User Management Help
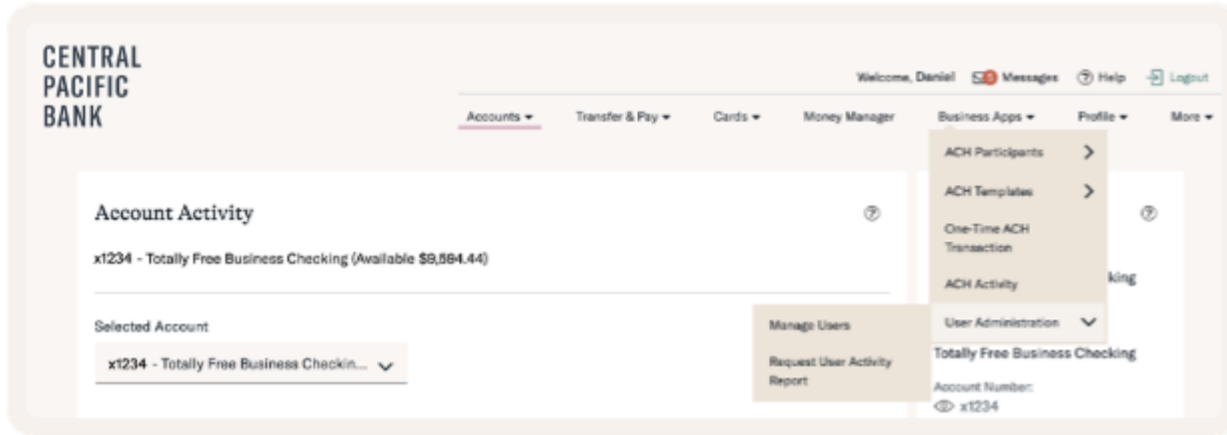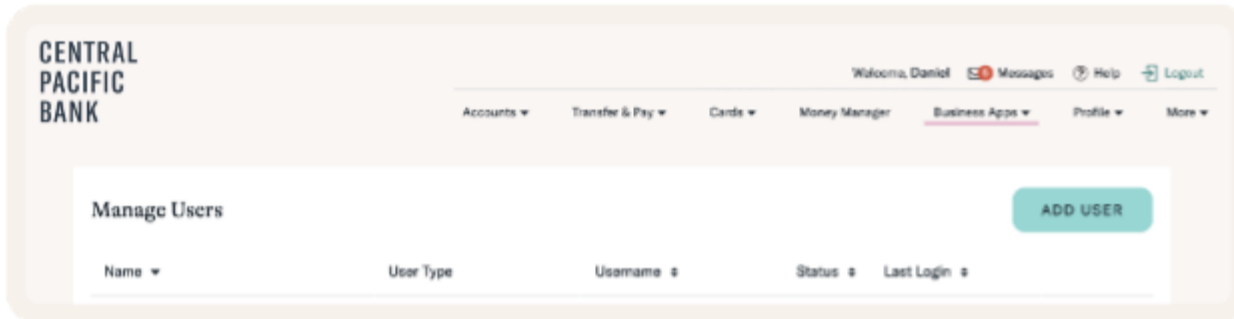
CENTRAL PACIFIC BANK

User Administration - Add a user

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

2. Add a user

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 (~!@#$%^&*()_+={}|:;?,./)

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.

User Details

* Username

* Temporary Password

* Confirm Password

Status
- ⊙ Active ○ Disabled ● Locked

Personal Information

Title

* First Name

Middle Name

* Last Name

Suffix

Birth Date
MM/DD/YYYY

Social Security Number

Contact Information

* Email Address

Home Phone
( ) -

Mobile Phone
( ) -

Work Phone
( ) -
ext.

Home Address

Address Line 1

Address Line 2

City

State

ZIP Code

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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	☐
Accounts		☑
Deposit Checks		
Maximum Transaction Limit	$ 10.00	10.00
Maximum Daily Limit	$ 10.00	10.00
Stop Payments		☑
ACH		☑
Maximum Transaction Credit	$ 10000.00	10,000
Maximum Transaction Debit	$ —	—
Maximum Batch Credit	$ —	—
Maximum Batch Debit	$ —	—
Number of Approvals Required		0
Approve and Reject		☑
Authorized ACH Companies		
Company Name		☑
Initiate		☑
Maximum Daily User Credit	$ —	—
Maximum Daily User Debit	$ —	—
Maximum Monthly User Credit	$ —	—
Maximum Monthly User Debit	$ —	—
Recurring		☐
Manage Batches & Participants		☑
Manage Derived Users		☐

Accounts	All Entitlements	Stop Payments	View	ACH From	Bill Pay	Transfer From	Transfer To
x1234 - Totally Free Business Checking	☑	☑	☑	☑	☑	☑	☑
x1234 - Business Super Savings	☑		☑			☑	☑

Profiles	All Entitlements	Bill Pay Access	Update Profile
(Business)	☐	☐	☐

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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

○ Active   ⦿ Disabled   ○ Locked

Personal Information

Title

Contact Information

* Email Address

kainoa@aloha.cpb.bank

Home Phone

(808) 555 - 1212

Mobile Phone

(   )   -

Work Phone