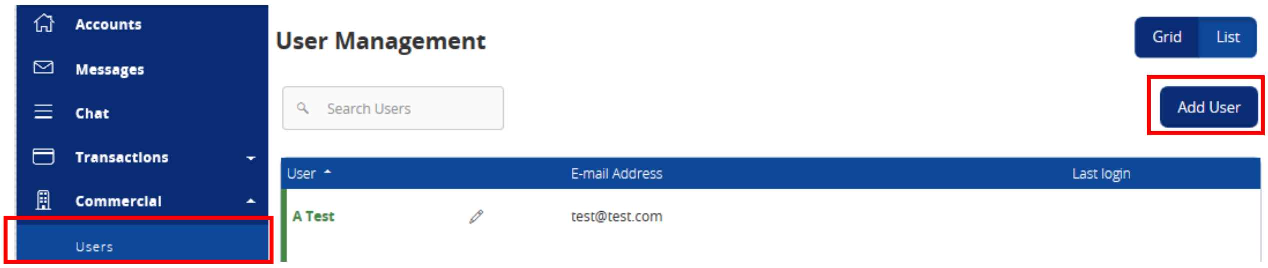
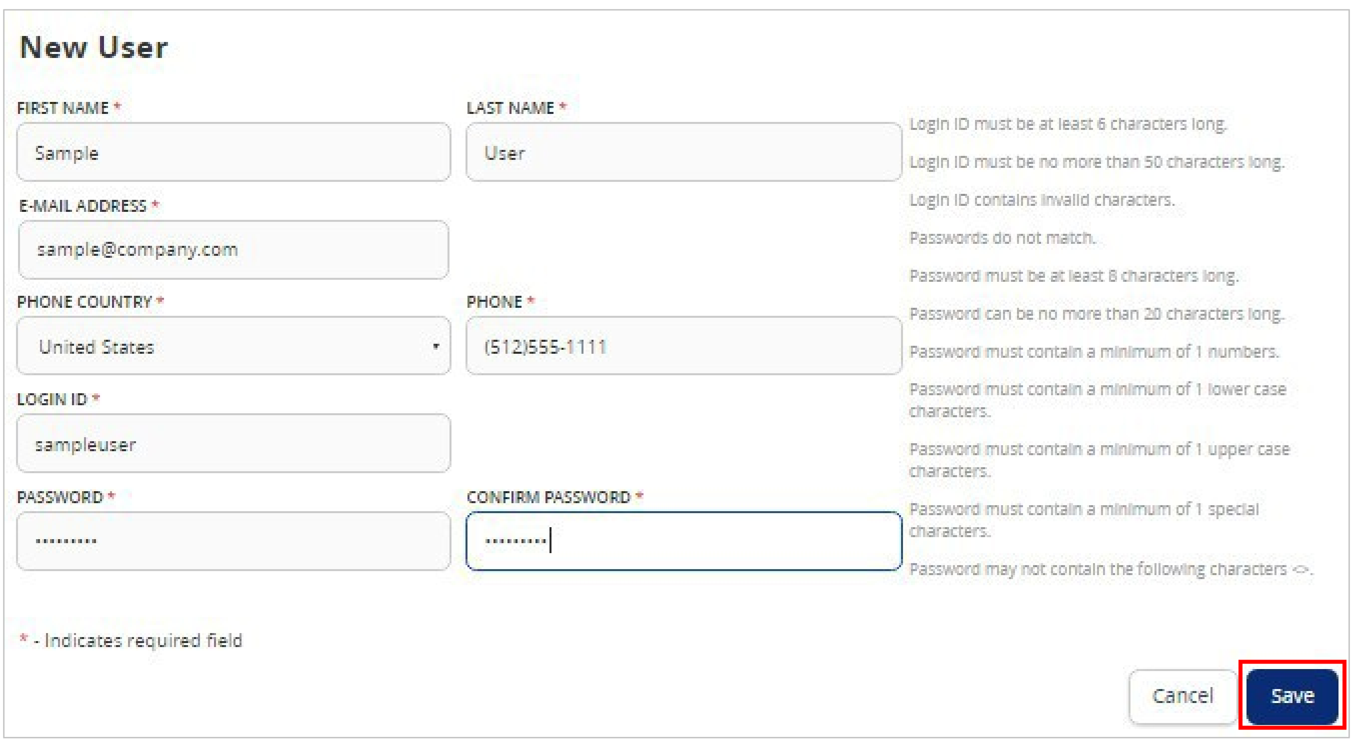
Online User Management

Creating Online Users

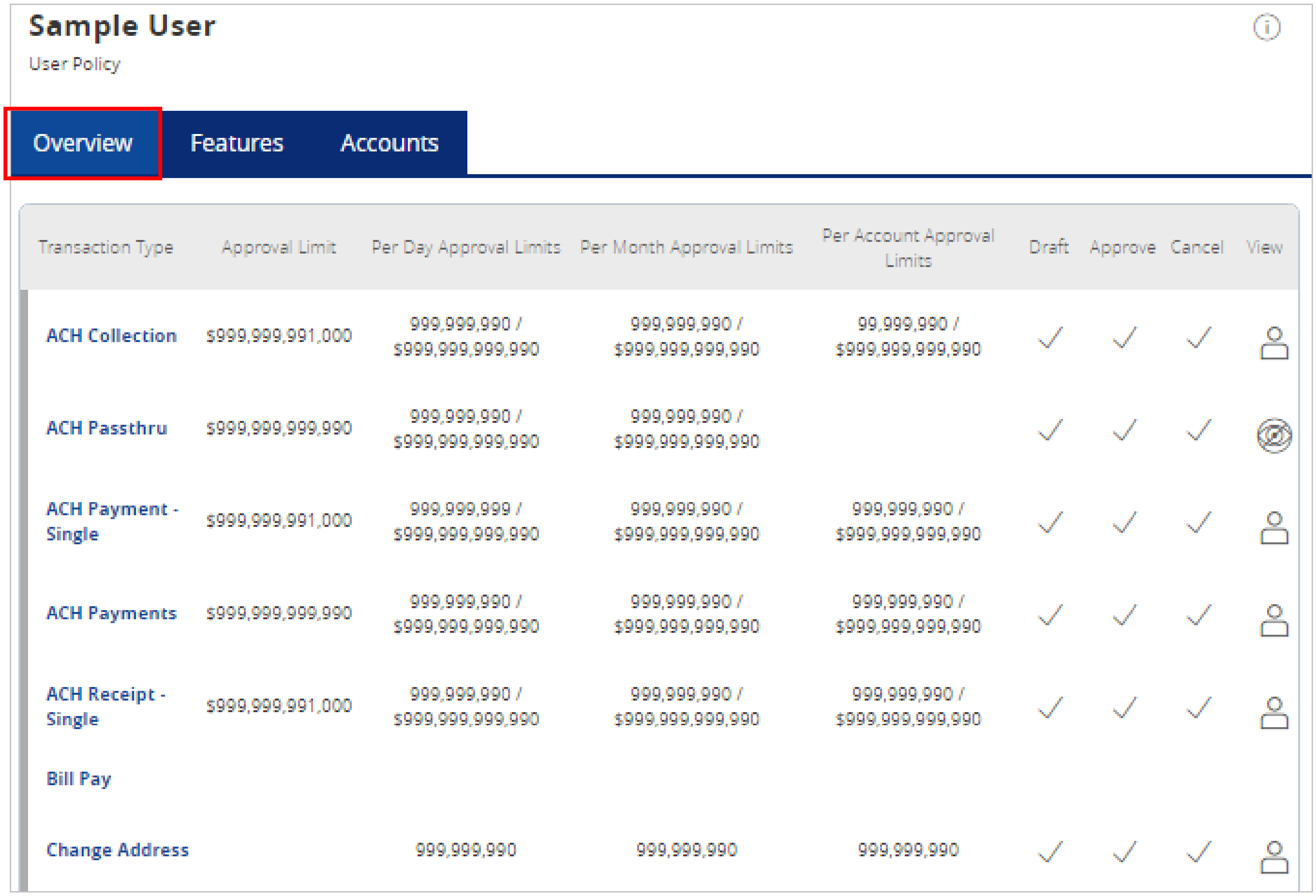
1. Select the ‘Users’ option under the ‘Commercial’ menu.
2. Click the ‘Add User’ button on the right side of the screen.



3. Enter the required fields for the new user.
4. Click the ‘Save’ button on the bottom right hand corner of the screen.



5. Click on each transaction type to configure the user's entitlements and limits.



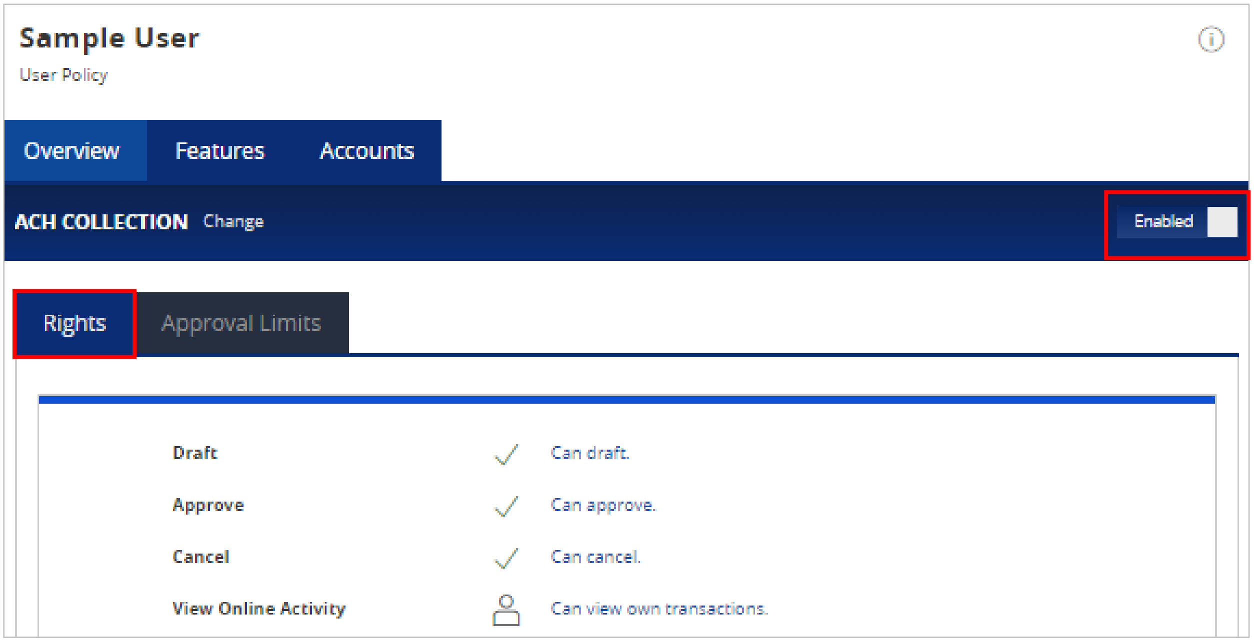
Sample User

User Policy

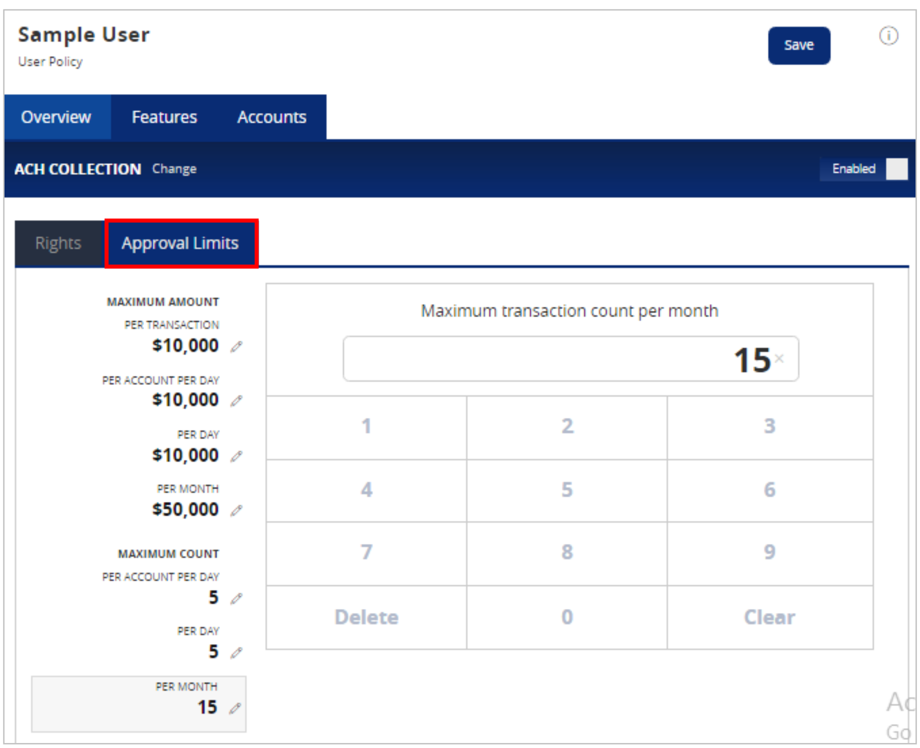
Overview | Features | Accounts

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft	Approve	Cancel	View
ACH Collection	$999,999,991,000	999,999,990 / $999,999,999,990	999,999,990 / $999,999,999,990	99,999,990 / $999,999,999,990	✓	✓	✓	
ACH Passthru	$999,999,999,990	999,999,990 / $999,999,999,990	999,999,990 / $999,999,999,990		✓	✓	✓	
ACH Payment - Single	$999,999,991,000	999,999,999 / $999,999,999,990	999,999,990 / $999,999,999,990	999,999,990 / $999,999,999,990	✓	✓	✓	
ACH Payments	$999,999,999,990	999,999,990 / $999,999,999,990	999,999,990 / $999,999,999,990	999,999,990 / $999,999,999,990	✓	✓	✓	
ACH Receipt - Single	$999,999,991,000	999,999,990 / $999,999,999,990	999,999,990 / $999,999,999,990	999,999,990 / $999,999,999,990	✓	✓	✓	
Bill Pay								
Change Address		999,999,990	999,999,990	999,999,990	✓	✓	✓	

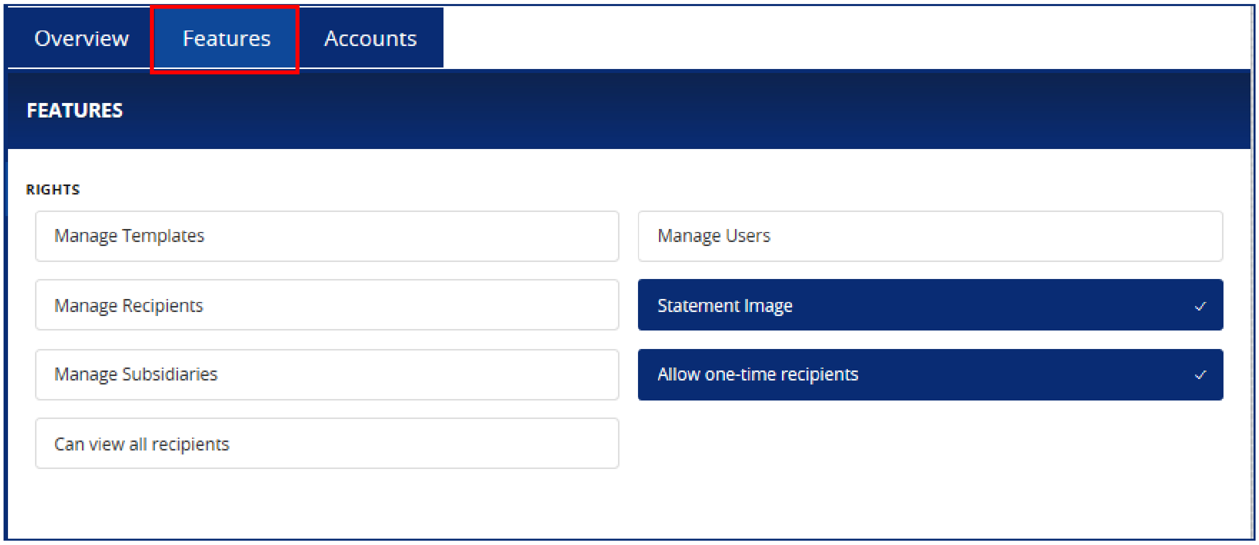
6. Click on any transaction type to edit the user's limits and rights. Please note that if you disable the transaction type completely, the user's rights to view those types of transactions in the Activity Center do not change. You must manually change their view rights, if applicable.



7. Enter the user’s transaction dollar and count limits.

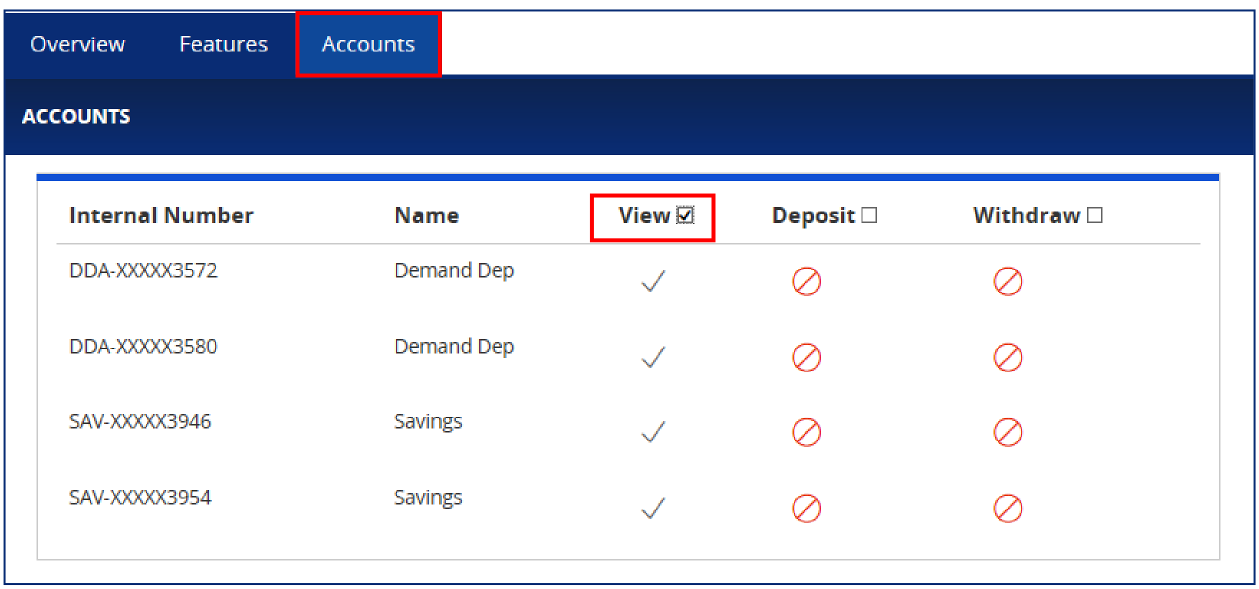


8. Select the appropriate non-transactional features.

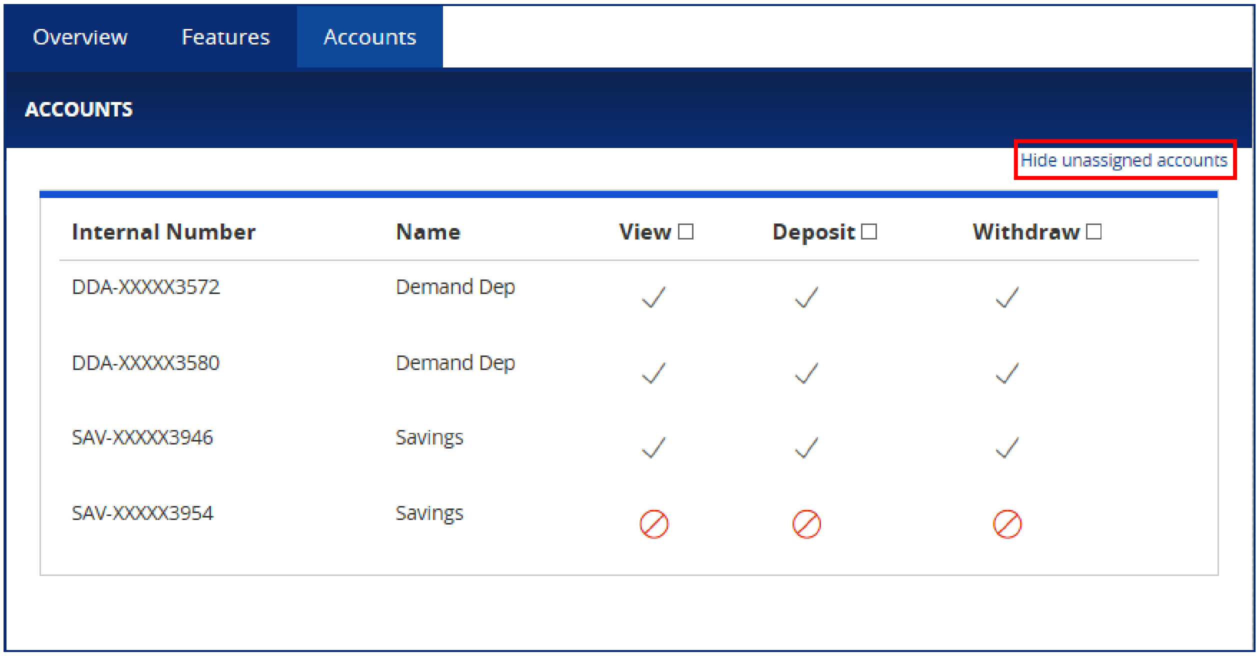


9. Designate the user's account rights. Selecting the checkbox next to each right will enable or disable the right for all accounts.

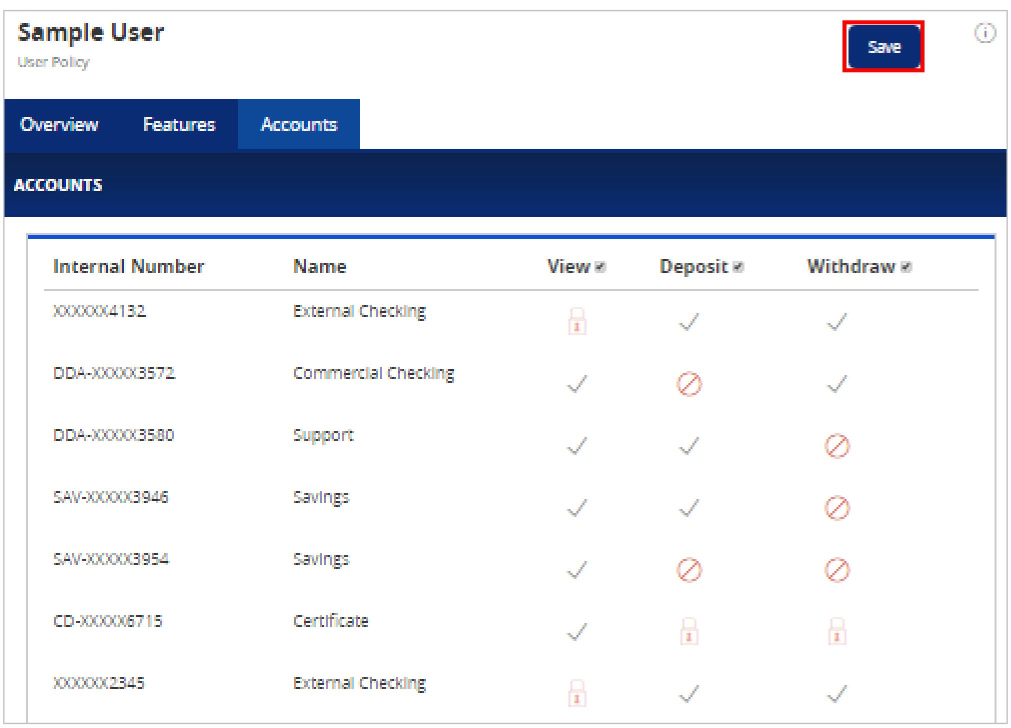
NOTE: If you assign rights to a user to deposit into one of your business account(s) and the user makes a check deposit using the mobile banking app, please be aware that the user will receive all future deposit e-mail notifications for all of your business accounts. This includes any check deposit(s) 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 e-mail notifications until you notify Rockland Trust to delete them.



10. Select the link to show or hide unassigned accounts.



11. Click the ‘Save’ button in the top right corner of the screen.



12. Go back to the 'Users Menu' and click on the pencil icon to modify their rights and view user details, including their Login Name, Channel, Status, and Last Logon date.