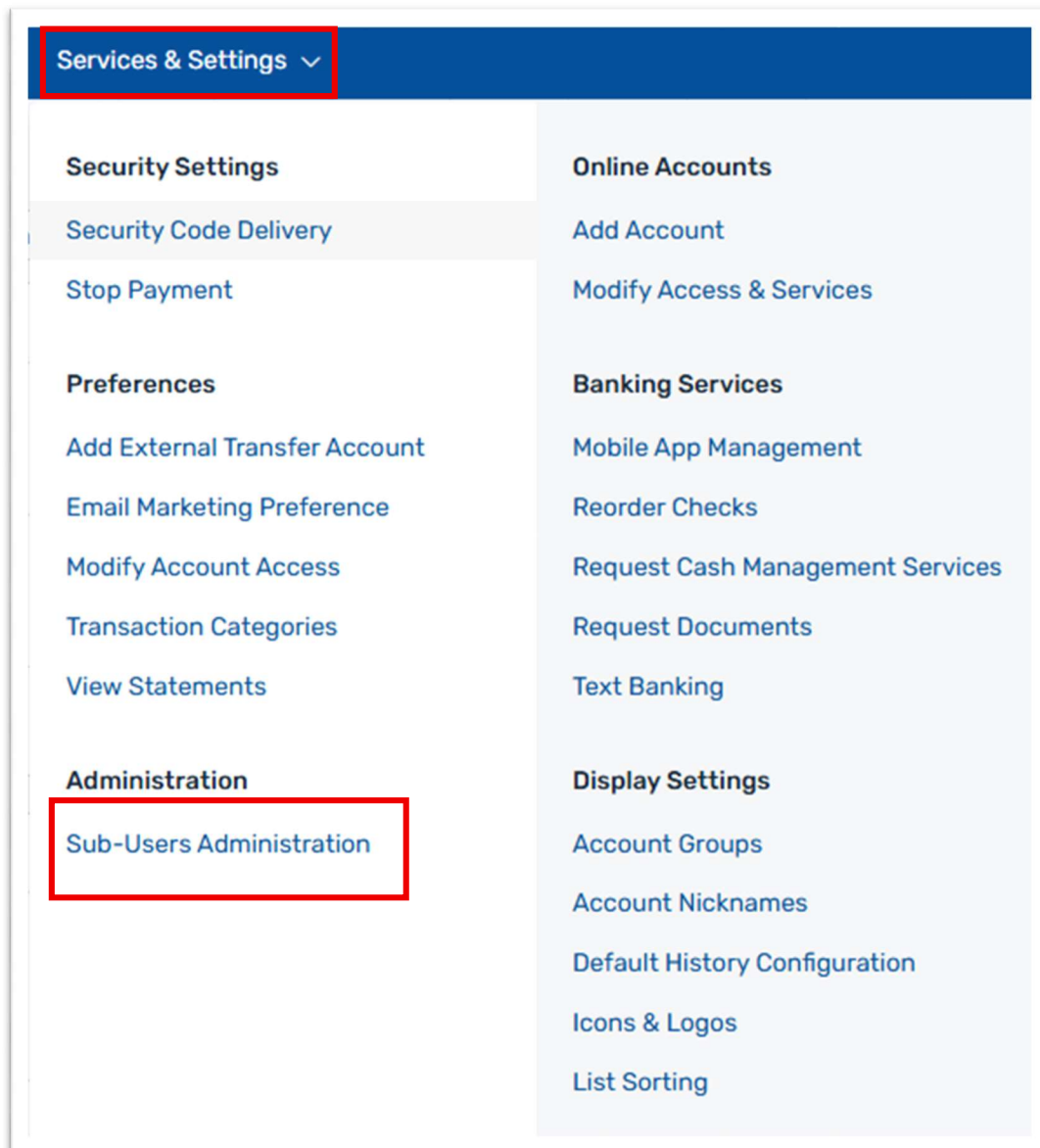
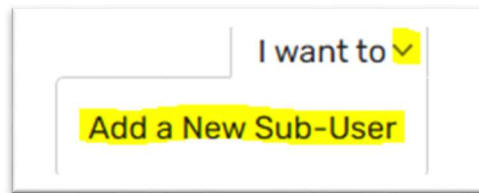


How To Create a Sub-User in Digital Banking

In the Digital Banking website, navigate to Services and **Settings > Administration > Sub-Users Administration**.



Click on the “**I want to**” dropdown and select **Add a New Sub-User**.



Enter The Following Information for the Sub-User:

- Access ID
- Full Name
- SSN (Social Security Number)
- Email
- Phone Number(s)
- Sub-User Administrator (Y/N) *(Allows them to modify and assign privileges to other Sub-users.)*
- Temporary Passcode
- **Access Configuration:**
 - If left blank, there will be no access restriction.
 - If one or more IP addresses are listed, access will be restricted to the listed IPs only.

* At least one phone number must be entered

* Access ID:	<input type="text"/>	* Name:	<input type="text"/>	Mobile Phone:	<input type="text"/>
* SSN:	<input type="text"/>	* Email:	<input type="text"/>	Alternate Phone #:	<input type="text"/>

* Sub-User Administrator: ☐ Allows the user to administer the accounts and privileges of other sub-users.

* Secure File Transfer: ☐ Allows the user to send secure files to Superior National Bank.

* Temporary Passcode:

* Confirm Temporary Passcode:

Access Configuration

IP Address:

This IP overrides the IP defined at the focus customer level comma-separated list.
e.g. 63.245.17.250, 60.200.5.10, 45.168.40.*, 27.22.4-5.*

Note: Leave blank to enforce IP address restrictions assigned at the focus customer level.

Focus with Sub-User(s) IP Address:

Assign Access to Accounts

None: No Access

Basic: Access to view accounts and transfer to/from accounts

Transfer To: Access to process Transfers only, cannot view the account (ex. Make loan payment)

View Only: Access to view the account only

Account Type	Account #	Account Name	Basic Services
Checking		Test Checking	None
Checking		Test	None
Checking		Test	Basic (View/Transfer Funds)
			Transfer To
			View Only

Click **Submit**, and you've created your Sub-User!