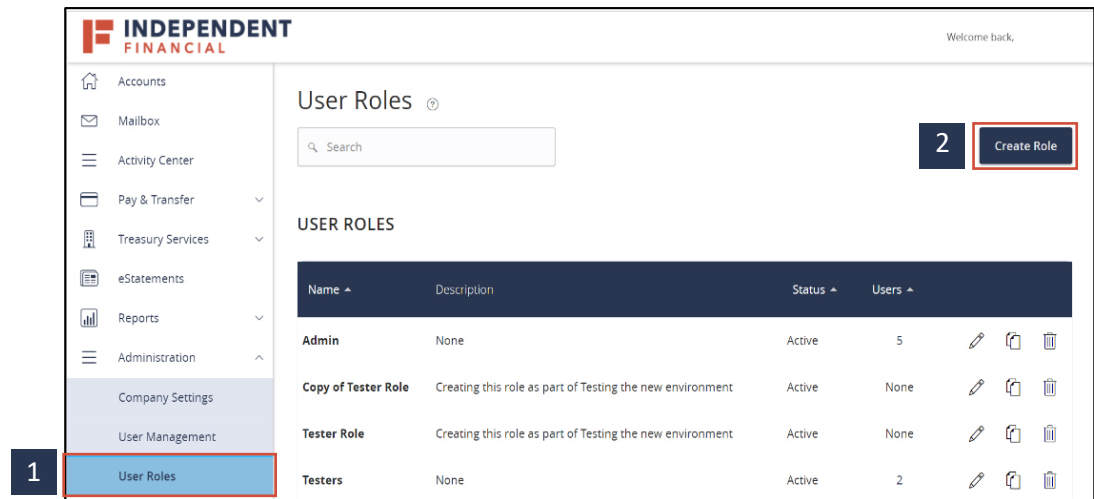


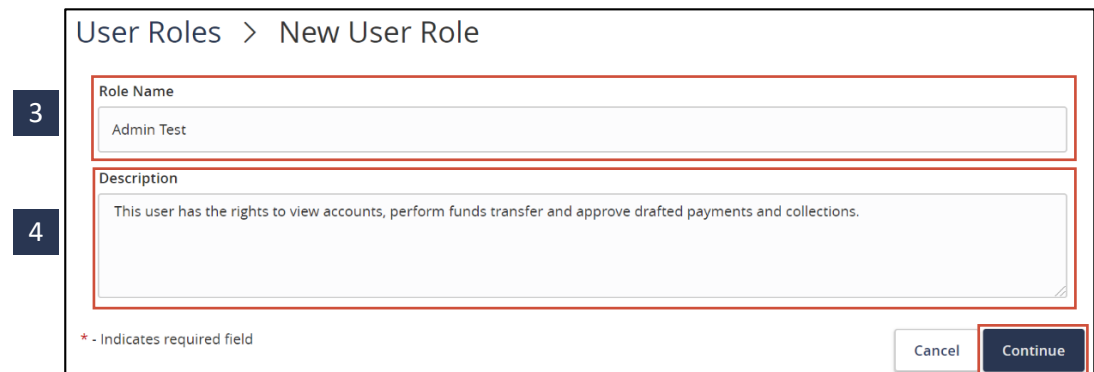
1. On the left hand menu item, under Administration select **User Roles**.
2. Select **Create Role** to initiate new role creation.



The screenshot shows the 'User Roles' page in the INDEPENDENT FINANCIAL admin interface. The left-hand navigation menu has 'User Roles' highlighted with a blue bar and a '1' in a dark box. In the top right corner, the 'Create Role' button is highlighted with a red box and a '2' in a dark box.

Name	Description	Status	Users			
Admin	None	Active	5			
Copy of Tester Role	Creating this role as part of Testing the new environment	Active	None			
Tester Role	Creating this role as part of Testing the new environment	Active	None			
Testers	None	Active	2			

3. Type the name of the role you are creating under **Role name** (example "Admin Test").
4. Enter **Description**, if desired (optional field) and click **Continue**.



The screenshot shows the 'New User Role' form. The 'Role Name' field is highlighted with a red box and a '3' in a dark box, containing the text 'Admin Test'. The 'Description' field is highlighted with a red box and a '4' in a dark box, containing the text 'This user has the rights to view accounts, perform funds transfer and approve drafted payments and collections.'. The 'Continue' button is highlighted with a red box.

\* - Indicates required field

- Click the **Overview** section. This will allow you to select each Transaction Type listed to set the parameters for this role.

The screenshot shows the 'User Roles' page for 'Admin Test'. The 'Overview' tab is selected and highlighted with a red box and the number 5. Below the navigation tabs is a table of transaction types and their associated approval limits.

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions Max	Cancel Actions Max	View
ACH Collection	\$500.00	999,999,999 / \$500.00	999,999,999 / \$999,999,999.00	999,999,999 / \$500.00	1 Any	1 Any	1 Any	All
ACH Passthru	999,999,999.00	999,999,999 / \$999,999,999.00	999,999,999 / \$999,999,999.00		1 Any	1 Any	1 Any	All
ACH Payments	\$500.00	999,999,999 / \$500.00	999,999,999 / \$999,999,999.00	999,999,999 / \$500.00	1 Any	1 Any	1 Any	All
Change Address		999,999,999	999,999,999	999,999,999	1 Any	1 Any	1 Any	All
Check Reorder		999,999,999	999,999,999	999,999,999	1 Any	1 Any	1 Any	All
EFTPS	999,999,999.00	999,999,999 / \$999,999,999.00	999,999,999 / \$999,999,999.00	999,999,999 / \$999,999,999.00	1 Any	1 Any	1 Any	All
Stop Payment		999,999,999	999,999,999	999,999,999	1 Any	1 Any	1 Any	All
Transfer - Internal	999,999,999.00	999,999,999 / \$999,999,999.00	999,999,999 / \$999,999,999.00	999,999,999 / \$999,999,999.00	1 Any	1 Any	1 Any	All
Wire - Domestic	\$500.00	999,999,999 / \$500.00	999,999,999 / \$999,999,999.00	999,999,999 / \$500.00	1 Any	1 Any	1 Any	All

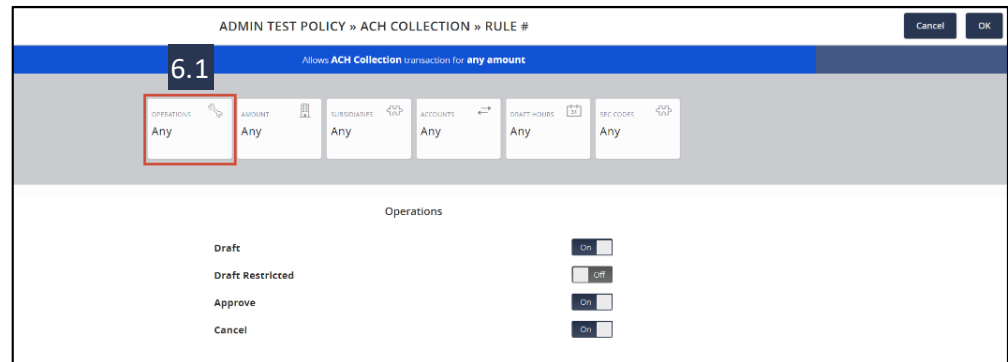
- Click the **Allowed Actions** tab. This will allow you to set the parameters for this transaction type.

The screenshot shows the 'Allowed Actions' tab for 'ACH COLLECTION', highlighted with a red box and the number 6. The interface includes a table for defining allowed actions with various parameters.

OPERATIONS	AMOUNT	SUBSIDIARIES	ACCOUNTS	DRAFT HOURS	SEC CODES
Any	Any	Any	Any	Any	Any

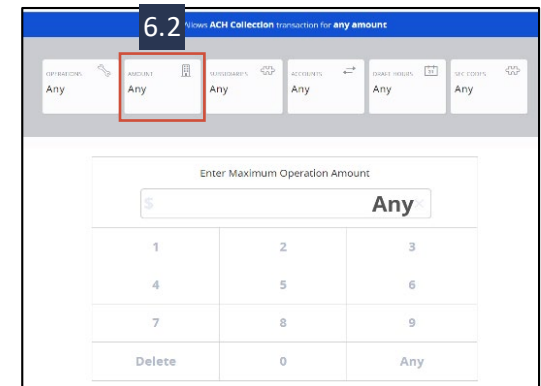
6.1: Click the **Operations** box – Select the options to be enabled for this role by turning them on/off:

- Draft
- Draft Restricted (Required to use templates; can only modify amounts, effective dates and addendum info)
- Approve
- Cancel

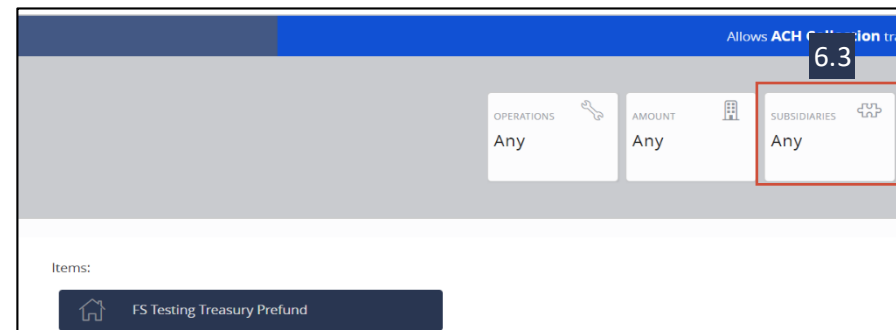


6.2: Click the **Draft Amount** box – Enter the maximum amount (limit) the role can draft transactions.

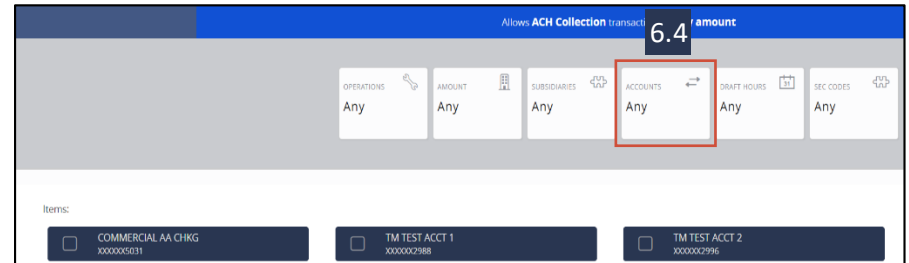
Note: Any allows the role to use the maximum amount set at the Company Policy level.



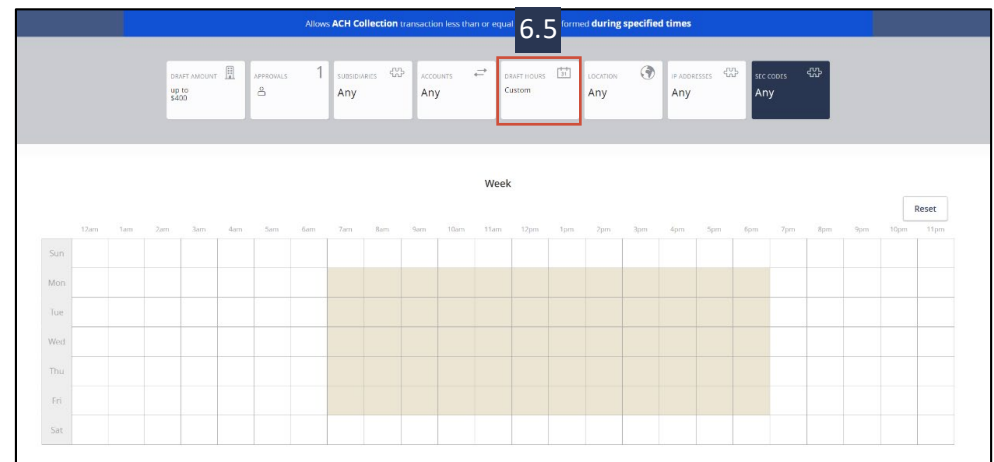
6.3: Click the **Subsidiaries** box – Select subsidiaries that the role will be able to access.



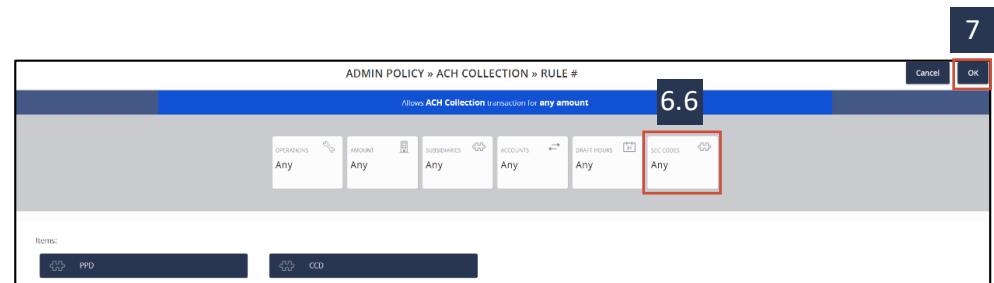
6.4: Click the **Accounts** box – Select each account to assign to the role for this transaction type.



6.5: If desired, Click the **Draft Hours** box – Select the window of time to allow the role to perform. The default, ANY, allows the role to transact at any time.



6.6: There will be transaction types with additional parameter rules. For example, ACH transaction types will require you to select the **SEC Codes** to enable.



7. Click **OK** to save your changes.

8. Click the **Rights** tab. This will allow you to set the visibility within the ActivityCenter for this role:

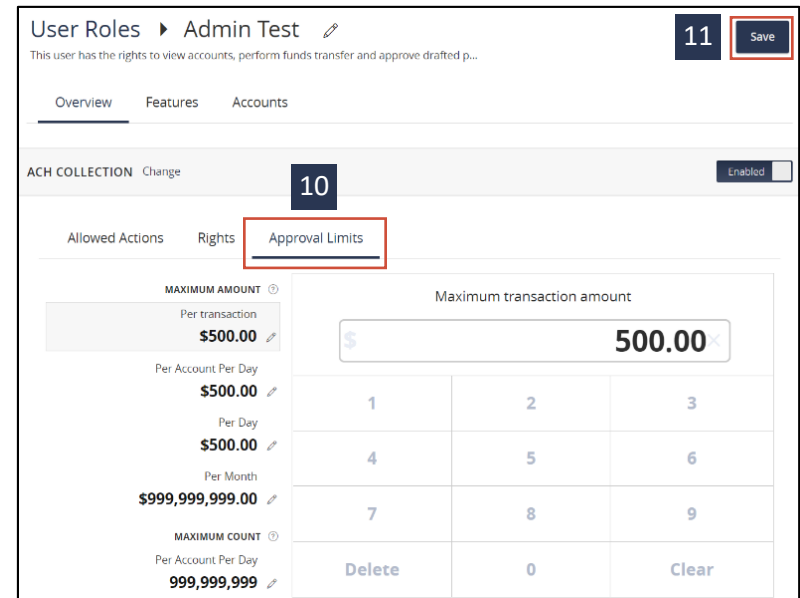
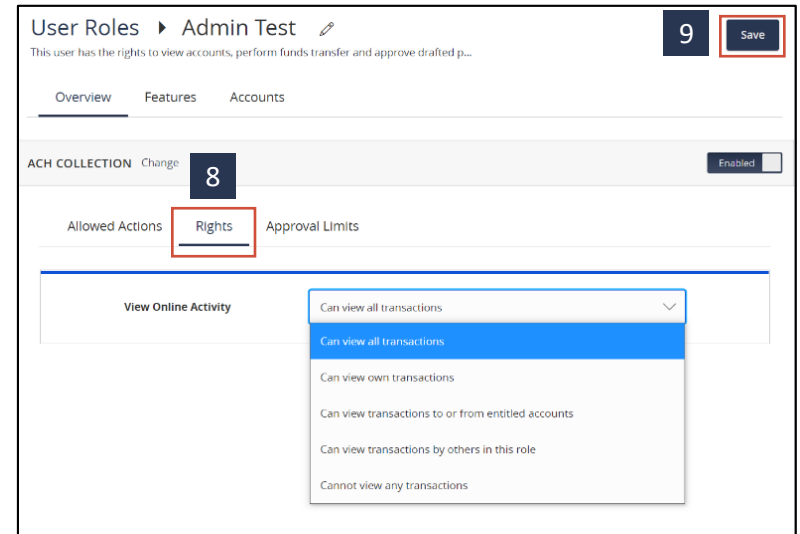
- Can view all transaction
- Can view own transaction
- Can view transaction to or from entitled accounts
- Can view transaction by others in this role
- Cannot view transactions

9. Click **Save**.

10. Click on the **Approval Limits** tab. Enter the limit amounts for the various options listed:

- Click the pencil icon to edit
- Enter the amount by selecting from the number pad displayed

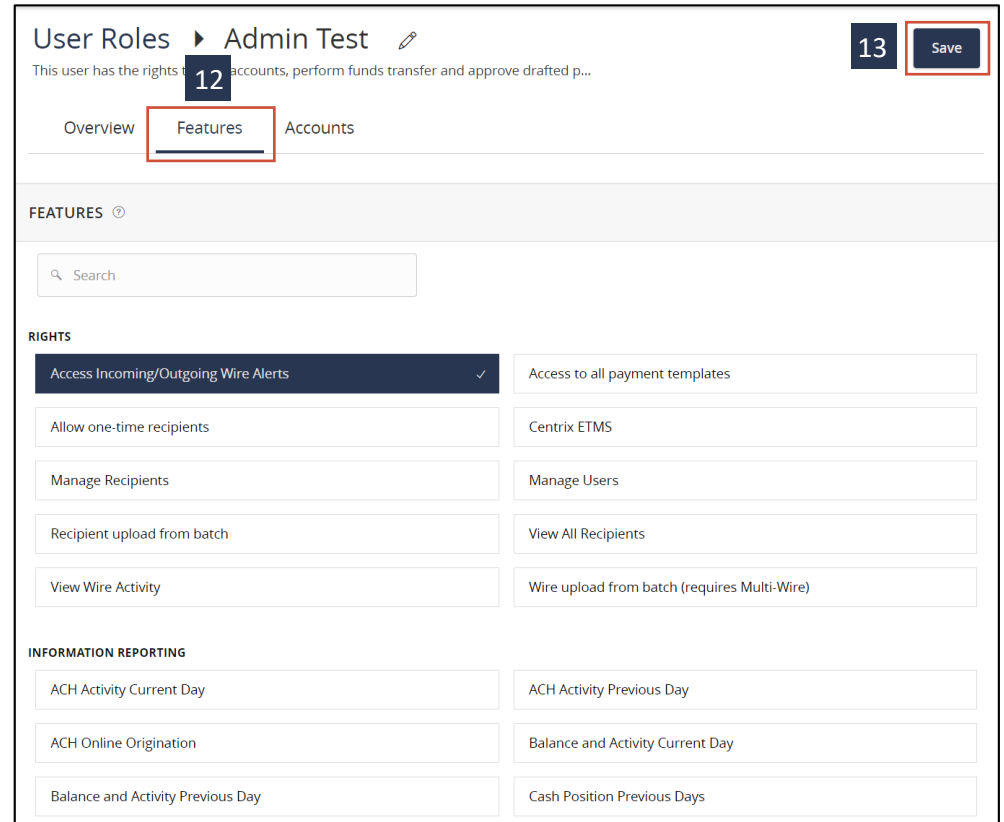
11. Click **Save**.



12. Click the **Features** tab to display the options available to enable for this role. A checkmark will appear next to the feature once selected.

- Note: Reference the Corporate Company Settings to view definition of options available.
- Note: PNC Lockbox and Positive Pay are displayed in the feature list; even though, your company may not be set up for these services. If you inadvertently enable the feature please contact Treasury Support to resolve the issue at [Treasury.Support@ibtx.com](mailto:Treasury.Support@ibtx.com)

13. Click the **Save** button.



The screenshot shows the 'User Roles' interface for 'Admin Test'. At the top right, there is a '13' indicator and a 'Save' button. Below the title, there are three tabs: 'Overview', 'Features' (which is selected and highlighted with a red box and a '12' indicator), and 'Accounts'. The main content area is titled 'FEATURES' and includes a search bar. Under the 'RIGHTS' section, there is a grid of feature options. The first option, 'Access Incoming/Outgoing Wire Alerts', is selected and has a checkmark. Other options include 'Access to all payment templates', 'Allow one-time recipients', 'Centrix ETMS', 'Manage Recipients', 'Manage Users', 'Recipient upload from batch', 'View All Recipients', 'View Wire Activity', and 'Wire upload from batch (requires Multi-Wire)'. The 'INFORMATION REPORTING' section includes options for 'ACH Activity Current Day', 'ACH Activity Previous Day', 'ACH Online Origination', 'Balance and Activity Current Day', 'Balance and Activity Previous Day', and 'Cash Position Previous Days'.

14. Click the **Accounts** tab—Select for each account enabled for the role the following rights:

- View
- Deposit
- Withdraw

You can individually select the accounts and assign privileges or select the box next to View, Deposit and Withdraw to give access to all the accounts.

15. Click **Save** and the user role creation process is complete

**User Roles** ▶ Admin Test 15 **Save**

This user has the rights to view accounts, perform funds transfer and approve drafted p...

Overview Features **Accounts**

ACCOUNTS ⓘ

Number	Name	View <input type="checkbox"/>	Deposit <input checked="" type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
xxx5031	COMMERCIAL AA CHKG	✓	✓	⊘	
xxx2988	TM TEST ACCT 1	✓	✓	⊘	
xxx2996	TM TEST ACCT 2	⊘	✓	⊘	

16. To confirm the role was created, select **User Roles** under the Administration menu. It should appear and allow you to assign users to the role.

**INDEPENDENT FINANCIAL** Welcome back,

Accounts  
Mailbox  
Activity Center  
Pay & Transfer  
Treasury Services  
eStatements  
Reports  
Administration  
**User Roles**

**User Roles** ⓘ

Search **Create Role**

**USER ROLES**

Name	Description	Status	Users	
Admin	None	Active	5	✎ 📄 🗑️
Admin Test	This user has the rights to view accounts, perform funds transfer and approve drafted payments and collections.	Active	None	✎ 📄 🗑️
Copy of Tester Role	Creating this role as part of Testing the new environment	Active	None	✎ 📄 🗑️
Tester Role	Creating this role as part of Testing the new environment	Active	None	✎ 📄 🗑️