



COMPANY INFORMATION

Company Name: _____ Company ID: _____ Date: _____

AUTHORIZED USER INFORMATION

First Name: _____ Last Name: _____ Email: _____
 Work Phone: _____ Mobile Phone: _____ Admin: Yes No
 Request Type: _____ Current User to Model After: _____

SERVICE	ACCESS	PLEASE SPECIFY:																
Account Access	<input type="checkbox"/>	Deposit Accounts Balances & Transactions <input type="checkbox"/> All Deposit Accounts <input type="checkbox"/> Only Listed: <input type="checkbox"/> Deposit Account Transfers <input type="checkbox"/> Stop Payments	Loans: Special Access Bundle Only Balances & Transactions <input type="checkbox"/> All Loan Accounts <input type="checkbox"/> Only as Listed: <input type="checkbox"/> Deposit & Loan Transfers <i>(includes Payments/Paydowns/Advances)</i>															
Bill Payment	<input type="checkbox"/>	<input type="checkbox"/> No Approval Needed <input type="checkbox"/> Enter Only <input type="checkbox"/> Approve Only																
Payment Manager	<input type="checkbox"/>	<input type="checkbox"/> All Accounts <input type="checkbox"/> Issue Checks <i>(Manual/File)</i> <input type="checkbox"/> Exception Decision	<input type="checkbox"/> Only Listed: <input type="checkbox"/> Email Alerts <input type="checkbox"/> Payment Manager Reports <input type="checkbox"/> Modify ACH Filters															
Statements and Reports	<input type="checkbox"/>	<input type="checkbox"/> Account Statements <input type="checkbox"/> Billing Statements <input type="checkbox"/> Dealer Statements	<input type="checkbox"/> ACH Returns and Corrections <input type="checkbox"/> Incoming ACH Notice by Account <input type="checkbox"/> Incoming ACH Notice by Company <input type="checkbox"/> ACH Block Report															
ACH	<input type="checkbox"/>	<input type="checkbox"/> All Accounts <input type="checkbox"/> CCD <i>(Cash Disbursement/Concentration)</i> <input type="checkbox"/> PPD <i>(Direct Deposit/Preauthorization Debits)</i>	<input type="checkbox"/> Only Listed: <input type="checkbox"/> CTX <i>(Vendor Payments)</i> <input type="checkbox"/> File Upload Approval Type (Template vs. Payment) Designated at Customer Level <table border="0"> <thead> <tr> <th></th> <th>Template</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Create/Edit/Delete Template _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Approve Template _____</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Create/Edit/Delete Payment _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Approve Payment _____</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Template	Payment	Create/Edit/Delete Template _____	<input type="checkbox"/>	<input type="checkbox"/>	Approve Template _____	<input type="checkbox"/>		Create/Edit/Delete Payment _____	<input type="checkbox"/>	<input type="checkbox"/>	Approve Payment _____		<input type="checkbox"/>
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Wires	<input type="checkbox"/>	<input type="checkbox"/> All Accounts <input type="checkbox"/> Only Listed: Approval Type (Template vs. Payment) Designated at Customer Level <table border="0"> <thead> <tr> <th></th> <th>Template</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Create/Edit/Delete Template _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Approve Template _____</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Create/Edit/Delete Payment _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Approve Payment _____</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Template	Payment	Create/Edit/Delete Template _____	<input type="checkbox"/>	<input type="checkbox"/>	Approve Template _____	<input type="checkbox"/>		Create/Edit/Delete Payment _____	<input type="checkbox"/>	<input type="checkbox"/>	Approve Payment _____		<input type="checkbox"/>	
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Create/Edit/Delete Payment _____	<input type="checkbox"/>	<input type="checkbox"/>																
Approve Payment _____		<input type="checkbox"/>																

SIGNATURE

Signature: _____ Printed Name: _____

NOTES

INTERNAL USE

Tax ID: _____
 Prepared By: _____
 Prepared Date: _____
 Completed By: _____
 Completed Date: _____