

# DepositPartner User Administration

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# Important

- If you are creating a **new user** in DepositPartner, that user should also be created in AccessJFG. Please see the user guide, “Creating Single Sign On Only Users in AccessJFG” for assistance. Please, if at all possible, use the same username for new users in both AccessJFG and DepositPartner. When your user is created, please email [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com) with your company name and the username for both DepositPartner and AccessJFG 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](mailto: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

Select a Timezone

Date Format

M/D/YYYY

Time Format

h:mm:ss tt

Scanner

Select a Scanner

Phone Numbers

Roles

Locations

Accounts

Click the “+” sign to add a new user.

### Merchant Users

Search User or Full Name	
<b>AATESTUSER</b>	Test User
<b>AATESTUSER1</b>	Test
<b>AATESTUSER2</b>	Test User
<b>AATESTUSER3</b>	Test User
<b>AATESTUSER4</b>	Test User

*Add a New User*

**User**

**Full Name**

**Email**

**Timezone**

**Date Format**

**Time Format**

**Scanner**

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 AccessJFG, please select a username identical, if possible, or as close to identical to this new user's AccessJFG username. Also, do not include any spaces within the username as this will prevent the Single Sign On in AccessJFG 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 AccessJFG profile for the purpose of the Single Sign On. Please email [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com) with your company name and the usernames for both AccessJFG and DepositPartner so they can enable the Single Sign On.

Cancel

### Merchant Users



Search User or Full Name <span>▼</span> <span>+</span>	
<b>ATESTUSER</b>	Test User
<b>ATESTUSER1</b>	Test
<b>ATESTUSER2</b>	Test User
<b>ATESTUSER3</b>	Test User
<b>ATESTUSER4</b>	Test User
<b>ATESTUSER5</b>	Test User
<b>ATESTUSER6</b>	Test User
<b>ATESTUSER7</b>	Test user
<b>ATESTUSER8</b>	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] [+]

<b>AATESTUSER</b>
Test User
<b>AATESTUSER1</b>
Test
<b>AATESTUSER2</b>
Test User
<b>AATESTUSER3</b>
Test User
<b>AATESTUSER4</b>
Test User
<b>AATESTUSER5</b>
Test User
<b>AATESTUSER6</b>
Test User
<b>AATESTUSER7</b>
Test user
<b>AATESTUSER8</b>
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	
<b>ATESTUSER</b>	Test User
<b>ATESTUSER1</b>	Test
<b>ATESTUSER2</b>	Test User
<b>ATESTUSER3</b>	Test User
<b>ATESTUSER4</b>	Test User
<b>ATESTUSER5</b>	Test User
<b>ATESTUSER6</b>	Test User
<b>ATESTUSER7</b>	Test user
<b>ATESTUSER8</b>	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

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# 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/client-resources>

If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com).

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

