




HOW TO ENTITLE A USER TO ACCOUNTS

The following steps show how a user with administrative rights can entitle another user access to an account and/or service within Business eBanking. Should you have any questions, please do not hesitate to contact the Business Services Group.

1. Hover over the **Administration** tab, then click **Company Administration**
2. Click **Manage Users**
3. Click on the **User ID** that you wish to modify
4. Under **Services & Accounts** click the  icon
5. Click the  or  icon next to the correct service
6. Check the box next to the account which you want the user to have access to or the ability to transmit to/from
7. When finished, click **Save Changes** at the bottom of the page

Additional things to note:

After the changes are made, the newly entitled user should verify that they have access to the account and/or services the administrator added.