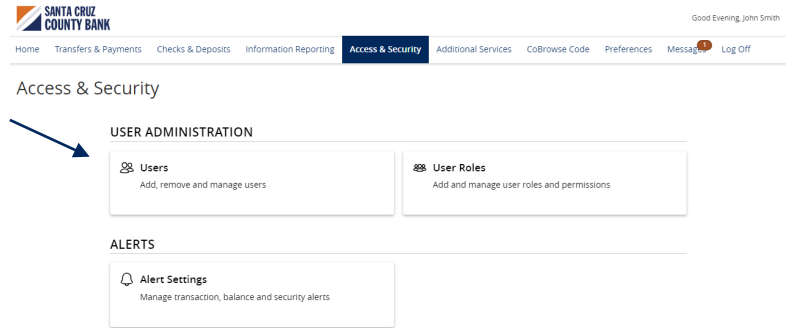
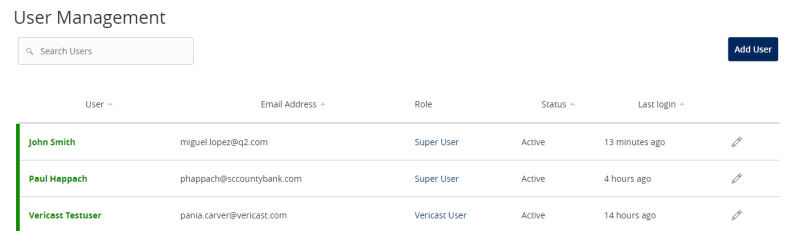


## Managing Existing Online Users

1. Select 'Access & Security' menu and then select 'Users'



2. Click on the pencil icon next to the user you wish to edit.



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3. One of three update actions may be made to an existing user:

- a. Select 'Deactivate User' to disallow a user from logging in without completely deleting the user.
- b. Select the 'User Role' drop down menu to update the 'User Role' for a user. Click 'Update Role' upon completion.
- c. Select the 'Delete' button to permanently delete the online user. This action cannot be undone.

The screenshot shows the 'User Details' page for a user named John Smith. At the top, the status is 'Active' with 'Cancel' and 'Deactivate User' buttons. Below is the 'PERSONAL DETAILS' section with fields for First Name (John), Last Name (Smith), Email Address (miguel.lopez@q2.com), Phone Country (United States), and Phone (512)275-0072. The 'USER ROLE' section shows a 'Current Role' dropdown menu set to 'Super User' and an 'Update Role' button. At the bottom, the 'USER LOGINS' table shows a single login record for 'SCCB\_Test\_Business' on '11/2/2023' via 'Internet' with a 'Normal' status. A 'Delete' button is visible in the bottom right corner of the login table.

First Name	Last Name	Email Address
John	Smith	miguel.lopez@q2.com

Current Role
Super User

Login Name	Channel	Status	Last Logon	Actions
SCCB_Test_Business	Internet	Normal	11/2/2023	[Delete]

**NOTE:** The User Role update will go into effect upon the user's subsequent log on after the change has been made.

## Creating New Online Users

1. Click the 'Add User' button.

The screenshot shows the 'User Management' page with a search bar and a table of users. An 'Add User' button is located in the top right corner. The table lists three users: John Smith (Super User, Active, 15 minutes ago), Paul Happach (Super User, Active, 4 hours ago), and Vericast Testuser (Vericast User, Active, 14 hours ago).

User	Email Address	Role	Status	Last login	Actions
John Smith	miguel.lopez@q2.com	Super User	Active	15 minutes ago	[Edit]
Paul Happach	phappach@sccountybank.com	Super User	Active	4 hours ago	[Edit]
Vericast Testuser	pania.carver@vericast.com	Vericast User	Active	14 hours ago	[Edit]

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2. Complete all fields.
3. Click the 'Save New User Detail' button when done.

**NOTE:** Reference the User Roles setup guide for assistance with setting up a 'User Role'.

## New User Details

### PERSONAL DETAILS

First Name	Last Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Country	Phone	
<input type="text" value="Select Country"/>	<input type="text"/>	

### LOGIN DETAILS

Login ID	Password	Confirm Password
<input type="text"/>	<input type="text"/>	<input type="text"/>
User Role		
<input type="text" value="Unassigned"/>		

