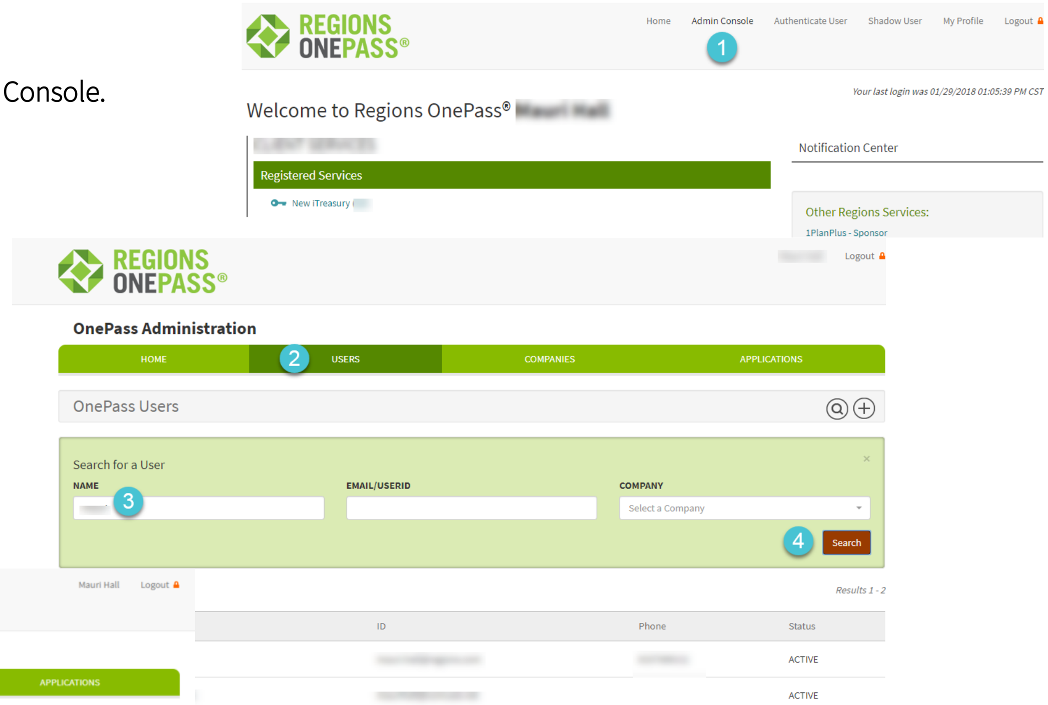
Help Card: User Administration

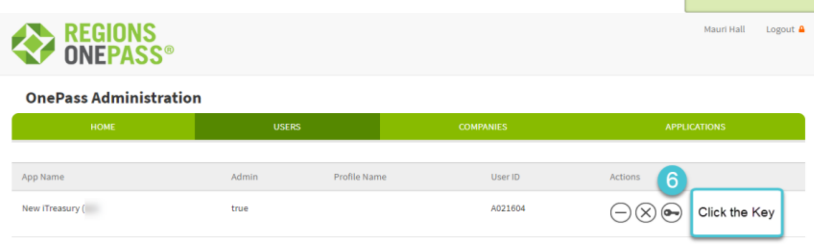
The New Regions iTreasury

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

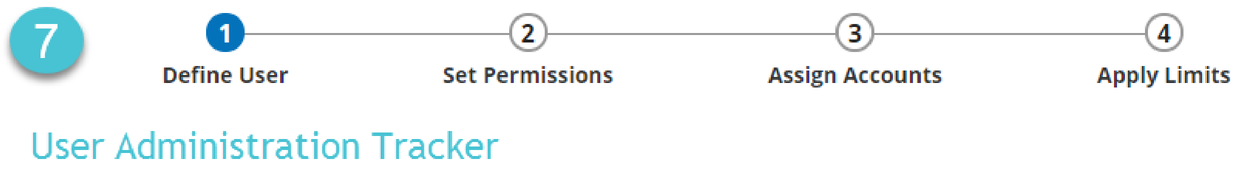
EDITING USER INFORMATION & PERMISSIONS

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
- User administration – positive pay permissions