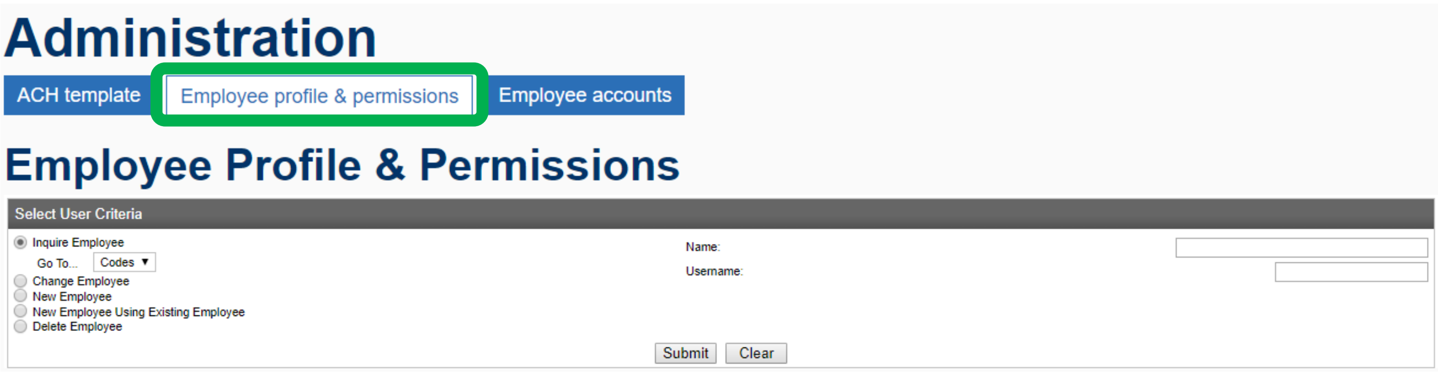
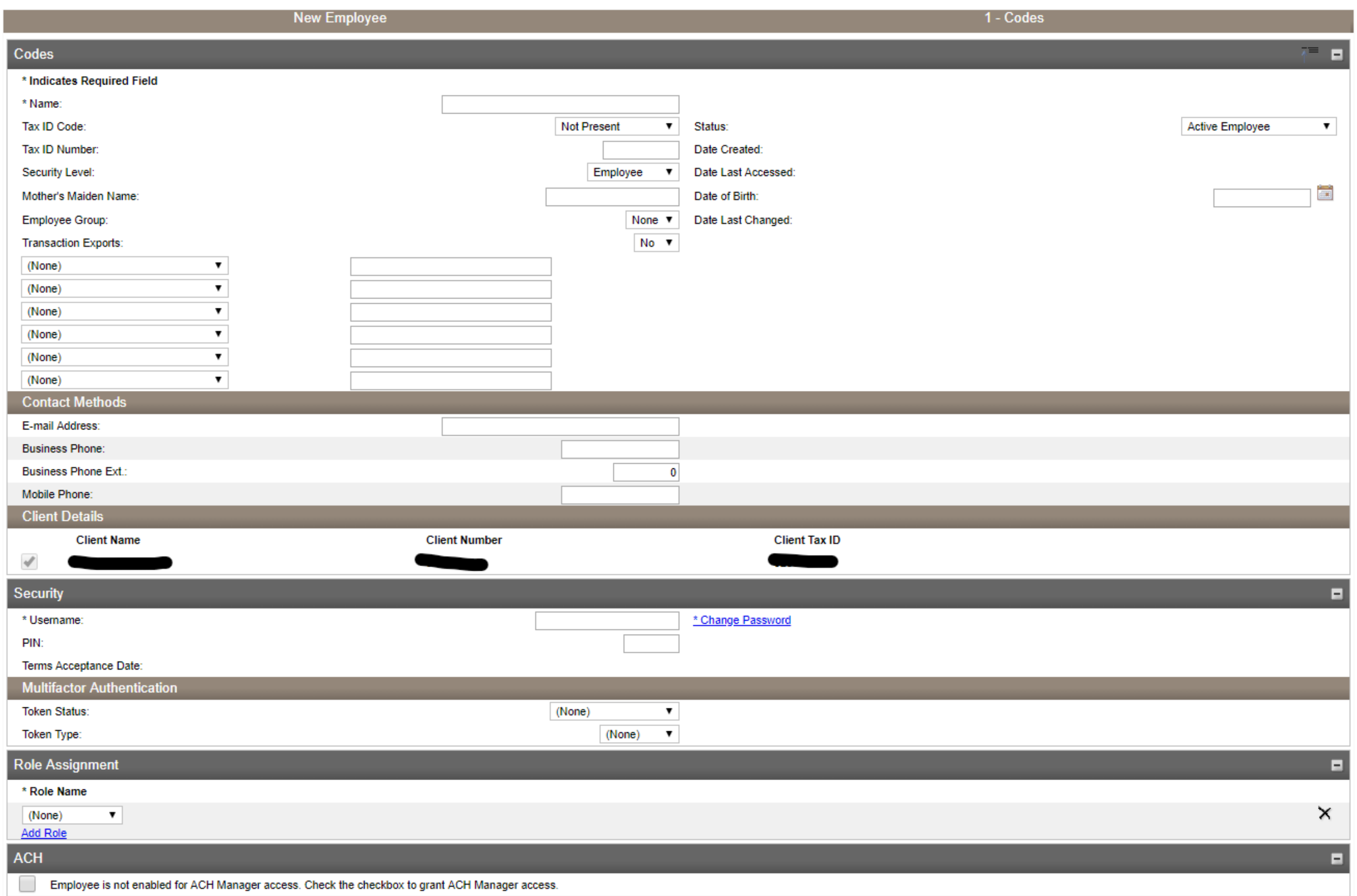
CREATE ADDITIONAL USERS IN BUSINESS ONLINE

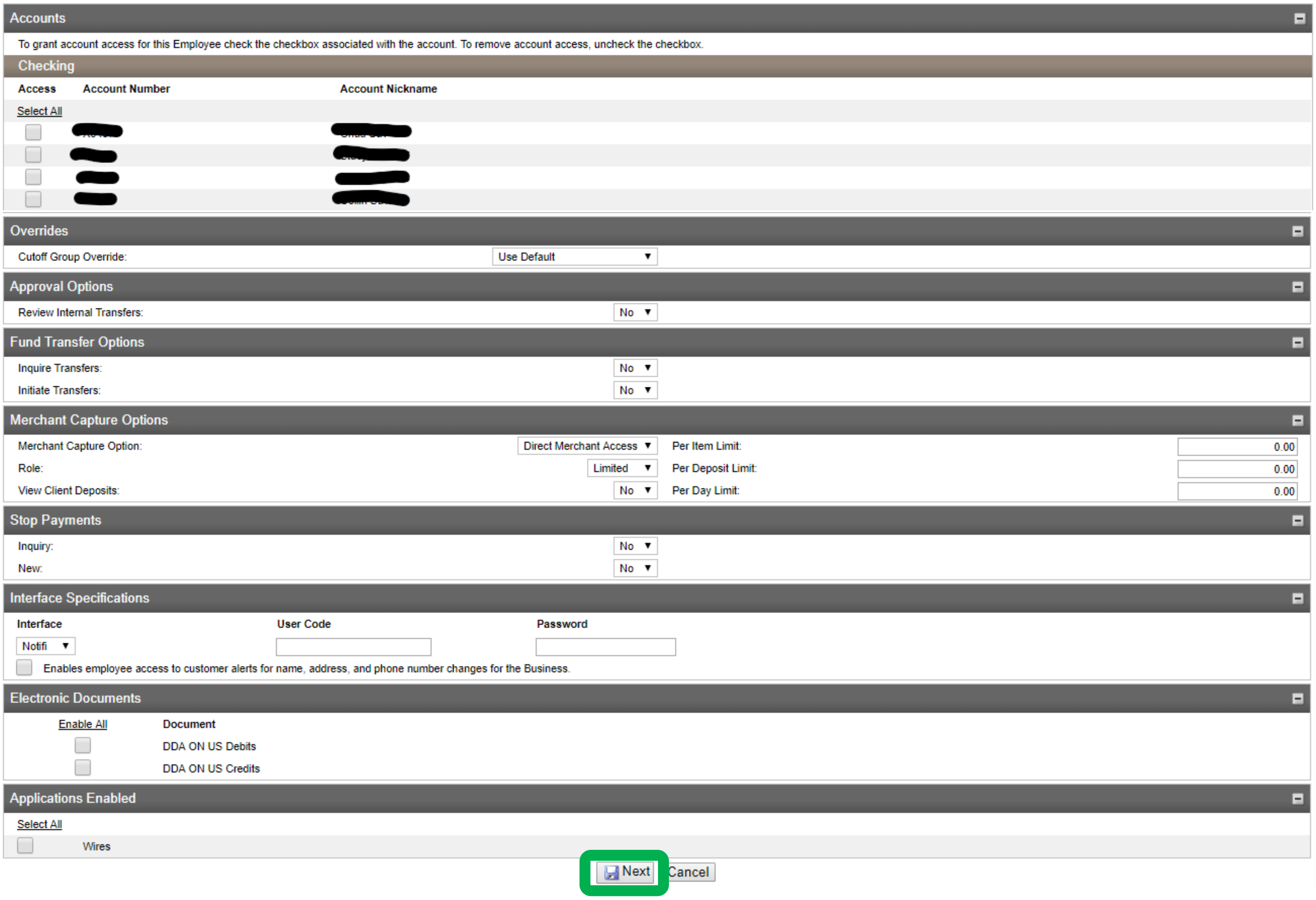
1. Click on Administration from the top menu bar.

2. Click the Employee profile & permissions box, then choose the New Employee radio button, click Submit.

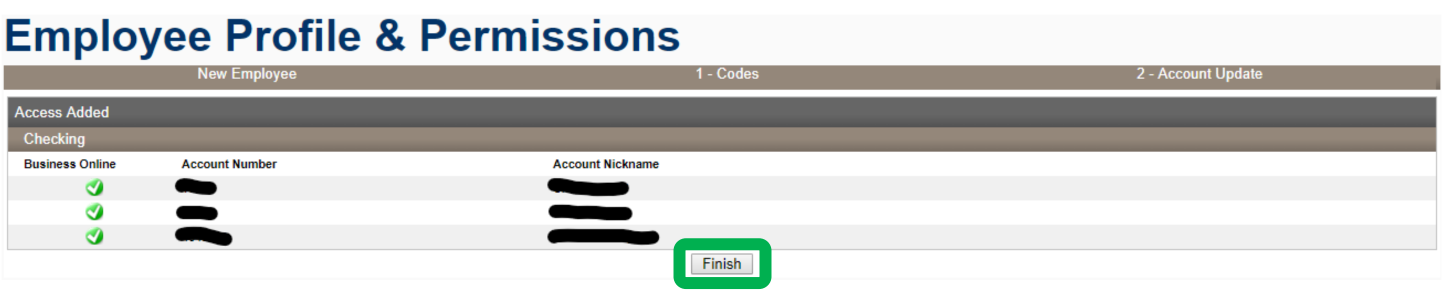


3. Complete the next screen, fields with asterisks are required. From this page you can grant as much or as little access to the user. Once complete, click Next.

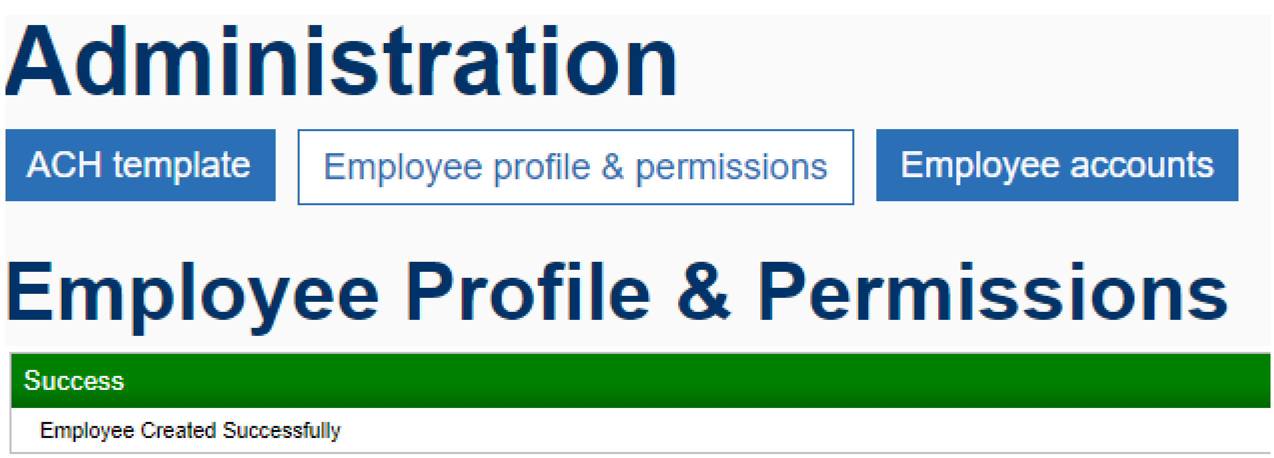




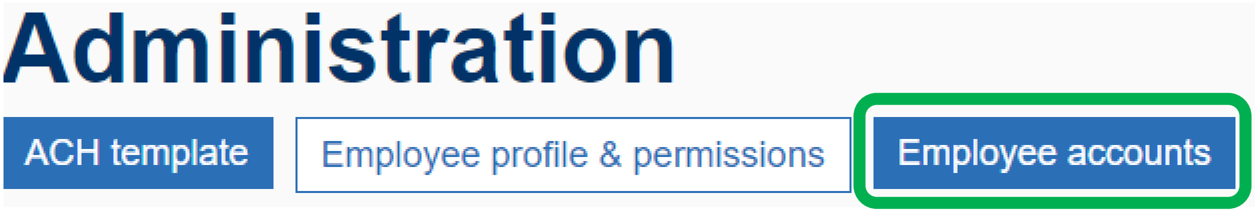
4. Click Finish



5. Once you click Finish, you will see confirmation that the new user was created successfully.

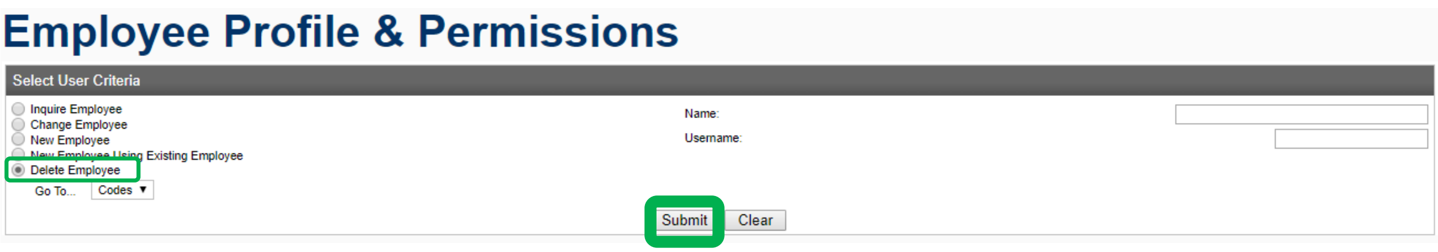


6. Use the Employee Accounts button to change permissions or access on an account level per user. Leave the Access ID and Employee Name fields blank and hit Submit, this will show the list of all users. Click the hyperlink of the employee name you wish to update.

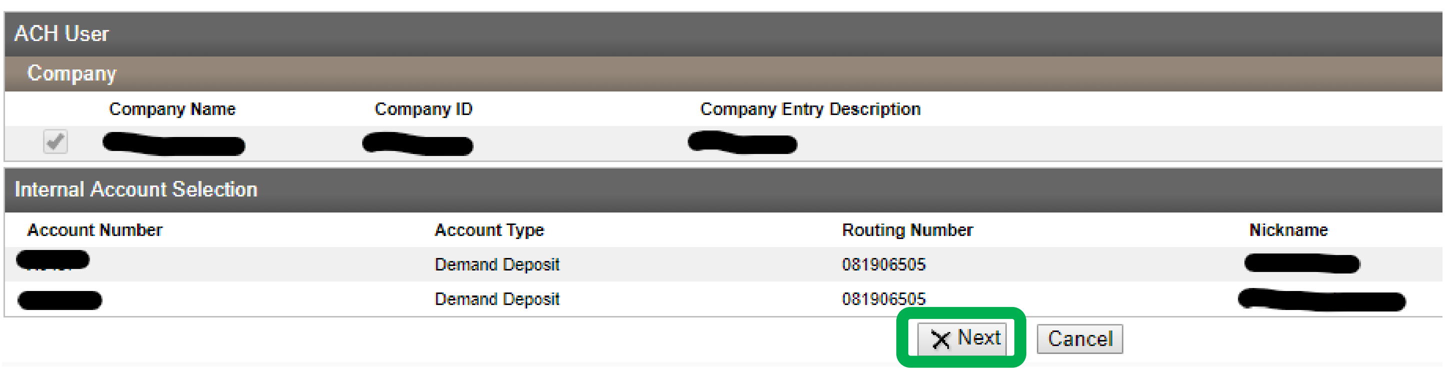


Follow the instructions below to Remove an existing user.

1. Click the Employee profile & permissions box, then choose the Delete Employee radio button, leave the Name and Username fields empty, click Submit



2. Click the hyperlink of the user.
3. If the employee had ACH access you will see the screen below, click Next. If no ACH Access go to next step.



4. Click the Delete Icon or Finish button, you will see confirmation that the user was deleted successfully.