



### Step 4:

**MARQUETTE BANK**  
Love where you bank

Accounts Admin/User Options Transfers Bill Payment Online Services Live Chat

### Manage User Access

User Detail

User Name cmtest123  
Account Name Checking-0484  
Account Type Checking

**Account Reporting**

Account Reporting Information Reporting Account Transfer External Transfer ACH Wire Transfer Bill Pay Positive Pay Stop Pay Alerts Services

Check All Uncheck All

- Account Balance
- Account History
- Change Address
- Statement Delivery Preference
- View Check Image
- View Statement

Save Changes

Check specific Account Reporting capabilities for selected user. Repeat for each account that user has been granted access.

Make sure to save your changes

### Step 5:

**MARQUETTE BANK**  
Love where you bank

Accounts Admin/User Options Transfers Bill Payment Online Services Live Chat

### Manage User Access

User Detail

User Name cmtest123  
Account Name Checking-0484  
Account Type Checking

**Account Transfer**

Account Reporting Information Reporting Account Transfer External Transfer ACH Wire Transfer Bill Pay Positive Pay Stop Pay Alerts Services

Account Transfer Recurring Transfer Transfer Template

Check All Uncheck All Check All Uncheck All Check All Uncheck All

- Approve Transfer
- Cancel Transfer
- Create Transfer From
- Create Transfer To
- Modify Transfer
- No Transfer Dual Control
- Release Transfer
- View Transfer

- Approve Recurring Transfer
- Cancel Recurring Transfer
- Create Recurring Transfer From
- Create Recurring Transfer To
- Modify Recurring Transfer
- No Recurring Transfer Dual Control
- Release Recurring Transfer

- Approve Transfer Template
- Cancel Transfer Template
- Create Transfer Template From
- Create Transfer Template To
- Modify Transfer Template
- No Transfer Template Dual Control
- Release Transfer Template

Save Changes

Check specific ACH Batch capabilities for selected user. Repeat for each account that user has been granted access.

Applicable only if your Company subscribes to our ACH module.

Make sure to save your changes

### Step 6:

**MARQUETTE BANK**  
Love where you bank

Accounts Admin/User Options Transfers Bill Payment Online Services Live Chat

### Manage User Access

User Detail

User Name cmtest123  
Account Name Checking-0484  
Account Type Checking

**Wire Transfer**

Account Reporting Information Reporting Account Transfer External Transfer ACH Wire Transfer Bill Pay Positive Pay Stop Pay Alerts Services

Wire Transfer Recurring Wire Transfer Wire Template

Check All Uncheck All Check All Uncheck All Check All Uncheck All

- Approve Wire Transfer
- Cancel Wire Transfer
- Create Wire Transfer
- Modify Wire Transfer
- Release Wire Transfer
- View Wire Transfer

- Approve Recurring Wire Transfer
- Cancel Recurring Wire Transfer
- Create Recurring Wire Transfer
- Modify Recurring Wire Transfer
- Release Recurring Wire Transfer
- View Recurring Wire Transfer

- Approve Wire Template
- Cancel Wire Template
- Create Wire Template
- Modify Wire Template
- Release Wire Template
- View Wire Template

Save Changes

Check specific Wire Transfer capabilities for selected user. Repeat for each account that user has been granted access.

Applicable only if your Company subscribes to our Wire Transfer module.

Make sure to save your changes

**Step 7:**

**Manage User**

Company Admin

Username: cm test  
Address: 10000 W 151st Street, Orland Park, IL 60462

Modify, Change Password, Lock User, Reset Failed Logins, Clear Password Reset Failures, Reset PassMk, SSO User Info

Account Number	Account Name	Account Type	Access	Limit	Account reporting	Information Reporting	Account Transfer	Dynamic Transfers	External Transfer	ACH	Wire Transfer	Bill Pay	Positive Pay	Stop Pay	Alerts Services
2600860484	Checking-0484	Checking	Access	Limit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2600860498	Checking-0498	Checking	Access	Limit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Return to Manage User and Click on limits to assign dollar limits for Transfers, ACH Batches, Wire Transfers, etc., where applicable.

**Step 8:**

**ACH Batch**

Transaction Limits, Daily Limits, Monthly Limits, Rolling Limits and Days

Debit, Credit, Offset, Max: \$10.00, Approve, Modify, Release

Make sure to save your changes

Complete the Transaction Limits, Daily Limits, Weekly Limits, etc. for selected user. This must be completed for each account with ACH capabilities.

Applicable only if your Company subscribes to our ACH module.

**Step 9:**

**Wire Transfer**

Transaction Limits, Daily Limits, Weekly Limits, Monthly Limits, Rolling Limits, Rolling Days

Create, Approve, Modify, Release, Max: \$10.00

Make sure to save your changes

Complete the Transaction Limits, Daily Limits, Weekly Limits, etc. for selected user. This must be completed for each account with Wire capabilities.

Applicable only if your Company subscribes to our Wire Transfer module.