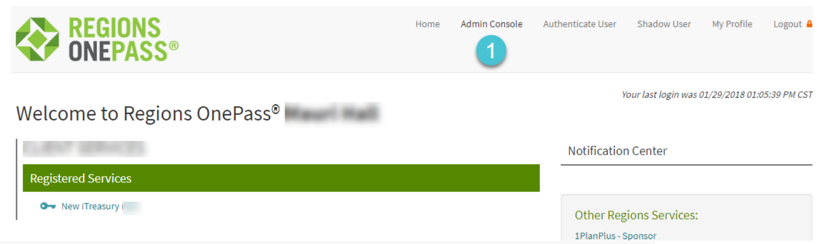
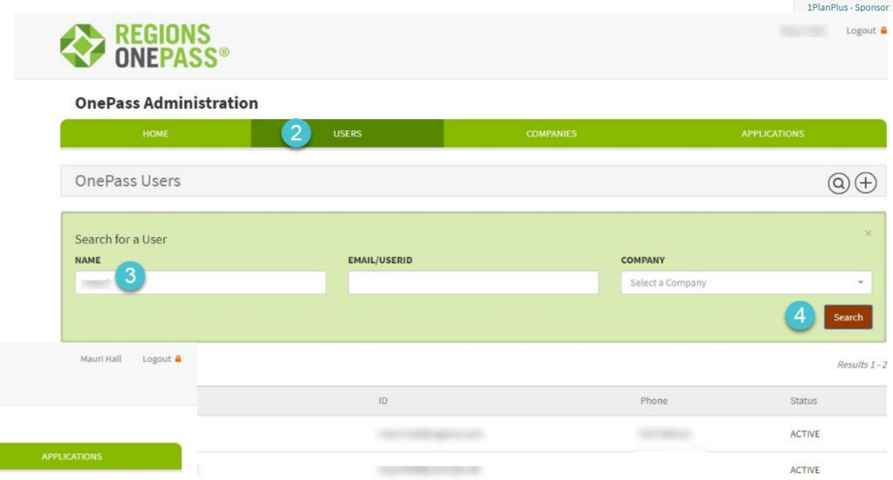
Help Card: User Administration
The New Regions iTreasury

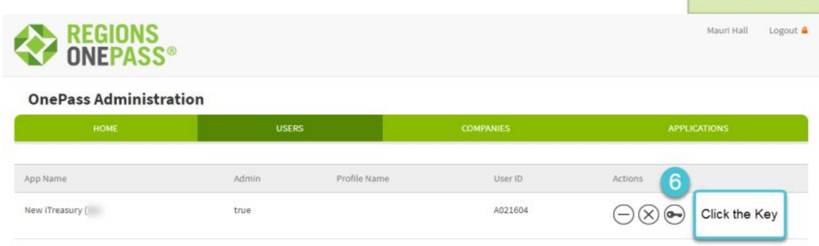
The following information provides guidance to help Administrators manage user permissions within the new Regions iTreasury.

EDITING USER INFORMATION & PERMISSIONS

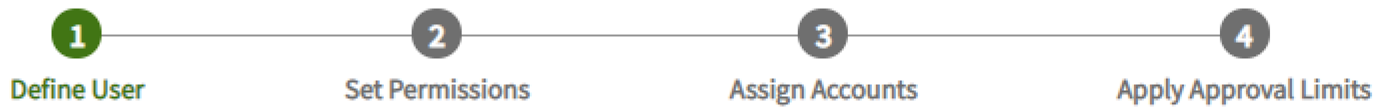


1. From the Regions OnePass® dashboard, select the Admin Console.
2. Select the Users tab.
3. Enter the user's name or
4. Click on Search to display all users.
5. Click the link of the user's name
6. Click on the Key symbol (lower left corner of screen).





7. Click on each of the four sections of the User Admin Tracker and the tabs within each section to set permissions, establish payment types, limits, assign reports and accounts. Tabs within each section will display based on the services your company has enrolled in.



Tips to Remember:

- Assign the accounts in the ‘Assign Accounts’ tab.
- Click the ‘Save’ button as changes are made.

Access the links below to obtain additional instructions regarding the services your company has enrolled in.

- User administration – payment and template permissions