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.

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	To)day is 8/10/2020 a	at 3:52:34 PM! K_KAS	SBOHM, your last login	1 was on 8/10/2020 at 9:1	19:48 AM.	Main Account Checking***8398 Control Total			•
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Help -0 Administration Research Reports 1 Merchant Users User Search User or Full Name ÷ Full Name ATESTUSER The full name is required and can not be the same as the user name. Test User ATESTUSER1 Email Test Timezone ATESTUSER2 Test User Date Format M/D/YYYY Ŧ ATESTUSER3 Click the "+" sign to add a new Time Format h:mm:ss tt -Test User user. Scanner -ATESTUSER4 Test User 1 Phone Numbers ATESTUSER5 Test User \sim ATESTUSER6 \sim Test User \sim ATESTUSER7 Accounts Test user ATESTUSER8 Test User •

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Merchant Users		
		Add a New User
Search User or Full Name	User	DepositPartnerUser
ATESTUSER Test User	Full Name	Deposit Partner User
ATESTUSER1	Email	DepositPartnerUser@JohnsonFinancialGroup.com
Test	Timezone	Central Daylight Time
ATESTUSER2 Test User	Date Format	MM/DD/YYYY ·
ATESTUSER3	Time Format	h:mm:ss tt 🔹
Test User	0	
ATESTUSER4	scanner	Digital Check TS-240
Test User	Phone I	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.

Administration

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Help -

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.

			-
User	Add a New User DepositPartnerUser		
Full Name	Deposit Partner User		
Email	DepositPartnerUser@JohnsonFinancialGroup.com		
Timezone	Central Daylight Time		
Date Format	MM/DD/YYYY		
Time Format	h:mm:ss tt 🔹		
Scanner	Digital Check TS-240		
Phone	Numbers	:	
Roles		~	
Locatio	ons	~	
Accour	nts	~	

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 <u>myjfgbusiness@johnsonfinancialgroup.com</u> with your company name and the usernames for both MyJFG and DepositPartner so they can enable the Single Sign On.

Cancel Save

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Administration Research Reports

Help -

Merchant Users				:	
Search User or Full Name	User	ATESTUSER8	0)	
ATESTUSER	Full Name	Test User			
Test User	Email	testuser1@johnsonfinancialgroup.com			
ATESTUSER1 Test	Timezone	Central Daylight Time	•		
ATESTUSER2	Date Format	M/D/YYYY	•	On the left	side of the screen, you
ATESTUSER3	Time Format	h:mm:ss tt	•	will see a lis	t of your users. You
Test User	Scanner	Select a Scanner	•	above the li	st to help search for
ATESTUSER4 Test User	Phone I	Numbers		specific use	ers.
ATESTUSER5 Test User	Roles			Click a user	to edit that user on the
ATESTUSER6	Locatio	ns		slide).	the screen (see next
Test User	Accour	its		511427.	
ATESTUSER7 Test user					
ATESTUSER8 Test User					
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For additional assistance, please call 888.769.3796 (option 1, then option 2) or email myjfgbusiness@johnsonfinancialgroup.com.

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Search User or Full Name	T	+			
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ATESTUSER2 Test User					
ATESTUSER3 Test User					
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ATESTUSER5 Test User					
ATESTUSER6 Test User					
ATESTUSER7 Test user					
ATESTUSER8 Test User					

Help -

			:	
Use	ATESTUSER8	0		
Full Name	e Test User			
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Timezon	e Central Daylight Time	•	On the lef	t side of the screen you
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Help -Administration Research Reports

Merchant Users				:
Search User or Full Name T	User	ATESTUSER8	0	Disable User Reset Questions
ATESTUSER	Full Name	Test User		Reset Password
Test User	Email	testuser1@johnsonfinancialgroup.com		Delete User
ATESTUSER1 Test	Timezone	Central Daylight Time	•	
ATESTUSER2 Test User	Date Format	M/D/YYYY	•	
ATESTUSER3	Time Format	h:mm:ss tt	•	
Test User	Scanner	Select a Scanner	•	
ATESTUSER4 Test User	Phone	Numbers		o delete or disable (or enable) a ser, or to reset a password or
ATESTUSER5 Test User	Roles		se fr	ecurity questions, select the user rom the list of users. Then, click
ATESTUSER6 Test User	Locatio	ons nts	th Se	ne Kabob menu in the upper right. elect the option you would like to
ATESTUSER7 Test user			CC 01	omplete and, if prompted, confirm n the pop-up message.
ATESTUSER8 Test User				

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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/cas h-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 <u>myjfgbusiness@johnsonfinancialgroup.com</u>.

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