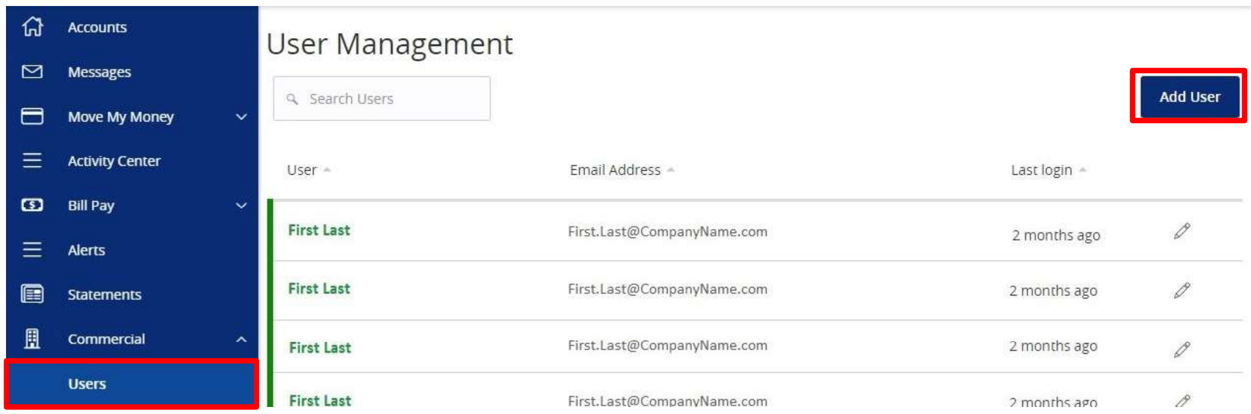
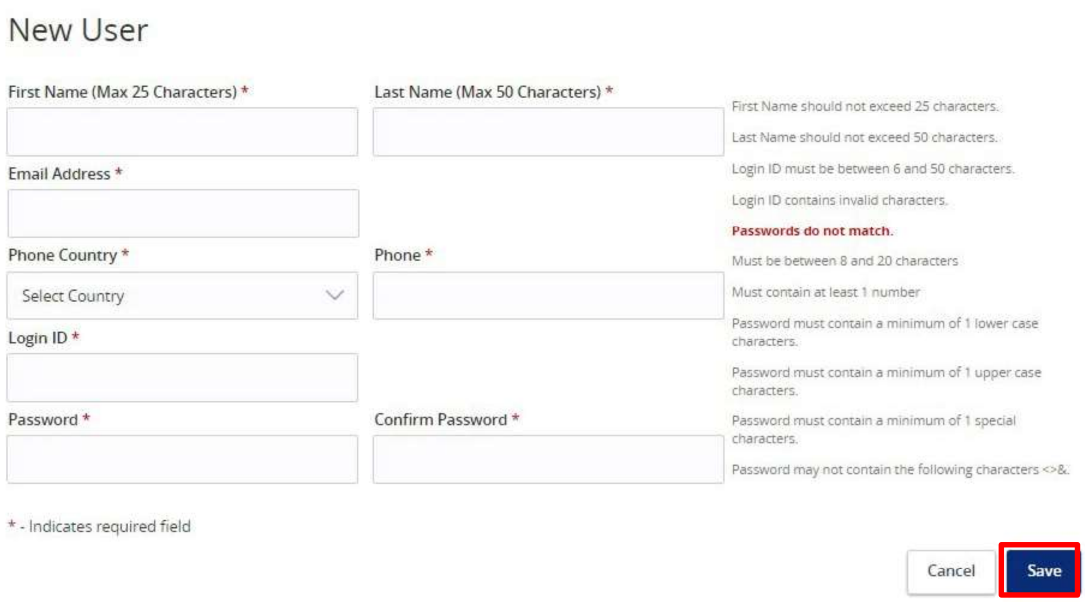
Online User Management

1. Click “Users” under the *Commercial* menu then click “Add User”.

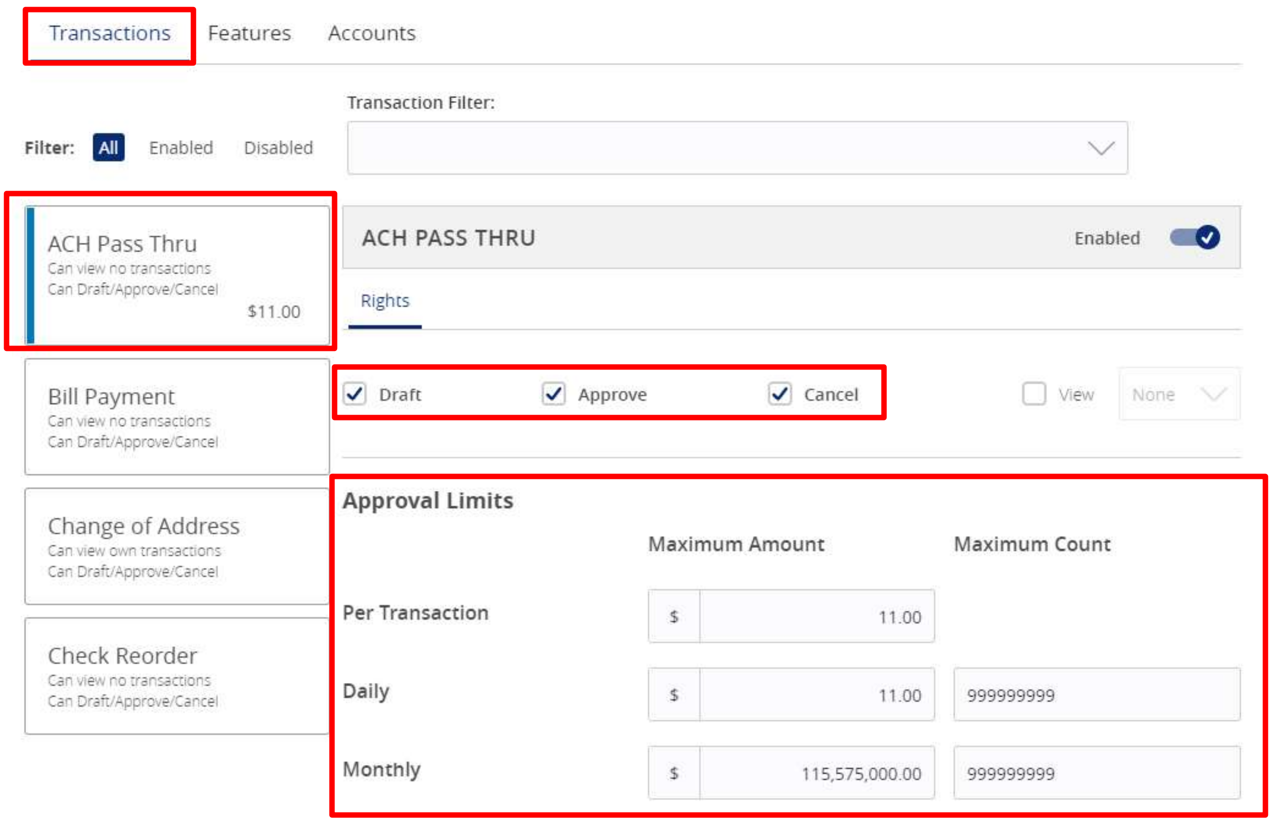


2. Enter the required fields for the new user and click “Save” when completed.



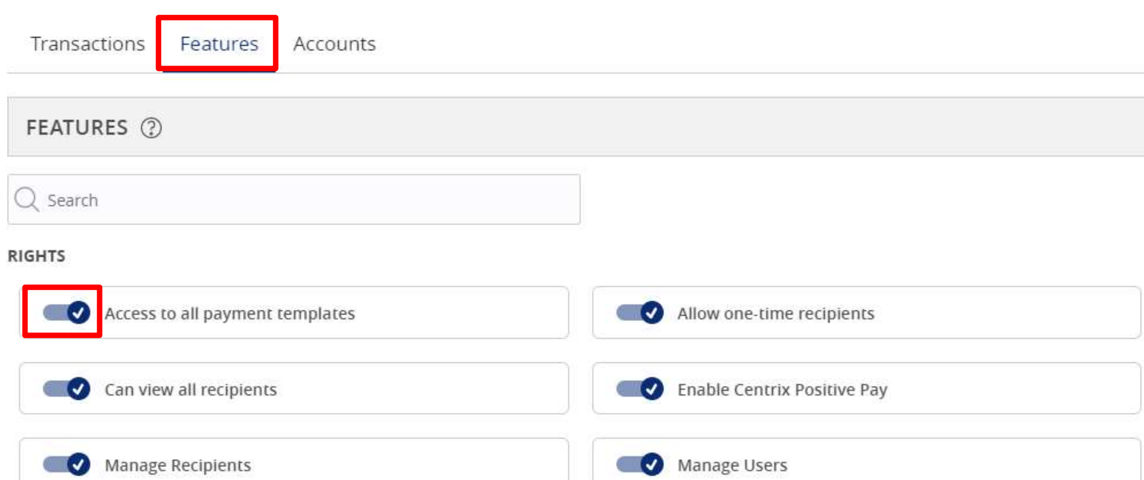
3. Once the user is created, you will need to set the user’s entitlements and limits.

4. To adjust, click the transaction type on the left navigation bar and adjust the *Rights* and *Approval Limits* for each transaction type that appears in the reading pane to the right.

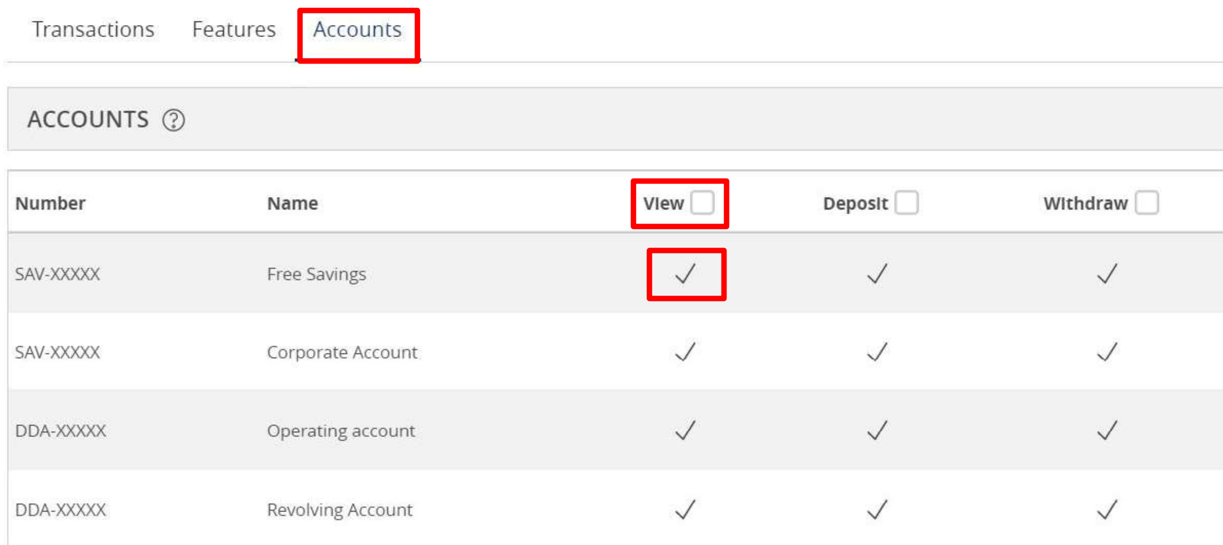


NOTE: *Rights* is where you can approve or remove certain authorization. *Approval Limits* lets you can adjust the limits for the user. Both of these will have to be changed individually for every transaction type in the left navigation bar the user needs access to.

5. Select the appropriate non-transaction features by clicking to turn on an alert and click to turn off an alert.



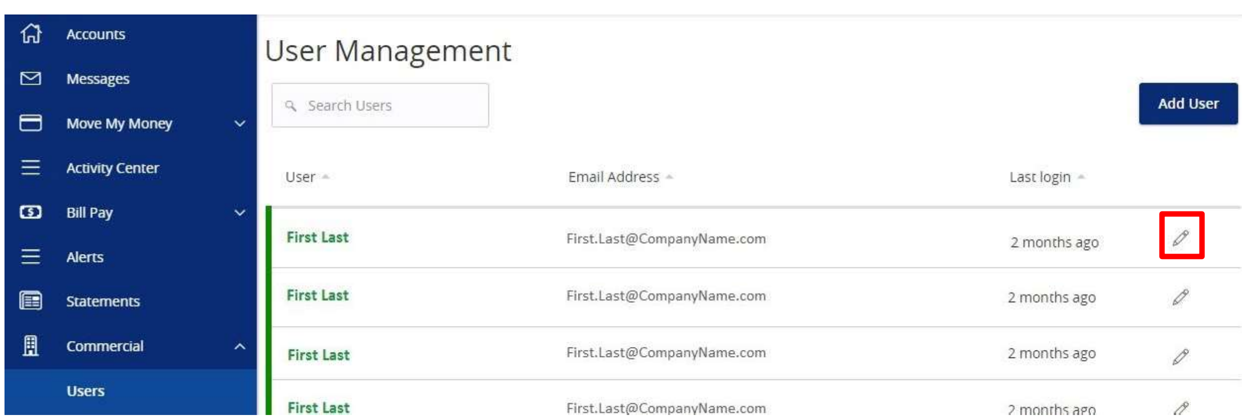
6. Designate the user’s *Account* rights. Remove access by clicking ✓ and give access by clicking ⊘. To give access to all accounts in one click, click the small boxes next to the column titles.



NOTE: If you assign rights to a user to deposit into one of your business account(s) and the user makes a check deposit using the mobile banking app, please be aware that the user will receive all future deposit email notifications for all of your business accounts. This includes any check deposit(s) made into any of your business accounts by any user, regardless of the user’s rights to view or deposit into that account. Users who have made a deposit will continue to receive deposit email notifications until you notify Rockland Trust to delete them.

7. To finalize your changes, click “Save” at the top right.

8. Go back to “Users” under the *Commercial* menu and click the pencil to edit the user.



9. View user info as well as modify their rights by clicking “Assign Rights”.