



NetTeller
Cash Management System
Quick Reference Guide

Adding/Editing/Deleting a User

How to add a user:

Only users set up as Administrators are able to edit other Cash Management users.

1. Go to **Cash Manager > Users > New CM User**.
2. Complete the fields to set their permissions. Certain fields are defined in the following list.
 - **Administration**
Determine the level of administrative authority that the cash user has. Select one of the following:
 - **No** – the user cannot create or edit cash users or change NetTeller Settings
 - **Yes** – the user can create and edit cash users, change the company email address and account nicknames, and register the company for Mobile Banking and Electronic Statements Interactive (ESI)
 - **Partial** - the user can change the company email address, account nicknames, and register the company for Mobile Banking. The user cannot create or edit cash users or enroll the company in ESI.
 - **View** – the user can view existing cash user settings as well as change cash user names, NetTeller ID names, or NetTeller PINs. However, the user cannot create or edit cash users or change other NetTeller settings.
 - **Wire PIN**
Enter the PIN used for transmitting NetTeller outgoing domestic wires.
 - **View Position/Activity Report**
Select this check box to allow the cash user to view Cash Management activity.
 - **Hold User**
Select this box to prevent the Cash Management user from having access to NetTeller. In most instances, this check box is cleared, particularly when adding a Cash Management user.
 - **Mobile Phone Number/Provider**
This is not needed



 **Tioga State Bank**

* Denotes required field

User Name:

Email Address: 

Administration: 

Wire PIN:

View Position/Activity Report:

Hold User:

Mobile Phone Number:

Wireless Provider Address:

Standard wireless carrier charges may apply

Enter your mobile device phone number and then select your wireless carrier to establish an address for alerts sent via text messaging.



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- **Access Times**
May set limitations to when CM may be accessed.
- **ACH Limit**
Enter the maximum amount/limit that this cash user can initiate per day.
- **Transfer Limit**
Enter the maximum transfer limit allowed per fund transfer.
- **Wire Limit**
Enter the maximum transfer limit allowed per wire.
- **Daily Wire Limit**
Enter the maximum transfer limit allowed per day.
- **Dual Wire Control**
Select this check box to allow two cash users to transmit a wire. If enabled, any wire over the Dual Wire Control Limit requires a second cash user to transmit the wire.

Daily ACH Limit	<input type="text"/>	Per Wire Limit	<input type="text"/> .00
Transfer Limit	<input type="text"/>	Daily Wire Limit	<input type="text"/> .00
Dual Wire Control	<input type="checkbox"/>	Dual Wire Control Limit	<input type="text"/> .00

- **Work with ACH**
Select this check box to allow cash users to create and modify ACH batches.
- **Quick Edit ACH Only**
Select this check box to restrict ACH batch edit to quick edit only.
(Only one of the above two ACH options can be selected.)
- **Edit Recurring ACH**
Determine whether to allow or restrict recurring NetTeller ACH batch edit at the user level.
- **Full ACH Control**
Select this check box to allow a cash user to take multiple actions within a batch without requiring action from a second cash user. If this box is cleared, dual control is enabled.
- **Initiate ACH**
Select this check box to allow cash users to send an ACH batch file to the financial institution for processing.
- **Upload ACH**
Select this check box to allow cash users to upload a NACHA formatted file into NetTeller.
- **Delete ACH**
Select this check box to allow the cash user to remove an ACH batch from NetTeller.
- **Initiate Same Day ACH**
Determine whether to allow user to initiate same day ACH batches. If allowing must also have Initiate ACH box selected.



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- | | | |
|---|--|---|
| <input type="checkbox"/> Display / Download ACH | <input type="checkbox"/> Work with ACH | <input type="checkbox"/> Import Record |
| <input type="checkbox"/> Full ACH Control | <input type="checkbox"/> Quick Edit ACH Only | <input type="checkbox"/> Update Record |
| <input type="checkbox"/> Initiate ACH | <input type="checkbox"/> Edit Recurring ACH | <input type="checkbox"/> Upload ACH |
| <input type="checkbox"/> Initiate Same Day ACH | <input type="checkbox"/> Delete ACH | <input type="checkbox"/> Restricted Category Access |

3. Select **Submit**

Select User Settings:

1. Edit the fields, as necessary. Selected fields are defined in the following list.

- **Transaction Inquiry**
Select this check box to allow inquiry about transactions.
- **Statement Inquiry**
Select this check box to allow inquire about statement activity.
- **Current Day Balance**
Select this check box to allow the current day balance information to be viewed.
- **Stop Inquiry**
Select this check box to allow inquire about a stop payment.
- **Stop Additions**
Select this check box to allow the user to add stop payment requests.
- **Transmit Wire**
Select this check box to allow transmission of wires.
- **No Balance View**
Select this check box to restrict cash users' view of any accounts' balance information while viewing transactions on the *My NetTeller*, *Account Listings*, and *Account Transactions* screens. This check box must be selected if **No Balance View** is selected on any account in the **Account Settings**.
- **ES**
Select this check box to allow Electronic Statement access.

User: DaisyDuc01

- | | | |
|---|---|--|
| <input type="checkbox"/> Transaction Inquiry | <input type="checkbox"/> Define Non-Rep Wires | <input type="checkbox"/> Upload Positive Pay |
| <input checked="" type="checkbox"/> Statement Inquiry | <input type="checkbox"/> Edit Non-Rep Wires | <input type="checkbox"/> Work Positive Pay Items |
| <input type="checkbox"/> Current Day Balance | <input type="checkbox"/> Define Rep Wires | <input type="checkbox"/> Download ARP File |
| <input type="checkbox"/> Prior Day Balance | <input type="checkbox"/> Edit Rep Wires | <input type="checkbox"/> Upload ARP |
| <input checked="" type="checkbox"/> Stop Inquiry | <input type="checkbox"/> Define Recurring Wires | <input type="checkbox"/> Work ARP Items |
| <input checked="" type="checkbox"/> Stop Additions | <input type="checkbox"/> Edit Recurring Wires | <input checked="" type="checkbox"/> Transfers |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Enter Future-Dated Wires | <input type="checkbox"/> Order Checks |
| <input type="checkbox"/> Work ACH Exceptions | <input type="checkbox"/> Transmit Wires | <input type="checkbox"/> Bill Payment |
| | | <input type="checkbox"/> View Rates |
| | | <input type="checkbox"/> ES |



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2. Select **Accounts**

Select accounts the user may have access to.

3. Select **Submit**

4. The new cash user is placed in a *Pending Approval* status.

Once the financial institution approves the new user, the user is sent the Single Sign-On (SSO) setup email. The user follows the prompts within the email to establish their logon credentials.

Editing a Cash Users settings:

1. Go to **NetTeller > Cash Manager > Users > CM User List**

2. Select which setting that needs editing from the Select Option list next to the desired user.

- Edit the fields, as necessary.
- Select Submit

Editing Account Settings

1. Select Account Settings from the **Select Option** list next to the desired user.

2. Edit the fields, as necessary. Selected fields are defined in the following list.

- **Transfer To**

Select this check box to allow the transfer of funds to an account.

- **Transfer From**

Select this check box to allow the transfer of funds from an account.

- **View Electronic Documents**

Select this check box to allow the user to view electronic documents.

- **View Transfers**

Select this check box to allow viewing of transfers

- **No Balance View**

Select this check box to restrict cash user's view of any accounts' balance information while viewing transactions on the *My NetTeller*, *Accounts Listing*, and *Account Transactions* screens. If this check box is selected, **No Balance View** must also be selected in the **Default Settings**.

View Access For Account

Demand 0001

- | | | |
|---|---|--|
| <input type="checkbox"/> Transaction Inquiry | <input type="checkbox"/> Define Non-Rep Wires | <input type="checkbox"/> Upload ARP File |
| <input checked="" type="checkbox"/> Statement Inquiry | <input type="checkbox"/> Edit Non-Rep Wires | <input type="checkbox"/> Work ARP Items |
| <input type="checkbox"/> Current Day Balance | <input type="checkbox"/> Define Rep Wires | <input type="checkbox"/> Download ARP File |
| <input type="checkbox"/> Prior Day Balance | <input type="checkbox"/> Edit Rep Wires | <input checked="" type="checkbox"/> Transfer To |
| <input checked="" type="checkbox"/> Stop Inquiry | <input type="checkbox"/> Define Recurring Wires | <input checked="" type="checkbox"/> Transfer From |
| <input checked="" type="checkbox"/> Stop Additions | <input type="checkbox"/> Edit Recurring Wires | <input type="checkbox"/> View Electronic Documents |
| <input type="checkbox"/> Bill Pay | <input type="checkbox"/> Enter Future-Dated Wires | <input checked="" type="checkbox"/> View Transfers |
| <input type="checkbox"/> Work ACH Exceptions | <input type="checkbox"/> Transmit Wires | <input type="checkbox"/> Order Checks |

Cancel

Submit



Editing Default Settings:

1. Select Default Settings from the Select Option list next to the desired user.
2. Edit the fields, as necessary. Selected fields are defined in the following list.
 - **Transaction Inquiry**
Select this check box to allow inquiry about transactions.
 - **Statement Inquiry**
Select this check box to allow inquire about statement activity.
 - **Current Day Balance**
Select this check box to allow the current day balance information to be viewed.
 - **Prior Day Balance**
Select this check box to allow the prior day balance information to be viewed.
 - **Stop Inquiry**
Select this check box to allow inquire about a stop payment.
 - **Stop Additions**
Select this check box to allow the user to add stop payment requests.
 - **Transfers**
Select this check box to allow initiation of funds transfers.
 - **Transmit Wire**
Select this check box to allow transmission of wires.
 - **No Balance View**
Select this check box to restrict cash users' view of any accounts' balance information while viewing transactions on the *My NetTeller*, *Account Listings*, and *Account Transactions* screens. This check box must be selected if **No Balance View** is selected on any account in the **Account Settings**.
 - **ES**
Select this check box to allow Electronic Statement access.
3. Select **Submit**

Deleting Cash Users

1. Select **Delete** from the **Select Option** list next to the desired user.



Resetting a Cash Management Password (PIN)

If you are a cash user that has access to NetTeller's **Cash Manager > Users** tab, then you can reset cash user's passwords (PIN). If you do not have access to this tab, contact your financial institution to reset cash users' passwords (PIN).

1. Go to NetTeller's **Cash Manager > Users**.
2. Select *User Settings* from the **Select Option** list next to the desired user.
3. Enter a new NetTeller password (PIN), enter it again for confirmation, and then select **Submit**.

The screenshot shows a web form for resetting a PIN. It includes a label 'Tioga State Bank Online PIN' next to a text input field. Below this is a note: 'Note: Leave blank to keep current PIN'. At the bottom, there is a 'Confirm PIN' label next to another text input field.

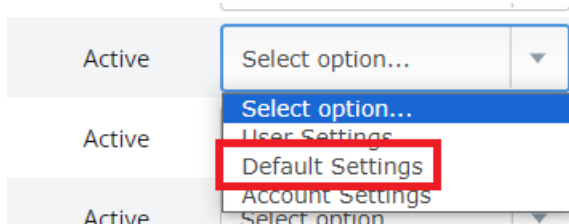
The cash user's password (PIN) has been reset.

Inform the cash user of the temporary password. The cash user is then prompted to change this password (PIN) upon their next NetTeller logon.

Adding an Account to a User

Only users set up as Administrators are able to edit other Cash Management users.

1. Go to the Cash Management tab and click on users.
2. Find the user you would like to add the account for and click on the drop-down menu to the right.
3. From this menu select the “Default Settings” option



4. Scroll down to the bottom of the page and select any accounts you would like the user to have access to. Then click “Submit”.

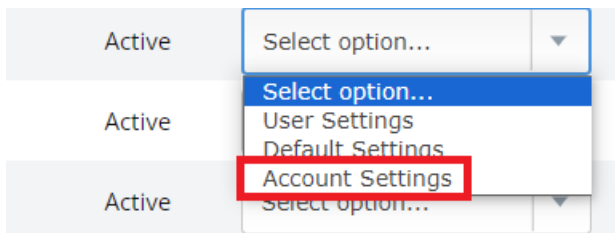
Select Accounts

- Select All
- | | | |
|---|---|--|
| <input type="checkbox"/> Safe Dep 0001 | <input checked="" type="checkbox"/> Demand 0001 | <input type="checkbox"/> Ready Cr 0002 |
| <input type="checkbox"/> HE Fixed 0001 | <input type="checkbox"/> Club 0011 | <input type="checkbox"/> Franco Club |
| <input type="checkbox"/> TEST LOC for ITM | <input type="checkbox"/> HELOC 0002 | <input type="checkbox"/> Mortgage 0001 |
| <input type="checkbox"/> Com LOC 0003 | <input type="checkbox"/> Savings 0004 | <input type="checkbox"/> Franco 1 |
| <input type="checkbox"/> Demand 0003 | | <input type="checkbox"/> Franco 2 |

Cancel

Submit

5. From the list of users, once again click on the drop-down menu to the right of the user that is being updated.
6. From this menu you will now select the “Account Settings” option.





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- From this screen you will click on the drop-down menu and select the account that was just added. Next, select what permissions the user will need for the account selected. Then select "Submit".

View Access For Account

Demand 0001
Demand 0001
Demand 0003

Per Wire Limit \$1 .00 Daily Wire Limit \$1 .00

Dual Wire Control Dual Wire Control Limit \$0 .00

<input checked="" type="checkbox"/> Transaction Inquiry	<input checked="" type="checkbox"/> Define Non-Rep Wires	<input checked="" type="checkbox"/> Upload ARP File
<input checked="" type="checkbox"/> Statement Inquiry	<input checked="" type="checkbox"/> Edit Non-Rep Wires	<input checked="" type="checkbox"/> Work ARP Items
<input checked="" type="checkbox"/> Current Day Balance	<input checked="" type="checkbox"/> Define Rep Wires	<input checked="" type="checkbox"/> Download ARP File
<input checked="" type="checkbox"/> Prior Day Balance	<input checked="" type="checkbox"/> Edit Rep Wires	<input checked="" type="checkbox"/> Transfer To
<input checked="" type="checkbox"/> Stop Inquiry	<input checked="" type="checkbox"/> Define Recurring Wires	<input checked="" type="checkbox"/> Transfer From
<input checked="" type="checkbox"/> Stop Additions	<input checked="" type="checkbox"/> Edit Recurring Wires	<input checked="" type="checkbox"/> View Electronic Documents
<input checked="" type="checkbox"/> Bill Pay	<input checked="" type="checkbox"/> Enter Future-Dated Wires	<input checked="" type="checkbox"/> View Transfers
<input checked="" type="checkbox"/> Work ACH Exceptions	<input checked="" type="checkbox"/> Transmit Wires	<input type="checkbox"/> Order Checks

Cancel Submit

If the wire permission is needed, please notify the EBanking Team at ebankingsupport@tiogabank.com. They will need to complete the setup to finalize the wire permission.