

Managing Users & User Roles

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Click an account tile to view details and transaction history.

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Smart advice and inspirational ideas to help your business.

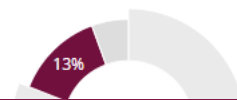
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ACCOUNTS

<p>BUSINESS NON-REVOLVING ... 00...</p> <p>Current Balance \$0.00</p>	<p>BUSINESS REAL ESTATE LO... 0002...</p> <p>Current Balance \$0.00</p>
<p>COMMERCIAL TERM LOAN 000200</p> <p>Current Balance \$9.99</p>	<p>COMMERCIAL TERM LOAN 000202</p> <p>Current Balance \$0.00</p>
<p>BUSINESS GROWTH SOL **2301</p> <p>Available Balance \$2.09</p> <p>Current Balance \$2.09</p>	<p>COMMERCIAL CHECKING **2630</p> <p>Available Balance \$12.55</p> <p>Current Balance \$12.55</p>
<p>BUSINESS SAVINGS **0085</p> <p>Available Balance \$0.86</p> <p>Current Balance \$0.86</p>	

ASSET SUMMARY



<p>COMMERCIAL CHECKING</p> <p>****2630</p> <p>Available Balance \$12.55</p>	<p>80.97%</p>
--	---------------

- Transfer Money >
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Instead of creating user entitlements individually for each user, **Company Administrators** will create **User Roles** to easily assign entitlements for users based on their roles. For example, you could create a User Role for Accounts Payables users, Accounts Receivables users, View Only users, etc.







To create and manage User Roles, click on **User Roles** under the **Settings** Menu.

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User Roles

USER ROLES

Create Role

Name ^	Description	Users ^	
Admin	None	4	  
Draft Only	None	1	  

Click **Create Role** to create a new User Role.

Or, to edit an existing user role, click the pencil icon. Editing an existing role will follow the same process as creating a new role.



New User Role

Role Name

Description (optional)

Cancel

Ok

Give your User Role a name and an optional description. Click **OK**.

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User Roles > Accounts Payable

Save

User Role Policy

Transactions Features Accounts

Filter: All Enabled Disabled

Transaction Filter:

- ACH Payment
Can view all transactions
Can Draft/Approve/Cancel
\$5.00
- Check Reorder
Can view all transactions
Can Draft/Approve/Cancel
- Domestic Wire
Can view all transactions
Can Draft/Approve/Cancel
\$150,000.00
- Funds Transfer
Can view all transactions
Can Draft/Approve/Cancel
\$999,999,999,999.99
- Stop Payment
Can view all transactions
Can Draft/Approve/Cancel

ACH PAYMENT

Enabled

Rights Allowed Actions

View All

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 5.00	
Daily Per Account	\$ 5.00	10
Daily	\$ 5.00	
Monthly	\$ 5.00	

You will see all the transactions your company has access to on the left side of the page. **Click on a transaction type** to edit entitlements.

Save

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User Roles > Accounts Payable

Save

User Role Policy

- Transactions
- Features
- Accounts

Transaction Filter:

Filter: **All** Enabled Disabled

ACH Payment
Can view all transactions
Can Draft/Approve/Cancel
\$5.00

ACH PAYMENT Enabled

Rights Allowed Actions

View All

Check Reorder
Can view all transactions
Can Draft/Approve/Cancel

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 5.00	
Daily Per Account		
Daily		
Monthly		

Domestic Wire
Can view all transactions
Can Draft/Approve/Cancel
\$150,000.00

Funds Transfer
Can view all transactions
Can Draft/Approve/Cancel
\$999,999,999.99

Stop Payment
Can view all transactions
Can Draft/Approve/Cancel

Enable or Disable the Transaction Types required.

Please note, if you choose to disable the transaction type, you may still want to adjust the transaction viewing rights (see next page). Viewing rights will still be active even if the transaction type is disabled.

User Roles > Accounts Payable
Save

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- Update Cont
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User Role Policy

User Role Policy

Transactions Features Accounts

Transaction Filter:

Filter: All Enabled Disabled

Transaction Filter:

Enabled

View All

- All
- Role
- Account
- Own
- None

Maximum Count

5.00	10	5.00	10
5.00	10	5.00	10

Stop Payment

Can view all transactions

Can Draft/Approve/Cancel

Monthly

Save

Rights determine what the User Role can see in the Online Activity Center for this transaction type.

The User Role can see **All** transactions, only view their **Own** transactions, only view transactions to/from **Accounts** they are entitled to see, only view transactions done by others in the same **Role** or cannot view any transactions (**None**).

Note, even if a transaction type is disabled, the Rights section will still determine what a User Role can see in the Online Activity Center.

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User Roles > Accounts Payable

Save

Approval Limits allow you to set the Approval Limits for this transaction type.

The left column options are approval limits by dollar amount. The right column options are approval limits by number of transactions. If the dollar amounts you enter are higher than the company's allowed limits, you will be given an error notice. You will need to adjust the user role approval limits to be no higher than the company's allowed limits.

Transaction Filter:

ACH PAYMENT Enabled

View All

Approval Limits	Maximum Amount	Maximum Count
Per Transaction	\$ <input type="text" value="5.00"/>	<input type="text" value="5.00"/>
Daily Per Account	\$ <input type="text" value="5.00"/>	<input type="text" value="10"/>
Daily	\$ <input type="text" value="5.00"/>	<input type="text" value="10"/>
Monthly	\$ <input type="text" value="5.00"/>	<input type="text" value="10"/>

Save

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User Roles > Accounts Payable

Save

User Role Policy

Transactions Features Accounts

Filter: All Enabled Disabled

Transaction Filter:

ACH Payment
 Can view all transactions
 Can Draft/Approve/Cancel
 \$5.00

ACH PAYMENT

Rights Allowed Actions

You can set advanced entitlements or permissions for each transaction type.
 Click **Allowed Actions**

Check Reorder
 Can view all transactions
 Can Draft/Approve/Cancel

View All

Domestic Wire
 Can view all transactions
 Can Draft/Approve/Cancel
 \$150,000.00

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$ 5.00	
Daily Per Account	\$ 5.00	10
Daily	\$ 5.00	10
Monthly	\$ 5.00	10

Funds Transfer
 Can view all transactions
 Can Draft/Approve/Cancel
 \$999,999,999,999.99

Stop Payment
 Can view all transactions
 Can Draft/Approve/Cancel

Save

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User Roles > Accounts Payable Save

User Role Policy

Transactions Features Accounts

Transaction Filter:

Filter: All Enabled Disabled

ACH Payment
Can view all transactions
Can Draft/Approve/Cancel
\$5.00

Check Reorder
Can view all transactions
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions
Can Draft/Approve/Cancel
\$150,000.00

Funds Transfer
Can view all transactions
Can Draft/Approve/Cancel
\$999,999,999,999.99

Stop Payment
Can view all transactions
Can Draft/Approve/Cancel

ACH PAYMENT

Rights Allowed Actions

POLICY TESTER

Filter by

All v Add Allowed Action

Allows **ACH Payment** transaction for **any amount** ⋮

Show Details

Edit

Delete

Save

You can adjust and **Add Allowed Action** for this Transaction type.

By default, the user role will be given full entitlements to a transaction type. Click the kabob menu and select **Edit** to adjust those entitlements, if needed.

Edit Allowed Action

Allows **ACH Payment** transaction for **any amount**

Operations

Draft Draft Restricted Approve Cancel

Amount

Any allowable amount
 Specific Amount

Subsidiaries

Any allowed subsidiaries (1) [Select specific subsidiaries](#)

Accounts

Any allowed account (0) [Select specific account\(s\)](#)

Cancel

Operations is the ability to Draft, Approve and Cancel transactions. Use the check boxes to enable or disable each option.

Draft is the ability to initiate the transaction.

Draft Restricted is a special permission that only gives the user role access to initiate transactions from templates someone else has setup for them. You cannot have both **Draft & Draft Restricted** entitled.

Approve allows the user to approve the transaction type. Please note, if a transaction type requires Dual Control, a user cannot approve a transaction they drafted.

Cancel allows a user to cancel an unprocessed transaction.

Allows **ACH Payment** transaction for **any amount**

Operations

Draft Draft Restricted Approve Cancel

Amount

Any allowable amount
 Specific Amount

Subsidiaries

Any allowed subsidiaries (1) [Select specific subsidiaries](#)

Accounts

Any allowed account (0) [Select specific account\(s\)](#)

Cancel

Amount is the payment amount for this Allowed Action.

You can select **Any Allowable Amount** to give this user role the full dollar amount allowed to your company for this transaction type. Or you can limit this user role to a lower dollar amount by choosing **Specific Amount** and entering the limit in the text field.

Allows **ACH Payment** transaction for **any amount**

Operations

Draft Draft Restricted Approve Cancel

Amount

Any allowable amount
 Specific Amount

Subsidiaries

Any allowed subsidiaries (1) [Select specific subsidiaries](#)

Accounts

Any allowed account (0) [Select specific account\(s\)](#)

Subsidiaries and **Accounts** will only have one option for each so there would be no need to update these fields.

Click **Submit** when finished.

Cancel

Submit

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User Roles > Accounts Payable

Save

User Role Policy

Transactions Features Accounts

Filter: All Enabled Disabled

Transaction Filter:

ACH Payment
Can view all transactions
Can Draft/Approve/Cancel
\$5.00

ACH PAYMENT

Rights Allowed Actions

Check Reorder
Can view all transactions
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions
Can Draft/Approve/Cancel
\$150,000.00

Funds Transfer
Can view all transactions
Can Draft/Approve/Cancel
\$999,999,999,999.99

Stop Payment
Can view all transactions
Can Draft/Approve/Cancel

Open Policy Tester allows you to test your Allowed Actions to make sure they limit the User Role appropriately.

Enter criteria for a transaction to see if that transaction will be allowed for this user role.

POLICY TESTER

Operation: Draft Amount: \$ 0 Account: [Dropdown]

Subsidiary: [Dropdown]

Auth code provided Template used **Test**

Filter by

All [Dropdown]

Search all

Add Allowed Action

Allows **ACH Payment** transaction for **any amount**

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User Roles > Accounts Payable Save

User Role Policy

Transactions Features Accounts

Transaction Filter:

Filter: **All** Enabled Disabled

ACH Payment
Can view all transactions
Can Draft/Approve/Cancel
\$5.00

Check Reorder
Can view all transactions
Can Draft/Approve/Cancel

Domestic Wire
Can view all transactions
Can Draft/Approve/Cancel
\$150,000.00

Funds Transfer
Can view all transactions
Can Draft/Approve/Cancel
\$999,999,999,999.99

Stop Payment
Can view all transactions
Can Draft/Approve/Cancel

ACH PAYMENT

Rights Allowed Actions

Approval Limits

	Maximum Amount	Frequency
Per Transaction	\$	
Daily Per Account	\$	
Daily	\$	5.00 10
Monthly	\$	5.00 10

Save

After updating one transaction, select another transaction type from the list on the left to update that transaction type.

Please note, you will want to repeat the previous steps to make sure each transaction type is set appropriately for the user role.

When you are done with all the transaction types, click **Save** at the top of the page.

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User Roles > Accounts Payable Save

User Role Policy ?

Transactions **Features** Accounts

FEATURES ?

RIGHTS

- | | |
|---|---|
| <input checked="" type="checkbox"/> Access to all payment templates | <input type="checkbox"/> Allow one-time recipients |
| <input checked="" type="checkbox"/> Can view all recipients | <input checked="" type="checkbox"/> Enable Centrix Positive Pay |
| <input checked="" type="checkbox"/> Manage Recipients | <input type="checkbox"/> Manage Users |

TRANSACTIONS

- Allow ACH Company Entry Description Entry

CUSTOM FEATURES

- | | |
|--|---|
| <input type="checkbox"/> Base Address Change | <input type="checkbox"/> Loan Payments |
| <input type="checkbox"/> eStatement Preferences | <input type="checkbox"/> feature.item.featureGroupCustu |
| <input type="checkbox"/> feature.item.featureGroupCustUser/CommercialEStatements | <input type="checkbox"/> feature.item.featureGroupCustUser/member/membertrans |
| <input type="checkbox"/> feature.item.featureGroupCustUser/SawvyMoneyCreditScore | |

The **Features** tab allows you to set the capabilities the User Role has.

Only turn on features that the User Role needs.

Please note, the following **Features** are meant for User Administration purposes and should only be assigned to User Roles who should have User Administration functions.

- Manage Users (Rights Section)
- Manage Company Policy (Corporate Section)
- Manage User Roles (Corporate Section)

By clicking the **Accounts** tab, you can select which accounts the User Role can View, Deposit into, or Withdraw from. Deposit/Withdraw functionality refers to transactions within MyJFG only (internal transfers & ACH/Wire transactions). For example, if a user role should be able to submit an ACH Payment out of an account, they must be given Withdraw functionality for that account.

Withdraw entitlements refer only to online transactions; this does not give a user authority to sign checks or make in-person withdrawals.

A padlock indicates that transaction type is restricted from that account.

Click **Save** when finished.

User Roles > Accounts Payable

Save

User Role Policy 

Transactions Features **Accounts**

ACCOUNTS

7 of 7 accounts shown

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
****000203	BUSINESS NON-REVOLVING LINE OF CREDIT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
****2630	COMMERCIAL CHECKING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
****000201	BUSINESS REAL ESTATE LOAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
****000200	COMMERCIAL TERM LOAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
****000202	COMMERCIAL TERM LOAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
****0085	BUSINESS SAVINGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
****2301	BUSINESS GROWTH SOL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Save

Accessibility

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Click an account tile to view details and transaction history.

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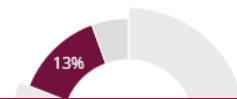
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ACCOUNTS

<p>BUSINESS NON-REVOLVING ... 00...</p> <p>Current Balance \$0.00</p>	<p>BUSINESS REAL ESTATE LO... 0002...</p> <p>Current Balance \$0.00</p>
<p>COMMERCIAL TERM LOAN 000200</p> <p>Current Balance \$9.99</p>	<p>COMMERCIAL TERM LOAN 000202</p> <p>Current Balance \$0.00</p>
<p>BUSINESS GROWTH SOL **2301</p> <p>Available Balance \$2.09</p> <p>Current Balance \$2.09</p>	<p>COMMERCIAL CHECKING **2630</p> <p>Available Balance \$12.55</p> <p>Current Balance \$12.55</p>
<p>BUSINESS SAVINGS **0085</p> <p>Available Balance \$0.86</p> <p>Current Balance \$0.86</p>	

ASSET SUMMARY



<p>COMMERCIAL CHECKING</p> <p>****2630</p> <p>Available Balance \$12.55</p>	<p>80.97%</p>
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- Transfer Money >
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Need Help?

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Once you have the User Role created, you can **add** existing users to that Role or create a new user.

Click on **Users** under the **Settings** Menu.

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User Management

Add User

User	Email Address	Role	Status	Last login	
Bonnie B		Admin	Active		
Kyle Kas		Admin	Active		
Sarah Te		Admin	Active		
Sarah Te		Draft Only	Active	22 days ago	
Tony Dor		Admin	Active	15 days ago	

To create a new user, click **Add User**.

Fill in the information of your new user.

In the top section, enter the personal information (name, email, and direct phone number) of your new user.

In the bottom section, enter the Login Details of the new user. For **User ID**, if you are creating a user who will also use Positive Pay and/or DepositPartner, please do your best to keep the User ID consistent across all three platforms. **Password** requirements will show on the screen when you are in the Password text field. Select the proper **User Role** from the dropdown menu. Click **Save New User Details** when finished.

The system will not send an automatic email to the new user. It is the responsibility of the administrator to provide the new user with their User ID and logon instructions.

New User Details

PERSONAL DETAILS

First Name	Last Name	Email Address
<input type="text" value="John"/>	<input type="text" value="McClane"/>	<input type="text" value="J.McClane@nakatomiplaza.com"/>
Phone Country	Phone	
<input type="text" value="United States"/>	<input type="text" value="(888)769-3796"/>	

LOGIN DETAILS

User ID	Password	Confirm Password
<input type="text" value="JohnMcClane"/>	<input type="password" value="....."/>	<input type="password" value="....."/>
User Role		
<input type="text" value="Draft Only"/>		

Please note, if you are creating a user who will also use DepositPartner and/or Positive Pay, that user will need to have user profiles in those systems as well. When you have the user built in MyJFG as well as DepositPartner and/or Positive Pay, please email myjfgbusiness@johnsonfinancialgroup.com with your company name and the usernames for Access JFG & DepositPartner and/or Positive Pay so they can enable the Single Sign On.

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User Management

Add User

User	Email Address	Role	Status	Last login	
Bonnie B		Admin	Active		
Kyle Kasl		Admin	Active	a few seconds ago	
Sarah Te:	OM	Admin	Active	an hour ago	
Sarah Te:		Draft Only	Active	22 days ago	
Tony Dor	n	Admin	Active	15 days ago	

To add or change a User Role for an existing user, click on the pencil icon on that user's tile.

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User Details

Status
Active
Edit Status

PERSONAL DETAILS

First Name	Last Name	Email Address
Kyle	Kasbohm	
Phone Country	Phone	
United States	(262) 769-3796	

USER ROLE [Manage User Roles](#)

Current Role

Admin

Update Role

USER LOGINS

Login Name	Channel	Status	Last Logon
kylecms2	Internet	Normal	1/19/2024

Select the Appropriate User Role from the dropdown menu and assign it to the User. Click **Update Role** to Save.

Please note, after a user is created, the User Role is the only information an administrator can update. If the user needs to update phone information, that can be done by the user by following the "**Updating Password & Secure Access Code Phone Numbers**" user guide. Otherwise, for all other detail changes, please contact support at 888.769.3796 (option 1, then option 2).

Cancel Delete

Thank You

Additional Resources and Support

For additional resources, including “how-to” guides, please visit our online Client Resources page at <https://www.johnsonfinancialgroup.com/business/cash-management/client-resources/>

If further support is needed, please call our Johnson Customer Support Center at 888.769.3796 (option 1, then option 2), send a message in the MyJFG Message Center to “MyJFG Business – Cash Mgmt Solutions” or by email at myjfgbusiness@johnsonfinancialgroup.com.

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

