

Assigning ACH Limits

Users should be assigned ACH limits before creating an Approval Workflow. To assign limits click on Administration (in the beige line).

The screenshot shows the FirstMerit Online Banking interface in Microsoft Internet Explorer. The browser address bar shows the URL: `https://ua.firstmeritib.com/cb/servlet/cbonline/jsp/payments/achpayments.jsp?Initialize=true&subMenu=ach`. The page header includes the FirstMerit Bank logo and navigation links: About FirstMerit, Locations, FAQ, Calculators, Contact Us, Help. The main navigation bar has tabs for Accounts, ACH, and Wires. Below this is a secondary navigation bar with links: ACH Payments, Child Support, Tax, Approval WorkFlows, Pending Approvals, Audit Log. A beige navigation bar contains: Welcome Admin Admin (Corporate Demo Company), Log Off, My Profile, Administration, Reports. The main content area is titled "ACH Payments" and has tabs for Payments, Participants, and Templates. The "Payments" tab is active, showing a "Choose Template" dropdown, "Load", "New Batch", and "File Upload" buttons. Below these are date pickers for "From" (10/14/2008) and "To" (12/13/2008), a "Show" dropdown (My ACH), and an "All Company IDs" dropdown with a "Refresh" button. A note states: "* Payment next cut-off time is Fri 09:00 AM (EST). * Payment final cut-off time is Fri 05:00 PM (EST)." The page contains three summary tables:

| Summary of ACH Payments Submitted for Approval or Rejected | | | | | | | |
|--|------------|-----------------|---------|-----------|--------|---------------|--------------|
| Effective Date | Batch Name | Company ID/Name | Entries | Frequency | Status | Total Credits | Total Debits |

| Pending ACH Payment Summary | | | | | | | |
|-----------------------------|------------|-----------------|---------|-----------|--------|---------------|--------------|
| Effective Date | Batch Name | Company ID/Name | Entries | Frequency | Status | Total Credits | Total Debits |

| Completed ACH Payment Summary | | | | | | | |
|-------------------------------|------------|-----------------|---------|-----------|--------|---------------|--------------|
| Effective Date | Batch Name | Company ID/Name | Entries | Frequency | Status | Total Credits | Total Debits |

The browser taskbar at the bottom shows the Start button, several open applications (Word Pro, Microsoft Excel, Microsoft Word), and the system clock at 5:43 PM.

Click on User Setup

The screenshot shows a Microsoft Internet Explorer browser window displaying the FirstMerit Online Banking Administration page. The address bar shows the URL: <https://ua.firstmeritib.com/CompanyAdmin.aspx>. The page header includes the FirstMerit Bank logo and navigation links: [About FirstMerit](#), [Locations](#), [FAQ](#), [Calculators](#), and [Contact Us](#). Below the header is a dark green navigation bar with tabs for **Accounts**, **ACH**, and **Wires**. A secondary navigation bar shows the user is logged in as "Admin Admin (Corporate Demo Company)" with a **Log Off** button and links for [My Profile](#), [Administration](#), and [Reports](#).

The main content area is titled "Administration" and contains the following text:

To give you the best service we can, we've provided you with these administrative services. The links below or the navigation on the left menu will take you to the screens you'll need.

Account Names: Add or change the names of your accounts.

Audit Log: View audit log events associated with your company.

User Setup: Depending on your entitlement settings, from this page you can add, change, or delete users.

Manage Groups: Add, change, or delete groups and add or remove users from groups.

On the left side of the page, there is a navigation menu with the following items:

- Administration
- Account Names
- Audit Log
- User Setup
- Manage Groups

Below the menu, there is a note: "To view an instructional demo on how to set up additional users, [click here](#)."

The Windows taskbar at the bottom shows the Start button, several open applications (Approach - [E-CO..., host.firstmerit.co..., Inbox - Microsoft..., FirstMerit - Online..., FirstMerit - Onli...), and the system tray with the time 2:19 PM.

Click on the User Name that you would like to assign limits to.

The screenshot shows the 'Administration - Users' page in the FirstMerit online banking system. The page includes a navigation menu with 'Accounts', 'ACH', and 'Wires'. Below the navigation, there is a 'Welcome Admin Admin (Corporate Demo Company)' message and a 'Log Off' button. The main content area contains a welcome message and a search bar with a 'User Name' dropdown and 'Search Users' and 'Add New User' buttons. A table lists 4 users found:

| Username | First Name | Last Name | Last Login | Created | Last Modified | Locked Out | Contact |
|----------|------------|-----------|------------|------------|---------------|--------------------------|---------|
| Admin | Admin | Admin | 11/12/2008 | 10/31/2008 | 11/12/2008 | <input type="checkbox"/> | Delete |
| admin1 | Jane | Doe | 11/07/2008 | 09/18/2008 | 11/07/2008 | <input type="checkbox"/> | Delete |
| User | User | User | 10/31/2008 | 10/31/2008 | 11/07/2008 | <input type="checkbox"/> | Delete |
| user1 | John | Smith | 11/07/2008 | 09/18/2008 | 11/07/2008 | <input type="checkbox"/> | Delete |

Click on the ACH Tab under User Setup.

The screenshot shows the 'User Setup' page for a user named 'Admin'. The page is accessed via a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: <https://ua.firstmeritib.com/UserEdit.aspx>. The page header includes 'Bank' and navigation tabs for 'Accounts', 'ACH', and 'Wires'. A welcome message for 'Jane Doe (Corporate Demo Company)' is displayed, along with a 'Log Off' button and links for 'My Profile', 'Administration', and 'Reports'. The 'User Setup' section is divided into several tabs: 'General', 'Entitlements', 'Security', 'Accounts', 'Groups', 'ACH', and 'Audit Log'. The 'General' tab is active, showing the following user information:

- User Name: Admin
- Company Login ID: demo
- First Name: Admin
- Last Name: Admin
- Address: 123 Main St
- Phone Number 1: 333-444-5555 (Business)
- Phone Number 2: (Business)
- Fax Number: 333-444-5555
- Email: John.Smith@email.com
- Company Contact: (dropdown)
- Status: Active
- Activation Date: (calendar icon)
- Lockout:
- Force New Password:
- New Password: (input field)

A summary box on the right side of the page provides additional details:

- Creation Date: 10/31/2008 10:38:16 AM
- Created By: amtonhae
- Last Modified: 11/7/2008 1:58:46 PM
- Last Modified By: Admin
- Last Valid Login: 11/7/2008 2:35:25 PM
- Last Invalid Login: 11/7/2008 1:10:52 PM
- # of Successful Logins: 4
- # of Invalid Logins: 1
- Invalid Logins since valid: 0
- Last Password Change: 11/7/2008 12:40:06 PM
- Lockout Date: (blank)
- Lockout IP Address: (blank)
- Primary Email Modified: 11/7/2008 1:58:46 PM
- Email Modified By: Admin

The taskbar at the bottom shows the Start button, several open applications (Approach, host.firstmerit.co..., Inbox - Microsoft..., 3 Internet Exp..., Creating Workflo...), and the system clock showing 1:16 PM on 11/7/2008.

Click on the ACH Company ID you want to assign limits for.

FirstMerit - Online Banking - Microsoft Internet Explorer

Address: <https://ua.firstmeritb.com/UserEdit.aspx>

Navigation: [About FirstMerit](#) | [Locations](#) | [FAQ](#) | [Calculators](#) | [Contact Us](#) | [Help](#)

FirstMERIT Bank

Accounts | ACH | Wires

Welcome Admin Admin (Corporate Demo Company). [Log Off](#) | [My Profile](#) | [Administration](#) | [Reports](#)

Administration

- Account Names
- Audit Log
- User Setup
- Manage Groups

To view an instructional demo on how to set up additional users, [click here](#).

User Setup

General | Entitlements | Security | Accounts | Groups | ACH | Audit Log

ACH User Summary

ACH Companies:

| ACH Company ID | ACH Company Name | Account Number | Account Name |
|----------------|------------------|----------------|--------------|
| 1341234569 | ACH Demo Co | 0000123456 | ACH Demo Co |

[Save User and Exit](#) | [Cancel Edit](#) | [Reset Password](#)

Taskbar: Start | [Inbox - Micros...](#) | [FirstMerit - On...](#) | [FirstMerit - O...](#) | [host.firstmerit...](#) | [Approach - \[E-...](#) | [Creating Work...](#) | [Internet](#) | 3:07 PM

You can set global limits or individual limits for each ACH payment type. You can set global or individual limits per Batch and per Day.

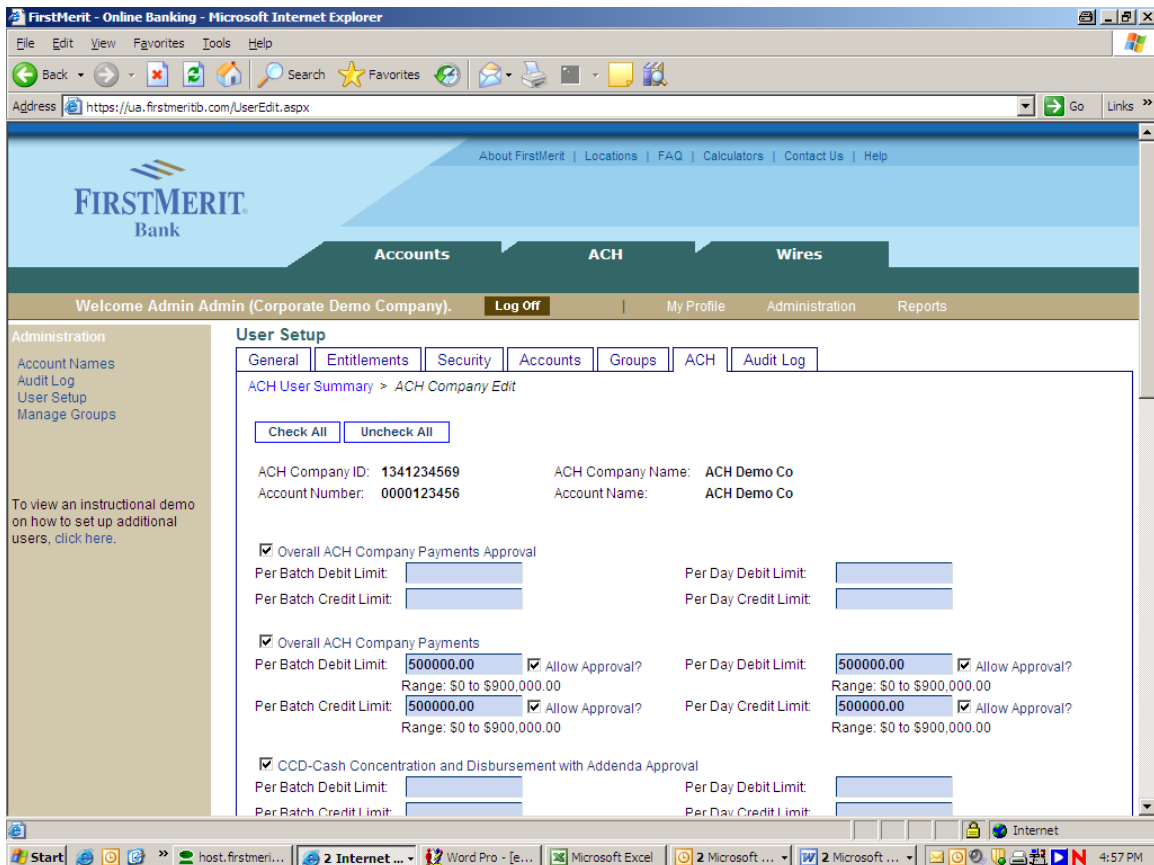
Overall ACH Company Payment Approval refers to the limit to which the user is allowed to approve all ACH types. If left blank it reflects no Approval limit.

Overall ACH Company Payments refers to the limit to which the user is allowed to submit all ACH payments.

If **Allow Approval** is checked this it will allow the user to submit a payment for over their limit. The payment will go to the pending approval section until it is approved by the appropriate person defined in the approval workflow.

ACH Template – Controls if the user can Create, Edit or Delete templates. Each payment type has its own template setup.

Assign limits and click Save User and Exit



Once you have assigned limits and saved the User you can then assign limits to another user just by clicking on the name of the next user you would like to assign limits for. Once you have clicked on the user name click on the ACH tab under User Setup and follow directions above.

FirstMerit - Online Banking - Microsoft Internet Explorer

Address: <https://ua.firstmeritib.com/CompanyAdminUserSearch.aspx>

Navigation: [About FirstMerit](#) | [Locations](#) | [FAQ](#) | [Calculators](#) | [Contact Us](#) | [Help](#)

FirstMerit Bank

Accounts | **ACH** | Wires

Welcome Admin Admin (Corporate Demo Company), [Log Off](#) | [My Profile](#) | [Administration](#) | [Reports](#)

Administration - Users

Welcome to the user administration page. From this page you can create, modify, and delete users associated with your company. Initially, all users related with your company will be displayed below. When trying to locate a particular user, you can use the search functionality to filter the user list. If you wish to edit a user, simply click on their username. To delete a user from your company click on the delete button located at the end of the user's row. If you wish to add a new user to your company, click on the Add New User button. For more information on this screen click on the help link located on the top of this page.

User Name:

4 user(s) found.

| Username | First Name | Last Name | Last Login | Created | Last Modified | Locked Out | Contact |
|------------------------|------------|-----------|------------|------------|---------------|--------------------------|---------------------------------------|
| Admin | Admin | Admin | 11/12/2008 | 10/31/2008 | 11/12/2008 | <input type="checkbox"/> | <input type="button" value="Delete"/> |
| admin1 | Jane | Doe | 11/07/2008 | 09/18/2008 | 11/07/2008 | <input type="checkbox"/> | <input type="button" value="Delete"/> |
| User | User | User | 10/31/2008 | 10/31/2008 | 11/07/2008 | <input type="checkbox"/> | <input type="button" value="Delete"/> |
| user1 | John | Smith | 11/07/2008 | 09/18/2008 | 11/07/2008 | <input type="checkbox"/> | <input type="button" value="Delete"/> |

Taskbar: Start | [Inbox - Micro...](#) | [FirstMerit - O...](#) | [FirstMerit - ...](#) | [host.firstmerit...](#) | [Approach - \[E...](#) | [Creating Wor...](#) | [Internet](#) | 3:10 PM