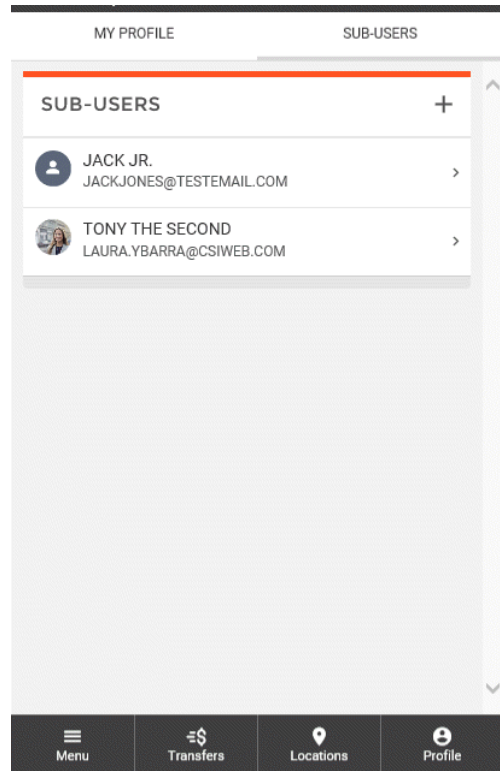


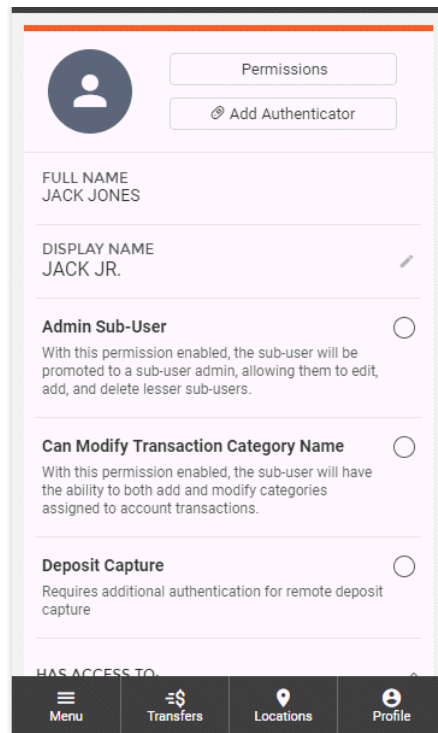
## Editing a Sub-User

To edit a sub-user, select the sub-user from the list that you wish to edit.



Here, you can view sub-user information, user settings, and account permissions.

Text entry fields that are editable are marked with a pencil icon.



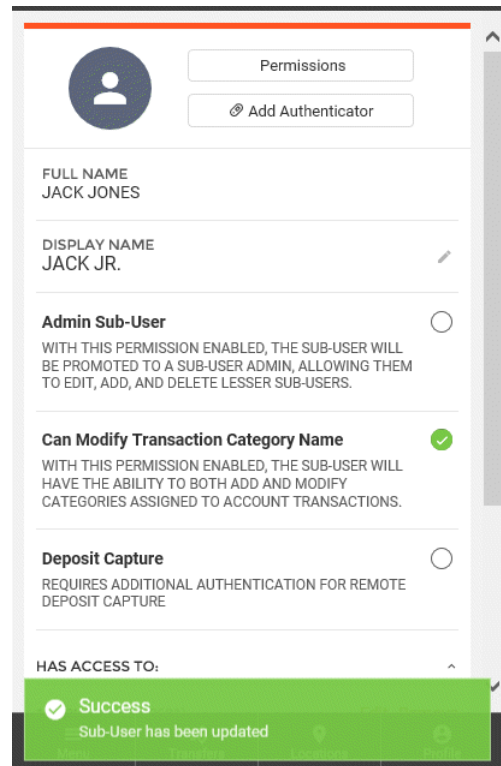
Making changes to a field will trigger the system to save the changes immediately and a **Success** message will be displayed at the bottom of the screen.

Account permissions can be edited by clicking the **Permissions** button or by clicking on the **Edit** button of the desired account.

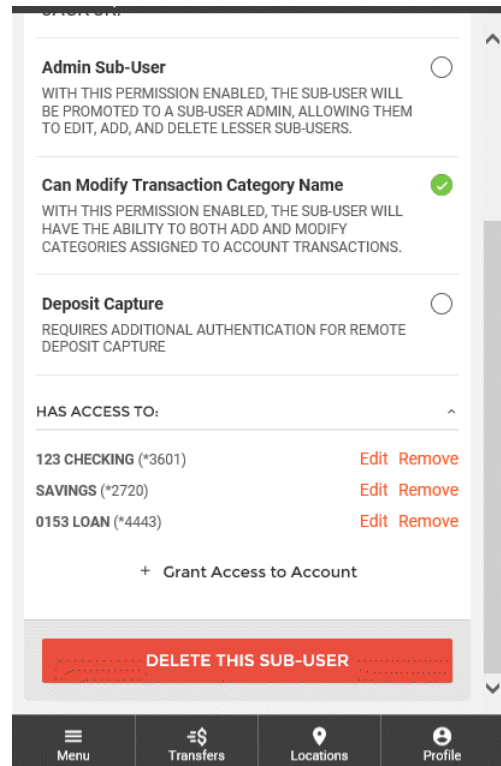
Account access can be removed by clicking the **Remove** button for the desire account.

Access can be granted to additional accounts by clicking the **Grant Access to Account** button and selecting the desired account(s).

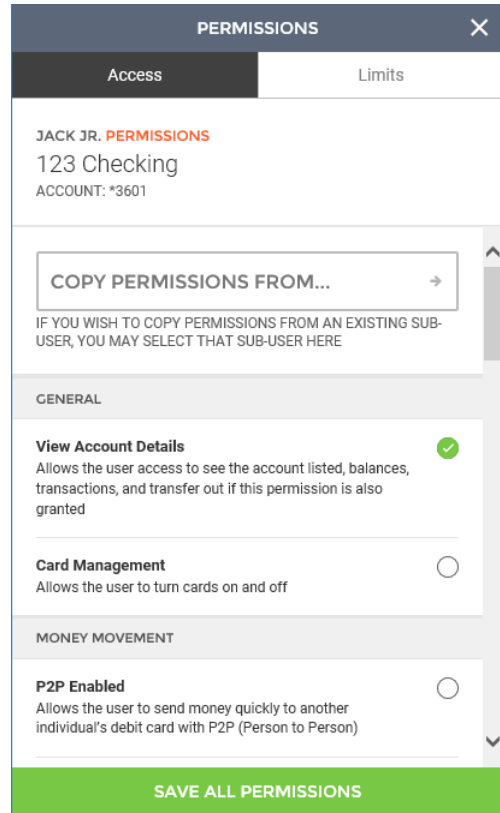
Sub-users can be deleted by clicking the **Delete this Sub-User** button.



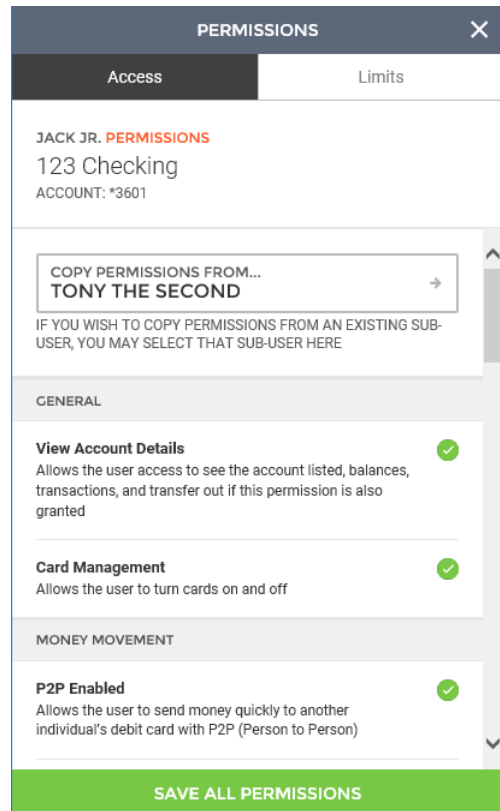
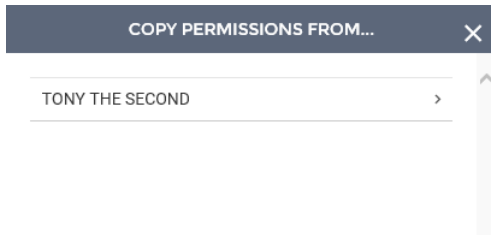
When editing account permissions, account access and limits can be edited.



If you would like to copy permissions from another sub-user for this account, click the **Copy Permissions From** button.



Select the sub-user you would like to use and their settings will be set for the sub-user being edited.



Account limits can be set by clicking **Edit** button within the credit/debit/limit field and entering the desired amount. Amounts cannot exceed the max amounts seen under each limit description.

Once all changes have been made, click the **Save All Permissions** button.

A **Success** message will be displayed at the bottom of the screen.

**PERMISSIONS**

Access Limits

JACK JR. PERMISSIONS  
123 Checking  
ACCOUNT: \*3601

ACH BATCH

**Batch Limit** Credit  
Limits the dollar amount of credits and debits submitted per batch by the user ..... \$0 /  
Max C: \$5,000.00 / D: \$6,000.00 Debit \$0 /

**Daily** Credit  
Limits the dollar amount of credits and debits submitted daily by the user ..... \$0 /  
Max C: \$3,000.00 / D: \$4,000.00 Debit \$0 /

ACH TAX PAYMENT

**Daily** Limit  
Limits the dollar amount of tax payments submitted daily by the user ..... \$0 /

**SAVE ALL PERMISSIONS**

**PERMISSIONS**

Access Limits

JACK JR. PERMISSIONS  
123 Checking  
ACCOUNT: \*3601

EXTERNAL TRANSFERS

**Transaction Limit** Inbound  
Limits the dollar amount of each external transfer submitted by the user ..... \$0 /  
Max I: \$0.00 / O: \$11,000.00 Outbound \$500.00 /

**Daily** Inbound  
Limits the dollar amount of external transfers submitted daily by the user ..... \$0 /  
Max I: \$0.00 / O: \$12,000.00 Outbound \$1000.00 /

ACH BATCH

**Batch Limit** Credit

**Success**  
All permissions have been updated