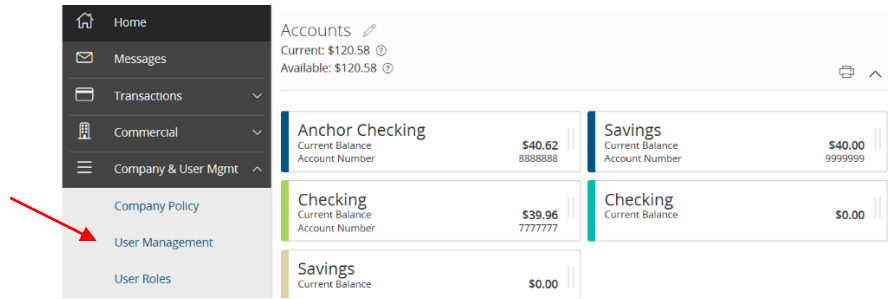
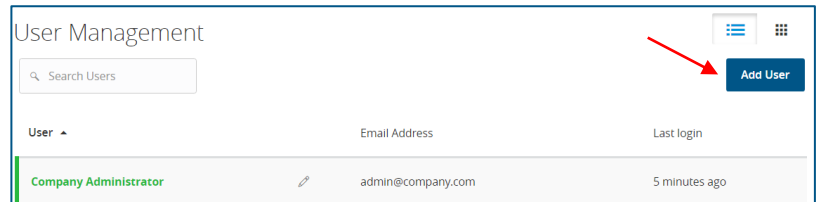


Creating New Users

1. Select 'Commercial' and then select 'User Management'.



2. Click the 'Add User' button on the right side of the screen.



3. Enter the required fields for the new user.

Note: If the chosen user ID is already in use it will not allow you to save.

Note: Password assignment is temporary. User must login and change password within 72 hours before the password expires.

4. Click the 'Save' button on the bottom right hand corner of the screen.

The screenshot shows the 'New User' form. It has several input fields: 'First Name *' (Sample), 'Last Name *' (Employee), 'Email Address *' (sample@company.com), 'Phone Country *' (United States), 'Phone *' ((207)555-1234), 'Login ID *' (sampleID), 'Password *', and 'Confirm Password *'. To the right of the form are several validation rules: 'First Name should not exceed 25 characters.', 'Last Name should not exceed 50 characters.', 'Login ID must be at least 1 characters long.', 'Login ID must be no more than 50 characters long.', 'Login ID contains invalid characters.', 'Passwords do not match.', 'Password must be at least 8 characters long.', 'Password can be no more than 15 characters long.', 'Password must contain a minimum of 1 numbers.', 'Password must contain a minimum of 1 lower case characters.' At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red arrow.

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5. Click on each Transaction Type to configure the user's entitlements and limits.

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft	Approve	Cancel	View
ACH Collection	\$20,000	20 / \$200,000	50 / \$500,000	10 / \$100,000	✓	✓	✓	👤
ACH Passthru	\$10,000	5 / \$10,000	1 / \$50,000		✓	✓	✓	👤
ACH Payment - Single	\$100	99 / \$100	99 / \$100	99 / \$100	✓	✓	✓	👤

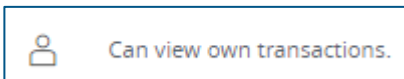
6. On the 'Rights' tab, select the user's transaction rights by toggling the checkmarks on/off.

7. Click on the 👤 icon to adjust the view rights.

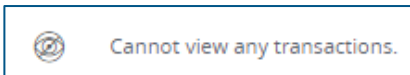
a. Can view transactions initiated by any online banking user within the company.



b. Can only view the user's own transactions.



c. Cannot view any transactions.



ACH COLLECTION Change Enabled

Rights Approval Limits

Draft	✓	Can draft.
Approve	✓	Can approve.
Cancel	✓	Can cancel.
View Online Activity	👤	Can view all transactions.

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- On the 'Approval Limits tab, enter the user's transaction dollar and count limits.

NOTE: Repeat steps 5- 8 for each transaction type.

- Click on the 'Features' tab.

The screenshot shows the 'Approval Limits' configuration page for an 'ACH COLLECTION' user. The page has tabs for 'Overview', 'Features', and 'Accounts'. The 'Approval Limits' tab is active, and a red arrow points to it from the 'Rights' tab. The page displays several limit settings:

- MAXIMUM AMOUNT:**
 - Per transaction: \$2,000
 - Per Account Per Day: \$2,000
 - Per Day: \$2,000
 - Per Month: \$400,000
- MAXIMUM COUNT:**
 - Per Account Per Day: 100
 - Per Day: 100
 - Per Month: 1,000

On the right side, there is a 'Maximum transaction amount' input field set to '\$ 2,000'. Below this is a 3x3 grid of buttons numbered 1 through 9. The bottom row contains 'Delete', '0', and 'Clear' buttons.

- On the 'Features' tab, select the appropriate non-transactional features.

The screenshot shows the 'Features' configuration page for a 'Sample Employee' user. The page has tabs for 'Overview', 'Features', and 'Accounts'. The 'Features' tab is active, and a red arrow points to it from the 'Overview' tab. The page displays a list of rights to be configured:

- Manage Templates
- Manage Recipients
- Can view all recipients
- Manage Users
- Allow one-time recipients (checked)

- On the 'Accounts' tab, designate the user's account rights.

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Access is disabled, but can be enabled.



Access is disabled for the company & cannot be enabled.



Access is enabled.

- Click the 'Save' button in the top right corner of the screen.

Sample Employee
User Policy

Overview Features Accounts

ACCOUNTS

Number	Name	View	Deposit	Withdraw	Labels
xxx9899	Checking	⊘	✓	✓	
xxx6666	Savings	✓	✓	✓	
xxx8888	Anchor Checking	✓	✓	⊘	
xxx9999	Savings	✓	✓	✓	
xxx7777	Checking	✓	✓	✓	
xxx1703	Time Deposit	✓	🔒	🔒	

Maintaining Existing Users

- Click the pencil icon to edit the existing user.
- Click on 'Assign Rights' towards the bottom right corner of the screen.
- Follow steps 5-10 in the 'Creating New Users' section above.

User Management

Search: Sample

Add User

User	Email Address	Last login
Sample Employee	sample@company.com	

View User

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

Login Name	Channel	Status	Last Logon
sampleD2	Internet	Password Change Required	

* - Indicates required field

Buttons: Cancel, Delete, Assign Rights

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