



Please note: The ability to manage users is only available to the account's Authorized Administrator.



Alpine Bank

Alpine Online | Bill Pay | Cash Manager | eStatements | Open Account

ACH | Wires | Fraud Solutions | Manage Users | Balance Reporting

* Denotes required field

* User Name: AlanAlpine

* Email Address: AlanAlpine@testemail.com ✓

Administration: Yes

Wire Password: ●●●●

View Position/Activity Report:

Hold User:

Mobile Phone Number: 123 456 7890

Wireless Provider Address: @txt.att.net Carrier Search

Standard wireless carrier charges may apply

Step 1. Create a New User

To create a new user, select “Cash Manager,” “Manage Users” and “New User.”

Enter the user's name and email address. Designate their “Administration” level, and enter a 4-digit PIN to be used when transmitting a wire (if applicable).

Enter their phone number and wireless provider information (optional).

Establish the user’s “Access Times.” This restricts when the user is able to log in.

Enter ACH and Wire limits, and select what ACH access the user should have, if applicable. The user limits cannot exceed that of the established company limits.

Click “Submit”

Access Times

| Day | Begin Time (hh:mm AM/PM) | End Time (hh:mm AM/PM) | Access | Restrictions |
|-----------|--------------------------|------------------------|---|----------------------------------|
| Monday | 08:00 AM | 05:00 PM | <input type="checkbox"/> Never on this day | <input type="checkbox"/> All Day |
| Tuesday | 08:00 AM | 05:00 PM | <input type="checkbox"/> Never on this day | <input type="checkbox"/> All Day |
| Wednesday | 08:00 AM | 05:00 PM | <input type="checkbox"/> Never on this day | <input type="checkbox"/> All Day |
| Thursday | 08:00 AM | 05:00 PM | <input type="checkbox"/> Never on this day | <input type="checkbox"/> All Day |
| Friday | 08:00 AM | 05:00 PM | <input type="checkbox"/> Never on this day | <input type="checkbox"/> All Day |
| Saturday | 12:00 PM | 05:00 PM | <input checked="" type="checkbox"/> Never on this day | <input type="checkbox"/> All Day |
| Sunday | 12:00 PM | 05:00 PM | <input checked="" type="checkbox"/> Never on this day | <input type="checkbox"/> All Day |

All times are: Central Time

User Access for this User:

Daily ACH Limit: \$5,000.00 Per Wire Limit: \$10,000.00

Transfer Limit: Daily Wire Limit: \$10,000.00

Dual Wire Control: Dual Wire Control Limit: \$0.00

Display / Download ACH
 Full ACH Control
 Initiate ACH
 Initiate Same Day ACH

Work with ACH
 Quick Edit ACH Only
 Edit Recurring ACH
 Delete ACH

Import Transaction
 Update Transaction
 Upload SCH
 Restricted Batch Access

Cancel Submit

User: AlanAlp01

Transaction Inquiry
 Statement Inquiry
 Current Day Balance
 Prior Day Balance
 Stop Inquiry
 Stop Additions
 Passport
 Work ACH Exceptions

Define Non-Rep Wires
 Edit Non-Rep Wires
 Define Rep Wires
 Edit Rep Wires
 Define Recurring Wires
 Edit Recurring Wires
 Transmit Wires

Upload Positive Pay
 Work Positive Pay Items
 Download ARP File
 Upload ARP
 Work ARP Items
 Transfers
 Order Checks
 Bill Payment
 View Rates
 IS

Select Accounts

Select All
 INT ACCT 0007
 Telet Savings

Bill Pay Account
 Test Checking
 R2B Clearing Acct

Cancel Submit

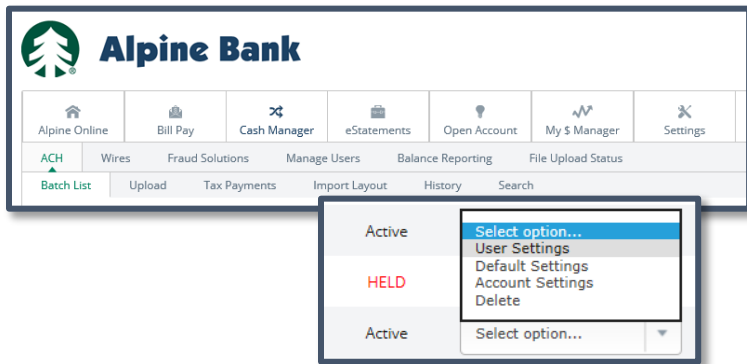
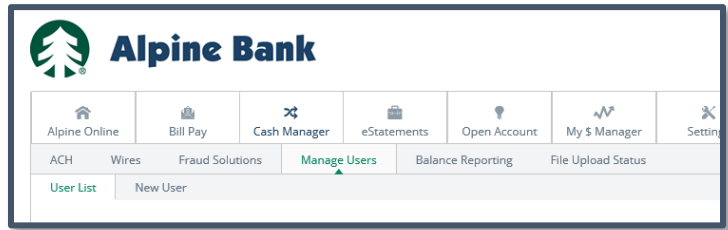
Step 2. Cash User Settings

Customize what options the user should have and the account(s) they should have access to, then “Submit”.



Step 3. Pending Approval

Once a user has been created, they will be **"Pending Approval"** until the Alpine Bank Commercial Services group contacts the Authorized Administrator to verify and approve the changes.



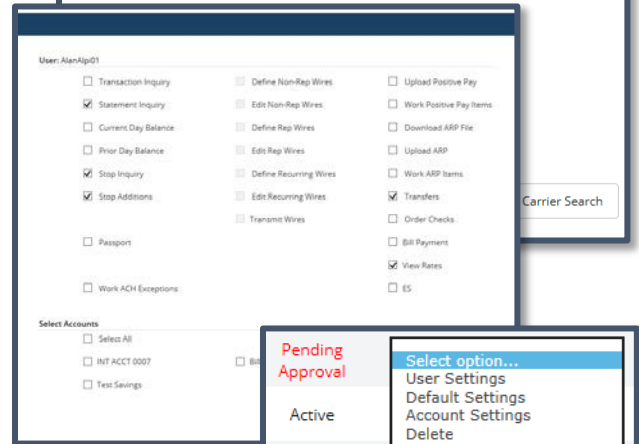
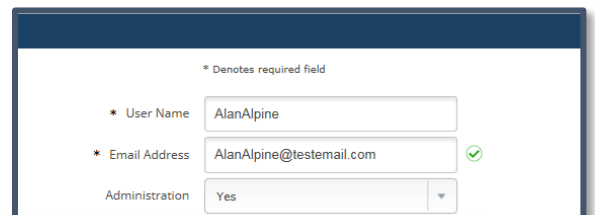
Step 4. Modify an Existing User

To modify an existing user, select the "User List." Use the "Select Option" drop-down box to the right of the user for the following options:

"User Settings" allows you to make changes to the user's access and limits.

"Default Settings" and **"Account Settings"** allow you to make changes to the general options the user should have and which accounts they have access to.

From this drop-down menu, you may also **"Delete"** a user.



Note: If the modified user shows as **"Pending Approval"**, a member of the Commercial Services group will contact the Authorized Administrator to review and approve the changes.

Questions?

Please contact us at (833) 325-7902.
Thank you for your business!