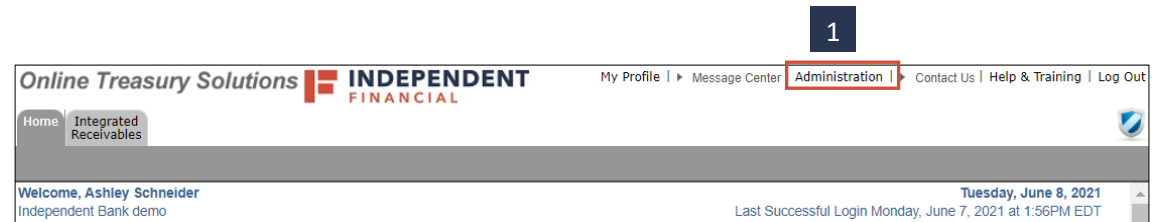
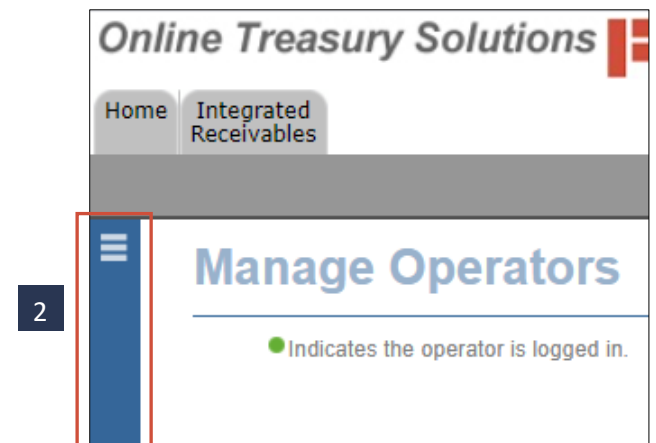


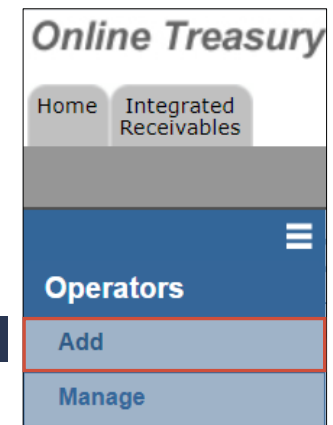
1. On the top right hand menu bar, select **Administration**.



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



3. Select **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. Select **Submit**.

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

7. Select **Integrated Receivables**.

NAME	ASSIGN	ADMIN
Integrated Receivables	<input type="checkbox"/>	<input type="checkbox"/>

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

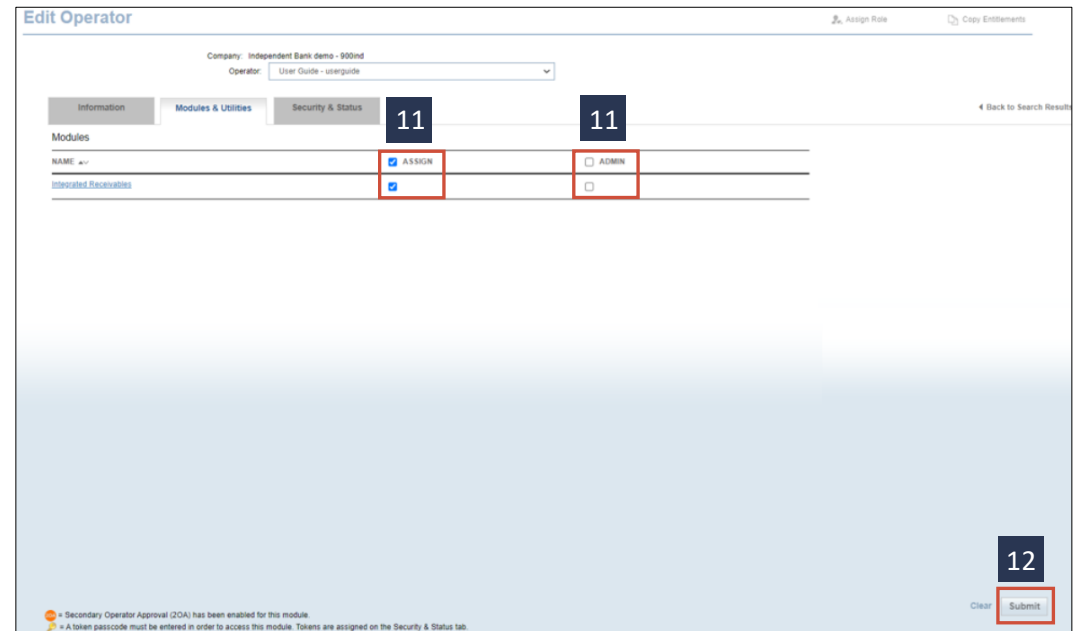
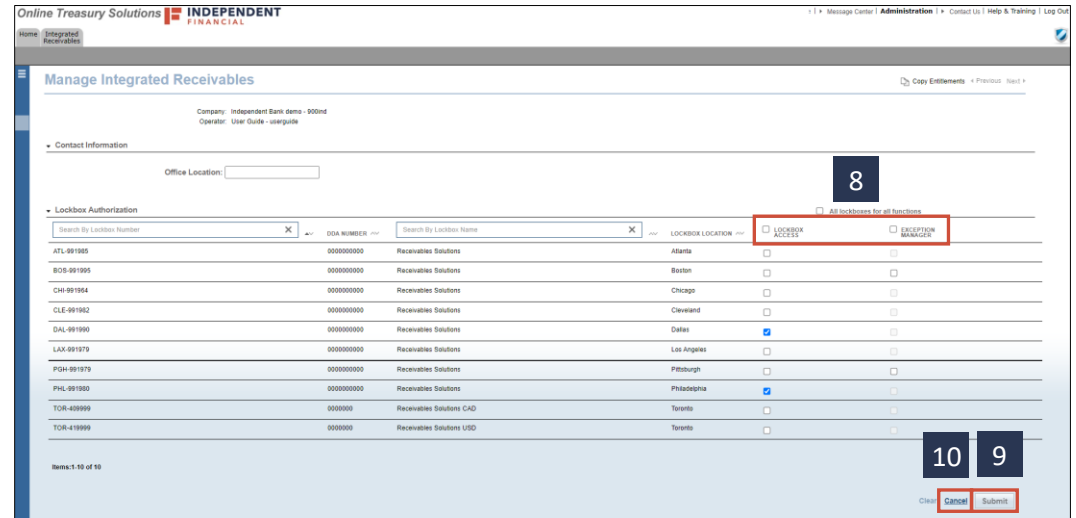
9. Select **Submit**.

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

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

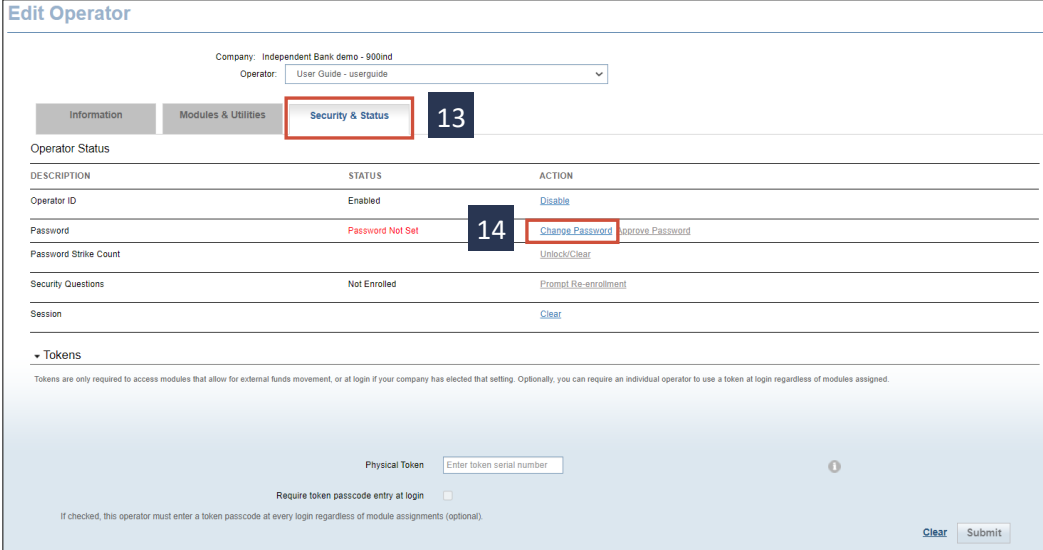
Optional: Select **Admin** to give administration access.

12. Select **Submit**.



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

14. Select **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 with the following data:

DESCRIPTION	STATUS	ACTION
Operator ID	Enabled	<a href="#">Disable</a>
Password	Password Not Set	<a href="#">Change Password</a> <a href="#">Rotate Password</a>
Password Strike Count		<a href="#">Unlock/Clear</a>
Security Questions	Not Enrolled	<a href="#">Prompt Re-enrollment</a>
Session		<a href="#">Clear</a>

Below the table is a section for 'Tokens' with a sub-section for 'Physical Token' containing an input field for 'Enter token serial number'. At the bottom, there is a checkbox for 'Require token passcode entry at login' and a 'Submit' button.

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.
- Select **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.

