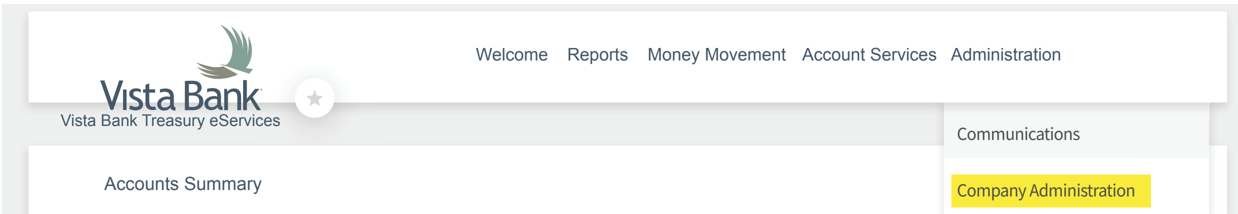
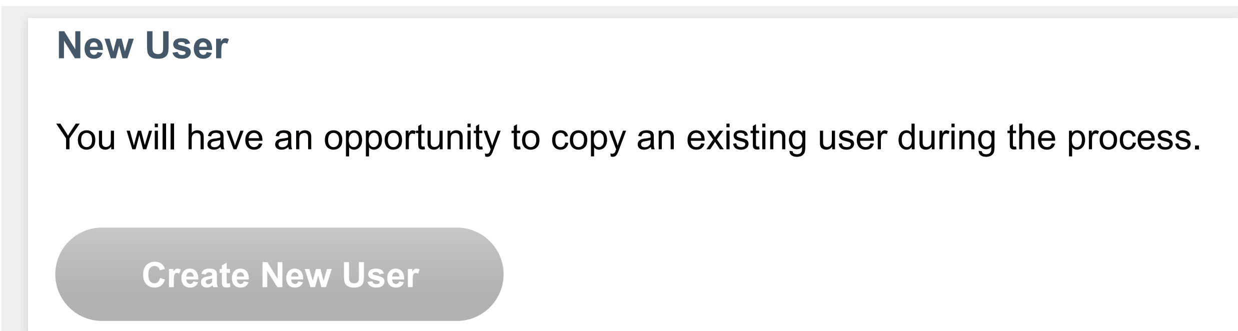
# How to Create New / Additional Users

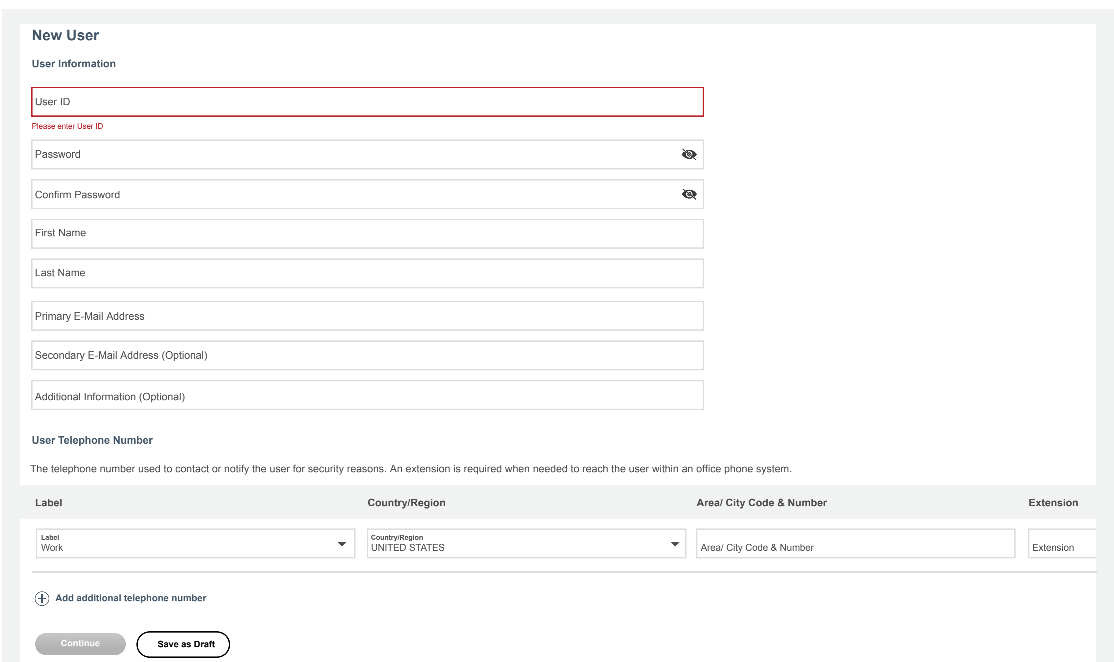
1. Log into Treasury, then select **“Administration” -> “Company Administration”** from the top menu.




2. Select **“Create New User”**.




3. Fill out the page with your new user’s information and login credentials.




**Note:** A phone number is required to receive **Access Codes** at sign-in and/or to approve transactions. A mobile phone number is recommended.

4. Click **“Continue”** once this page is completed.

5. Next, select the applicable Role(s) for your new user.
You may grant the user any/all Roles at once, or no Roles at all.

**User Rules (Optional)**

☐ **Allow user to setup templates**
(This entitles the user to template setup and template approval capabilities for only those services and accounts to which the user has been enrolled.)

☐ **Allow this user to approve transations**
(This entitles the user to transmit capabilities for only those services and accounts to which the user has been entitled.)

☐ **Grant this user administration privleges**
(This will allow the user to add, modify, copy, and delete users, modify their roles, services and account access, rename accounts, and modify the number of approvers required for requests.)

Continue | **Save as Draft**

- **"Allow user to setup templates"**:
  Allows the user to create and setup templates for ACH, Wires, transfers, etc.
- **"Allow this user to approve transactions"**:
  Grants the user access to approve any transactions that need approval.
- **"Grant this user administration privileges"**: Gives the user full access to everything.
  The user can create other users, modify access levels for themselves and/or other users, and can do anything the primary administrator can.

6. Click **"Continue"** once this page is completed.

7. Next, select the Services & Accounts which the user will have access to.
The list of services here will vary depending on your company.
Some services are entitled per-account (a drop-down list of accounts will be presented), while others are global.

Common services include:

General Services:
(recommended for most users viewing orperforming internal transactions)

- Deposit Reports
- Information Reporting
- Internal Transfer
- Statements and Documents
- Mobile Banking
- Mobile RDC

ACH Services:

- CCD Payment
- CCD Collection
- PPD Payment
- PPD Collection
- ACH File Upload
- ACH Reporting

Wire Services:

- Wire Domestic One-Time
- Wire Domestic Template Based
- Wire USD Intl One Time
- Wire USD Intl Template Based

Positive Pay Services:

- Positive Pay
- ACH Positive Pay
- Positive Pay Issue Maintenance
- Positive Pay Exception Maintenance

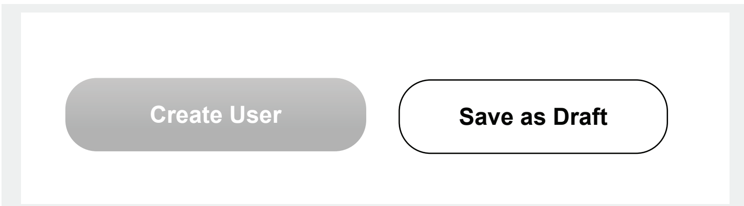
Remote Deposit Check Capture

Bill Payment

8. Click **"Continue"** once this page is completed.

9. **Limits**: You may set limits for your user that are equal to or lower than your company limits for each applicable service (e.g. If your company's daily limit for a service is $1,000,000.00, then you can set a limit for your user to operate with a limit of only $500,000.00).

10. Click **"Continue"** once this page is completed.
Then, once you have reviewed and verified your choices, select the **"Create User"** tab.




11. Provide your new user with your company's Company ID, their User ID, and their Password.
They can use these to sign in to Treasury with Vista Bank.