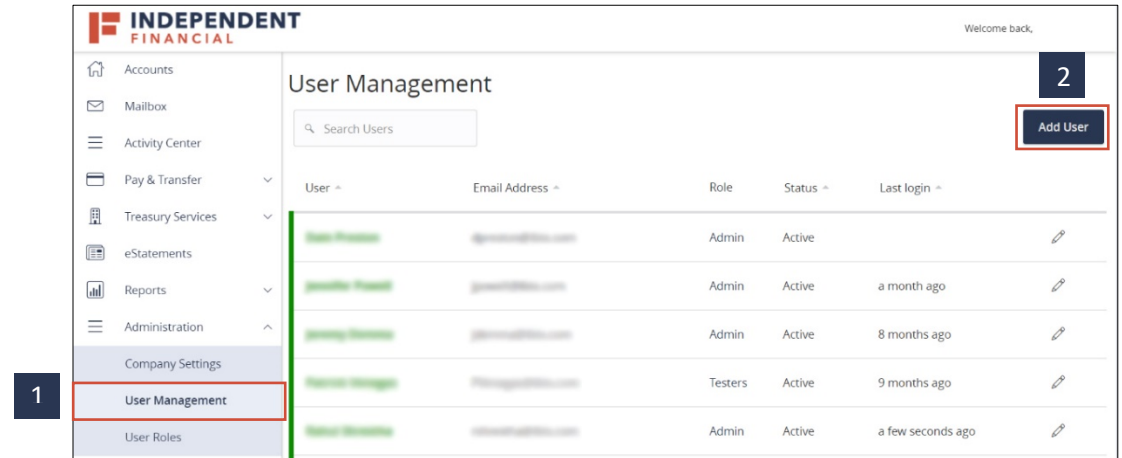


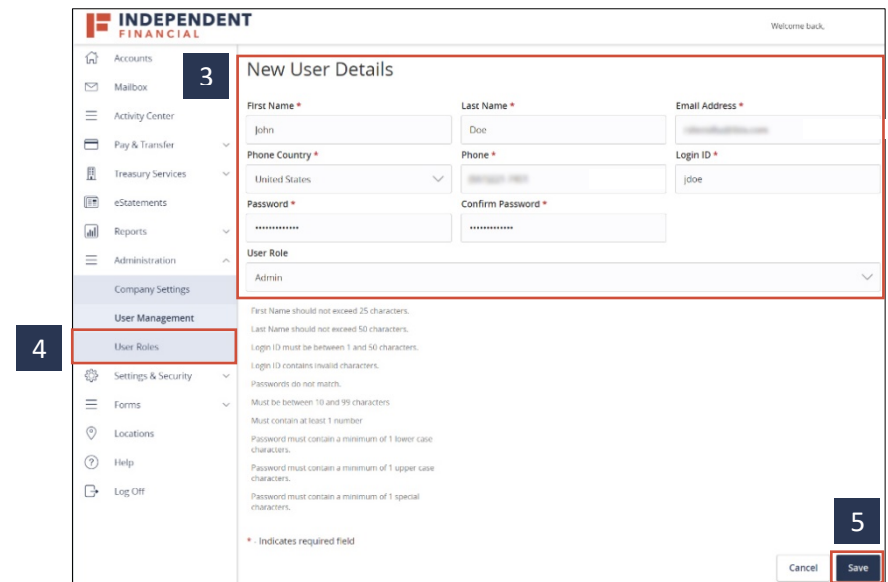
1. On the left hand menu item, under Administration select **User Management**.
2. Select **Add User** to initiate the process of creating a new user.



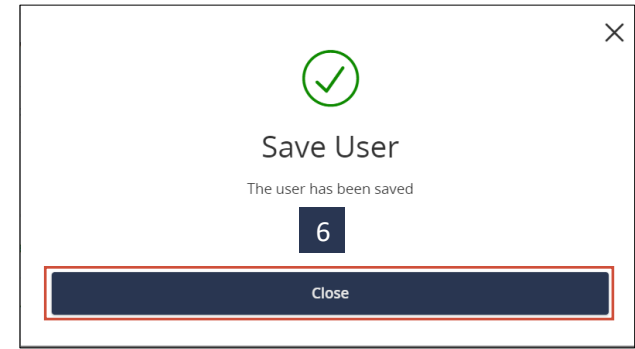
3. Enter **New User Details** and all fields are mandatory:
 - First Name
 - Last Name
 - Email Address
 - Phone Country
 - Phone
 - Login ID
 - Password
 - Confirm Password

4. Click the drop down menu for **User Role**. Choose from the list of user roles to assign to the individual user.
 - Note: Refer to User Role guide if needed

5. Click the **Save** button.



- A confirmation pop up will display. Click the **Close** button.



- To confirm the user was properly created, navigate to **User Management** and locate the individual user.
- To activate the user, contact Treasury Support at 833.635.9291. The Credential ID is needed if the user has a virtual token.

Note: If a user's access is changed or deleted, the templates and/or future/recurring payments created by the user will no longer process. For more details, please contact Treasury Support at 833.635.9291 or treasury.support@ibtx.com.

