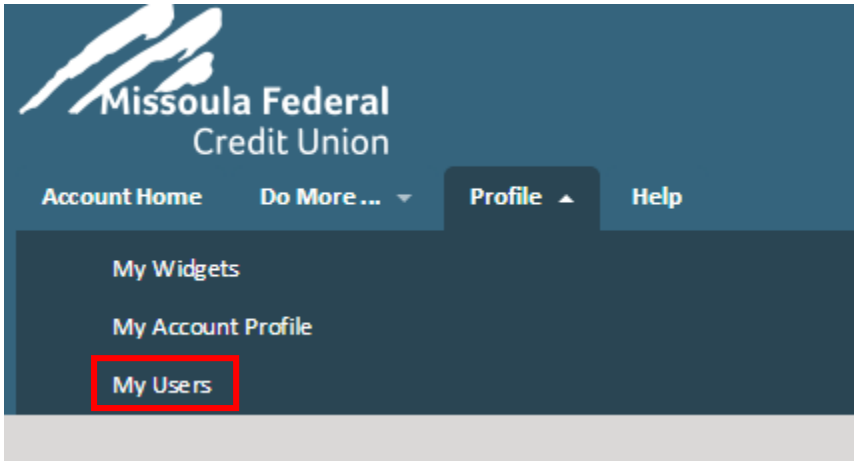


Add a Secondary User

Log onto Online Banking, click on Profile, then click on My Users:



Click on + Add New Secondary User:



CREATE NEW USER - USER INFORMATION

User Name	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Confirm Email	<input type="text"/>
Mobile Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
Street Address	<input type="checkbox"/> Same as Primary User
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Country	<input type="text" value="United States of America"/>
City	<input type="text"/>
State	<input type="text" value="Montana"/>
Zip Code	<input type="text"/>

Next



Cancel

You will need to create a username for this person and enter information including their email and street address. If you do not want them to receive text alerts, you can skip adding the mobile number.

1.

Next you will have to choose to either copy an existing profiles settings or create new ones. You would create a new one if you don't want this person to have access to all of the information you have.

Create a new profile for the user

1. User Information

2. Accounts

3. Channels

4. Applications

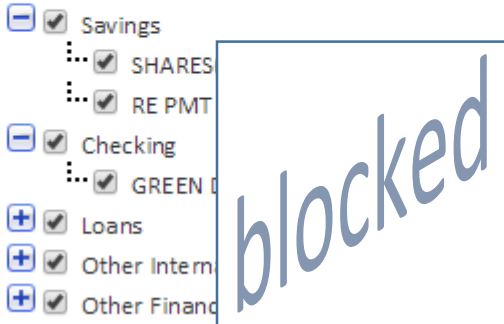
5. Complete

Use the profile of an existing user

jayrod

Account Access

When you create a new profile you can limit many things such as which accounts they have access to, if they can transfer funds, write checks, etc.



Privileges

Please select from the following:

- Account Summary
- Alerts
- Authentication
- Bill-Pay
- Direct Deposits
- Document Cabinet
- Events Calendar
- Funds Transfer
- Local Branch
- Message Center
- Offers
- Order Checks
- Profile Settings
- Skip Payment
- Skip-A-Pay
- SSO Usage
- Statements
- Stop Payment
- Tax Information
- Write Checks

Once you have completely setup their profile they will be sent an email invitation. Your screen will give you an activation code which you will need to pass on to your secondary user. This code expires one hour after it is created, so make sure that the secondary user is able to logon within that time frame.