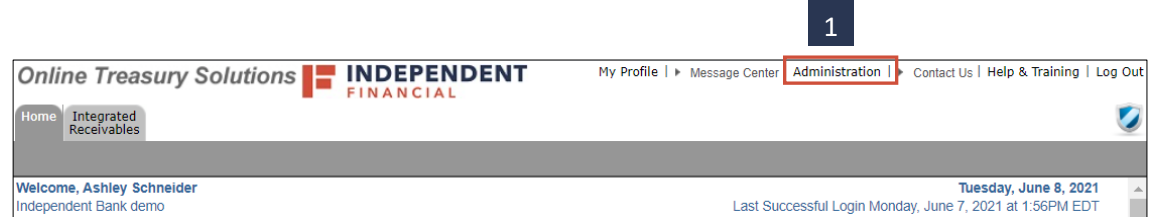
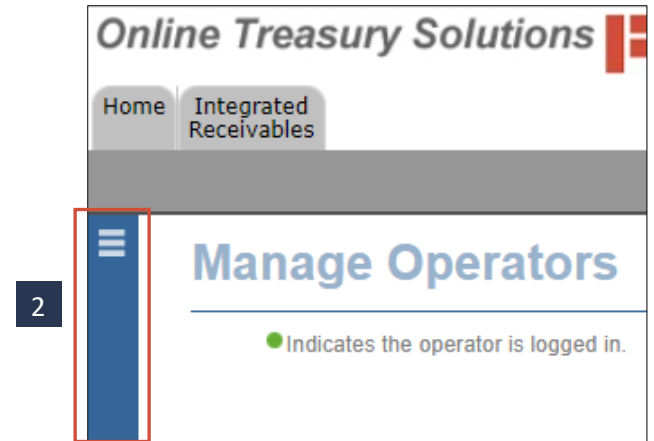


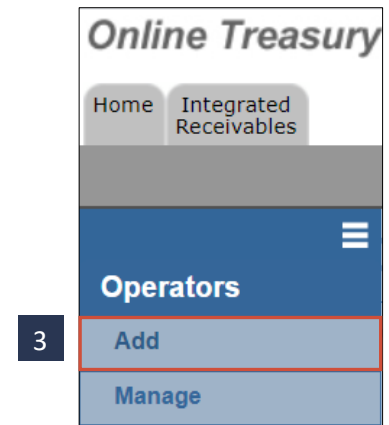
1. On the top right hand menu bar, click **Administration**.



2. Hover over the blue navigation bar to expand the menu.



3. Click **Add** under Operators.



4. Enter the User Information.

- **Operator ID** (username)
- **First Name**
- **Last Name**
- **Street**
- **City**
- **State/Province**
- **Zip/Postal Code**
- **Country**

Note: System defaults to United States

- **Time Zone**
Note: System defaults to (GMT - 5:00 Eastern Time (US and Canada))
- **Phone**
- **Email**
- **Confirm Email**

5. Click **Submit**.

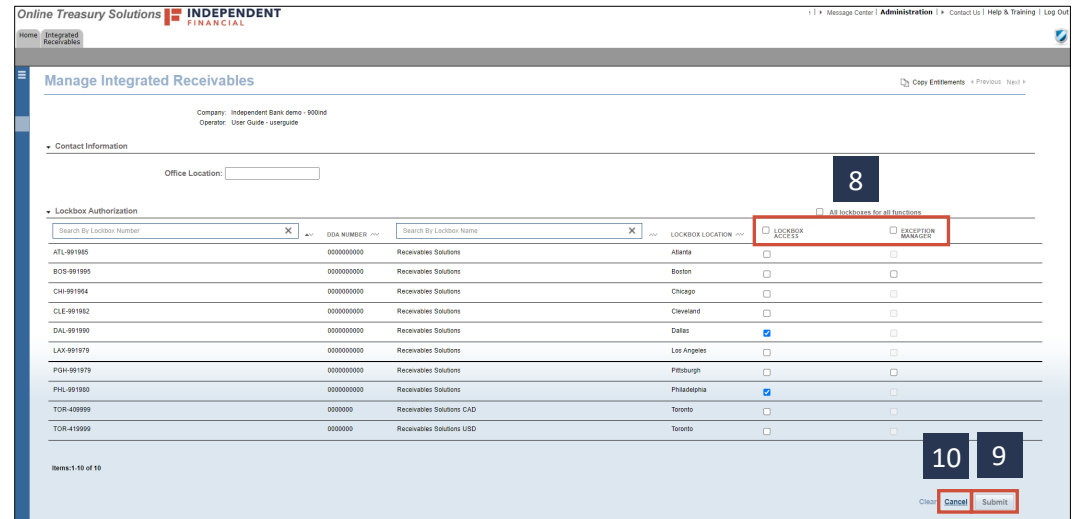
6. Click the **Modules & Utilities** tab.

7. Click on **Integrated Receivables**.

8. The lockbox will be displayed to assign access. Check the **Lockbox Access** box to assign to the user.
 - If applicable, check the **Exception Manager** box if you have elected to utilize this service.

9. Click **Submit**.

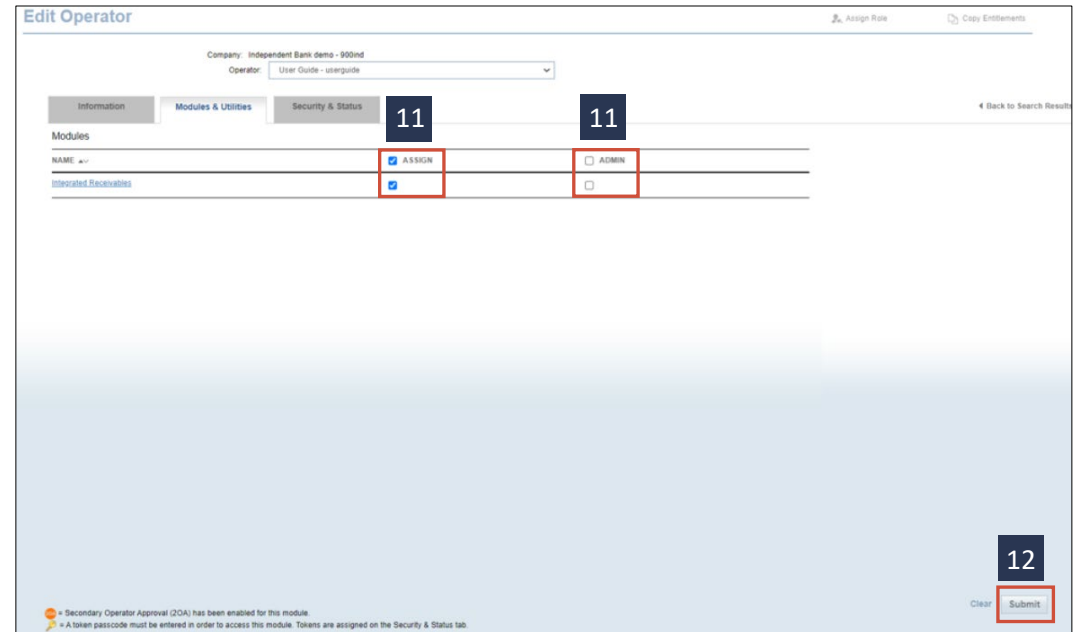
10. Click **Cancel** to be taken back to the operator screen.



11. Check the box to **Assign** Integrated Receivables.

Optional: Click **Admin** to give administration access.

12. Click **Submit**.



13. Click the **Security & Status** tab.

14. Click **Change Password**.

The screenshot shows the 'Edit Operator' interface. At the top, there are dropdown menus for 'Company' (Independent Bank demo - 900ind) and 'Operator' (User Guide - userguide). Below these are three tabs: 'Information', 'Modules & Utilities', and 'Security & Status'. The 'Security & Status' tab is selected and highlighted with a red box and a blue callout box containing the number '13'. Below the tabs is a table titled 'Operator Status' with columns for 'DESCRIPTION', 'STATUS', and 'ACTION'. The 'Password' row shows 'Password Not Set' in the status column, and the 'Change Password' link in the action column is highlighted with a red box and a blue callout box containing the number '14'. Other rows include 'Operator ID' (Enabled, Disable), 'Password Strike Count' (Unlock/Clear), 'Security Questions' (Not Enrolled, Prompt Re-enrollment), and 'Session' (Clear). Below the table is a section for 'Tokens' with a 'Physical Token' input field and a 'Require token passcode entry at login' checkbox. At the bottom right, there are 'Clear' and 'Submit' buttons.

15. A password will need to be created for the user. There are two options:

15.1. Option 1 (Recommended):
Create the New Password.

- On the Change Password screen, enter a password that follows the rules listed next to the New Password field.
- Click **Submit**.

Note: Remember to provide the password created to the user.

15.2. Option 2:
Send a Random Password.
- Click **Send a Random Password**.

Note: The user will be emailed a system generated password.

