

# USER ACCOUNT AUTHORIZATION

The following information is to be completed by the client.

Company Name: \_\_\_\_\_

User Name: \_\_\_\_\_

User E-mail: \_\_\_\_\_

**The following information is required for every account accessed by each user through the system. Photocopy and fill out this worksheet as needed for additional users.**

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Account Nickname: \_\_\_\_\_

**Account Type:** (Please check the appropriate box)

Checking/Money Market    Savings    Loan

Account Number: \_\_\_\_\_

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**Supervisor Level: (Complete this section only if an user has Supervisor, Administrator or Senior Administrator Functions)**

Employee                       Administrator  
 Supervisor                       Senior Administrator

**Authorized Access Times: (Most of the time it is 12:00 AM to 11:59 PM. However it can be limited, for example, 8:00 AM to 5:00 PM Monday-Friday)**

<u>Access Day</u>	<u>Begin Time</u>	<u>End Time</u>
Monday	_____ : _____	_____ : _____
Tuesday	_____ : _____	_____ : _____
Wednesday	_____ : _____	_____ : _____
Thursday	_____ : _____	_____ : _____
Friday	_____ : _____	_____ : _____
Saturday	_____ : _____	_____ : _____
Sunday	_____ : _____	_____ : _____

**Administration Options:**

Inquire Employee                       Add Wire Transfer Template  
 Add Employee                       Change Wire Transfer Template  
 Change Employee                       Delete Wire Transfer Template  
 Delete Employee  
 Add Internal Transfer Template  
 Change Internal Transfer Template  
 Delete Internal Transfer Template

**Account Options:**

Inquiry Detail                       Yes                       No  
Transactions                       Yes                       No  
Account Number Display                       Yes                       No  
(If no is checked, the account nickname will be displayed only)

**Stop Payment Information:**

Place Stop Payments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Inquiry Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Fund Transfer Options:**

**Internal Transfers**

Initiate Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Inquiry only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Change	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Wire Transfers (Funds Transfer)**

Initiate Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Inquiry Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Change	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**ACH Payments(File Transfers)**

Initiate Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Inquiry Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Change	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Loan Payments**

Regular Payments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Principal Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interest Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Payments	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Fund Transfer Restrictions:**

Transfer Review Threshold: \_\_\_\_\_  
Daily Transfer Limit: \_\_\_\_\_  
ACH Review Threshold: \_\_\_\_\_  
Daily ACH Limit: \_\_\_\_\_  
Wire Review Threshold: \_\_\_\_\_  
Daily Wire Limit: \_\_\_\_\_

Authorized Representative Signature:

***By signing above the company's authorized representative has granted the user access to the levels indicated. It is the company administrator's responsibility to delete users that have terminated employment or to make changes to existing user levels. If the company has not named an administrator, the company is responsible for notifying the bank immediately of any changes or deletions of users.***

**Bank Use Only:**

<b>Security:</b> Access ID: _____ Temporary Password: _____
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