

AMERICAN  MOMENTUM BANK

How to create User Roles

Click an account tile to view transaction history and details. Having trouble with eStatement enrollment? Select "Messages" from the menu, then "eStatements" from the dropdown menu. Please provide us with your account number(s) for enrollment.

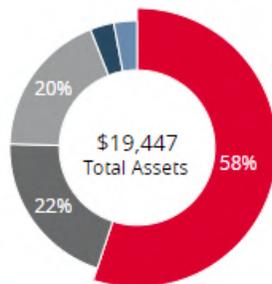
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Accounts

Available: \$44,447.42
Current: \$17,912.67

Momentum @ Work Available Balance: \$60.16 Current Balance: \$36.53	Basic Business Available Balance: \$11,321.86 Current Balance: \$9,810.74
Basic Business Available Balance: \$3,819.39 Current Balance: \$3,819.39	Basic Checking Available Balance: \$4,196.96 Current Balance: \$4,196.96
Association Int Ckg Available Balance: \$49.05 Current Balance: \$49.05	Preferred RLOC-1.5% Current Balance: \$0.00 Available Balance: \$25,000.00

Asset Summary



Basic Business XXXXXX0644	58.22%
Available Balance	\$11,321.86
Current Balance	\$9,810.74
View Transactions	

< Previous

Next >

- 0 Approvals Required
- Commercial Transactions
- Quick Transfer

[Transfer Money Now](#)

WELCOME!
Enjoy your new online banking experience.
From the Home screen, User Management then User Roles.

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User Roles

[Create Role](#)

User Role Templates

User Roles

Name	Description	Users
Company Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights. The Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	1

Select Create Role.

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User Roles > New User Role

Role Name *

Payroll Clerk

Description

Payroll clerks who can send Payroll ACH transactions only

* - Indicates required field

Cancel

Continue

Give the User Role a name and a description, then select Continue.

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User Roles ▶ Payroll Clerk

Payroll clerks who can send Payroll ACH transactions only

Save



Overview

Features

Accounts

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions	Cancel Actions	View
ACH Collection	\$1,000,000.00	40 / \$1,000,000.00	100 / \$1,000,000.00	40 / \$1,000,000.00	1 Any	Any	Any	
ACH Payments	\$1,000,000.00	40 / \$1,000,000.00	100 / \$1,000,000.00	40 / \$1,000,000.00	1 Any	Any	Any	
Payroll	\$1,000,000.00	40 / \$1,000,000.00	100 / \$1,000,000.00	40 / \$1,000,000.00	1 Any	Any	Any	
Stop Payment		40	100	40	1 Any	Any	Any	
Transfer - Internal	\$999,999,999.99	9,999 / \$999,999,999.99	9,999 / \$999,999,999.99	9,999 / \$999,999,999.99	1 Any	Any	Any	
Wire - Domestic	\$1,000,000.00	40 / \$1,000,000.00	100 / \$1,000,000.00	40 / \$1,000,000.00	1 Any	1 Any	1 Any	

Select the Accounts you want this User Role to have access to.

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User Roles ▶ Payroll Clerk

Payroll clerks who can send Payroll ACH transactions only

Delete

Save



Overview

Features

Accounts

ACCOUNTS

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
xxx0106	Association Int Ckg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
xxx0652	Basic Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business
xxx1281	Momentum @ Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
xxx0644	Basic Business	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Business Checking
xxx0538	Basic Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
xxx1473	Preferred RLOC-1.5%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

hide unassigned accounts

Set the correct View, Deposit and Withdraw rights.

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User Roles ▶ Payroll Clerk

Payroll clerks who can send Payroll ACH transactions only

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Overview

Features

Accounts

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions	Cancel Actions	View
ACH Collection	\$1,000,000.00	40 / \$1,000,000.00	100 / \$1,000,000.00	40 / \$1,000,000.00	1 Any			
ACH Payments	\$1,000,000.00	40 / \$1,000,000.00	100 / \$1,000,000.00	40 / \$1,000,000.00	1 Any			
Payroll	\$1,000,000.00	40 / \$1,000,000.00	100 / \$1,000,000.00	40 / \$1,000,000.00	1 Any			
Stop Payment		40	100	40	1 Any			
Transfer - Internal	\$999,999,999.99	9,999 / \$999,999,999.99	9,999 / \$999,999,999.99	9,999 / \$999,999,999.99	1 Any	Any	Any	
Wire - Domestic	\$1,000,000.00	40 / \$1,000,000.00	100 / \$1,000,000.00	40 / \$1,000,000.00	1 Any	1 Any	1 Any	

Select the transactions you don't want this User Role to use. You must do this in turn.

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User Roles ▶ Payroll Clerk

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Payroll clerks who can send Payroll ACH transactions only

Overview

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ACH COLLECTION [Change](#)

Disabled

Allowed Actions

Rights

Approval Limits

> Policy Tester

Add New Allowed Action

Allows **ACH Collection** transaction for **any amount**

OPERATIONS 	AMOUNT 	SUBSIDIARIES 	ACCOUNTS 	DRAFT HOURS 
Any	Any	Any	Any	Any

Disable each of these transactions.

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User Roles ▶ Payroll Clerk

Payroll clerks who can send Payroll ACH transactions only

Delete

Save



Overview

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PAYROLL Change

Enabled

Allowed Actions

Rights

Approval Limits

> Policy Tester

Add New Allowed Action

Allows **Payroll** transaction for **any amount**

OPERATIONS 	AMOUNT 	SUBSIDIARIES 	ACCOUNTS 	DRAFT HOURS 
Any	Any	Any	Any	Any

For the transactions you do want to allow, set the Allowed Actions.

Payroll Clerk Policy » Payroll » Rule #1

Cancel OK

Allows **Payroll** transaction **Draft, Cancel** for **any amount**

OPERATIONS Draft, Cancel	AMOUNT Any	SUBSIDIARIES Any	ACCOUNTS Any	DRAFT HOURS Any
-----------------------------	---------------	---------------------	-----------------	--------------------

Operations

Draft	<input checked="" type="checkbox"/>
Draft Restricted	<input type="checkbox"/>
Approve	<input type="checkbox"/>
Cancel	<input checked="" type="checkbox"/>

You can allow the User Role to Draft, to use pre-created templates only (Draft Restricted), to Approve and to Cancel transactions.

- Locations
- Help
- Log Off

Payroll Clerk Policy » Payroll » Rule #1

Cancel OK

Allows **Payroll** transaction **Draft, Cancel** for **any amount**

OPERATIONS Draft, Cancel	AMOUNT Any	SUBSIDIARIES Any	ACCOUNTS Any	DRAFT HOURS Any
-----------------------------	-----------------------------	---------------------	-----------------	--------------------

\$

1	2	3
4	5	6
7	8	9
Delete	0	Any

Set the specific amount for this Allowed Action. Any means the default setting. You may want lower settings for different accounts.

Payroll Clerk Policy » Payroll » Rule #1

Cancel OK

Allows **Payroll** transaction **Draft, Cancel** for **any amount**

OPERATIONS Draft, Cancel	AMOUNT Any	SUBSIDIARIES Any	ACCOUNTS Any	DRAFT HOURS Any
-----------------------------	---------------	-----------------------------	-----------------	--------------------

Items:

 **AMB Corporate Demonstration**

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Choose a subsidiary for this Allowed Action, if you have any.

Payroll Clerk Policy » Payroll » Rule #1

Cancel OK

Allows **Payroll** transaction **Draft, Cancel** for **any amount** from **Basic Business**

OPERATIONS Draft, Cancel	AMOUNT Any	SUBSIDIARIES Any	ACCOUNTS Basic Business X...	DRAFT HOURS Any
-----------------------------	---------------	---------------------	---------------------------------	--------------------

Groups:

Business Checking

Items:

Association Int Ckg
XXXXXX0106

Basic Business
XXXXXX0652

Momentum @ Work
XXXXXX1281

Basic Business
XXXXXX0644

Basic Checking
XXXXXX0538

Preferred RLOC-1.5%
XXXXXX1473

Choose the accounts to use. Any means the transactions can be made against any account in the list.

- Locations
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Payroll Clerk Policy » Payroll » Rule #1

Cancel OK

Allows **Payroll** transaction **Draft, Cancel** for **any amount** from **Basic Business** performed **during specified times**

OPERATIONS Draft, Cancel	AMOUNT Any	SUBSIDIARIES Any	ACCOUNTS Basic Business X...	DRAFT HOURS Custom
-----------------------------	---------------	---------------------	---------------------------------	-----------------------

Week

Reset

	12am	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm
Sun																								
Mon																								
Tue																								
Wed																								
Thu																								
Fri																								
Sat																								

Choose a time period the User Role can draft transactions. This is an optional step.

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User Roles ▶ Payroll Clerk

Payroll clerks who can send Payroll ACH transactions only

Delete

Save



Overview

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PAYROLL Change

Enabled

Allowed Actions

Rights

Approval Limits

View Online Activity



Can view all transactions.

Set the Rights. These can be Can view all transactions...

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Delete

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Rights

Approval Limits

View Online Activity



Can view own transactions.

...Can view own transactions...

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Payroll clerks who can send Payroll ACH transactions only

Delete

Save



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PAYROLL Change

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Allowed Actions

Rights

Approval Limits

View Online Activity



Can view transactions by others in this role.

...Can view transactions by others in this role...

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Payroll clerks who can send Payroll ACH transactions only

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PAYROLL Change

Enabled

Allowed Actions

Rights

Approval Limits

View Online Activity



Cannot view any transactions.

And Cannot view any transactions.

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Payroll clerks who can send Payroll ACH transactions only

Delete

Save



Overview

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Allowed Actions

Rights

Approval Limits

MAXIMUM AMOUNT

Per transaction

\$100,000.00

Per Account Per Day

\$100,000.00

Per Day

\$100,000.00

Per Month

\$250,000.00

MAXIMUM COUNT

Per Account Per Day

4

Per Day

4

Per Month

Maximum transaction amount per month

\$ **250,000.00**

1	2	
4	5	
7	8	
Delete	0	

Set the Approval Limits.

Clear

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User Roles ▶ Payroll Clerk

Payroll clerks who can send Payroll ACH transactions only

Delete

Save



Overview

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FEATURES

RIGHTS

<input type="checkbox"/> View Wire Activity	<input type="checkbox"/> Access Incoming/Outgoing Wire Alerts
<input checked="" type="checkbox"/> Recipient upload from batch	<input type="checkbox"/> Wire upload from batch (requires Multi-Wire)
<input type="checkbox"/> Manage Templates	<input type="checkbox"/> Manage Users
<input checked="" type="checkbox"/> Manage Recipients	<input checked="" type="checkbox"/> Allow one-time recipients
<input checked="" type="checkbox"/> Can view all recipients	

TRANSACTIONS

Allow ACH Company Entry Description Entry

GENERATED TRANSACTION

Enable Multi-Wire

CORPORATE

From the Features tab, enable any that this User Role should be able to perform.

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User Roles ▶ Payroll Clerk

Payroll clerks who can send Payroll ACH transactions only



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FEATURES

RIGHTS

<input type="checkbox"/> View Wire Activity	<input type="checkbox"/> Access Incoming/Outgoing Wire Alerts
<input checked="" type="checkbox"/> Recipient upload from batch	<input type="checkbox"/> Wire upload from batch (requires Multi-Wire)
<input type="checkbox"/> Manage Templates	<input type="checkbox"/> Manage Users
<input checked="" type="checkbox"/> Manage Recipients	<input checked="" type="checkbox"/> Allow one-time recipients
<input checked="" type="checkbox"/> Can view all recipients	

TRANSACTIONS

Allow ACH Company Entry Description Entry

GENERATED TRANSACTION

Enable Multi-Wire

CORPORATE

Finally, click Save.

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User Roles > Payroll Clerk

Payroll Clerks who can send Payroll ACH transactions only

Delete

Overview Features Accounts

Policy Saved



Policy changes have been accepted.

Close

FEATURES

RIGHTS

View Wire Activity	View Wire Alerts
Recipient upload from batch	Wire upload from batch (requires Multi-Wire)
Manage Templates	Manage Users
Manage Recipients	Allow one-time recipients
Can view all recipients	

TRANSACTIONS

Allow ACH Company Entry Description Entry

GENERATED TRANSACTION

Enable Multi-Wire

CORPORATE

You will see a notification saying the Policy has been saved.

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User Roles

[Create Role](#)

User Role Templates



User Roles

Name	Description	Users			
Company Admin	Has access to all features, accounts, and enabled trx types with full amount (per Bank policy) for draft, approve, cancel trx rights. The Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles trx activity.	1			
Payroll Clerk	Payroll clerks who can send Payroll ACH transactions only	None			

The User Role does not take affect until it is applied to 1 or more Users.

AMERICAN  MOMENTUM BANK

For more information, please contact our Treasury Support team at **(866) 530-BANK (2265) Option 3** or email us at **treasurysupport@americanmomentum.bank** for assistance.