



# User Information and Authorization

Complete one per Business Internet Banking User.

**GENERAL INFO**

Company Name: \_\_\_\_\_  
 User's First Name: \_\_\_\_\_ User's Last Name: \_\_\_\_\_  
 User's Phone Number: \_\_\_\_\_  Cell Phone  Office  
 User's Email Address: \_\_\_\_\_

**CREDENTIALS**

Access ID (User ID): \_\_\_\_\_  
*\* Minimum of 6 characters, maximum of 10. This is not a password.*

Secret Question: \_\_\_\_\_  
 Secret Answer: \_\_\_\_\_  
*(for security purposes)*

**AUTHORITY LEVEL**

**Basic User** (view only)  
 **Super User** (view and transact)  
 **Administrator** (view/transact/approve)

**USER ACCESS RIGHTS**

**Access Times:**  
 This User will have 24/7 access to Business Internet Banking unless specified here (e.g. M-F, 8 am – 5 pm):  
 \_\_\_\_\_

**Account Access:**  
 Do you want this user to have access to all your online banking accounts?  
 Yes  No  If no, list accounts you want them to see: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Transactions:**  
 What would you like this User to be able to do?  
 Internal transfers  Stop payments  Loan payments  Bill payments  
 Will this User's transactions require an online Administrator's review and approval? Yes  No   
 Approver's Name: \_\_\_\_\_

**CASH MANAGEMENT**

**Do you already have Business Online Services set up for your accounts?**  
 Yes  Check the online options below that you would like for this User to be able to access, if any.  
 No  Check the online options you would be interested in learning more about. A Treasury Management representative will contact you to discuss those services.

Payroll Direct Deposit  Business Bill Pay  Merchant Services (accept credit/debit cards)  
 ACH Collections  ACH Payments  Merchant Capture (remote deposit checks)  
 Wire Transfers (Domestic and International)

**CUSTOMER AUTHORIZATION**

I, the undersigned, do hereby acknowledge that I am authorized under the corporate resolution on file to act on behalf of this company, group, association or organization.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_