



Administrator Guide

Regions iTreasury

iTreasury Administrator Guide

Welcome to Regions iTreasury. This Guide contains information about all administrative duties associated with iTreasury and is divided into two sections:

- **Getting Started** – contains all initial Administrator actions associated with your new iTreasury service.
- **Managing Users** – contains information you will need to reference periodically to manage your company's iTreasury Users and perform administrative tasks.

Role of the iTreasury Administrator

Important responsibilities of the iTreasury System Administrator include the following:

- Act as the primary contact for all iTreasury Users
- Responsible for resetting User passwords
- Manage Users – grant User entitlements, add new Users and deactivate Users

Before You Begin

Once you have logged in to iTreasury and established your PIN and Password, you are ready to manage other Users as needed. If you have not established your PIN and Password, go to <https://www.regions.com/iTreasuryWelcome> and select **Administrator** to view instructions.

Adding Additional Users

Regions will add all initial iTreasury Users and provide SecurID Tokens for all Users upon initial service set up. The iTreasury Administrator is responsible for adding all additional (new) Users thereafter and for ordering SecurID Tokens for each additional User.

For instructions on how to add Additional Users, see page 4. For instructions on how to order SecurID Tokens, see page 5.

Wire Transfer Subscribers

If you have subscribed to Wire Transfer services, you will receive separate information regarding Wire Transfer access and Users. Regions will establish wire transfer permissions and transfer limits for your Users per your Wire Agreement.

Note: Depending on your company's elected service options and individual User permissions, you may or may not see all screens and options to perform the tasks described in this Guide.

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Getting Started

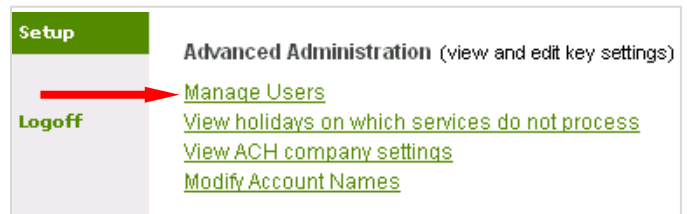
GRANTING USER ENTITLEMENTS

For your convenience Regions has added all initial Users that you elected upon service setup. However, you will first need to grant the User entitlements (service permissions) for these initial Users except for the Wire entitlements which Regions will grant for you.

Access iTreasury by entering the following URL into your web browser: **https://itreasury.regions.com**

Once you are logged in, follow the steps below to establish User entitlements. If you need log in instructions, refer to the *iTreasury Log In Guide* accessible online at **https://www.regions.com/iTreasuryWelcome**.

- 1) From the Main menu, click **Setup**.
- 2) Next select **Manage Users** located under Advanced Administration.

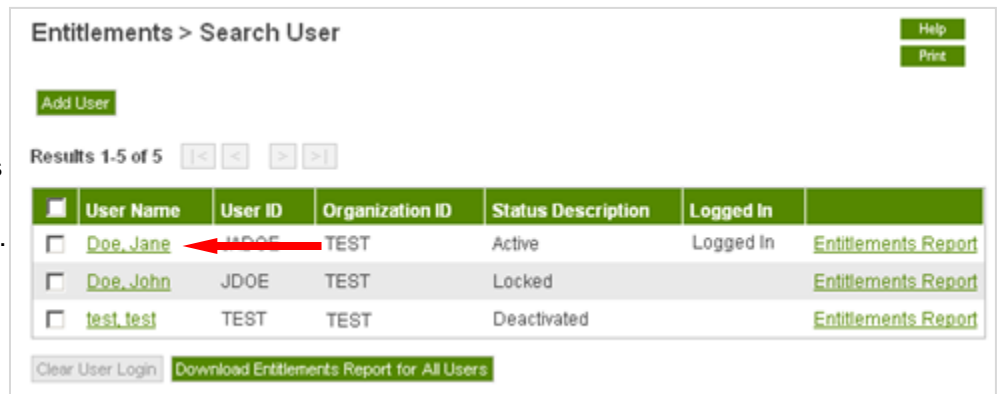


Advanced Administration: This menu allows companies to manage Users, view information related to ACH settlement accounts and modify the display names on information reporting accounts. Access to these functions may be granted to any iTreasury User, however it is recommended that the company's System Administrator be the only or primary user of these functions.

Manage Users: Users granted access to the Manage Users function can add Users, unlock Users, reset other User's passwords and modify certain User permissions. Entitlement reports can be downloaded that provide a spreadsheet with a User's level of access in detail. Users can be deactivated (suspended) from the Manage Users function as well.

After clicking on Manage User, a list of all of your company's iTreasury Users will display.

- 3) On the Manage Users screen, click on the **hyperlink** associated with the User's name to establish entitlements for the User. All service menu (entitlement) options are listed.



- 4) Place checkmarks next to functions and accounts to which the User should have access, saving each section before proceeding to the next service menu option. **See page 18 for the Appendix of User Entitlement Definitions for a description of each entitlement.**

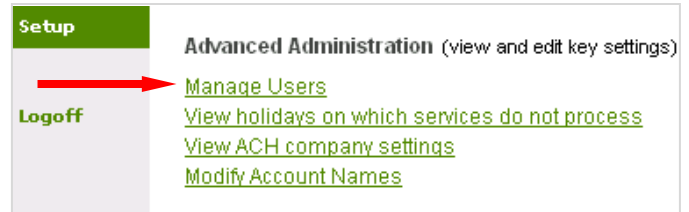
Once User entitlements are established, the User is ready to log in and begin using iTreasury. To establish service menu options (entitlements) for more Users, place your cursor over **User** located at the top of the screen and click **Manage Users** and repeat steps 3 and 4.

ADDING ADDITIONAL USERS

To add new Users to iTreasury, the User must first be added within the application by the Administrator and a SecurID Token must then be requested for the new User. Once the User has received the SecurID Token, the User will need to activate the Token for access to iTreasury. As a reminder, Regions will add all initial Users upon service enrollment, and it is the iTreasury Administrator's responsibility to add all new Users thereafter.

To add a new User:

- 1) From the Main Menu, select **Setup**.
- 2) Click **Manage Users** located under Advanced Administration.
- 3) On the main Manage Users screen, click **Add User**. The Setup User screen will display. Complete all necessary fields:



- a. **User ID** – Unique ID a User will need at Login. Avoid generic IDs. This ID should clearly identify User. For example “JADOE.”
- b. **First Name**
- c. **Last Name**
- d. **Activation Date** – The system will default to current day. If User will not be accessing the system until a future date, the activation date may be adjusted accordingly.
- e. **Deactivation Date** – This field is used to revoke a User's access. When creating a new User, this field should be left blank.
- f. **Authentication ID** – The Authentication ID is comprised of your Organization ID and User ID. Enter your OrgID, underscore, User ID in this field. For example: “TEST_JADOE.” **See screen to the right to view the example.** Verify that the ID is entered correctly to avoid login difficulties.
- g. **Password** – Enter temporary password.
- h. **Confirm Password** – Enter temporary password a second time.

- 4) Next, you will need to grant User entitlements to assign the service menu options to which the new User will have access. **See previous page, Granting User Entitlements to complete this required step.**

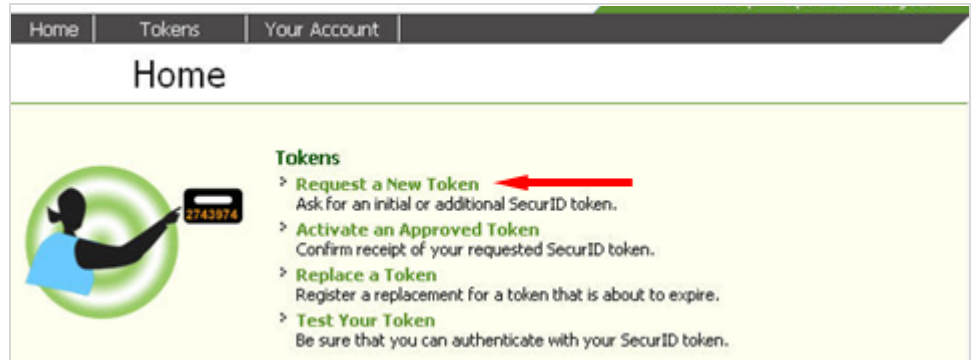
The screenshot shows the 'Setup Users' form. The 'Basic Information' section is expanded, showing fields for 'User Information' and 'Password Maintenance'. The 'User Information' fields are: Organization ID (TEST), User ID (JADOE), First Name (JANE), Last Name (DOE), Activation Date (06/14/2010), Deactivation Date (empty), and Authentication ID (TEST_JADOE). A red box highlights the 'User Information' fields, and a red arrow points to the 'Authentication ID' field.

Once you have granted the User's entitlements, the User will be added to iTreasury. The final step to adding the new User is to access the Token Management System to request a SecurID Token for the new User.

Request a SecurID Token for a New User

Access the Token Management System at: <https://tokens.regions.com>

- 1) Click **Request a New Token**.
- 2) Enter your **User ID** on The Request a New Token – Authenticate screen: This will be your Token User ID.
- 3) Enter your **Passcode**.
- 4) Click **Submit**.



The first time you order a new SecurID Token, you will be required to enter:

- Your **Company Name**
- Your **iTreasury Organization ID**

Enter this information and click **Next**.

The associated Administrator Information will automatically populate.

- Complete the **User Information** required fields.
- Enter a new **iTreasury User ID** – the text entered into this field will be combined with the Organization ID to create the iTreasury Authentication ID new User ID, for example: TEST_JADOE

Complete all required fields, then choose **Next**.

- You will then be prompted to enter you Token information again. Enter your **User ID** and **Passcode** and click **Submit**.

A screen will appear prompting you to confirm all required information.

- If the information is correct click **Submit**.
- If the information is incorrect click **Back** to correct.

After clicking **Submit**, you will soon receive a SecurID Token approval email from Regions. See below example.



Note: This email will contain the User ID and Activation Code as shown above for the requested Token. This information should be retained as it is required to activate the SecurID Token.

Activating a New SecurID Token (for a newly added User)

To activate a SecurID Token:

- Access the Token Management System by clicking the link provided in the SecurID Token request approval email. The token management system may also be accessed by entering the following address into your Web browser: **https://tokens.regions.com**

Once the Activate Token screen has been accessed, follow these steps to activate the Token:

- 1) Enter the **Token Request Approval Information**:
 - a) **User ID**
 - b) **Activation Code**
- 2) Enter the **Token Information**: The Token Serial Number located on the back of the Token.
- 3) Click **Next**.

The **Confirm Your Activate Token Information** screen below will display.

You may easily make changes to the information if needed by selecting **Back**.

- 4) After you have verified the information is correct, choose **Submit**.

The **Token Activation Complete** screen will display to indicate the successful activation of the Token.

Provide User Information to New User

As your Company's iTreasury Administrator, it is your responsibility to provide the following information to new Users:

- Organization ID
- User ID
- Temporary Password
- The SecurID Token

Provide this information to the new User and direct the User to <https://www.regions.com/iTreasuryWelcome> so that the User may complete his / her setup.

The User will access the *iTreasury Log In Guide* to establish their PIN, set a new password, and complete the security question set up. These steps must be completed in order for the User to access iTreasury.

iTreasury User Management

Unlocking Users

- 1) From the Main menu, select **Setup**.
- 2) Click **Manage Users** located under **Advanced Administration**.
- 3) Click **Search Users** to view a list of the company's Users. To narrow the search, complete the search criteria:

Setup	Advanced Administration (view and edit key settings) Manage Users View holidays on which services do not process View ACH company settings Modify Account Names
Logoff	

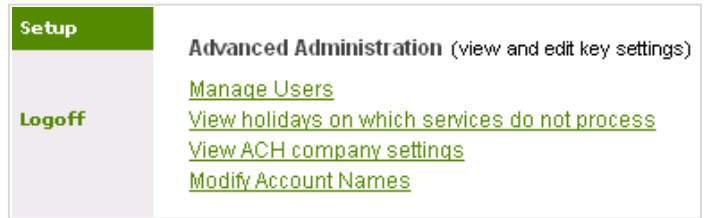
- a. **User ID** – Specific ID a User enters at Login.
- b. **Last Name**
- c. **First Name**
- d. **Status Description** – Search for User(s) with certain status.
 - **Active** – User has been added and has access to the application.
 - **Deactivated** – Suspended Users
 - **Locked** – User is locked out of iTreasury.
 - **Pending Approval** – A change has been made to a User and is awaiting approval from another authorized User.

- 4) Place a checkmark next to the locked **User Name** and click **Clear User Login**.
- 5) A message will display at the top of the screen with confirmation that the User has been unlocked.

<input type="checkbox"/>	User Name	User ID	Organization ID	Status Description	Logged In
<input type="checkbox"/>	Allen, Kara	KALLEN32	CUSTO	Active	Entitlements Report
<input type="checkbox"/>	Golin, Rachel	RGOLIN59	CUSTO	Active	Entitlements Report
<input checked="" type="checkbox"/>	Wolf, James	JWOLF31	CUSTO	Locked	Entitlements Report
<input type="checkbox"/>	Niclasen, Ryan	RNICLASEN64	CUSTO	Active	Entitlements Report
<input type="checkbox"/>	Leigh, Christopher	CLEIGH84	CUSTO	Active	Entitlements Report
<input type="checkbox"/>	Winter, Sheri	SWINTER42	CUSTO	Active	Entitlements Report

Resetting a Password

- 1) From the Main menu, select **Setup**.
- 2) Click **Manage Users** located under Advanced Administration.
- 3) Click **Search Users** to view a list of the company's users. To narrow search, complete the search criteria.
 - a. **User ID** – Specific ID a User enters at Login.
 - b. **Last Name**
 - c. **First Name**
 - d. **Status Description** – Search for User(s) with a certain status.
 - **Active** – User has been added and has access to the application.
 - **Deactivated** – Suspended Users
 - **Locked** – User is locked out of iTreasury.
 - **Pending Approval** – A change has been made to a User and is awaiting approval from another authorized User.
- 4) Click on the **User Name** link to access the user profile.
- 5) Enter a temporary password in the **Password** field.
- 6) Enter the temporary password a second time in the **Confirm Password** field.
- 7) Click **Save Basic Info**.



Setup Users

Click on each category below to define capabilities for this user.

[Clear User Login](#)

Basic Information

User Information

Organization ID * CUSTO
 User ID * JWOLF31
 First Name * James
 Last Name * Wolf
 Activation Date 04/17/2007
 Deactivation Date
 Authentication ID CUSTO_JWOLF31

Password Maintenance

Password *
 Confirm Password *
 Block Access for this user (Locked)

[Save Basic Info](#) [Cancel](#) [Help](#)

PASSWORD RULES

- Password must be a minimum of 6 characters.
- Password is a maximum of 12 characters.
- Password may be all letters, all numbers or a combination of both.
- Password is not case sensitive.
- Password expires every 30 days
- Password cannot be reused for 120 days.
- Password may contain special characters such as () ^ _ @ #.

Deactivating a User

- 1) From the Main menu, select **Setup**.
- 2) Click **Manage Users** located under Advanced Administration.
- 3) Click **Search Users** to view a list of the company's Users. To narrow the search, complete the search criteria:

Setup	Advanced Administration (view and edit key settings) Manage Users View holidays on which services do not process View ACH company settings Modify Account Names
Logoff	

- a. **User ID** – Specific ID a user enters at Login.
- b. **Last Name**
- c. **First Name**
- d. **Status Description** – Search for User(s) with a certain status:

- **Active** – User has been added and has access to the application.
- **Deactivated** – Suspended users
- **Locked** – User is locked out of iTreasury.
- **Pending Approval** – A change has been made to the User and is awaiting approval from another authorized User.

<input type="checkbox"/>	User Name	User ID	Organization ID	Status Description
<input type="checkbox"/>	Allen, Kara	KALLEN32	CUSTO	Active
<input type="checkbox"/>	Golin, Rachel	RGOLIN59	CUSTO	Active
<input type="checkbox"/>	Wolf, James	JWOLF31	CUSTO	Active

- 4) Click on the **User Name** link to access the user profile.
- 5) Enter date (MM/DD/YYYY) or use the calendar box next to **Deactivation Date** to select the exact date a User will be restricted from accessing iTreasury.
 - a. Clearing a date from this field will reactivate the User.
 - b. User will be unable to log in starting on the date entered. Deactivated users are removed from iTreasury during routine system maintenance (90 days from the deactivation date).
- 6) Click **Save Basic Info**.

Setup Users

Click on each category below to define capabilities for this user.

[Clear User Login](#)

▼ Basic Information

User Information

Organization ID * CUSTO

User ID * JWOLF31

First Name *

Last Name *

Activation Date

Deactivation Date

Authentication ID

[Save Basic Info](#) [Cancel](#) [Help](#)

Entitlement Reports

To pull an **Entitlement Report** for a specific User, follow the steps below:

- 1) From the Main menu, select **Setup**.
- 2) Click **Manage Users** located under **Advanced Administration**.
- 3) Click **Search Users** to view a list of the company's Users. To narrow the search, complete the search criteria:

Setup	Advanced Administration (view and edit key settings) Manage Users View holidays on which services do not process View ACH company settings Modify Account Names
Logoff	

- a. **User ID** – Specific ID a User enters at Login.
- b. **Last Name**
- c. **First Name**
- d. **Status Description** – Search for User(s) with a certain status.
 - **Active** – User has been added and has access to the application.
 - **Deactivated** – Suspended Users
 - **Locked** – User is locked out of iTreasury.
 - **Pending Approval** – A change has been made to the User and is awaiting approval from another authorized User.

- 4) Click on the **Entitlement Report** link to the right of the User name.
 - a. A message will display stating that the report will be available for download on the Dashboard.
 - b. The wait time for the Entitlement Reports may be 10 – 15 minutes.

i Your report request has been processed.
 The report will be available for download from the Dashboard shortly.

Use the search below to find the user you wish to edit.

Organization ID	CUSTO	User ID	<input type="text"/>
Last Name	<input type="text"/>	First Name	<input type="text"/>
Status Description	ALL <input type="button" value="v"/>	<input type="checkbox"/> Return Logged In Users Only	

<input type="checkbox"/>	User Name	User ID	Organization ID	Status Description	Logged In	
<input type="checkbox"/>	Allen, Kara	KALLEN32	CUSTO	Active		Entitlements Report
<input type="checkbox"/>	Golin, Rachel	RGOLIN59	CUSTO	Active		Entitlements Report

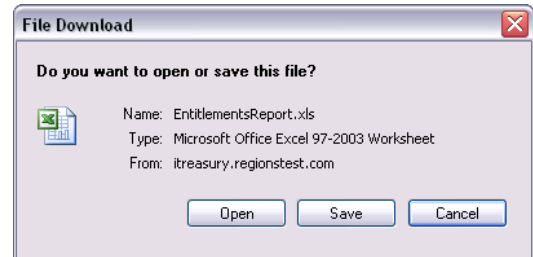
- 5) Next select **Dashboard**.
- 6) Click the **Entitlement Report** link.

Dashboard	Welcome to Regions Bank
Balances	
Transfers	
Cash Concentration	
Reporting	
Stops and Inquiries	
Positive Pay	

<input type="checkbox"/> System Notices
Transfers have a pending approval status and require approval before further processing can occur: 5
Approval is needed for Exception Decisions: 4
Approval is needed for Issued/Voided items: 2
<input type="checkbox"/> User Entitlement Report for RGOLIN59 created on: 2010-08-27 09:20:02
<input type="checkbox"/> Exception File load was completed at 2010-08-24 14:54:59 and is ready for review.

7) Click **Open** to view or **Save** to download the file.

Note: The report will display in a **.csv** format and provide the **User ID, Name, Services and all permissions.**



A	B	C	D	E	F	G	H	I	J
1	User ID	User Name	Sub-Service	ABA	Account Number	Account Name	Dashboard	Exceptions	Issue Maintenance
2	RGOLIN59	Golin, Rachel	Accounts	62000019	11111111111111	Master 1 Account	Y	Y	Y
3	RGOLIN59	Golin, Rachel	Accounts	62000019	22222222222222	Two Inc	Y	Y	Y
4	RGOLIN59	Golin, Rachel	Accounts	62000019	123123123123	Main 123	N	N	N
5	RGOLIN59	Golin, Rachel	Accounts	62000019	88888888888888	Custo 8	N	N	N
6	RGOLIN59	Golin, Rachel	Accounts	62000019	10203040506	MAFG NY	N	Y	Y
7	RGOLIN59	Golin, Rachel	Accounts	64003962	999999999999	Custo 9	Y	N	N
8	RGOLIN59	Golin, Rachel	Accounts	62000019	741474147414	SYTYCD	Y	Y	Y
9	RGOLIN59	Golin, Rachel	Accounts	62000019	9874123655555	Disbursement Acct	Y	Y	Y
10	RGOLIN59	Golin, Rachel	Accounts	64003962	52525252525	Master 2 Account	N	N	N
11	RGOLIN59	Golin, Rachel	Accounts	64003962	33333333333333	Custo 3	N	Y	Y
12	RGOLIN59	Golin, Rachel	Accounts	62000019	2585258525852	Main Land Sweep	N	N	N
13	RGOLIN59	Golin, Rachel	Accounts	62000019	6452897005514	RWMA 03	N	Y	Y
14	RGOLIN59	Golin, Rachel	Accounts	64003962	332211223322	LJ Main	N	Y	Y
15	RGOLIN59	Golin, Rachel	Accounts	64003962	090807060504	XYZ	N	N	N

Viewing User Entitlements

To **View User Entitlements**, follow the steps below:

- 1) From the Main menu, select **Setup**.
- 2) Click **Manage Users** located under Advanced Administration. The following columns will display:

Setup	Advanced Administration (view and edit key settings) Manage Users View holidays on which services do not process View ACH company settings Modify Account Names
Logoff	

- a. **User ID** – Specific ID a User enters at Login.
- b. **Last Name**
- c. **First Name**
- d. **Status Description** – Search for User(s) with a certain status.
 - **Active** – User has been added and has access to the application.
 - **Deactivated** – Suspended Users have access to any information
 - **Locked** – User is locked out of iTreasury.
 - **Pending Approval** – A change has been made to a User and is awaiting approval from another authorized User.
- e. **Return Logged In Users Only** – Place a checkmark here when searching only for Users who are currently logged in.

<input type="checkbox"/>	User Name	User ID	Organization ID	Status Description
<input type="checkbox"/>	Allen, Kara	KALLEN32	CUSTO	Active
<input type="checkbox"/>	Golin, Rachel	RGOLIN59	CUSTO	Active
<input type="checkbox"/>	Wolf, James	JWOLF31	CUSTO	Active

- 3) Click on the **User Name** link to access the User profile.
- 4) The profile displays all User entitlements. The selections available will depend on the services to which the company subscribes and may include the following service menu options:
 - a. Basic Information
 - b. Administration Permissions
 - c. Account Activity and Stop Payment Permissions
 - d. Transfer Permissions
 - e. Positive Pay Permissions
 - f. Balance Inquiry Permissions
 - g. Alert Permissions
 - h. ACH Permissions
 - i. Wire Permissions
 - j. Report Permissions
 - k. Payments and Reporting Accounts
 - l. Check Services Account Assignment
- 5) To view a User's service menu options (entitlements) for a particular service, click the **Permissions** title. The box will expand and display the company's entitlements for the service selected.
 - a. User's level of access for each service is flagged with a checkmark(s).

HOLIDAY TABLE

This menu option will display a Holiday Table showing the current year's recognized holidays. Each day is flagged with a **Yes** or **No** to identify what days **ACH**, **Account Transfers** and **Wire Transfer** will or will not process. To view the Holiday Table, follow the steps below:

- 1) From the Main menu, select **Setup**.
- 2) Click **View Holidays on which services do not process**, located under Advanced Administration.
- 3) The Holiday Table will display the nationally recognized holidays and the following:

Setup	Advanced Administration (view and edit key settings) Manage Users View holidays on which services do not process View ACH company settings Modify Account Names
Logoff	

- a. **YES** – Restrictions apply and system will not process transactions.
- b. **NO** – Restrictions do not apply and system will process transactions as normal.

View Holiday Table

The Holiday Table shows the holidays and dates on which transactions cannot be processed. Yes, indicates that holiday processing restrictions apply and the system will not process transactions on the holiday. No, indicates that holiday processing restrictions do not apply and the system will process transactions on the holiday.

Date	Holiday	ACH	Transfers Permissions	Wire
01/17/2011	Martin Luther King Day	Yes	Yes	Yes
02/21/2011	President's Day	Yes	Yes	Yes
05/30/2011	Memorial Day	Yes	Yes	Yes
07/04/2011	Independence Day	Yes	Yes	Yes
09/05/2011	Labor Day	Yes	Yes	Yes
10/10/2011	Columbus Day	Yes	Yes	Yes
11/11/2011	Veteran's Day	Yes	Yes	Yes
11/24/2011	Thanksgiving Day	Yes	Yes	Yes
12/26/2011	Christmas Day	Yes	Yes	Yes

VIEWING ACH COMPANY SETTINGS

System Administrators and / or authorized Users have the ability to search for and view a list of the company names and corresponding ACH ID numbers. Each name / ID is tied to a Regions settlement account. To view the ACH Company Settings, follow the steps below:

- 1) From the Main menu, click **Setup**.
- 2) Click **View ACH Company Settings**, located under Advanced Administration.
- 3) If searching for a specific company or ID, enter the appropriate information in the **Begins With** field.
- 4) Click **Search**.

Setup	Advanced Administration (view and edit key settings)
Logoff	Manage Users View holidays on which services do not process View ACH company settings Modify Account Names

- a. A list of numbers / letters may display above the list of names. Each number / letter represents the first character of a company name. Click on a number / letter to view all the names beginning with the selected character. Click **ALL** to view a complete list of company names.

Company List

Company Name Begins With Sort By

*3 [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [H](#) [J](#) [L](#) [R](#) [S](#) [T](#) [V](#) [X](#) [All](#)

Company Name	Company Short Name	ACH ID Number	Locked
Custo 8	CS8	CS88888888888888	No
RWMA 03	RM3	33333000033333	No
MAFG	MFG	MFG987654321	No
Costo Inc	CSI	123456789876543	No

MODIFYING ACCOUNT NAMES

System Administrators and / or authorized Users have the ability to edit account “display names” to help clearly identify the account they represent. Editing account display names does not modify account names in the bank system. To modify the “display names” for certain accounts, follow the steps below:

- 1) From the Main menu, click **Setup**.
- 2) Click **Modify Account Names**, located under Advanced Administration.
- 3) If searching for a specific account, use the drop down to select an appropriate category:
 - a. Account Number (default)
 - b. Account Name
 - c. ABA Number (routing number)

The screenshot shows a navigation menu with a 'Setup' header. Under 'Advanced Administration (view and edit key settings)', there are several links: 'Manage Users', 'View holidays on which services do not process', 'View ACH company settings', and 'Modify Account Names'.

- 4) Enter pertinent information in the **Begins With** field.
- 5) Use the **Sort By** drop down menu to select how the results should be displayed:
 - a. AccountNumber (default)
 - b. Account Name
 - c. ABA Number (routing number)

The screenshot shows the 'Account List' search interface. It includes a search bar with 'Account Number' selected, a 'Begins With' field containing '1', and a 'Sort By' dropdown set to 'Account Number'. A 'Search' button is present. Below the search bar, there are pagination links: '0 1 3 5 7 8 9 All'. A table of accounts is displayed below:

Bank ID	Account Number	Account Name	IR	SR	Sweep	Wire Activity	Wire Transfers
021000021	8888888888888888	custo new york cashcon acct	No	No	Yes	No	No
062000019	123456123456	SYTYCD	Yes	Yes	No	Yes	Yes

- 6) Click **Search**.
- 7) Click the **Account Number** link to view the specific account details.
- 8) On the Account Settings screen, you can find a list of the services that are tied to the displayed account. Click the account name link to modify the **Account Name**.
- 9) Click **Save**.

The screenshot shows the 'Account List: Account Settings' screen. It displays the following information:

- Account Settings:**
 - Bank ID: 021000021
 - Account Number: 8888888888888888
 - Account Name: CUSTO 8 Acct
 - Account Type: Checking
- Account Services:**
 - Cash Concentration Sweep
 - Sweep Transfer Type: Debit
 - Information Reporting
 - Special Reports
 - Wire Activity
 - Wire Transfers
 - Wire Template Synchronization

At the bottom of the screen, there are three buttons: 'Help', 'Save', and 'Reset'.

APPENDIX A: USER ENTITLEMENT DEFINITIONS

Administration Permissions

- The **Setup Role Permissions** option is not currently available. Please do not select.
- **Add Users** will allow the User to add Users to iTreasury.
- **Edit User Permissions** allows the User full Administrator Control for all Users, including the System Administrator.
- **View Existing User Permissions** allows the User to view any User Profile, but will not allow changes. This option is required for Clear, Approve, and Password Maintenance functions.
- **Clear users who are locked out** allows the User to clear other Users with a “locked” status.
- **Approve New or Edited Users** is only used if your company is set up for dual administrator approval and will allow the second Administrator to approve changes.
- **Change User Passwords** allows the User to reset passwords for other Users. All Users have the ability to change their own passwords after logging in.

- **Positive Pay Formats** grant the User the ability to Add, Edit or View Positive Pay Import Formats.
- **Audit** grants the User the ability to view the Check Services Audit Report.
- **Let user Reset their Password** enables the User to reset their password through the Forgot Password link on the main log in screen.
- **Dashboard** grants the User access to view the current balances and link to the Account Activity from the Dashboard.

Account Activity and Stop Payment Permissions

Account Inquiry Permissions:

- **Account Activity** grants access to current day activity.
- **Paid Checks, Deposit Tickets, and Deposited Items** allow the user to retrieve paid check and deposit item images on approved accounts.

Stop Payment Permissions:

- **Single Stop** allows the User to place single item stop payments.
- **Range Stop** allows the User to place a stop on a range of checks.

Monitor:

- **Stop Payment** will allow status monitoring of a stop payment.
- **User Totals** will allow monitoring of stop payment totals on a User or an account for a given day.

Online Statements allows the User to view a copy of your company's monthly statement.

Transfer Permissions

Account Transfer Permissions:

- **Add Transfer** lets the User add a single or recurring transfer.
- **Edit Transfer** will enable the User to edit a recurring transfer.
- **Delete Transfer** will enable the User to delete a recurring transfer.
- **View Transfer** will allow the User view past single or recurring transfers.

Loan Transfer Permissions:

- **Add Loan Transfer** allows the User to add a single or recurring loan transfer.
- **Edit Loan Transfer** lets the User edit a recurring loan transfer.
- **Delete Loan Transfer** enables the User to delete a recurring transfer.
- **View Loan Transfer** allows the User to view past single or recurring loan transfers.

Positive Pay Permissions

Exceptions:

- **View** allows User to view an account's exceptions.
- **Pay** enables User to pay on an exception item.
- **Return** allows the User to return an exception item.

Maintenance (Manual):

- **Add Issues / Voids** enables the User to manually issue a check or void an issued check.
- **Change Status** allows the User to search for an issued check and then void the check.

Maintenance (Import):

- **Run Import** allows the User to upload a positive pay file.
- **View Import Report** allows the User to view the status of an imported file.

Monitor:

- **Exceptions** allows the User to view past exceptions and decisions.
- **Issues** enables the user to view checks that have been issued through iTreasury.

Balance Inquiry Permissions

Balance Inquiry

- **Account Balances** will allow the User to view Current Available, Current Ledger, and Total Float balances.

Alert Permissions

Alert Types allows the User to create alerts for the desired type.

Internet Email allows the User to receive alerts via email.

ACH (Automated Clearing House) Permissions

Payment Types:

If a company, Application combination displays an N/A, then that ACH Company is not set up for the particular application.

- The **View Company List** option allows the User to view the ACH Company List on the setup screen.
- **View Selections** will provide access to all ACH Companies and the available Applications.

	CCS	PAY	PFB	PFG
Cash Concentration and Disb. (CCD)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Consumer Debits and Credits (DAC)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
EFTPS Federal Tax (EFX)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll (PAY)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Validator (VLD)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

Limits & Permissions:

Amount Limits	Single Transaction	Batch Creation	Batch Release	Daily Release
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Single Transaction is the maximum amount A User can enter for single database transactions.

Batch Creation is the maximum amount for which a User can create a batch.

Batch Release is the maximum amount for which a User can release a batch.

Daily Release is the maximum daily amount for which a User can release a batch.

Database Permissions:

- **Add / Delete** allows the User to Add or delete an ACH Database.
- **Create Batch** allows the User to create a batch from a selected database.
- **Import** enables the User to import a delimited file into an ACH database.
- **Export** enables the User to export data from an ACH database into a delimited file.
- **Edit / View** enables selection of the information a User can view or edit within an ACH database.
 - The **Summary** is a list of items in the database. The Amount and Hold status can be changed here.
 - The **Detail** is the entry detail including Name, Account Number, and Routing Number.

Transaction Permissions:

- **Release** will allow the User to release a batch to Regions for processing.
- **Delete** will allow the User to delete a batch entered from the batch list.
- **Export** allows the User to export data from an ACH batch to a delimited file.
- **Report** enables the User to view a report with ACH batch data.
- **Validator** allows the User to view ACH batches created through the ACH Validator service.



Wire Permissions

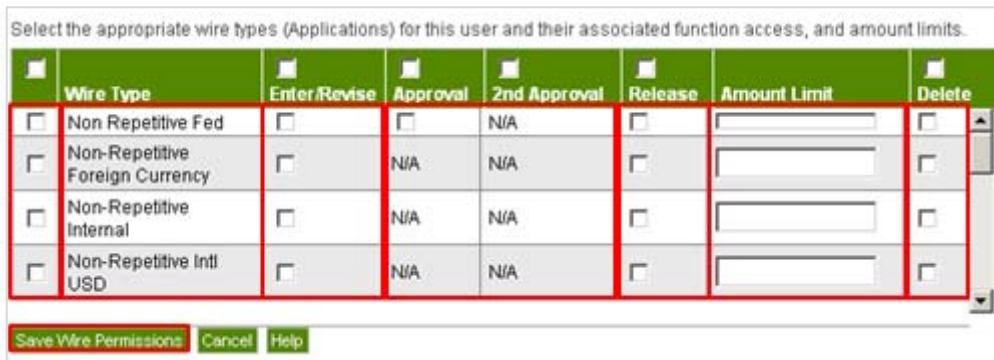
Wire functions:

- **Setup Wire Templates** allows the User to create wire templates for approved wire applications.



Amount Limits:

- **Maximum Daily Release** is the maximum wire amount the user can send to Regions per day.
- **Maximum Wire Batch** is the maximum amount for a wire batch.



Wire Type:

Selecting the checkbox to the left of the wire type will allow the User to view wires of the selected type.

- **Enter/ Revise** allows the User to enter or modify a wire.
- **Approval and 2nd Approval** allow the User to process an approval or 2nd approval. If these options display an N/A, then the wire application is not set up for approvals.
- **Release** allows the user to release a wire to Regions. **Note:** This is the final step in the ACH process.
- **Amount Limit** establishes a maximum amount for the wire application.
- **Delete** allows the User to delete an entered wire before it has been released.

Reporting Permissions

Export: Reconciliation in Quicken and QuickBooks will allow the User to create an export using these file formats.

Information Reporting: Check each Report to which the User will have access.

Special Reports: Check each Report to Which the User will have access.

- **Payments and Reporting Accounts** will allow selection of account permissions for Reporting and Wire. By selecting the checkbox to the left of the account, all services listed will be enabled for the account.

- **Special** refers to Special Reports located on the Reporting permission menu.
- **Standard** refers to the Information Reporting reports located on the Reporting permission menu.
- **Activity Report** will grant the User access to the Wire Activity reports for the selected account.
- **Transfer** will allows the User to process wires from the selected account.

Reporting Permissions			
Export <input checked="" type="checkbox"/> Reconciliation in Quicken <input type="checkbox"/> Reconciliation in QuickBooks <input type="checkbox"/>			
<input type="checkbox"/>	Name	Description	Type
<input type="checkbox"/>	ACH Previous Day Report	ACH Previous Day Report	Previous Day
<input type="checkbox"/>	Balance Position Report	Balance Position Report	Previous Day
<input type="checkbox"/>	Balance Report	Balance Report	Previous Day
Special Reports			
<input type="checkbox"/>	Name	Description	Type
<input type="checkbox"/>	RDIS	Return Deposited Items	Daily
<input type="checkbox"/>	ACHR	ACH Returns	Daily
<input type="checkbox"/>	ACHS	ACH Start of Day	Daily

Check Services Account Assignment

Check Services Account Assignment							
Assign accounts to users.							
User: JADOE							
	Account Number	Dashboard	Online Statements	Check	Exception Permissions	Maintenance (Manual)	Balance Inquiry
<input type="checkbox"/>	0010000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	0020888260	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check Services Account Assignment allows you to select the account permissions for Dashboard, Online Statements, Check Imaging, Positive Pay Exceptions and Maintenance, and Balance Inquiry.

Selecting the checkbox to the left of the Account will enable all services listed for the account.

- **Dashboard** displays the account on the Dashboard. The Dashboard is limited to 25 accounts.
- **Online Statements** allows the User to access the Online Statements for the particular account.
- **Check** allows the User to view all of services selected under the Account Activity and Stop Payments Permission menu.
- **Exception Permissions** allows the User to view the exceptions permissions for the account.
- **Maintenance (Manual)** allows the User to manually issue or void positive pay checks.
- **Balance Inquiry** grants access to the account for the permissions listed in the Balance Inquiry Permissions menu.

APPENDIX B: ADDITIONAL RESOURCES

The following Additional Resources are available to you:

Comprehensive iTreasury User Guide

Access the Guide from <https://www.regions.com/iTreasuryWelcome> > Administrator or User > Additional Resources. Individual chapter guides are also available that detail individual iTreasury modules.

Online Training

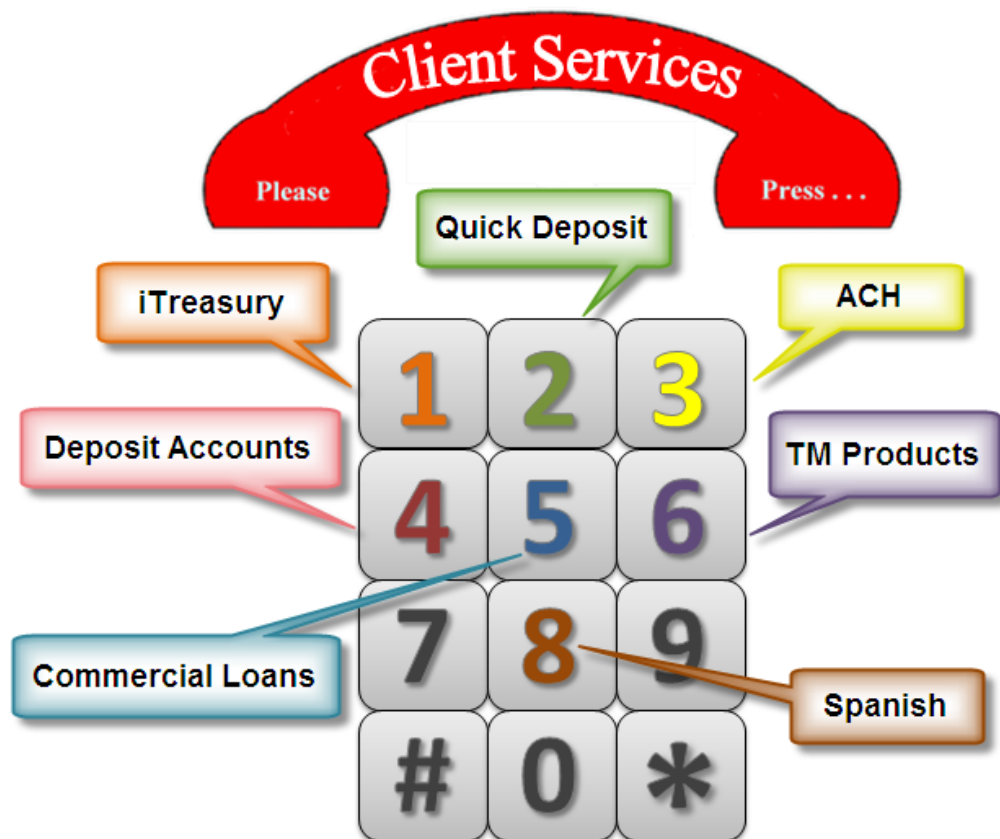
If you would like to enroll in online training to benefit most from iTreasury, visit <https://www.regions.com/iTreasuryWelcome> > User or Administrator > Training to enroll in the training that is right for you.

iTreasury Help Menu

Found throughout the iTreasury menu system.

Regions Client Services

Email clientservicesgroup@regions.com or call 1-800-787-3905, option 1 for iTreasury.



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