## User Management Help CENTRAL PACIFIC BANK

## User Administration - Add a user

1. Navigate to Business apps > User Administration > Manage Users

CEN	ITRAL				Welcome,	Daniel 🔝 Messages	3	telp −£	] Lagout
BAN	IK	Accounts +	Transfer & Pay 🕶	Cards •	<ul> <li>Money Manager</li> </ul>	Business Apps +	Prof	ie •	More •
						ACH Participants	>		
	Account Activity x1234 - Totally Free Business Checking (Available \$8)	584.44)			Ø	ACH Templates One-Time ACH Transaction ACH Activity	>	® king	
	Selected Account x1234 - Totally Free Business Checkin 🗸				Managa Users Request User Activity Report	User Administration Totally Free Business Account Number: © x1234	s Che	cking	

## 2. Add a user

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BAI	NK .		Accounts +	Transfer & Pay ¥	Cards ¥	Money Manager	Business Apps +	Profile ¥	More *
	Manage Users							ADD USER	
	Name 👻	User Type		Usemame #		Status # Last	∶Login €		

# 3. Enter applicable information, keeping in mind that fields with an asterisk (\*) indicate required fields.

Username must be 8 to 25 characters long; special characters are allowed.

Passwords must be 8 to 32 characters long and must contain 3 out of the following: One uppercase letter, one lowercase letter, one number, and a special character ( $\sim!@#$ %^&\*()\_+={}:;?,./)

This user can access this account via the temporary password for 15 minutes. If the user does not log in within that time, a new password will have to be reset.

Please input at least one phone number for the new user, because the new user will need it for security purposes.



* Username		Conta	et Info	rmation	
		* Email A	ddress		
* Temporary Password					
* Confirm Password		Home Ph	one		
		(	>		
Status	_	Mobile Pl	hone		
Active O Disabled      Locked		(	)		
Personal Information		Work Pho	жне		
Title		(	>		
		axt.			
* First Name	_				
		Home	Addre	ss	
Middle Name		Address	Line 1		
* Last Name		Address	Line 2		
Suffix		City			
Birth Date		State			
MM/DD/YYYY	曲	TR O in			~
Social Security Number		ZIP Code			

4. In the Entitlements screen, check off all the features and accounts that you want the user to have, then click Save (functions available will depend on your service plan).

Entitlements For Kainoa		
Entitlement	Limit	0
Accounts		
Deposit Checks		
Maximum Transaction Limit	\$ 10.00	10.00
Maximum Daily Linit	\$ 10.00	10.00
Stop Payments		8
ACH		
Maximum Transaction Credit	\$ 10000.00	10.0001
Maximum Transaction Debit	\$ -	-
Maximum Batch Gredit	\$ -	-
Maximum Batch Debit	\$ -	-
Number of Approvals Required		0
Approve and Reject		2
Authorized ACH Companies		
Company Name		×
Initiate		×
Maximum Deily User Credit	\$ -	-
Maximum Daily User Dabit	\$ -	-
Maximum Monthly User Credit	\$ -	-
Maximum Monthly User Debit	\$ -	-
Recurring		٥
Managa Batches & Participants		2
Manage Danied Linere		



Manage Participant Distributions	0
Manage Restricted Batches	•
SEC Codes	
PPD Credit - Consumer Credit	2
Tax Payments	
Bill Pay and Zelle®	2
Cards	•
MX MoneyDesktop Money Management	*
Order Checks	
Quicken® / Quickbooks®	a
SecureNow Bypass Verification Methods	
Statements	•
Transfers	
Maximum Transaction Limit \$ -	
Meximum Daily Limit \$ -	-
Number of Approvals Required	0
Approve and Reject	
Manage External Accounts	a



## 5. Removing a user

If a user needs to be removed, it's important to mark the user as Disabled. This will ensure that any ACH batches the user might have created do not get cancelled.

#### User Details

\* Username

kainoa

Reset Password

Status

O Active O Disabled Disabled

### Personal Information

Title

#### Contact Information

\* Email Address

#### kainoa@aloha.cpb.bank

Home Phone

(808) 555 - 1212

Mobile Phone



EQUAL HOUSING LENDER Member FDIC