First Farmers&Merchants

Employee Setup

NOTE: Bank will set up **Primary Contact** with Senior Administrator rights. Primary Contact will then set up subsequent employees according to their internal policies.

1. Name of company as used on original client set up form
2. Name of employee being granted eCorp access
3. Employee’s business or personal email address
4. Employee’s daytime phone number
5. The security level the employee should have.
   A. **Employee –** Has no access to client administration.
   B. **Supervisor –** Has access to client administration but can only maintenance employees in their own employee display group.
   C. **Administrator –** Has access to client administration and can maintenance any employee or supervisor.
   D. **Senior Administrator –** Has access to client administration and can maintenance any employee, supervisor, administrator and themselves, but cannot maintenance other senior administrators. A senior administrator also has the ability to inquire and change display groups.
6. This is an optional field. Display groups are used to group employees. An example could be “secretaries”; “loan assistants”; “ management,” etc. This field can be anything the client wants and can be set up at any time on-line or by contacting tech support.
7. A Security question and answer are used to identify the employee whenever they call FF&M technical support for assistance including password reset. This should be a question the employee thinks of. The employee will not need to remember the question only the answer.
8. The employee should think of their own access code (aka – user code). This cannot be changed. The user code needs to be between six and fifteen characters long and can be alpha, numeric or a combination.

The employee does not need to choose a password at this time. The password entered when the employee is set up will be a temporary password. The employee will be prompted to change it the first time they log in.

9. Complete the table to establish what capabilities this employee will have. *Some permissions can also be granted at the account and/or employee account level. If there is conflicting permissions at the different levels, the most restrictive will prevail.

- Export – If set to yes, this employee will have the ability to export transactions into a financial program, such as QuickBooks
- Stop Payment Inquiry – If set to yes, this employee will be able to view stop payments already established
- Internal Transfers Inquiry – If set to yes, this employee will have the ability to inquire on established Internal Transfers.
- Internal Transfers Approval – If set to yes, this employee will have the ability to review and approve Internal Transfers (must also have sufficient security from step 5)
- View Images – If set to yes, this employee will have the option to click on a link to retrieve images of checks, debits, and credits in checking accounts.
- View E-Statements – If set to yes and the account is enrolled for E-Statement, the employee will have access to view and download account statements on-line. (This only applies if the account is set up for E-Statements.)

<u>Administrative Functions</u> – *also dependent on security level granted in Step 5

- Inquire Employee* – If set to yes, this employee will have the ability to review employees set up for eCorp access.
- Add Employee* – If set to yes, this employee will have the ability to add employees to this client's eCorp account. (Review level descriptions in step 5)
- Change Employee* – If set to yes, this employee will have the ability to change employee e-Corp access. (Review level descriptions in step 5)
- Delete Employee* – If set to yes, this employee will have the ability to delete employee eCorp access. (Review level descriptions in step 5)

<u>Fund Transfers</u>

- Add Internal Transfer Template – If set to yes, this employee will have the ability to create new internal transfer templates.
- Change Internal Transfer Template – If set to yes, this employee will have the ability to change existing internal transfer templates.
- Delete Internal Transfer Template – If set to yes, this employee will have the ability to delete existing internal transfer templates.

<u>Approvals Required</u>

- Review Internal Transfers – If set to yes, any fund transfer (with the exception of ACH) that this employee initiates will require review by another employee before the transfer will actually take place.

9. continued

• Approval Security - Indicates if this employee is authorized to approve transfers requiring additional approval made by other employees. This specification only pertains to employees who have been assigned a supervisor level of Supervisor or greater. *If set to yes, also note that this employee will need minimal access to any FF&M accounts involved in the transfer as well as access to the fund or file transfer in which they are approving.*

10. List all existing Internal Transfer templates that this employee should have access to. This can be changed at any time and will need changed each time a new template is established that this employee should have access to.