

How to add additional users

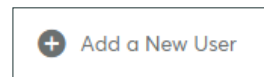
Follow these instructions to give account access to those who need it.

1. Log in to Online Banking and click **Manage Users**.

Tip: If *Manage Users* is not visible on your main dashboard, it is accessible under *More (...)* links.



2. Click **Add a New User**.



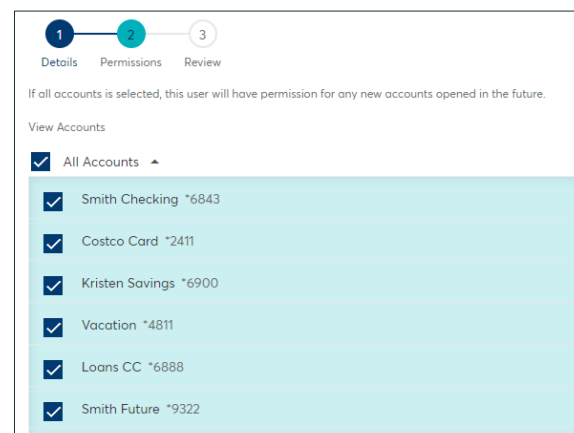
3. In the New User window:
 - Enter new user's **First Name**
 - Enter new user's **Last Name**
 - Enter contact phone numbers (optional)
 - Enter new user's **Email**
 - Create and enter a **Username**

4. Click **Next**.



5. The default option for an additional user to have access is set to ALL accounts. Verify the additional user has access to the appropriate accounts. Deselect the accounts the user should not have access to.

Please note: Removing access from an account in this area does not remove the ability to transfer to and from that account. It only removes the account from being listed within Online Banking.

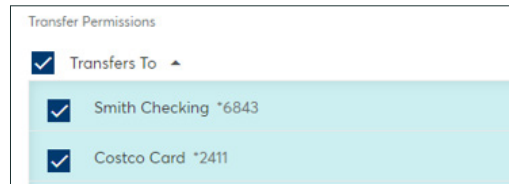




How to add additional users, etc.

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6. Select the accounts the additional user has permissions to **Transfer To**.

Deselect any accounts the additional user should not have access to.



Transfer Permissions	
<input checked="" type="checkbox"/>	Transfers To ▴
<input checked="" type="checkbox"/>	Smith Checking *6843
<input checked="" type="checkbox"/>	Costco Card *2411

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7. Select the accounts the additional user has permissions to **Transfer From**.

Deselect any accounts the additional user should not have access to.



Transfer Permissions	
<input checked="" type="checkbox"/>	Transfers From ▴
<input checked="" type="checkbox"/>	Kristen Savings *6900
<input checked="" type="checkbox"/>	Vacation *4811

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8. Review new user details, and click **Confirm**.



Confirm	Cancel
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9. The new user will be emailed a temporary password for their first-time login. The password expires after 48 hours and is case sensitive.

Note: If a new member-to-member recipient, deposit account or external account is added, it will automatically be added to the additional user as well. If they should not have access, their permissions for those accounts will need to be edited. If an additional user has access to one account, they will be able to access: eStatements, Bill Pay, Stop Payments, etc.