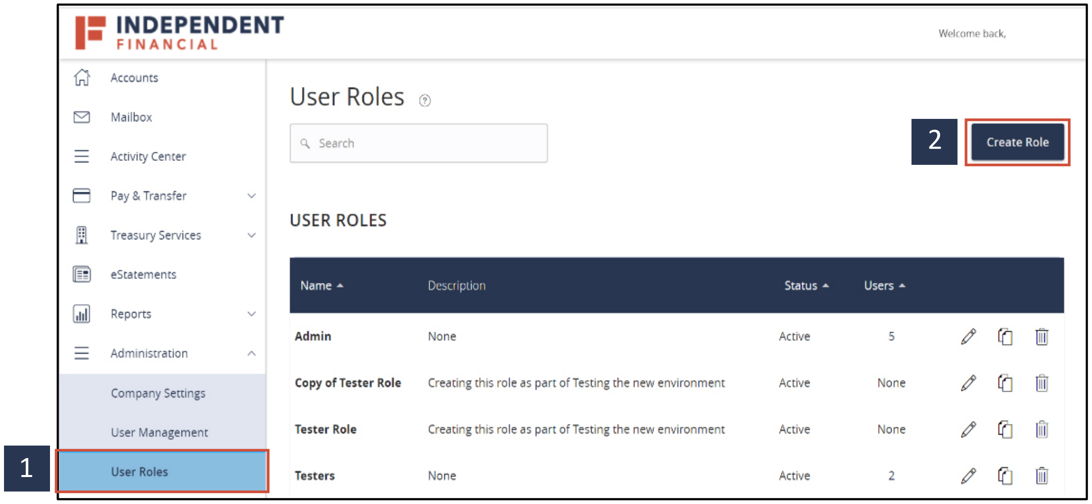
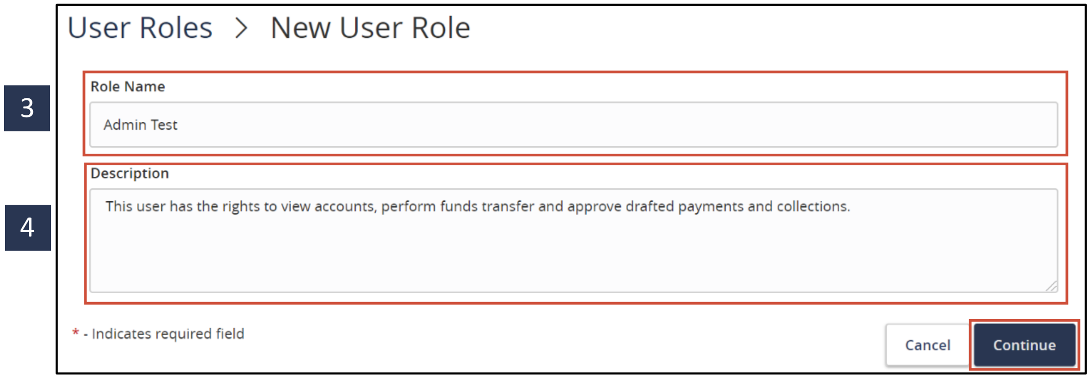
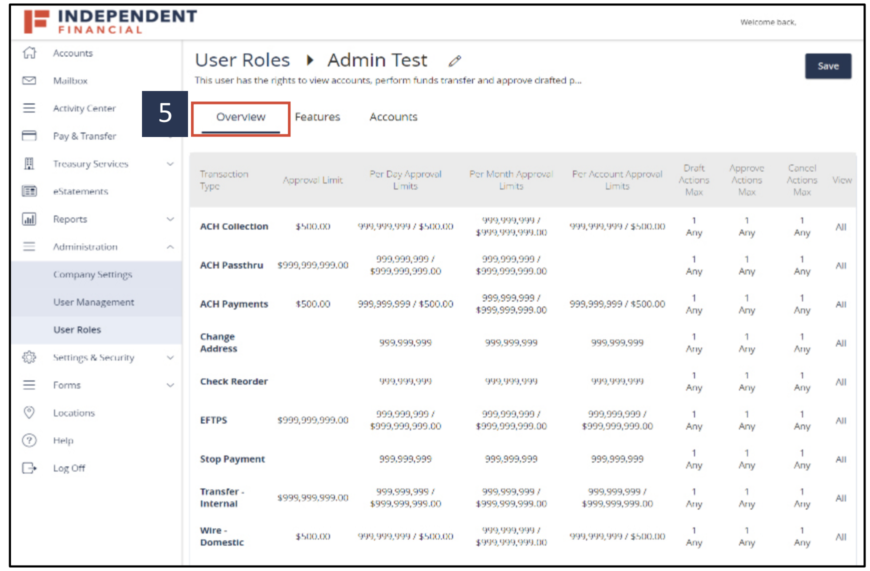
1. On the left hand menu item, under Administration select **User Roles.**
2. Select **Create Role** to initiate new role creation.



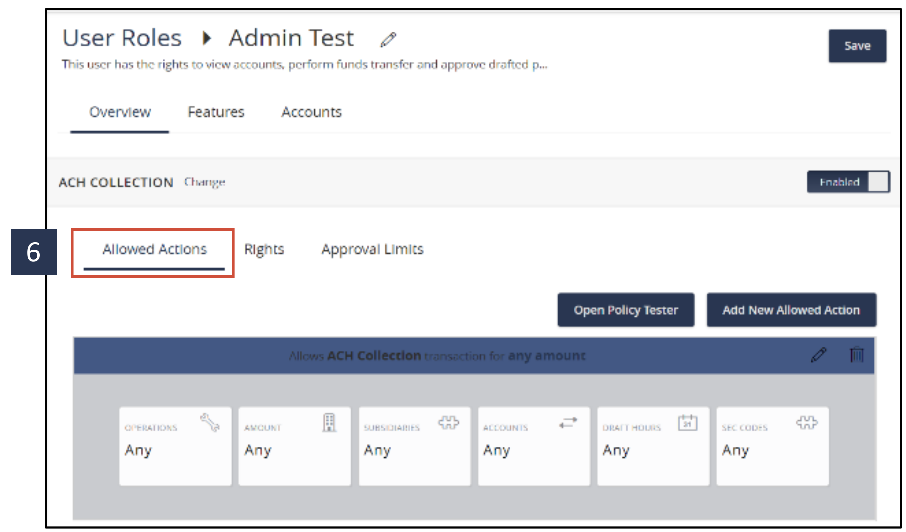
3. Type the name of the role you are creating under **Role name** (example "Admin Test").
4. Enter **Description,** if desired (optional field) and click **Continue.**



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

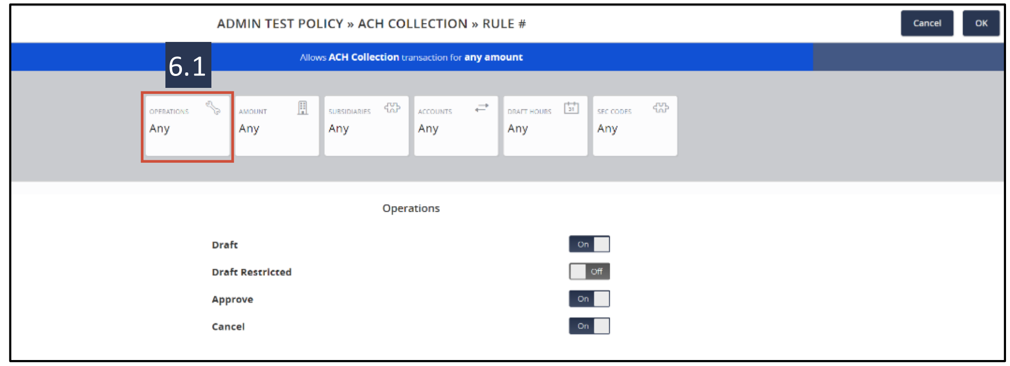


6. Click the **Allowed Actions** tab. This will allow you to set the parameters for this transaction type.

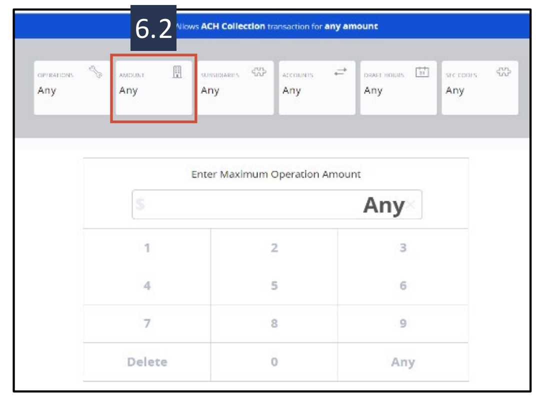


6.1: Click the **Operations** box – Select the options to be enabled for this role by turning them on/off:

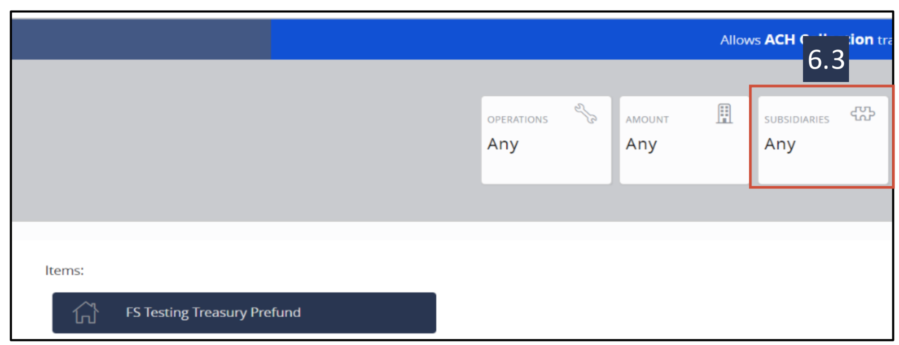
- Draft
- Draft Restricted (Required to use templates; can only modify amounts, effective dates and addendum info)
- Approve
- Cancel



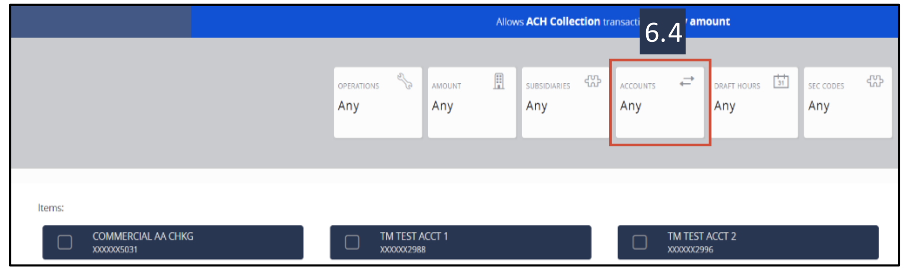
6.2: Click the **Draft Amount** box – Enter the maximum amount (limit) the role can draft transactions.
Note: Any allows the role to use the maximum amount set at the Company Policy level.



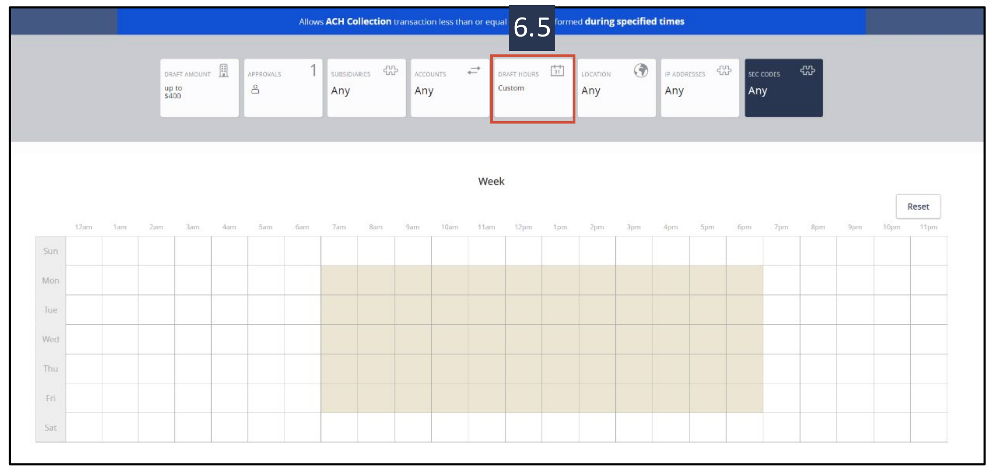
6.3: Click the **Subsidiaries** box – Select subsidiaries that the role will be able to access.



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

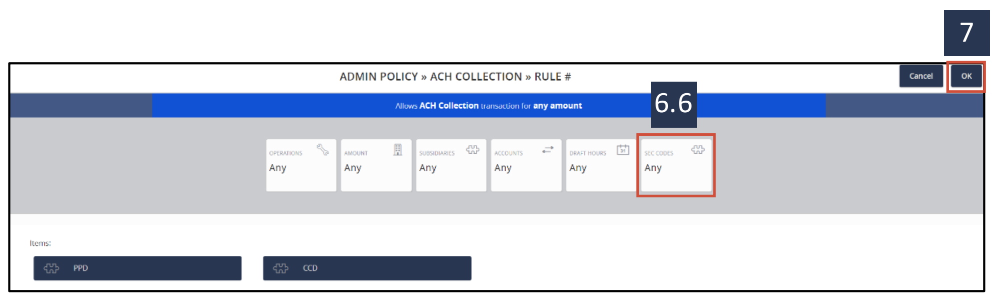


6.5: If desired, Click the **Draft Hours** box – Select the window of time to allow the role to perform. The default, ANY, allows the role to transact at any time.

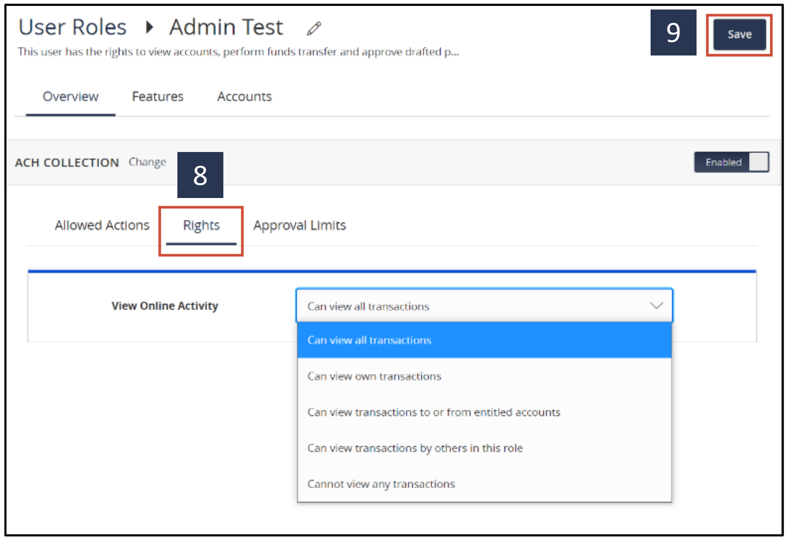


6.6: There will be transaction types with additional parameter rules. For example, ACH transaction types will require you to select the **SEC Codes** to enable.

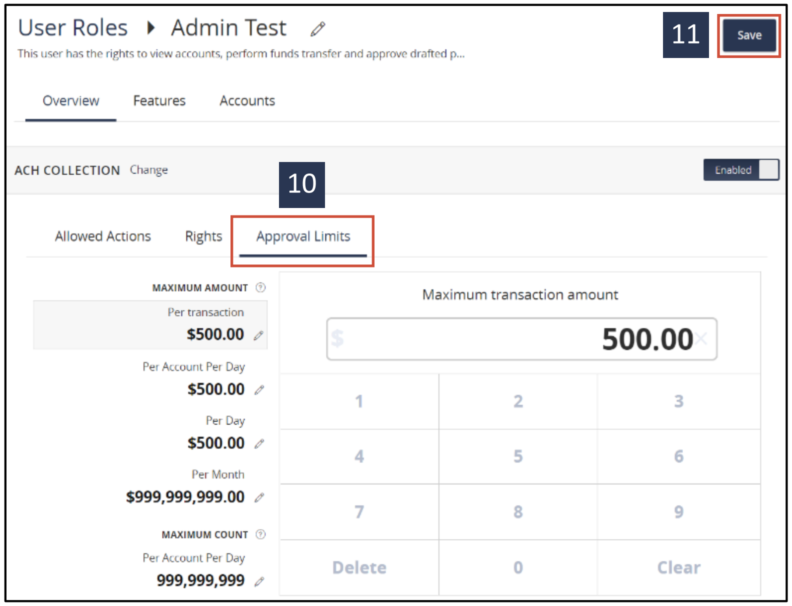
7. Click **OK** to save your changes.



8. Click the **Rights** tab. This will allow you to set the visibility within the Activity Center 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.**

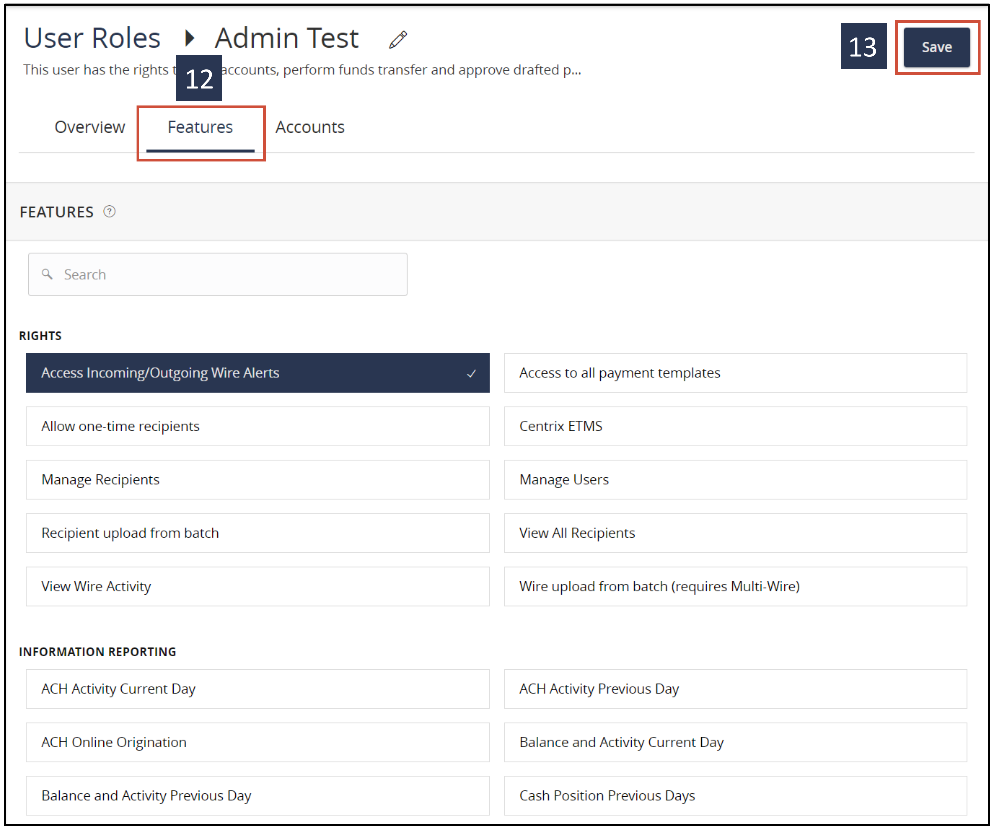


12. Click the **Features** tab to display the options available to enable for this role. A checkmark will appear next to the feature once selected.

- 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

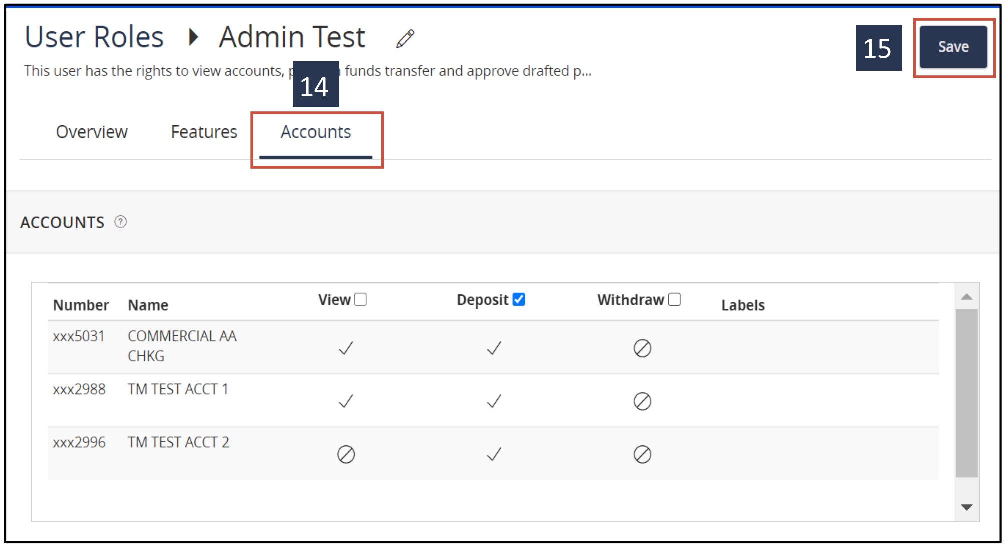
13. Click the **Save** button.



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 priveleges 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



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.