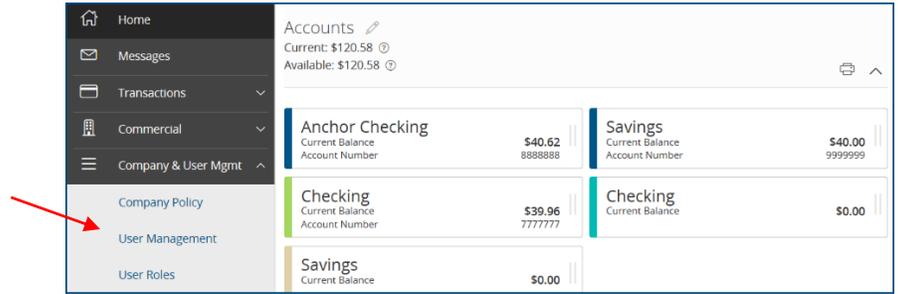


Creating New Users

1. Select 'Company & User Mgmt' and then select 'User Management'



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 <input type="text" value="Sample"/>	Last Name <input type="text" value="User"/>	Email Address <input type="text" value="sample@company.com"/>
Phone Country <input type="text" value="United States"/>	Phone <input type="text" value="(207)555-1234"/>	

LOGIN DETAILS

Login ID <input type="text" value="sampleID"/>	Password <input type="password" value="....."/>	Confirm Password <input type="password" value="....."/>
--	---	---

User Role

Questions? We can help!

Phone: 866-265-9195

Email: TreasuryManagement@CamdenNational.com

Corporate

5. One of three update actions may be made to an existing user by clicking the pencil icon:
 - a. 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.

User Details

Status
Active

PERSONAL DETAILS

First Name	Last Name	Email Address
Sample	User	sample@company.com
Phone Country	Phone	
United States	(207)555-1234	

USER ROLE [Manage User Roles](#)

Current Role

USER LOGINS

Login Name	Channel	Status	Last Logon	Actions
sampleID	Internet	Password Change Required		⋮

Questions? We can help!

Phone: 866-265-9195

Email: TreasuryManagement@CamdenNational.com