

**NOTE:** The Company Policy controls the company-level feature entitlements and dollar limits. This function is for User Administrators only. User Administrators are authorized to set entitlements and dollar limits for organization users only. Approved Minnwest Bank limits are prepopulated.

- 1. Select the 'Settings' menu and then 'Policies'.
- 2. Select a transaction type that you'd like to set parameters around by clicking on the name of the transaction type (e.g., ACH Collection).

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ome Paymei	nts & Transfers Services Feedback Settings Messages Log C	wi chi chi chi chi chi chi chi chi chi ch
	authentication	
	PREFERENCES	
	Manage Accounts     Change account order & visibility throughout online     banking	" <sup>™</sup> Accessibility Enable high-contrast mode for more accessible reading
	Homepage Preferences     Manage your homepage view, including quick links &     account view	/
	BUSINESS MANAGEMENT	
	Manage Users     Manage employee users and roles for online access	Delicies Manage permissions for transactions, features & accounts at a company level

Minnwest Biz				1
Transactions Features A	ccounts User Roles			
Ilter: All Enabled Disabled			$\sim$	
ACH Batch	ACH COLLECTION			
Can Draft/Approve/Cancel \$999,999,999,999,999,99	Rights Allowed Actions			
ACH Collection	Approval Limits	Maximum An	nount	Maximum Count
\$999,999,999,999,999.99	Per Transaction	s	999,999,999,999,99	
Check Reorder Can view all transactions Can Draft/Approve/Cancel	Daily Per Account	5	999,999,999,999.99	999,999,999

#### **Allowed Actions**

**NOTE:** One or multiple levels may be set up to establish general or specific user limitations.

ACH COLLECTION		
ights Allowed Actions		
POLICY TESTER		$\sim$
er by		
II V Q Search all		Add Allowed Action
II Q Search all	]	Add Allowed Action
II Q Search all Allows ACH Collection transaction for any amount Amount: Any	IP Addresses: Any	Add Allowed Action
II Q Search all Allows ACH Collection transaction for any amount Amount: Any Approvals: 1	IP Addresses: Any Draft Hours: Any	Add Allowed Action
II Q Search all Allows ACH Collection transaction for any amount Amount: Any Approvals: 1 Subsidiaries: Any	IP Addresses: Any Draft Hours: Any Location: Any	Add Allowed Action Hide Details Edit



3. Select the 'Draft Amount' box. Specify the dollar amount that will be the limit for the allowed action being set up.

**NOTE:** A designation of 'Any' means that there is no dollar limit restriction for the draft amount, not to exceed the approved Minnwest Bank limits.

 Select the 'Approvals' box. Between one and five required approvals can be set. Select - or + to change.

**NOTE:** The number of approvals designates how many users must approve the transaction before it is fully authorized for Minnwest Bank to process.

5. Select the 'Subsidiaries' box. Select the subsidiary or subsidiaries allowed for this transaction type.

	Edit Allowed Action	×
Allows ACH Collection transaction less than or equal to \$1,000		·
Amount Any allowable amount Specific Amount	Draft Amount	1.000

	Edit Allowed Action	×
Allows ACH Collection transaction for	any amount	Â
Amount		-
Any allowable a     Specific Amount	nount	
Approvals	]	-
√ 1 2 3 4	idiaries (2) Select specific subsidiaries	
5		



 Select the 'Accounts' box. Choose the account(s) that can be accessed for this transaction type.

	Select Acco	unt(s)	
Showing: All Selected			
Accounts:			
Select all   Clear all			
CLASSIC CHECKING	Operating Account	THRIFT SAVINGS	
4479	4468	7570	
	464)		
	0		
D accounts colocted		Cancel	Lubrait
o accounts selected		curren	donne



7. **Optional:** Select the 'Draft Hours' box. Select the days and hours allowed for this transaction type.

NOTE: The days of the week down the left side and the hours of the day across the top can be clicked to select an entire row or column. The individual boxes can also be selected or deselected. The organization will not have the authority to override pre-established policies set by Minnwest Bank.

8. **Optional:** Select the 'Locations' box. Choose the country or countries within North America from where this transaction type may be drafted. Click 'OK' when done.

**NOTE:** If no countries are designated (Any), there will be no restriction placed on draft source location. Once a country or countries have been selected, IP addresses sourced from all other countries worldwide will be denied. The organization will not have the authority to override preestablished policies set by Minnwest Bank.

 Optional: Select the 'IP Addresses' box. Enter the IP address and/or IP address range(s) to be allowed from where this transaction type may be drafted. All other source IP addresses will be denied. Click 'OK' when done.

**NOTE:** If no IP address or IP address range is designated (Any), there will be no restriction placed on IP address origination.

	Edit Allov	wed Action	
Any allowed subsidiaries (2)	1 of 2 Subsidiaries selected		
Accounts			
O Any allowed account (3)	2 of 3 Accounts selected		
Any allowed account (3)	2 of 3 Accounts selected		
Any allowed account (3)	2 of 3 Accounts selected		
Any allowed account (3)  Draft House Day	2 of 3 Accounts selected	End hour	

dresses			
	+	Add IP Address	
	Edit A	Allowed Action	
O Any allowed subsidiar	ies (2) 1 of 2 Subsidiaries selected		
Accounts			
Accounts	3) 2 of 3 Accounts selected		
Accounts O Any allowed account i Draft Hours	3) 2 of 3 Accounts selected		
Accounts O Any allowed account I Draft Hours Day	3) 2 of 3 Accounts selected Start hour	End hour	
Accounts Any allowed account I Draft Hours Day Monday	3) 2 of 3 Accounts selected Start hour 8 AM	End hour S PM	
Accounts Any allowed account i Draft Hours Day Monday	3) 2 of 3 Accounts selected Start hour 8 AM	End hour 5 PM Add Draft Hours	: 
Accounts Any allowed account I Draft Hours Day Monday Location	3) 2 of 3 Accounts selected Start hour 8 AM	End hour 5 PM Add Draft Hours	:





10. **Optional:** Select the 'SEC Codes' box. Select which codes are allowed for the transaction type.



 Optional: Select the 'Policy Tester' to validate the Company Policy functionality to assure the setup is correct.

**NOTE:** If the policy test is unsuccessful, the reason for the failure will be designated on the screen.

Operation		Amount		Account			
Draft	$\sim$	\$	0				$\sim$
Subsidiary		SEC Code		IP Addresse	s		
	$\sim$	PPD	$\sim$	192.168.20	).*		
Location		Day		Hour	Minutes	AM / PM	Л
United States	$\sim$	Any	$\sim$	12 \	/ 00 `	V PM	$\sim$

#### **Approval Limits**

12. Select the 'Rights' tab to view the dollar and count limits assigned by Minnwest Private.

**NOTE:** Minnwest Bank sets the approval dollar limits for the Company Policy. This screen is for viewing purposes only and cannot be edited.

- ACH COLLECTION Rights Allowed Actions Approval Limits Maximum Amount Maximum Count Per Transaction \$ 999,999,999,999,999.99 Daily Per Account s 999,999,999,999,999.99 999,999,999 Daily \$ 999,999,999,999,999.99 999,999,999 Monthly \$ 999,999,999,999,999.99 999,999,999
- 13. Repeat steps 2-12 for each transaction type.



Save

#### Features

14. Select the 'Features' tab to view the non-transactional features assigned by Minnwest Bank.

Transactions Features Accounts User Roles	
FEATURES ②	
Q	
АСН	
ACH Reporting (ARS1)	Allow ACH Company Entry Description Entry
Enable ACH Reversal	Enable Wage Garnishment
VIRES	
Access Incoming/Outgoing Wire Alerts	Enable Multi-Wire
View Wire Activity	Wire upload from batch (requires Multi-Wire)

#### Accounts

15. Select the 'Accounts' tab to view the account rights assigned by Minnwest Bank.

**NOTE:** Minnwest Bank sets the account access for the Company Policy. These settings are for viewing purposes only and cannot be edited.

- Company Policy ③ Transactions Features Accounts User Roles ACCOUNTS ② Number Name Deposit Withdraw Labels  $\checkmark$ 4479 CLASSIC CHECKING  $\checkmark$ 4468 1 Operating Account THRIFT SAVINGS Save
- 16. Select 'Save' to save information where applicable.

**NOTE:** It is not necessary to click 'Save' after setting up each transaction type. Click 'Save' once all necessary changes have been made to save time.

**NOTE:** The 'User Roles' tab is a shortcut for access to the 'User Roles' page. Reference the 'User Roles' Guide for instructions on this feature.



Questions? Please contact Minnwest Bank toll-free at 1-866-752-8135.

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