Exchange

User Administration – Create New User

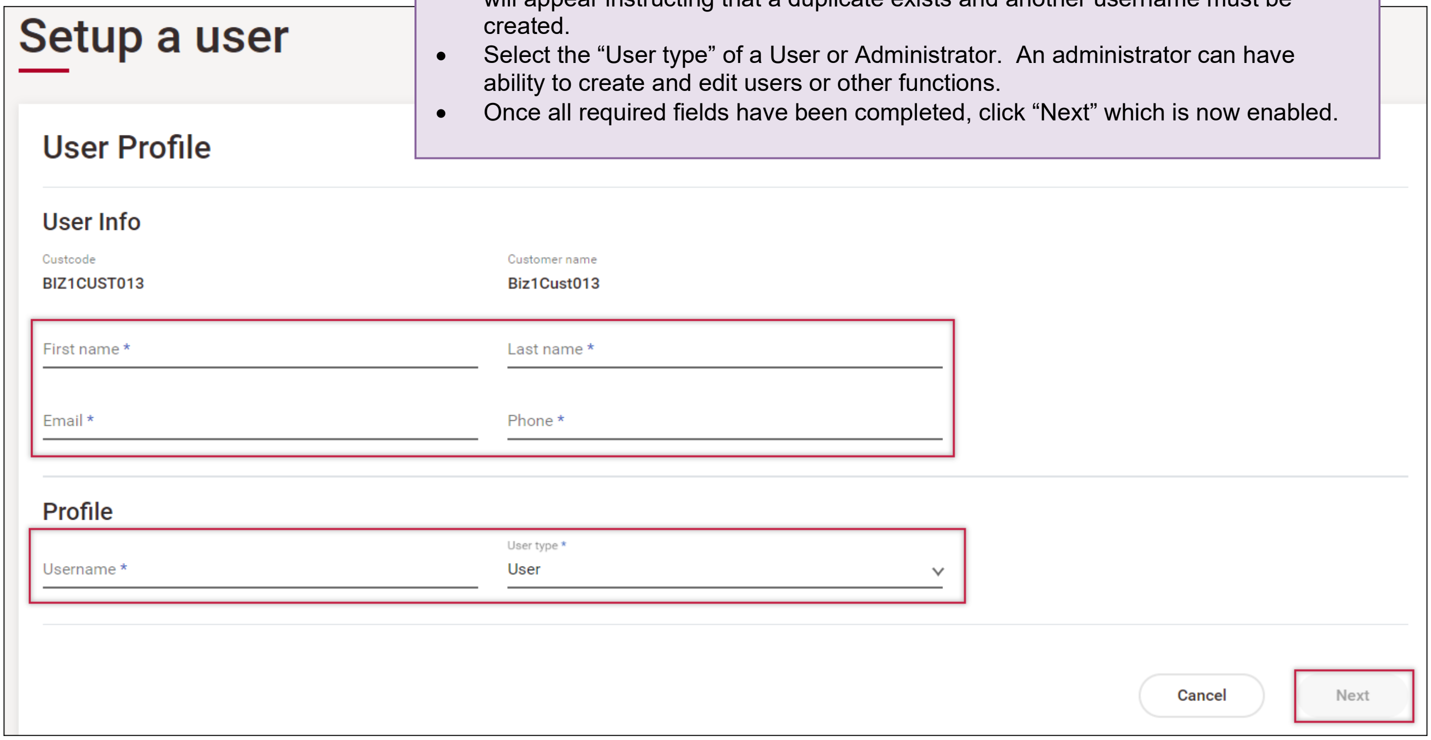
This Quick Reference Guide will assist you with instruction for creating a new user within Exchange. User Administration allows you to assign detailed permission and functionality to users at your company.

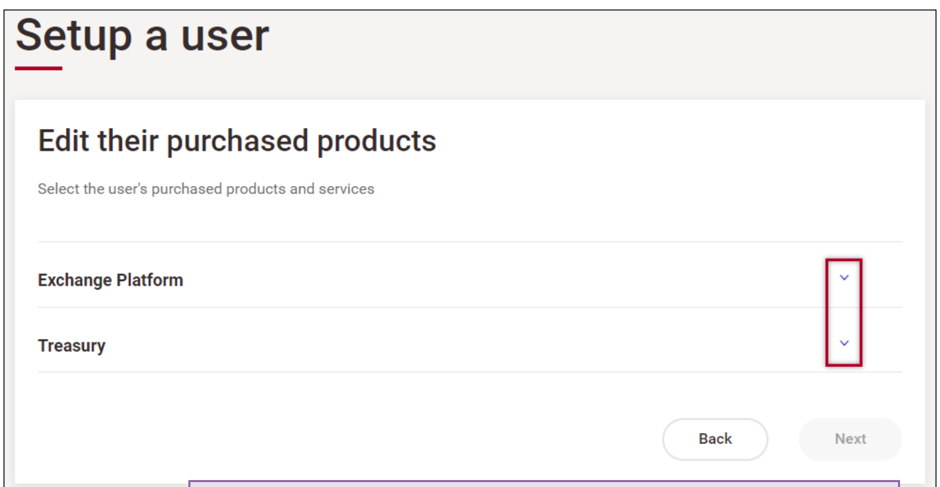
Note: Please be sure to review the individual guides for Business Bill Payment, ACHAlert Positive Pay and/or Payments and Reporting for permission instructions specific to those services.

There are two ways a new user can be created, "Copy User" is also available. These instructions will show how to create a user manually. **Note:** These instructions will show creating the user and adding "Exchange Platform" specific permissions. Please review the individual Treasury product user admin guides for those detailed permissions on the Exchange Resource Center.

To begin:

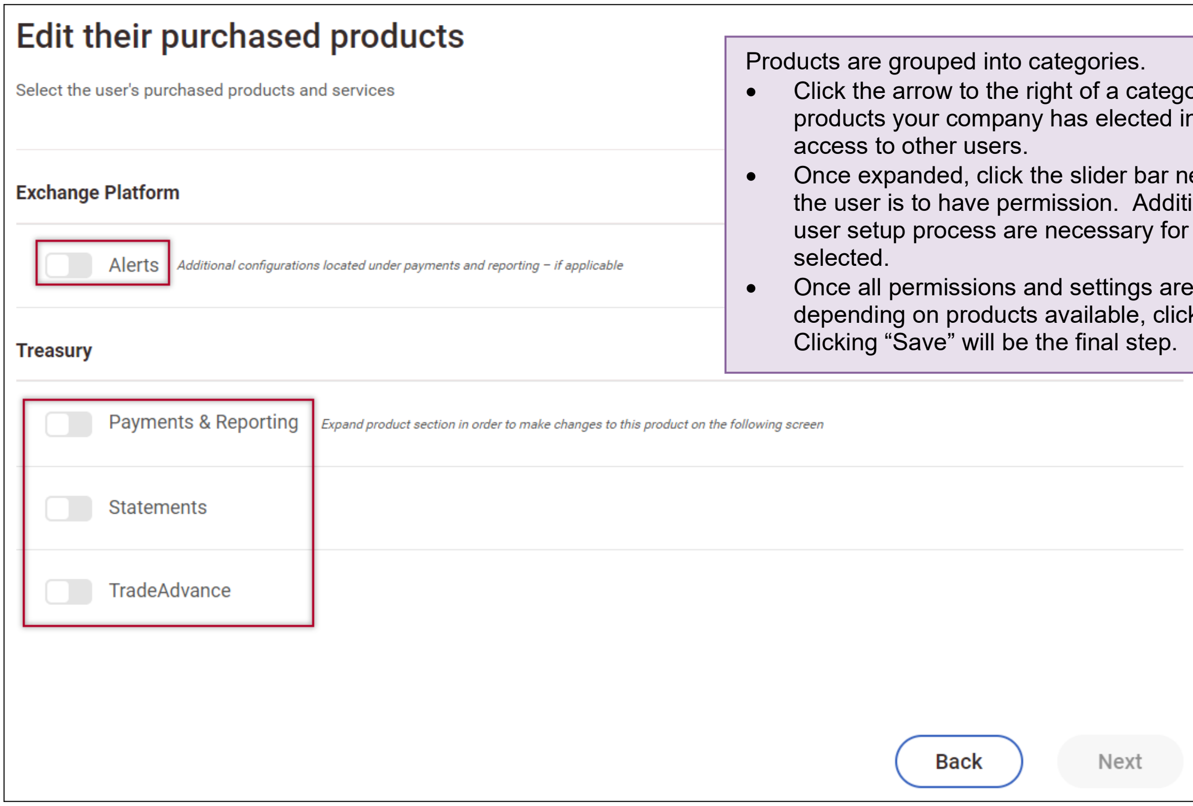
- Input the user's "First Name", "Last Name", "Email" address and "Phone" number. **Note:** This phone number field is not connected to MFA.
- Create a "Username". It must be 5-20 characters long with no spaces or special characters. If a duplicate username is detected in the system, a warning message will appear instructing that a duplicate exists and another username must be created.
- Select the "User type" of a User or Administrator. An administrator can have ability to create and edit users or other functions.
- Once all required fields have been completed, click "Next" which is now enabled.





Products are grouped into categories.

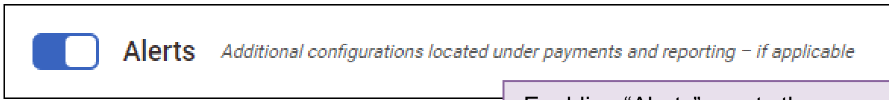
- Click the arrow to the right of a category to list those products your company has elected in order to permission access to other users.



Products are grouped into categories.

- Click the arrow to the right of a category to list those products your company has elected in order to permission access to other users.
- Once expanded, click the slider bar next to the products the user is to have permission. Additional steps to the user setup process are necessary for most products once selected.
- Once all permissions and settings are complete and depending on products available, click "Next" or "Save". Clicking "Save" will be the final step.

Product Category Chart		
Exchange Platform	Alerts Mobile	
Treasury	ACH Positive Pay Bill Payment Corporate Card Payments Payments & Reporting	Positive Pay Item Research Statements
Wealth	Unity Platform	



Enabling "Alerts" grants the user permission to create Exchange platform alerts. If they have Payments & Reporting, they will need this enabled in order to also create those alerts. There are additional permissions for Payments & Reporting alert types.

The only step needed here is clicking the slider to enable the service.

Exchange platform alert types:

Information Reporting

ATM Withdrawal - ATM withdrawal alerts will be sent when an ATM withdrawal exceeds a dollar amount you set.

Book Transfer - You will receive a Book Transfer alert when a Book Transfer occurs and exceeds the dollar amount you set.

Check Number Posted - A Check Number Posted alert will be sent when a check posted to your account matches the check number you specify.

Check Posted - Check posted alerts are sent when a check posts to your account and exceeds the dollar amount you set.

Daily Balance - A daily alert will be delivered with the balance of your account.

Deposit - A deposit alert will be sent when a branch, ATM or mobile deposit matching the amount you set is deposited.

Deposit Correction – Credit - Deposit correction-credit alerts are sent when a deposit correction-credit is credited to your account and exceeds the dollar amount you set.

Deposit Correction – Debit - Deposit correction-debit alerts are sent when a deposit correction-debit is deducted from your account and exceeds the dollar amount you set.

Deposit Item Return - Deposit item return alerts are sent when a deposit item return is deducted from your account and exceeds the dollar amount you set.

Electronic Credit (ACH) - Electronic Credit (ACH) alerts are sent when an electronic credit is credited to your account and exceeds the dollar amount you set.

Electronic Debit (ACH) - Electronic Debit (ACH) alerts are sent when an electronic debit is deducted from your account and exceeds the dollar amount you set.

Low Balance - An alert will be sent when your account balance falls below a dollar amount you set.

Remote Deposit Adjustment – Credit - Remote deposit adjustment-credit alerts are sent when a remote deposit adjustment-credit is credited to your account and exceeds the dollar amount you set.

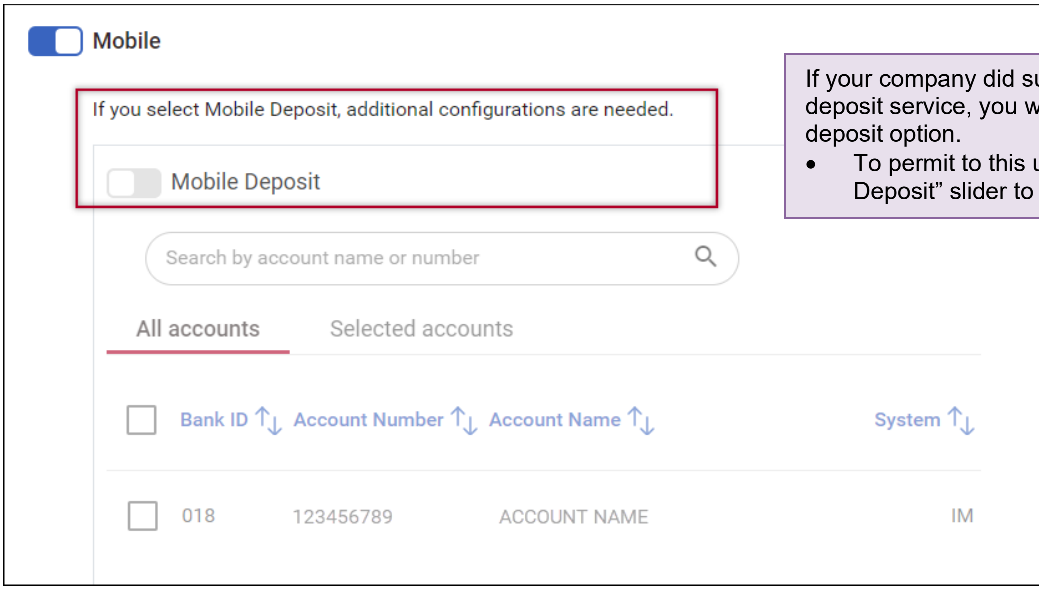
Remote Deposit Adjustment – Debit - Remote deposit adjustment-debit alerts are sent when a remote deposit adjustment-debit is deducted from your account and exceeds the dollar amount you set.

Payments & Transfers

ACH Prefund Settlement - ACH prefund settlement alerts are sent when an ACH prefund settlement transaction is deducted from your account and exceeds the dollar amount you set.

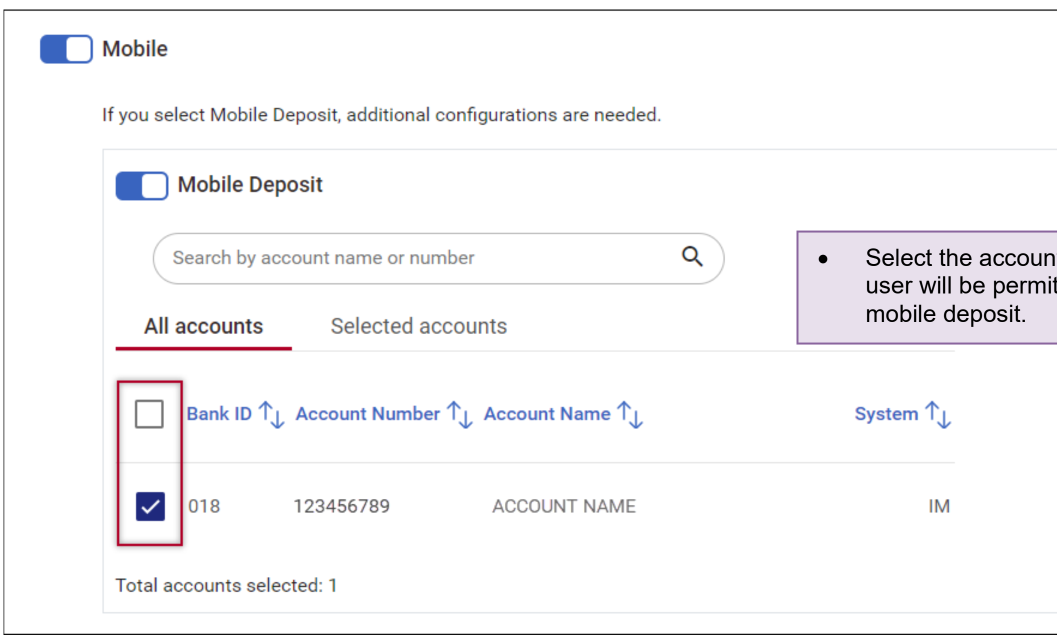
If your company has elected the mobile service and it is to be permissioned to this new user:

- Click the “Mobile” slider to enable the service.
- Unless your company has also elected mobile deposit, that is the only permission needed.



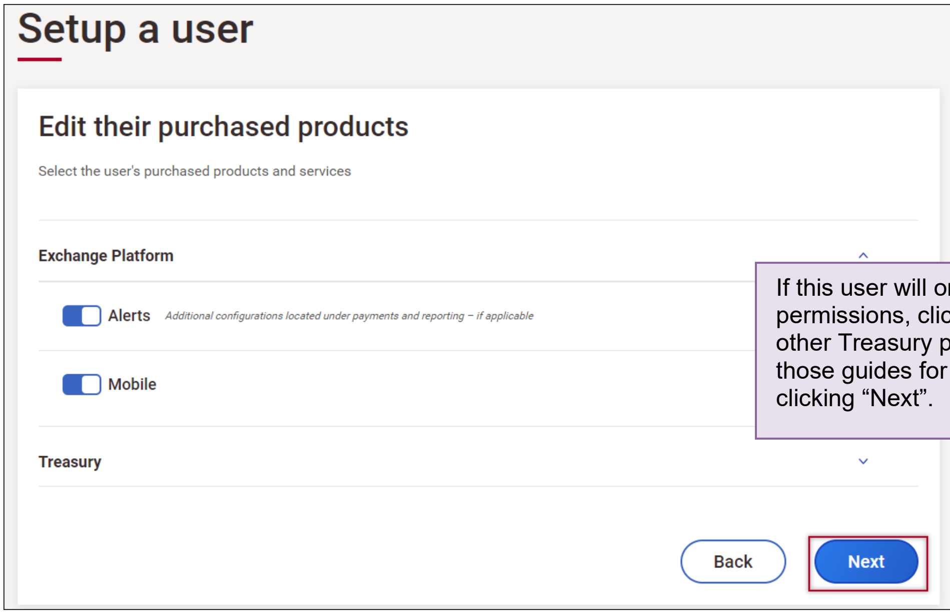
If your company did subscribe to the mobile deposit service, you will see the mobile deposit option.

- To permit to this user, click the “Mobile Deposit” slider to enable the service.



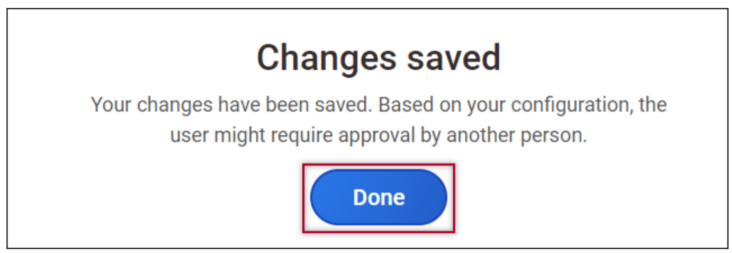
- Select the account(s) the user will be permitted for mobile deposit.

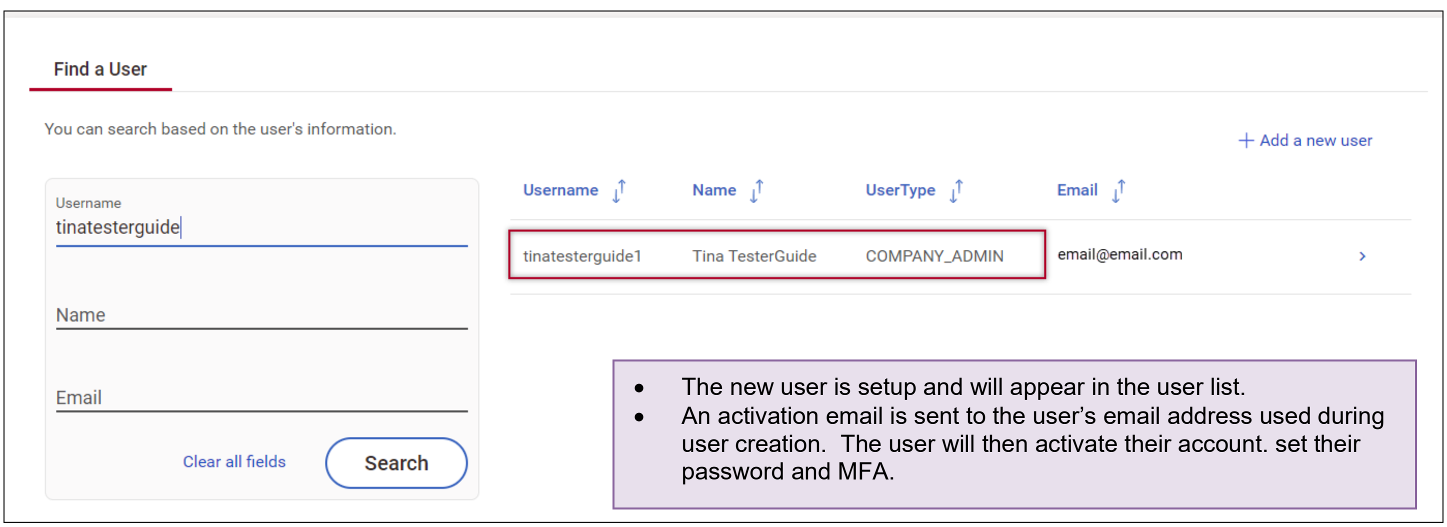
Note: The user will still need to download the BOK Financial Exchange mobile app from their appropriate app store.



If this user will only have Alerts & Mobile permissions, click “Next”. If they will have other Treasury permissions, please refer to those guides for proper setup before clicking “Next”.

This is the final step confirming the setup is complete, click “Done”.





- The new user is setup and will appear in the user list.
- An activation email is sent to the user’s email address used during user creation. The user will then activate their account. set their password and MFA.