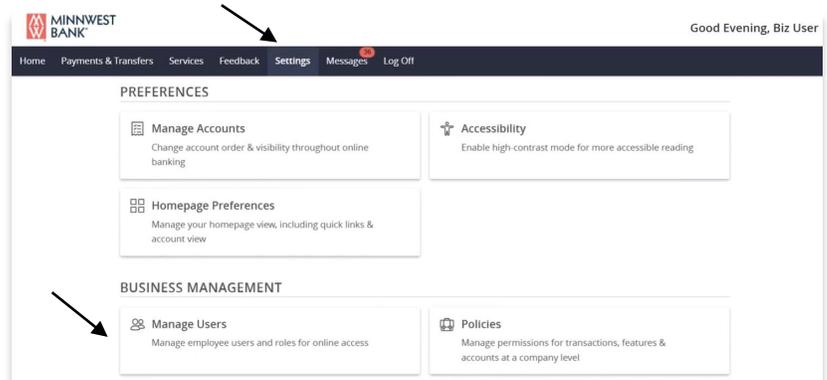


Corporate User Management

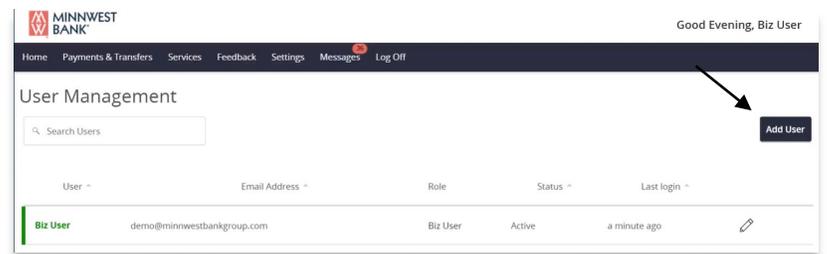


1. Select 'Settings' and then select 'Manage Users'.



Creating New Online Users

1. Click the 'Add User' button.



2. Complete all required fields.
3. Click the 'Save New User Details' button when done.

NOTE: Reference the User Roles setup guide for assistance with setting up a 'User Role'.

PERSONAL DETAILS

First Name	Last Name	Email Address
<input type="text" value="Sally"/>	<input type="text" value="Sample"/>	<input type="text" value="sally@sample.com"/>
Phone Country	Phone	
<input type="text" value="United States"/>	<input type="text" value="(512)555-5123"/>	

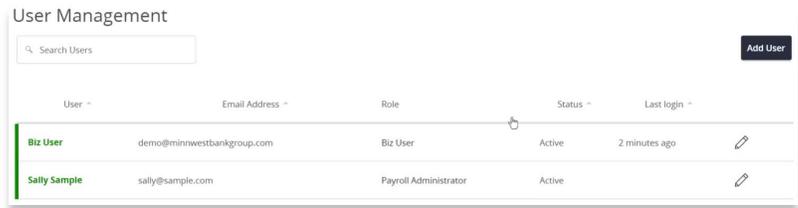
LOGIN DETAILS

Login ID	Password	Confirm Password
<input type="text" value="sallysample123"/>	<input type="password" value="....."/>	<input type="password" value="....."/>
User Role		
<input type="text" value="Payroll Administrator"/>		

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

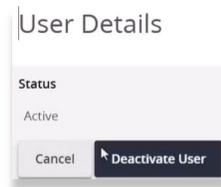
Managing Existing Users Online

2. Click on the pencil icon next to the user you wish to edit.



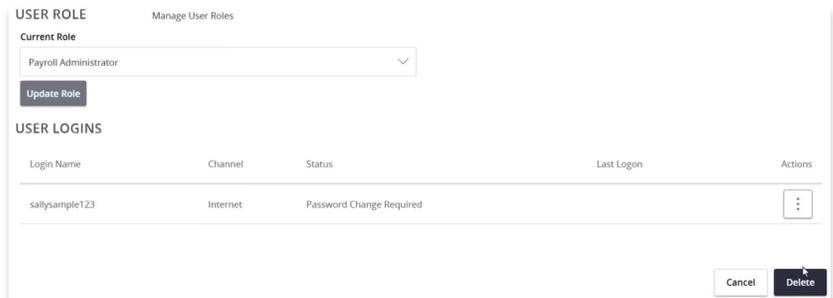
3. One of three update actions may be made to an existing user:

a. Select 'Deactivate User' to disallow a user from logging in without completely deleting the user.



b. Select the 'User Role' drop down menu to update the 'User Role' for a user. Click 'Update Role' upon completion.

c. Select the 'Delete' button to permanently delete the online user. This action cannot be undone.



NOTE: The User Role update will go into effect upon the user's subsequent logon after the change has been made.