Senior Administrator Customer Guide

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SENIOR ADMINISTRATOR CUSTOMER REFERENCE GUIDE

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INTRODUCTION

As the Senior Administrator, you can use the Administration page to create and maintain ACH templates, wire templates, employee profile & permissions, employee accounts, business role definitions, and merchant capture locations.

ACH TEMPLATES

Business Online displays the ! icon on the Administration tab when you need to review an ACH template. The system displays the same icon on the ACH template button when there are one or more ACH templates for you to review.

Access ACH templates

1. On the Administration page, click ACH template. The system displays the Select External Transfer Criteria page.
2. Select the appropriate external transfer criteria and click Submit. The system returns any templates that fit the criteria selected.

Note: For additional information on how to use an ACH template, refer to the ACH Manager User Guide.

WIRE TEMPLATES

Business Online displays the ! icon on the Administration tab when you need to review the wire template. The system displays the same icon on the Wire template button when there are one or more wire templates for you to review.

Access wire templates

3. On the Administration page, click Wire template. The system displays the Select External Transfer Criteria page.
4. Select an appropriate external transfer criteria and click Submit. The system returns any templates that fit the criteria selected.

Note: For additional information on how to use a wire template, refer to the Wire Manager User Guide.

EMPLOYEE PROFILE & PERMISSIONS

Use the Employee profile & permissions page to maintain an employee's specifications. The Employee profile & permissions page provides you the ability to add an employee, add a new employee by using an existing employee, inquire on an employee (ACH and Wire), change an employee (ACH and Wire), and delete an employee.

Add a new employee

1. On the Administration page, click Employee profile & permissions. The system displays the Select User Criteria page.
2. Select New Employee and click Submit. The system displays the New Employee 1-Codes page.

Codes section

3. In the Name field, type the employee's name.

4. From the Tax ID code drop-down list, select the appropriate tax ID code.
5. In the Tax ID Number field, type the appropriate tax ID number.
6. From the Security Level drop-down list, select the appropriate security level for the employee.
    - Employee-Not authorized to review transfers or account activity that other corporate users with higher administration rights issue.
    - Supervisor-Authorized to review transfers only within their Employee group, establish templates that require supervisor approvals, and establish new employees.
    - Administrator-Authorized to review all transfers, complete administrative functions online, and establish new employees and supervisors.
    - Senior Administrator-Authorized to review all transfers, assign administrators, complete administrative functions online, modify permissions, and establish all users with all security levels.
7. In the Mother's Maiden Name field, type the employee's mother's maiden name.
8. In the Date of birth field, type the employee's date of birth in the MM/DD/YYYY format.
9. From the Employee Group drop-down list, select the appropriate group to assign the employee.

Note: The administrator determines the Employee groups.

10. From the Transaction Exports drop-down list, select Yes to grant the employee authority to export history transactions to another medium otherwise select No.

Contact Methods section

11. In the E-mail Address filed, type the employee's email address.
12. In the Business Phone field, type the employee's business phone number.
13. In the Business Phone Ext. field, type the employee's business phone extension number.

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14. In the Mobile Phone field, type the employee's mobile phone number.

Client Details section

15. In the Client Details section, review the client details. The system by default associates the client details with a new employee.

Security section

16. In the Username field, type the username that you want to associate with the employee record.

Note: You cannot change the user ID after you establish a new employee successfully. To change the username, delete the user and then add it back with the valid Access ID.

17. In the PIN field, type the four-digit security PIN.
18. In the Terms Acceptance Date field, enter the date on which the employee accepted the security terms and conditions. To select an acceptance date, click .
19. Click the Change Password hyperlink to establish a new password for the user.

Note: On the first sign in attempt, the system prompts the employee to change the sign in password.

Multifactor Authentication section

Note: The system uses the authentication method during the sign in process to authenticate the user. Employees may use security tokens or additional authentication methods for authentication purposes.

20. If you use a security token, then select the appropriate token status from the Token Type drop-down list.
    - (None) – indicates no status
    - Outstanding Order – indicates the security token order is outstanding
    - Token Ordered – indicates the security token is ordered
    - Pending Enablement – indicates the security token is pending enablement
    - Token Disabled – indicates the security token is disabled
    - Token Lost – indicates the security token is lost
    - Token Damaged – indicates the security token is damaged
21. In the Token type field, type the appropriate token type.
    - (None) –indicates no token type is selected
    - DP260 –indicate that the hard token is selected
    - Soft Token –indicates that the soft token is selected.

Mobiliti Business section

22. Select the Mobiliti Business check box to enable or disable the employee's access to Mobiliti Business.

Role Assignments section

23. From the Role Name drop-down list, select a role name to assign to the employee.
24. Click the Add Role hyperlink to assign an additional role to the employee.

ACH section

25. Select the ACH check box to enable or disable the employee's access to ACH Manager.

Accounts section

26. Select the Accounts check box to enable or disable the employee's access to accounts.

Overrides section

27. From the Cutoff Group Override drop-down list, select the appropriate client-defined Cutoff Override group. The Cutoff Override group determines the cutoff time for transfers. The system processes any transfers that you complete after the cutoff time on the next business day. Select Use Default to utilize the default Cutoff Override group for corporate clients.

Approval Options section

28. From the Review Internal Transfers drop-down list, select Yes to indicate that the system requires the client to review internal transfers otherwise select No.

Fund Transfer Options section

29. From the Inquire Transfers drop-down list, select Yes to indicate that the employee can inquire into fund transfers otherwise select No.
30. From the Initiate Transfers drop-down list, select Yes to indicate that the employee can initiate or delete fund transfers otherwise select No.
31. From the Review Bill Payment Transfers drop-down list, select Yes to indicate that the system requires the client to review bill payments otherwise select No.

Bill Payments section

32. From the Initiate Payments drop-down list, select Yes to indicate that the employee can initiate the bill payment otherwise select No.

Merchant Capture Options & Merchant Capture Location section

33. The values that you need to add to the fields in the Merchant Capture Options and the Merchant Capture Location sections are part of the larger merchant source capture installation and configuration process. For information about this configuration process and the role that these fields play in that process, refer to the Merchant Source Capture Installation Guide Knowledge article on the ServicePointSM.

Stop Payments section

34. From the Inquiry drop-down list, select Yes to grant an employee access to inquire into a stop payment otherwise select No.
35. From the New drop-down list, select Yes to grant an employee access to create a new stop payment otherwise select No.

Interface Specifications section

Note: The system uses the information in this section to establish single sign-on to other locations.

36. From the Interface drop-down list, select the interface product name.
37. In the User Code field, type the employee's sign in code.
38. In the Password field, type the WebPay or Bizpay password for all the employees.

Electronic Documents section

39. Select the document types that you want to assign an employee.

Applications Enabled sections

40. Select the Wires check boxes to grant the employee access to the associated applications.
41. Click Next. The system displays the New Employee 2-Account Update page.
42. On the New Employee 2-Account Update page, if the system is able to successfully add an account number it displays the icon otherwsie it displays the icon.
43. Click Next. The system displays the New Employee 3-Wires page.
44. From the Wire>Account Selection section, select the level of access rights for this employee.
45. Click Finish. The system displays the Select User Criteria page along with a success message indicating that it successfully created the employee.
46. Repeat steps 1 through 47 as needed to add an employee.

Add a new employee by using an existing employee

1. On the Administration page, click Employee profile & permissions. The system displays the Select User Criteria page.
2. Select New Employee Using Existing Employee.
3. Optional: In the Name field, type the employee's name.
4. Optional: In the Username field, type the employee's username.
5. Click Submit. The system displays the Employee list.
6. Click the Name hyperlink associated with the employee you want to use to establish the new employee. The system displays the New Employee Using Existing Employee 1-Codes page.
7. Complete steps 3 through 47 from the Add an employee section of this document.
8. Click Finish. The system displays the Select User Criteria page along with a success message indicating that it successfully created the employee.
9. Repeat steps 1 through 8 as needed to add an employee by using the existing employee.

Inquire on an employee's ACH permissions

1. On the Administration page, click Employee profile & permissions. The system displays the Select User Criteria page.
2. Select Inquire Employee. The system displays the Go To list, the Name, and the Username fields.
3. From the Go To drop-down list, select ACH.
4. Optional: In the Name field, type the name of the employee.
5. Optional: In the Username field, type the username of the employee.
6. Click Submit. The system displays the Employee list.
7. Click the Name hyperlink associated with the employee you want to review. The system displays the ACH page with the Employee ACH permissions for each account.

Inquire on an employee's wire permissions

1. On the Administration page, click Employee profile & permissions. The system displays the Select User Criteria page.
2. Select Inquire Employee. The system displays the Go To list, the Name, Username, and Client Name fields.
3. From the Go To drop-down list, select Wire.
4. Optional: In the Name field, type the name of the employee.
5. Optional: In the Username field, type the username of the employee.
6. Click Submit. The system displays the Employee list.
7. Click the Name hyperlink associated with the employee you want to review. The system displays the Wires page with the employee wire permissions for each account.

Change the employee's code specifications

1. On the Administration page, click Employee profile & permissions. The system displays the Select User Criteria page.
2. Select Change Employee. The system displays the Go To list, the Name, Username, and Client Name fields.
3. From the Go To drop-down list, select Codes.
4. Optional: In the Name field, type the name of the employee.
5. Optional: In the Username field, type the username of the employee.
6. Click Submit. The system displays the Employee list.
7. Click the Name hyperlink associated with the employee you want to edit. The system displays the 1- Codes page.
8. Update the 1-Codes page with the appropriate information and click Save. The system displays a success message indicating that it updated the records successfully.

Change the employee's ACH specifications

1. On the Administration page, click Employee profile & permissions. The system displays the Select User Criteria page.
2. Select Change Employee. The system displays the Go To list, the Name, Username, and Client Name fields.
3. From the Go To drop-down list, select ACH.
4. Optional: In the Name field, type the name of the employee.
5. Optional: In the Username field, type the username of the employee.
6. Click Submit. The system displays the Employee list.
7. Click the Name hyperlink associated with the employee you want to edit. The system displays the ACH page.
8. Update the ACH page with the appropriate information and click Save. The system displays a success message indicating that it updated the records successfully.

Change the employee's Wire specifications

1. On the Administration page, click Employee profile & permissions. The system displays the Select User Criteria page.
2. Select Change Employee. The system displays the Go To list, the Name, Username, and Client Name fields.
3. From the Go To drop-down list, select Wire.
4. Optional: In the Name field, type the name of the employee.
5. Optional: In the Username field, type the username of the employee.
6. Click Submit. The system displays the Employee list.
7. Click the Name hyperlink associated with the employee you want to edit. The system displays the Wire page.
8. Update the Wire page with the appropriate information and click Save. The system displays a success message indicating that it updated the records successfully.

Delete an employee

1. On the Administration page, click Employee profile & permissions. The system displays the Select User Criteria page.
2. Select Delete Employee. The system displays the Go To list, the Name, Username, and Client Name fields.
3. Optional: From the Go To drop-down list select the type of role you want to delete an employee's information for (for example, ACH, Codes, or Wires).
4. Optional: In the Name field, type the name of the employee.
5. Optional: In the Username field, type the username of the employee.
6. Click Submit. The system displays the Employee list.
7. Click the Name hyperlink associated with the employee you want to delete. The system displays the specifications for the specific employee you have chosen.
8. Click Delete. The system displays a confirmation message.
9. Click OK. The system displays the specifications for the specific employee you have chosen.

EMPLOYEE ACCOUNTS

Use the Employee Accounts page to add an account to an employee, inquire into the account details that an employee has access to, change the account details that an employee has access to, and to delete an account that an employee has access to.

Add account to an employee

1. On the Administration page, click Employee Accounts. The system displays the Select Corporate Employee Account Criteria page.
2. Optional: In the Access ID field, type the corporate access ID.
3. Optional: In the Employee Name field, type the name of the corporate user.
4. Click Submit. The system displays the Corporate Employee List.
5. Click the Employee Name hyperlink for the employee you want to add an account to. The system displays the Corporate User Account Access for "Employee Name."
6. In the Add column, select the check boxes associated with the accounts you want to add to this employee.
7. Click Submit. The system displays the New User Account Access section with the information for the account you want to add to the employee.
8. The in the Status column means that the system has successfully added the account to the employee.
9. Click Done. The system displays the Corporate User Account Access for "Employee Name."
10. Click Cancel when you are finished adding accounts to the selected employee. The system displays the Select Corporate User Account Criteria page.
11. Repeat steps 1 through 10 to add additional accounts to the employee.

Change the account details that an employee has access to

1. On the Administration page, click Employee Accounts. The system displays the Select Corporate Employee Account Criteria page.
2. Optional: In the Access ID field, type the corporate access ID.
3. Optional: In the Employee Name field, type the name of the corporate user.
4. Click Submit. The system displays the Corporate Employee List.
5. Click the Employee Name hyperlink for the employee you want to add an account to. The system displays the Corporate User Account Access for "Employee Name."
6. In the Change column, click . The system displays the Employee Accounts page.
7. Update the Employee Accounts page with the appropriate information and click the Save button in the toolbar. The system displays a success message indicating that it successfully update the corporate user account.
8. Repeat steps 1 through 7 to change the employee's access to additional accounts.
9. Click Cancel when you are finished adding accounts to the selected employee. The system displays the Select Corporate User Account Criteria page.

Inquire in to the account details that an employee has access to

1. On the Administration page, click Employee Accounts. The system displays the Select Corporate Employee Account Criteria page.
2. Optional: In the Access ID field, type the corporate access ID.
3. Optional: In the Employee Name field, type the name of the corporate user.
4. Click Submit. The system displays the Corporate Employee List.
5. Click the Employee Name hyperlink for the employee you want to add an account to. The system displays the Corporate User Account Access for "Employee Name."
6. Review the information and click Cancel. The system displays the Select Corporate User Account Criteria page.
7. Repeat steps 1 through 6 to inquire in to additional account details that the employee has access to.

Delete an account that an employee has access to

1. On the Administration page, click Employee Accounts. The system displays the Select Corporate Employee Account Criteria page.
2. Optional: In the Access ID field, type the corporate access ID.
3. Optional: In the Employee Name field, type the name of the corporate user.
4. Click Submit. The system displays the Corporate Employee List.
5. Click the Employee Name hyperlink for the employee you want to delete the account for. The system displays the Corporate User Account Access for "Employee Name."
6. Click ✕. The system displays .
7. Click Submit. The system displays the Delete User Account Access section with information for the account you want to delete for the employee.
8. Click Done. The system displays the Corporate User Account Access for "Employee Name."
9. Click Cancel when you are finished deleting accounts from the selected employee. The system displays the Select Corporate User Account Criteria page.
10. Repeat steps 1 through 9 to delete additional accounts for the employee.

BUSINESS ROLE DEFINITIONS

You must establish default roles to add users (employees). You can establish roles only once, however, you can modify them later. It is important to know that when you modify an established role it affects all users assigned to that role.

You associate a user role with an employee from the business. The financial institution or business employee can inquire, modify, or delete these roles. A corporate client or financial institution can establish these roles.

These roles are specific to one corporate client and are linked to that customer's specifications only. Employees can only access and maintain their user roles in client side administrator.

You can define role functions for specific products available to use in Business Online. The product roles are:

- ACH Roles for ACH Manager
- Domestic Roles for Wire Manager
- Interbank Transfer Roles for ACH Interbank Transfer
- Positive Pay roles
- International Roles for Wire Manager

The system displays this feature only when the corresponding functions are linked to corporate users in the Online Administration Options section of Roles-Codes specifications.

Use the Business role definitions page to add a new role, add a new role by using an existing role, inquire in to roles, change roles, and delete roles.

Add a new role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select New Role and click Submit. The system displays the New Role 1-Authority page.
3. In the Applications section, select from the ACH, Domestic Wires, Interbank, Positive Pay, and International Wires drop-down lists for role access.
4. Click Next. The system displays the 2-Codes page.

Step 2-Codes section

5. In the Name field, type the name of the role.

Access section

6. From the Administration Option drop-down list, select the appropriate administration option for this role.
    - User - An employee with basic functionality. Users can inquire and complete transfers.
    - Supervisor - A supervisor for the business. Supervisors review outstanding transactions that other corporate users issue, establish transfer templates

requiring supervisor approval and establish new users.

- Administrator - An administrator at the business. Administrators review outstanding transactions that other corporate users issue, complete administrative functions online, and establish new users and supervisors.
- Senior Administrator - A senior administrator or owner of the business. Senior Administrators review outstanding transactions that other corporate users issue, complete administrative functions online, modify their own corporate user permissions, and establish new users, supervisors, and administrators.

Valid Access Time section

7. Establish when this role can access the product. If you do not want this role to access the product for any particular day, leave the Begin Time and End Time field blank. However, if you want this role to access the product 24 hours a day, ensure that you have typed the same values in the Begin Time and the End Time fields.

Options section

8. Select the View Statements and Notices check boxes to enable statement and notice retrieval.
9. Fiserv EDD Clients Only: Select the Electronic Statement Enrollment check box to enable a role to enroll in electric statements.

Note: The remaining options are for future use.

Online Administration Options section

10. Select the appropriate functions.
    - Roles - Enables those assigned to that role to inquire, change, add, and delete roles in Client Administrator. Select the appropriate check boxes to grant access.
    - Client - Enables those assigned to that role to inquire, change, add, and delete client accounts in Client Administrator. Changes to client accounts can only be made by Senior Administrators. Select the appropriate check boxes to grant access.
    - User - Enables those assigned to that role to inquire, change, add, and delete employees in Client Administrator. Select the appropriate check boxes to grant access.
    - User Account - Enables those assigned to that role to inquire, change, add, and delete user accounts in Client Administrator. Select the appropriate check boxes to grant access.
11. Optional: Click Finish. The system displays the page along with a success message indicating that it successfully updated the records.
12. Click Next. The system displays 3-ACH page.

General section

13. Select the appropriate check boxes associated with the ACH function to grant access to the role.

ACH Templates section

14. Select the appropriate check box associated with an ACH function to grant template access (that is, Inquiry, Change, New, Delete, Import, Recurring, or Template) to the role.
15. Optional: Click Finish. The system displays the page along with a success message indicating that it successfully updated the records.
16. Click Next. The system displays 4-Domestic Wire page.

Wires section

17. Select the appropriate check boxes associated with a Wire function to grant access to the role.

Wire Functions section

18. Select the appropriate check box associated with a Wire function to grant template access (that is, Inquiry, Change, New, Delete, Import, Recurring, or Template) to the role.
19. Optional: Click Finish. The system displays the page along with a success message indicating that it successfully updated the records.
20. Click Next. The system displays 5-Interbank Transfers.

Interbank Transfers section

21. Select the appropriate check boxes associated with an Interbank function to grant access to the role.
22. Optional: Click Finish. The system displays the page along with a success message indicating that it successfully updated the records.
23. Click Next. The system displays 7-Positive Pay page.

Positive Pay section

24. Select the appropriate check box associated with a Positive Pay function to grant access to the role.

Positive Pay Template/Maintenance

25. Select the appropriate check box associated with a Positive Pay Template/Maintenance to grant template access (that is, Inquiry, Change, New, and Delete) to the role.

ACH Positive Pay section

26. Select the appropriate check box associated with an ACH Positive Pay function to grant access to the role.
27. Click Finish. The system displays the page along with a success message indicating that it successfully updated the records.
28. Repeat steps 1 through 30 to add additional roles.

Add new roles by using an existing role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select New Role Using Existing Role.
3. Optional: In the Role Name field, type the role name.

4. Click Submit. The system displays the Role List.
5. Click the appropriate Name hyperlink. The system displays the New Role 1-Authority page.
6. Update the page for appropriate information and click Next.
7. Follow steps 5 through 30 from the Add a new role section to add a role using existing roles.
8. Repeat steps 1 through 7 to add additional roles using existing roles.

Inquire in to an ACH role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Inquire Role. The system displays the Go To list.
3. From the Go To drop-down list, select ACH.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to review. The system displays the specifications for the selected role.

Inquire in to a Code role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Inquire Role. The system displays the Go To list.
3. From the Go To drop-down list, select Codes.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to review. The system displays the specifications for the selected role.

Inquire in to a Domestic Wires role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Inquire Role. The system displays the Go To list.
3. From the Go To drop-down list, select Domestic Wires.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to review. The system displays the specifications for the selected role.

Inquire in to the Interbank Transfers role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Inquire Role. The system displays the Go To list.
3. From the Go To drop-down list, select Interbank Transfers.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to review. The system displays the specifications for the selected role.

Inquire in to the International Wires role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Inquire Role. The system displays the Go To list.
3. From the Go To drop-down list, select International Wires.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to review. The system displays the specifications for the selected role.

Inquire in to the Positive Pay role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Inquire Role. The system displays the Go To list.
3. From the Go To drop-down list, select Positive Pay.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to review. The system displays the specifications for the selected role.

Change a Code role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Change Role. The system displays the Go To list.
3. From the Go To drop-down list, select Codes.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to edit. The system displays the Change Codes page.

7. Update the Change Codes page with the appropriate changes and click the Save button in the toolbar. The system displays a success message indicating that it successfully updated the records.

Change an ACH role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Change Role. The system displays the Go To list.
3. From the Go To drop-down list, select ACH.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to edit. The system displays the Change Codes page.
7. Update the Change ACH page with the appropriate changes and click the Save button in the toolbar. The system displays a success message indicating that it successfully updated the records.

Change Domestic Wires role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Change Role. The system displays the Go To list.
3. From the Go To drop-down list, select Domestic Wires.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to edit. The system displays the Change Codes page.
7. Update the Change Domestic Wires page with the appropriate changes and click the Save button in the toolbar. The system displays a success message indicating that it successfully updated the records.

Change Interbank Transfers role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Change Role. The system displays the Go To list.
3. From the Go To drop-down list, select Interbank Transfers.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to edit. The system displays the Change Codes page.
7. Update the Change Interbank Transfers page with the appropriate changes and click the

Save button in the toolbar. The system displays a success message indicating that it successfully updated the records.

Change International Wires role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Change Role. The system displays the Go To list.
3. From the Go To drop-down list, select International Wires.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to edit. The system displays the Change Codes page.
7. Update the Change International Wires page with the appropriate changes and click the Save button in the toolbar. The system displays a success message indicating that it successfully updated the records.

Change Positive Pay roles

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Change Role. The system displays the Go To list.
3. From the Go To drop-down list, select Positive Pay.
4. Optional: In the Role Name field, type the role name.
5. Click Submit. The system displays the Role list.
6. Click the Name hyperlink that you want to edit. The system displays the Change Codes page.
7. Update the Change Positive Pay page with the appropriate changes and click the Save button in the toolbar. The system displays a success message indicating that it successfully updated the records.

Delete role

1. On the Administration page, click Business Role Definitions. The system displays the Business Role page.
2. Select Delete Role.
3. Optional: In the Role Name field, type the role name.
4. Click Submit. The system displays the Role list.
5. Click the Name hyperlink that you want to delete. The system displays the Delete Roles page.
6. Click the Delete button from the toolbar. The system displays a success message indicating that it successfully updated the records.

MERCHANT CAPTURE OPTIONS

Change Merchant Capture Locations

1. On the Administration page, click Merchant Capture Options. The system displays the Merchant Capture Locations page.
2. Click . The system displays the Merchant Capture Locations page in an editable format.
3. In the Location Code field, type the Merchant Capture Location code.
4. In the Location ID field, type the Merchant Capture Location ID associated with the Merchant Capture Location code.
5. Optional: Click to delete the Merchant Capture Location Code and Merchant Capture Location ID row.
6. Optional: Click the Add Location hyperlink to add the Merchant Capture Location Code and Merchant Capture Location ID row.
7. Click . The system displays a success field indicating that it successfully saved the changes.