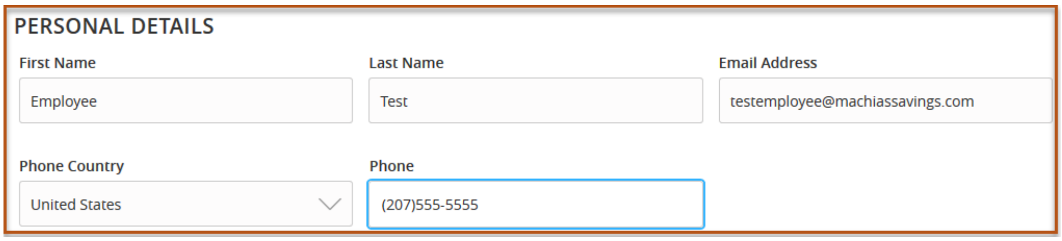
User Management: Users

Within Business Online Banking admins can set up other users and assign user roles. This allows users to have different permissions and views of accounts.

Setting Up a New User

1. Select User Management
2. Select the Users tab
3. Select the Add User
4. Enter User Personal Details to ensure the new user receives an accurate Secure Access Code for their first-time logging in.



5. Enter a Login ID for the new user.

Security Tip

Creating a unique Login ID with a combination of letters and numbers will help increase the security strength of the ID. Try to refrain from using the user's name as the Login ID.

6. Create a temporary password for the User.

Password Requirements:

- Must be between 8 and 30 characters
- Must contain at least 1 number
- Password must contain a minimum of 1 upper case characters.
- Password may not contain the following characters <&>.
- Password may not be the same as last 3 passwords.
- May not be the same as current password

7. Finally, assign the user a role.
8. Once information is complete, click Save New user Details.
9. Inform the new User of the URL to access MSB Online, their Login ID, and their password.

Editing/Deactivating a User

1. Click User Management
2. Click Users
3. Click the Pencil “edit” icon for the User
4. To Deactivate user, select Edit Status. Select Deactivate User.
5. To Activate user, select Edit Status. Select Activate User.
6. To Delete user, select Delete at the bottom right of the page.