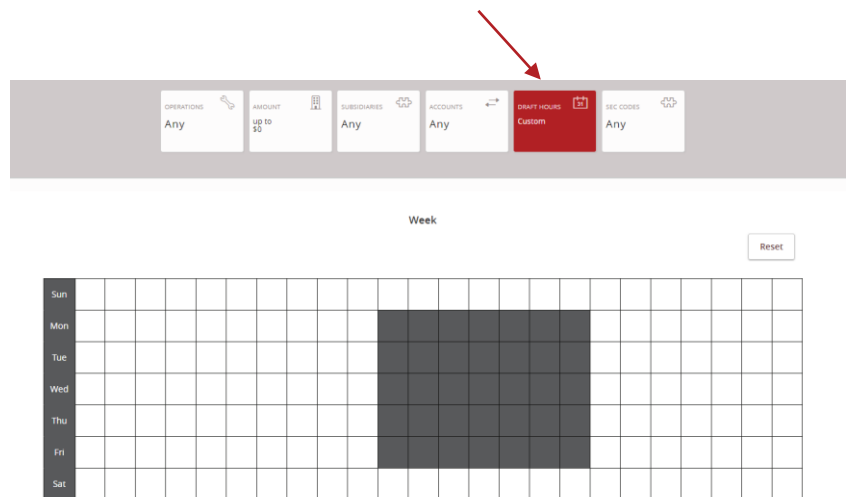


7. Select the 'Accounts' box. Choose the account(s) allowed for this transaction type.

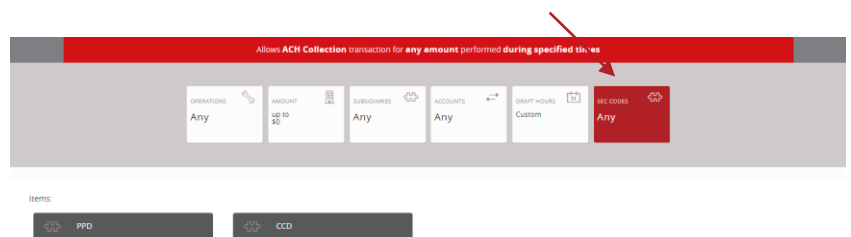


8. Select the 'Draft Hours' box. Choose the days and hours allowed for this transaction type. User Administrators are authorized to make selections within approved Bank limits, which are pre-populated.

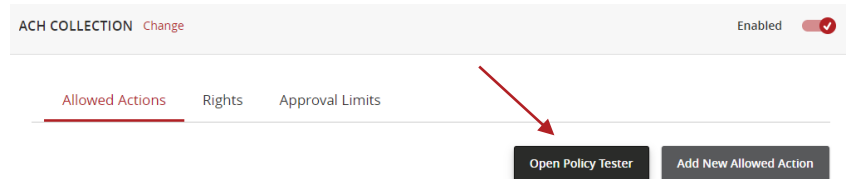
NOTE: Select the days of the week in grey and the hours of the day across the top to indicate days and hours for the transaction. Individual hour boxes can also be selected.



9. Select the 'SEC Codes' box to specific which SEC codes are allowed for the transaction type.



10. **Optional:** Click 'Open Policy Tester' to validate the User Role functionality to assure the setup is correct.



NOTE: If the policy test is unsuccessful, the reason for the failure will be designated on the screen.

Allowed Actions Rights Approval Limits

Close Policy Tester Add New Allowed Action

Example Transaction ⓘ

Operations	Amount	Account	Subsidiary	
Draft	\$1,000.00	Test IRA XXXXXXXX1889	Business Test	Test

SEC Code	IP Addresses	Location	Day	Time
CCD	192.168.1.*	United States	Any	

Auth code provided

Template used (i.e. draft restricted)

✔ This transaction will be allowed

Bank Policy Allowed	Company Policy Business Test Allowed	UserRole Policy Sample Role Allowed
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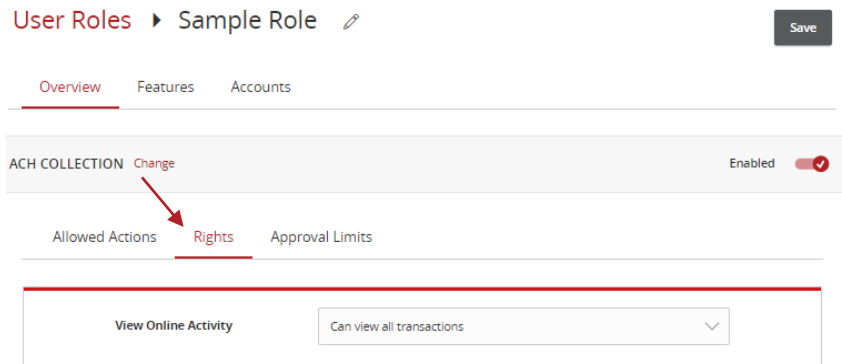
Allowed Actions

✔ Allows ACH Collection transaction for any amount

OPERATIONS Any	AMOUNT Any	SUBSIDIARIES Any	ACCOUNTS Any	DRAFT HOURS Any	SEC CODES Any
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Rights

11. On the Rights tab, select the appropriate right for the user role's ability to view transactions in the 'Activity Center'.
 - a. Can view transactions initiated by any Online Banking user within the company.
 - b. Can only view the user's own transactions
 - c. Can view transactions initiated by users who are assigned to the same user role.
 - d. Cannot view any transactions.

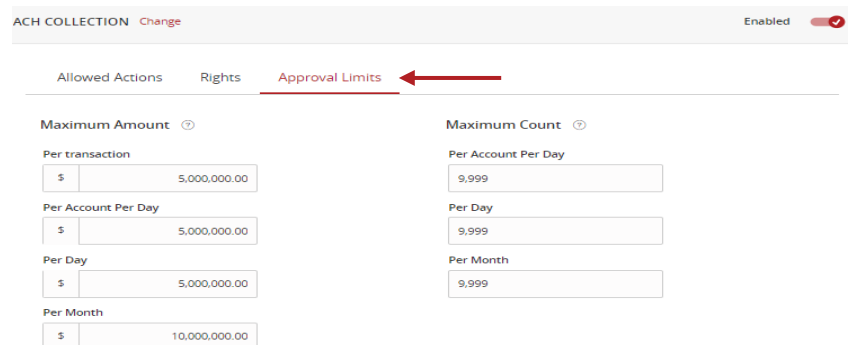


Approval Limits

12. Select the 'Approval Limits' tab to view and modify the dollar and count limits assigned by Fidelity Bank and Oklahoma Fidelity Bank.

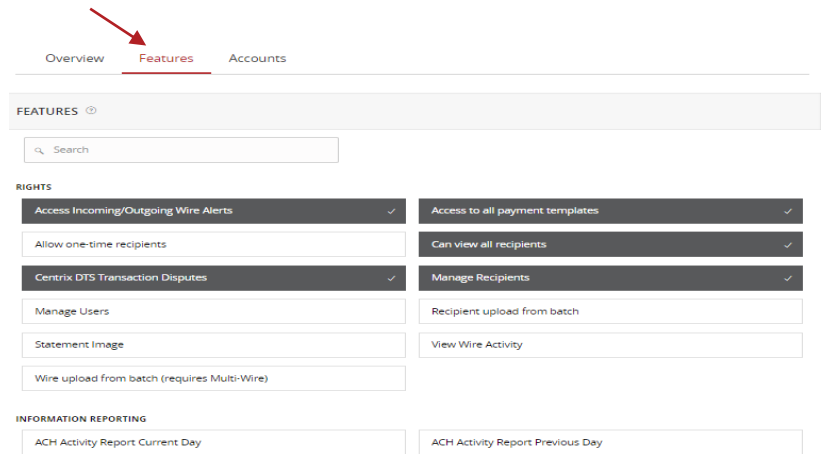
Maximum Count	
Per Account Per Day	Maximum number of transactions per day allotted for each entitled account
Per Day	Maximum number of transactions per day allotted for the user (regardless of the account)
Per Month	Maximum number of transactions per month allotted for the user (regardless of the account)

Maximum Amount	
Per Transaction	Maximum dollar amount for an individual transaction
Per Account Per Day	Maximum dollar amount per day allotted for each entitled account
Per Day	Maximum dollar amount per day allotted for the user (regardless of the account)



Features

13. Select the 'Features' tab to view and modify the non-transactional features. Select features you wish to enable or disable.

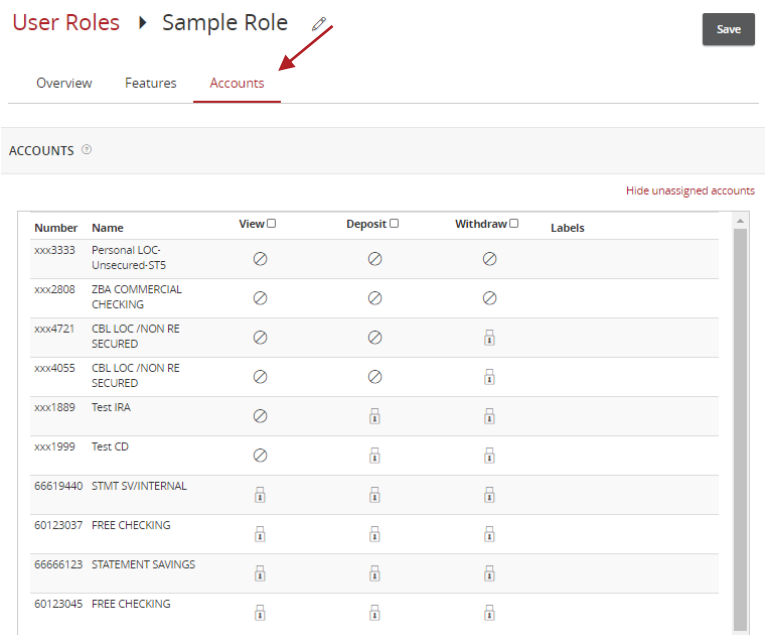


Accounts

14. Select the 'Accounts' tab to view and modify the account entitlements by selecting or under 'View', 'Deposit' or 'Withdraw'.

15. Repeat steps 4-12 for each transaction type.

16. Save the User Role by selecting the 'Save' button.



Access is disabled, but can be enabled.



Access is disabled for the company & cannot be enabled.



Access is enabled.