

DepositPartner User Administration



Important

- If you are creating a **new user** in DepositPartner, that user should also be created in MyJFG. Please see the user guide, “User Administration—DepositPartner Only Users” for assistance. Please, if at all possible, use the same username for new users in both MyJFG and DepositPartner. When your user is created, please email myjfgbusiness@johnsonfinancialgroup.com with your company name and the username for both DepositPartner and MyJFG so they can link the profiles for the Single Sign On.



Welcome Kyle Kasbohm!

Today is 8/10/2020 at 3:52:34 PM! K_KASBOHM, your last login was on 8/10/2020 at 9:19:48 AM.

Johnson Financial Group is proud to have JFG Test Merchant as a DepositPartner customer. DepositPartner gives you the ability to conveniently deposit checks remotely, manage your remote check deposits and research those deposits anytime, anywhere, from any device.

You made your last deposit for \$0.00 on UNKNOWN at Unknown (Processed on UNKNOWN).

If you need additional assistance, please contact Treasury Management Customer Support at 1-888-769-3796 or by email at tmsupport@johnsonfinancialgroup.com.

Thank you!

Create Deposit

Location

Main

Account

Checking***8398

Control Total

\$ 0.00

Create Tape

Create Deposit

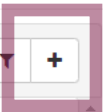
From the homepage, you can access the Administration menu click clicking the **Administration** link in the upper left-hand corner of the page.

ing 0 Recent 0

	Tracking #	Status	Location	Account Name	Item Count	Deposit Total
	M000035054	Open	Main	Checking***8398	0	\$80.00
8/5/2020 3:37:10 pm	M000035072	Open	Main	Checking***8398	0	\$0.09
8/5/2020 3:38:46 pm	M000035082	Open	Main	Checking***8398	0	\$0.09
8/5/2020 5:13:35 pm	M000035246	Open	Main	Checking***8398	0	\$0.01
8/7/2020 2:33:48 pm	M000036907	Open	Main	Checking***8398	0	\$1.00
8/10/2020 9:03:36 am	M000037407	Open	Main	Checking***8398	0	\$0.09

Merchant Users

Search User or Full Name	
ATESTUSER	Test User
ATESTUSER1	Test
ATESTUSER2	Test User
ATESTUSER3	Test User
ATESTUSER4	Test User
ATESTUSER5	Test User
ATESTUSER6	Test User
ATESTUSER7	Test user
ATESTUSER8	Test User



User

Full Name
The full name is required and can not be the same as the user name.

Email

Timezone

Date Format

Time Format

Scanner

Phone Numbers

Roles

Locations

Accounts

Click the “+” sign to add a new user.

Merchant Users

ATESTUSER	Test User
ATESTUSER1	Test
ATESTUSER2	Test User
ATESTUSER3	Test User
ATESTUSER4	Test User

Add a New User

User

Full Name

Email

Timezone

Date Format

Time Format

Scanner *TS-240*

Phone Numbers

Fill in this section with the details of the new user being created.

Important Notes:

The **User** field is for the username. Due to the Single Sign On with MyJFG, please select a username identical, if possible, or as close to identical to this new user's MyJFG username. Also, do not include any spaces within the username as this will prevent the Single Sign On in MyJFG from functioning.

From the **Scanner** drop down menu, select the **scanner model type** the new user will be using. If you select a network scanner, such as ml:Deal, the system updates the page with the Scanner Host field. You must also provide an IP address or hostname value for the network scanner in this field. Please see the Panini ml:Deal Installation Guide in the Client Resources page for more information about ml:Deal scanners.

Merchant Users

Add in Phone Numbers, Roles, Locations, and Accounts by clicking the **Kabob menu** (...) menus on the right-hand side.

Roles: Select which roles this user should be given. A description of each role can be found on the role selection screen.

Locations: Select whichever location(s) the user will be based at.

Accounts: Select which account(s) the user should be able to access in DepositPartner.

Click **Save** when completed.

Please note, you can only assign the locations and accounts that have been assigned to you.

Add a New User

User

Full Name

Email

Timezone

Date Format

Time Format

Scanner *TS-240*

Phone Numbers ⋮

Roles ▼ ⋮

Locations ▼ ⋮

Accounts ▼ ⋮

After creating the profile, it will need to be linked to that user's MyJFG profile for the purpose of the Single Sign On. Please email myjfgbusiness@johnsonfinancialgroup.com with your company name and the usernames for both MyJFG and DepositPartner so they can enable the Single Sign On.

Cancel

Save

Merchant Users



Search User or Full Name
ATESTUSER Test User
ATESTUSER1 Test
ATESTUSER2 Test User
ATESTUSER3 Test User
ATESTUSER4 Test User
ATESTUSER5 Test User
ATESTUSER6 Test User
ATESTUSER7 Test user
ATESTUSER8 Test User

User: ATESTUSER8 ✓

Full Name: Test User

Email: testuser1@johnsonfinancialgroup.com

Timezone: Central Daylight Time

Date Format: M/D/YYYY

Time Format: h:mm:ss tt

Scanner: Select a Scanner

Phone Numbers

Roles

Locations

Accounts

On the left side of the screen, you will see a list of your users. You can use the **search or filter** options above the list to help search for specific users.

Click a user to edit that user on the right side of the screen (see next slide).

Merchant Users

Search User or Full Name [v] [+]

ATESTUSER
Test User
ATESTUSER1
Test
ATESTUSER2
Test User
ATESTUSER3
Test User
ATESTUSER4
Test User
ATESTUSER5
Test User
ATESTUSER6
Test User
ATESTUSER7
Test user
ATESTUSER8
Test User

User: ATESTUSER8 ✓

Full Name: Test User

Email: testuser1@johnsonfinancialgroup.com

Timezone: Central Daylight Time

Date Format: M/D/YYYY

Time Format: h:mm:ss tt

Scanner: Select a Scanner

Phone Numbers

Roles

Locations

Accounts

On the left side of the screen, you will see a list of your existing users.

Click a username to edit that user on the right side of the screen in the same manner as when you created a new user. **Click Save** at the bottom of the page when finished editing.

Merchant Users

Search User or Full Name	
ATESTUSER	Test User
ATESTUSER1	Test
ATESTUSER2	Test User
ATESTUSER3	Test User
ATESTUSER4	Test User
ATESTUSER5	Test User
ATESTUSER6	Test User
ATESTUSER7	Test user
ATESTUSER8	Test User

User: ATESTUSER8 ✓

Full Name: Test User

Email: testuser1@johnsonfinancialgroup.com

Timezone: Central Daylight Time

Date Format: M/D/YYYY

Time Format: h:mm:ss tt

Scanner: Select a Scanner

Phone Numbers

Roles

Locations

Accounts

- Disable User
- Reset Questions
- Reset Password
- Delete User

To delete or disable (or enable) a user, or to reset a password or security questions, **select the user** from the list of users. Then, **click the Kabob menu** in the upper right. Select the option you would like to complete and, if prompted, confirm on the pop-up message.

Reminder

- If you are creating a **new user** in DepositPartner, that user should also be created in MyJFG. Please see the user guide, “Creating Single Sign On Only Users in MyJFG” for assistance. Please, if at all possible, use the same username for new users in both MyJFG and DepositPartner. When your user is created, please email myjfgbusiness@johnsonfinancialgroup.com with your company name and the username for both DepositPartner and MyJFG so they can link the profiles for the Single Sign On.



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)

