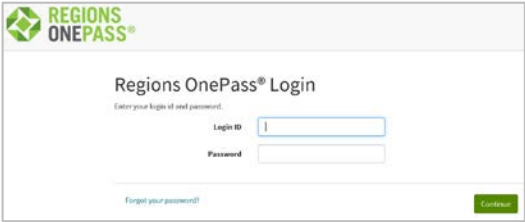
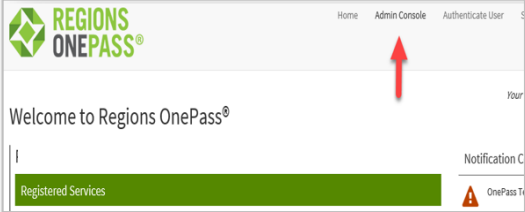




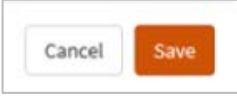


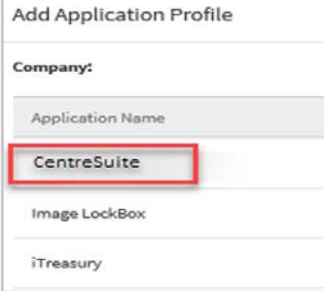
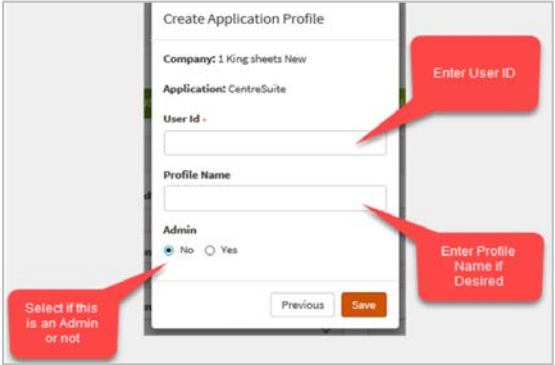



Creating a User in Regions OnePass and CentreSuite

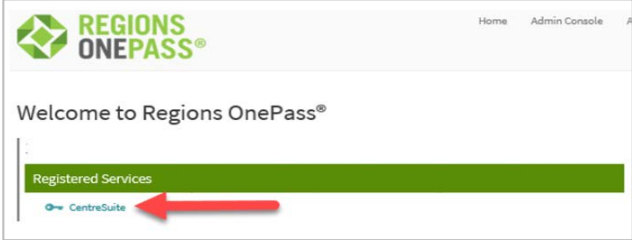
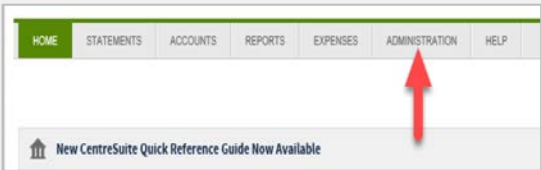
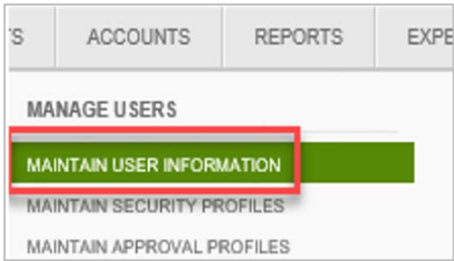
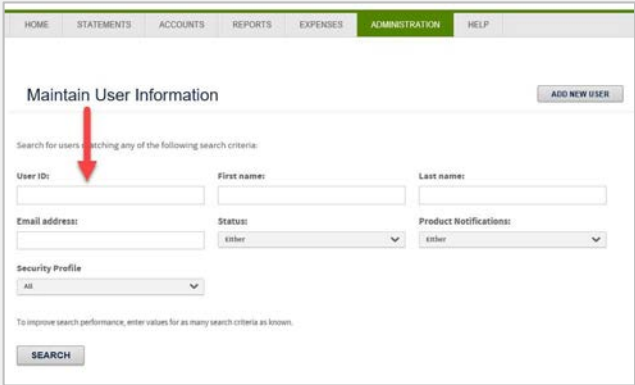


The following information provides guidance to help CentreSuite Administrators with adding new company users to Regions OnePass® security portal and the CentreSuite® by TSYS card management platform.

PART 1: CREATING A USER IN ONEPASS

<ol style="list-style-type: none"> 1. Log in to Regions OnePass (regions.com/OnePassLogin). 	
<ol style="list-style-type: none"> 2. From the OnePass landing page, go to the Admin Console. 	
<ol style="list-style-type: none"> 3. Then, you will be prompted to perform a ROOBA (Regions Out of Band Authentication) challenge. After successful authentication, you may proceed to step 4. 	
<ol style="list-style-type: none"> 4. Select Users from the OnePass Administration menu. 	
<ol style="list-style-type: none"> 5. Next, click the plus (+) icon. 	
<ol style="list-style-type: none"> 6. Complete the following fields: <ol style="list-style-type: none"> a. CompanyID- click on the drop-down menu to select the available company. b. Email/User ID- enter the email user's email address c. First Name - enter the user's first name d. Last Name - enter the user's last name 	

<p>7. Click Save.</p>	
<p>8. After selecting Save, you will be prompted to perform a ROOBA challenge. After successful authentication, you may proceed to step 9.</p>	
<p>9. Next, click the plus (+) icon.</p>	
<p>10. Then, select CentreSuite from the Application Profile menu and click Save.</p>	
<p>11. To complete the first part of adding a new user to OnePass, enter the following fields:</p> <ol style="list-style-type: none"> User ID – enter the User ID; must be unique Profile Name – enter a profile name; this is not a required field Admin – select Yes or No to indicate if the new user added will be a CentreSuite Administrator 	
<p>12. Click Save.</p>	

PART 2: ENTITLING CENTRESUITE USERS

<p>13. After saving the new user, return to the OnePass landing page and select CentreSuite to access the platform.</p>	
<p>14. Next, click the Administration tab.</p>	
<p>15. Then, choose Maintain User Information.</p>	
<p>16. Enter the User ID that you created within OnePass and click Search.</p>	
<p>17. Next, click on the details (⋮) icon.</p>	
<p>18. Then, verify the user information and click Security and Approval Access to begin assigning platform entitlements.</p>	

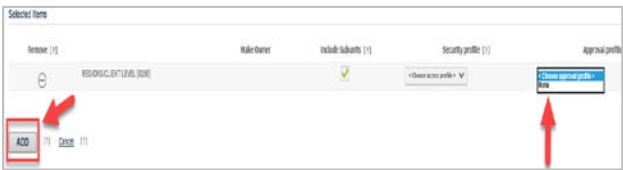
19. Select **Add Access** to assign the new user access to their newly created profile.



20. Using the drop-down menu, choose a **Security Profile** for the new user.



21. Then, select **None** from the **Approval Profile** drop-down menu. Click **Add**.



22. As the last step, you will either **Grant** or **Deny** the new user access to the various system functions. Click **Save**.



QUESTIONS?

Should you have additional questions or need further assistance, call Regions Client Services at 1-888-934-1087.