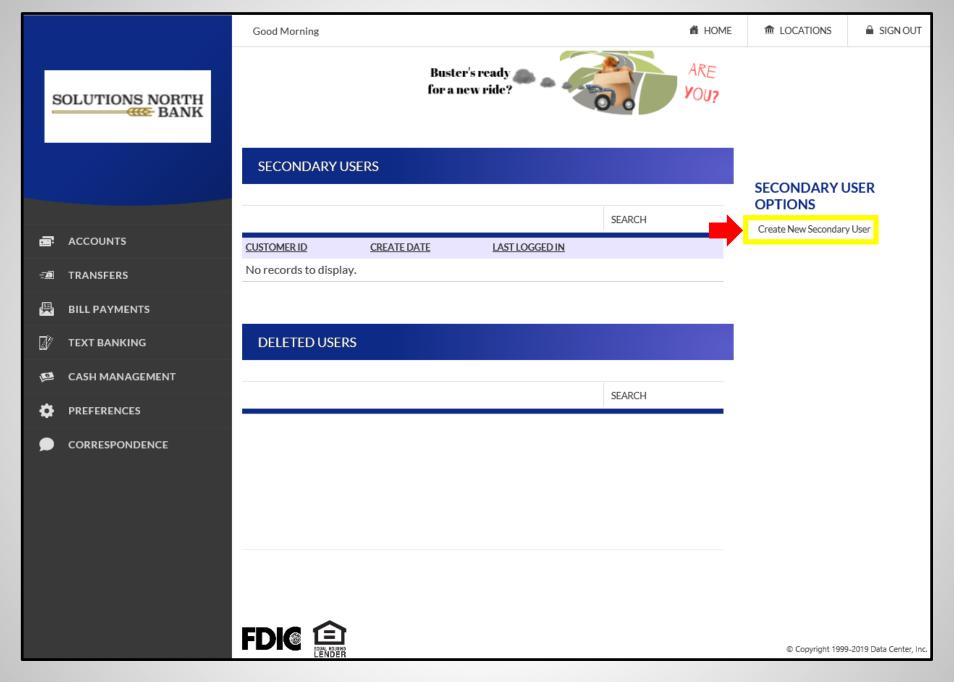
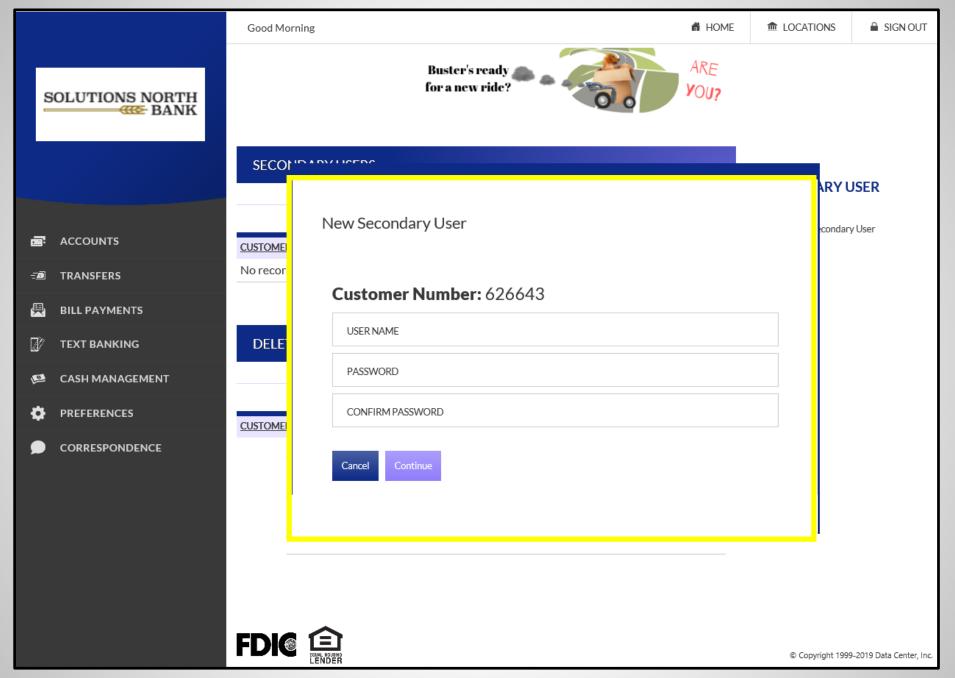


1). Log into your account & click on the Preferences tab. Then click on 'Secondary Users'.



2). Click on 'Create New Secondary User'.



3). Enter User Name & Password for Secondary User & click Continue.

		Good Morning												ń	HOME	LOCATIONS A	SIGN OUT	
		EDIT SECONDARY USER																
		Customer Number 626643						USER NAME DaffyDuck								SECONDARY USER OPTIONS		
=	ACCOUNTS											Change Password Generate Temporary Verification Code Delete Secondary User						
<u>-B</u>	TRANSFERS	Status Enabled						Last Login N/A										
<u> </u>	BILL PAYMENTS	Secondary User R	ights													Save Changes		
	TEXT BANKING	_ CAN CHANGE	CAN CHANGE FORCE PASSWORD ALLOWATERACING									Cancel						
page 1	CASH MANAGEMENT	PASSWORD			CHANGI													
\$	PREFERENCES	☐ ALLOW BILLPAY	□ ALLOW BILLPAY USE PRIMARY USER'S □ ACCOUNT FRIENDLY NAMES															
•	CORRESPONDENCE	□ EXTERNAL ACCOUN	□ EXTERNAL ACCOUNT SETUP															
		Cash Management Rights																
		□ EDITACH COMPANY □ VIEW ACH RE						PORTS EDIT ACH PARTICIPANTS										
		Checking																
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		<u>794164</u> □ □ □																
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		511169*****2854																
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4). Choose whatever rights you would like the secondary user to have access to & click Save Changes.

