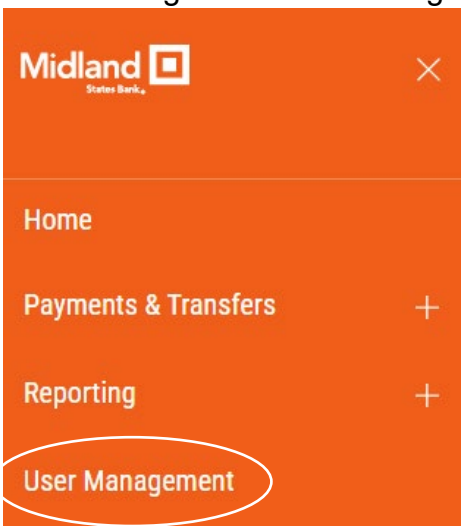
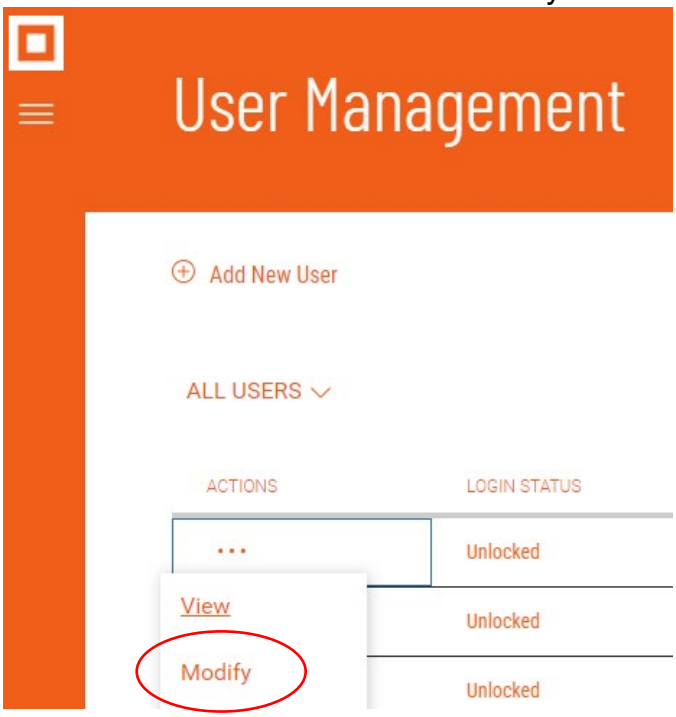
Walkthrough Guide: How to give authorized sub-users access to loan accounts in Business Online Banking.

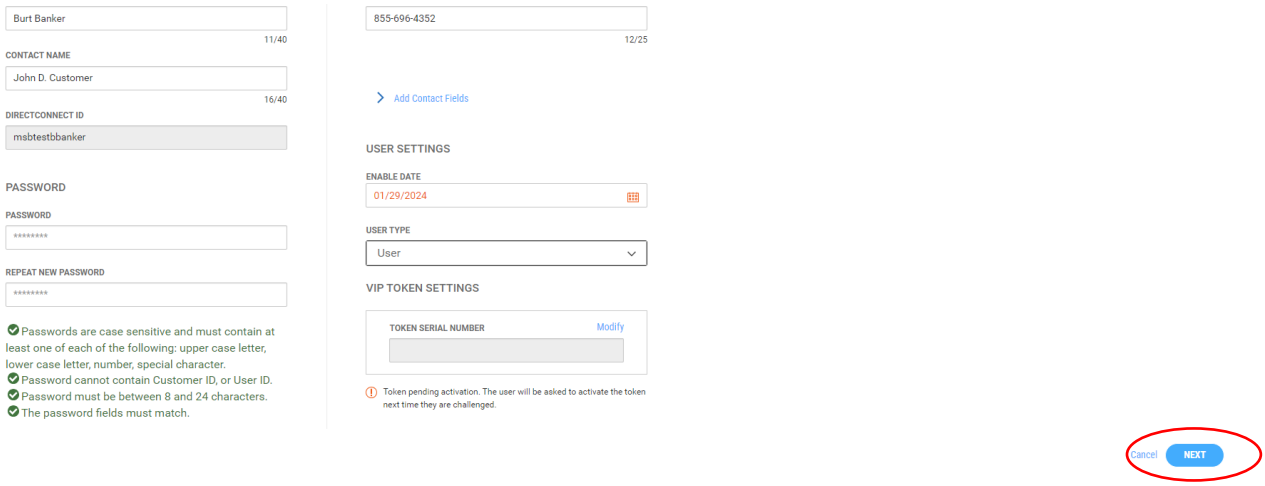
1. Navigate to User Management



2. Locate the User and click Modify



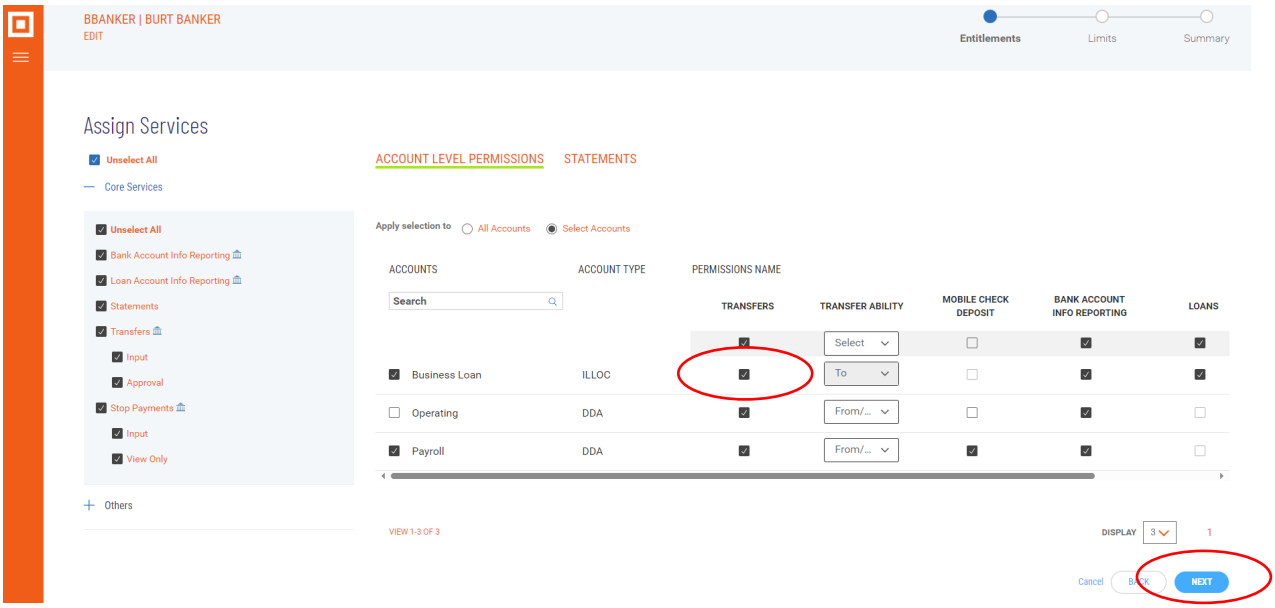
3. Click Next



4. Click Account Level Permissions, then click Select Accounts

5. Click the Transfers box next to each loan that the User needs to pay.

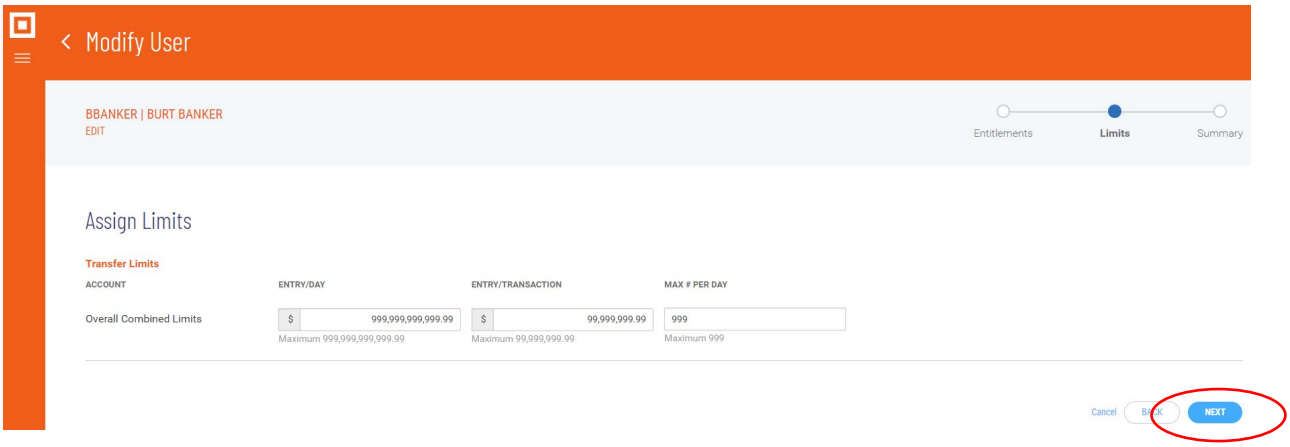
   Note: The field will default the Transfer Ability to “Transfer To”

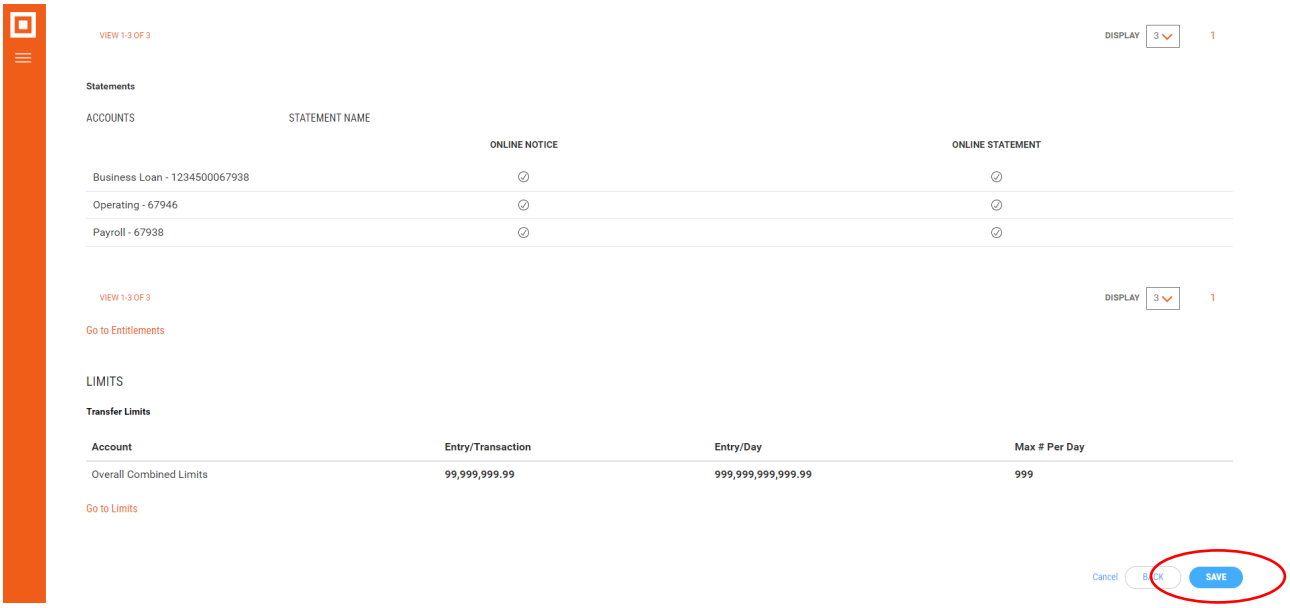


6. Click Next

7. Verify the Transfer Limits are correct

   Note: This will impact all accounts with transfer abilities



8. Click Next

9. Review the User's permissions, then click Save.