Camden NATIONAL BANK | TreasuryLink

User Management - Corporate

Creating New Users

- 1. Select 'Company & User Mgmt' and then select 'User Management'
- ជ Home Accounts 6 Current: \$120.58 ③ Messages Available: \$120.58 ③ Transactions Savings Current Balance Account Numbe Anchor Checking Commercial \$40.62 \$40.00 unt Number Company & User Mg Checking Checking **Company Policy** \$39.96 \$0.00 Account Num User Management Savings User Roles \$0.00

2. Select the 'Add User' button.



3. Complete all fields on the new user form. Login ID and Password requirements display in a drop down when clicking into each field.

NOTE: Password assigned is temporary. User must login and change password within 72 hours before the password expires. If the Login ID is already in use you will not be able to save the user and will have to choose a new Login ID.

4. Assign a User Role to the user.

NOTE: User will be unable to log in without an assigned User Role. (See user role guide on how to create user roles).

New User Details				
PERSONAL DETAILS				
First Name	Last Name		Email Address	
Sample	User		sample@company	y.com
Phone Country	Phone			
United States	(207)555-1234			
LOGIN DETAILS				
LOGIN DETAILS				
LOGIN DETAILS	Password		Confirm Password	
LOGIN DETAILS Login ID sampleID	Password		Confirm Password	
LOGIN DETAILS Login ID sampleID User Role	Password		Confirm Password	
LOGIN DETAILS Login ID sampleID User Role Business Admin	Password	~	Confirm Password	
LOGIN DETAILS Login ID sampleID User Role Business Admin	Password	~	Confirm Password	

Questions? We can help! Phone: 866-265-9195 Email: TreasuryManagement@CamdenNational.com 1

Camden NATIONAL BANK | TreasuryLink

Corporate

- 5. One of three update actions may be made to an existing user by clicking the pencil icon:
 - Select 'Deactivate User' to disallow a user from logging in without completely deleting the user.
 - b. Select the 'User Role' drop down menu to update the 'User Role' for a user. Click 'Update Role' upon completion.
 - c. Select the 'Delete' button to permanently delete the online user. This action cannot be undone.

Note: The user role update will go into effect upon the user's subsequent logon after the change has been made.

sampleID	Internet	Password Change Required		:	
Login Name	Channel	Status	Last Logon	Action	
Update Role					
Business Admin		\sim			
USER ROLE	Manage User Roles				
United States	/	(207)555-1234			
Phone Country		Phone			
Sample		User	sample@company.com		
First Name	t Name Last Name		Email Address		
PERSONAL DETA	ILS				
Active Cancel Deactive	ate User				
Status					