



# Administration Guide

October 2024

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**Welcome to Prosperity Bank's Treasury Center, our online banking solution for your business. This guide is focused for Administrators who will be the primary administrator(s) for your company.**

## Treasury Center Administration

---

Administrator Responsibilities include the following functions:

- Create and maintain Company users, including any Administrative users
- Add accounts and services to users
- Assign payment authorization to users for account transfers, wire transfers, and ACH services
- Associate accounts to specific Services and reports
- Maintain Payments Limits and Approval Authority for users
- Entitle mobile banking privileges to company users as needed
- Establish Dual Approvals
- Provide Activation Keys to Company users

## Lead Administrator Responsibilities

---

The Lead Administrator(s) has the responsibility and control of user access to Treasury Center and Treasury Management Services for the company. As Lead Administrator(s), you establish dollar limits for users to authorize and approve transactions, including setting user roles, granting permissions, and authorizing accounts and activities, including secondary approvals based upon multiple user approvals, dollar limits or both. It is strongly recommended you establish dual approval limits for users for any payment transactions for ACH, Wires or Account Transfers.

As Lead Administrator(s) for your Company, you assign payment responsibilities and grant authority to others within the company to serve as Administrative Users who will also assign and grant authority to company users. The Lead Administrator(s) grants payment authority for ACH, Wire and Account Transfer to Company Administrators or users. The access and limits you establish for an administrative user gives them rights to set up user limits at the Company level, not just at the individual user's established level of authority.

It is recommended your company establish more than one person to serve in the role as Lead Administrator.

## Administration

The following Services are administered by Company Administrators:

- Treasury Center online banking
- Account Transfers
- Wire Transfers
- ACH
- Bill Pay
- Mobile Banking
- Mobile Deposit

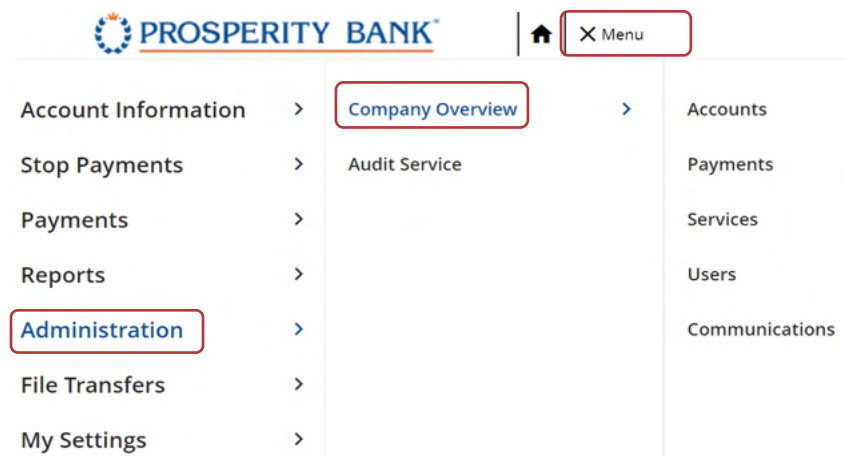
User Administration for the following services are completed by the bank:

- Positive Pay
- Lockbox
- Remote Deposit Capture (RDC)

## Getting Started: Menu

When accessing Treasury Center, you will see the following dashboard at the top of the screen. The menu is the primary navigation tool for most of the actions you will select within Treasury Center. You will find a menu button on each page allowing you to easily navigate between the features and functions. When you navigate to the Administration menu, select Company Overview for review and any changes to Accounts, Payments, Services, Users, and Communication.

This guide will focus on the Treasury Administration section. When Administration is selected from the menu, the next step is to select company overview. Company overview will then display the additional functions and allow you to select the appropriate submenu.



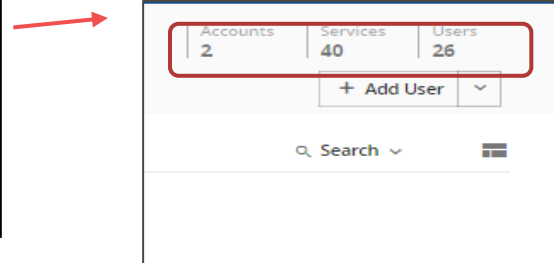
## Administration: Accounts

### Accounts: Company Overview

The account summary provides a listing of all accounts and payment permissions assigned to the Company. of the number of accounts, services and users entitled for the company. You can view information by account categories and view the payment permissions assigned to your company. From the company overview menu, you can further review accounts, payments, services, users, and communication and easily move back and forth between options.

### Account Summary

In the upper right portion of the Accounts screen, you can view a snapshot of your company profile. number of accounts, services and users entitled on your company profile. You can also perform a quick search and Add a User from this section.



The screenshot shows the 'PROSPERITY BANK' logo and 'Treasury Center' header. The navigation bar includes 'Dashboard' and 'Company Overview X'. The main content area is titled 'TM Sales Demo DEMO' and has tabs for 'Accounts', 'Payments', 'Services', 'Users', and 'Communications'. The 'Accounts' tab is selected and highlighted with a red box. Below the tabs, there is a table with columns: 'Accounts', 'ACH Payment', 'Stop Payments', 'Wire Transfer', 'Account Transfer', and 'Remote Deposit Capture'. The table lists two DDA accounts: '301630349 DDA' and '5947841 DDA', both from 'Prosperity Bank (113122655) USD'. Each account row has an 'Edit' button. The 'Edit' button for the second account is highlighted with a red box.

## Account Nickname

Click on the EDIT button in the account column above. The following screen will display allowing an administrator to add or change a nickname for a specific account. This account nickname will be effective for all users accessing that account. Change the account to the nickname desired, then click SAVE.

Edit Account 301630349
✕

Account Number  
301630349  
Account Type  
DDA  
Account Nickname

Cancel
Save

## Account Search

Current Activity
Company Overview ✕
Set As Home Page

Accounts
Search ^

Account Number
Account Nickname
Account Type

All Types

Within the account search screen, you can select the account type to streamline your search.

Current Activity
Company Overview ✕
Set As Home Page

Accounts
Payments
Services
Users
Communications
+ Add User

Accounts
Search ^

Account Number
Account Nickname
Account Type

All Types

☐ All  
☐ Certificate of Deposit  
☐ Credit Card  
☐ DDA  
☐ Loan  
☐ MONEY MARKET

Accounts
ACH Payment
Stop Payments

DDA

301630349 Nickname

From the account search screen, you can also search by a specific Bank ABA number or Bank SWIFT number. This allows you to more quickly identify the account you want to review. Click the around button shown below then click search.

Current Activity **Company Overview** X

### Accounts

Account Number	Account Nickname	Account Type
<input type="text"/>	<input type="text"/>	All Types <span>▼</span>

**Search Options** X

Bank SWIFT <input type="text"/>	Bank ABA <input type="text"/>
Currency Select <span>▼</span>	
<span>Cancel</span> <span>Reset</span> <span><b>Search</b></span>	

**Accounts**

Accounts	ACH Payme
<b>301630349 Nickname</b> Prosperity (113122655) USD Info Edit	Edit

An additional feature within the account search screen is to select by payment type. You can select a specific payment type(s) or include all in your search. Click the tile icon to open this screen then select apply.

Current Activity **Company Overview** X Set As Home Page

**Accounts** Payments Services Users Communications + Add User

### Accounts

Accounts	ACH Payment	Stop Payments	Wire Transfer
<b>301630349 Nickname</b> Prosperity (113122655) USD Info Edit	Edit	Enabled	Edit

**Payment Types** X

<input checked="" type="checkbox"/> ACH Payment <input checked="" type="checkbox"/> Wire Transfer	<input checked="" type="checkbox"/> Stop Payments <input checked="" type="checkbox"/> Account Transfer
<span>Cancel</span> <span><b>Apply</b></span>	



## Administration: ACH

This is a summary of the Payment services entitled at the company level. From payments you can select any of the options that cover payment types, limits, options and import settings. Click the Arrow on the right side of the specific payment type and the page will expand to display options for the payment type selected.

This example will cover the ACH payment selection.

Current Activity **Company Overview** × Set As Home Page

**TM Sales Demo** DEMO Accounts 2 Services 39 Users 39

Accounts **Payments** Services Users Communications + Add User

Payment Type	Company Limits	Options	Imports
ACH Payments	Demo +1 more >		
	Total Daily Transaction Amount		
	Credit \$1,000.00	Manual Entry, Edit, Reject, Cancel, Reverse	
	Debit \$1,000.00	Enable Confidential Batches	
Wire Transfers	Transaction Per Account		
	Daily Amount \$1,000.00	Manual Entry, Edit, Reject, Cancel	User Limits Enabled
	Daily Count 25	All users must have 1 approver	Approval Limits Enabled
	Single \$1,000.00	Allow Wire Auto Release	Import Requires Release

## Limits and Approvals: ACH

The first section under ACH Payments covers company limits and displays the maximum limits for the company for ACH credits or debits based the company services. Below the company limits are the default limits for users. User approvals can also be set up from this page. When selections are complete, click SAVE.

**Limits** Payment Settings Tax Payments

Company Limits ■ = required field

Limit Type	Credit	Debit
Total Daily Batch Count	25 Max: 25	25 Max: 25
Total Daily Transaction Amount	\$ 1,000.00 Max: \$1,000.00	\$ 1,000.00 Max: \$1,000.00
Single Batch Amount	\$ 1,000.00 Max: \$1,000.00	\$ 1,000.00 Max: \$1,000.00
Single Batch Entry Amount	\$ 1,000.00	\$ 1,000.00

Default User Limits ■ = required field

Limit Type	Credit	Debit
Total Daily Batch Count	25 Max:25	25 Max:25
Total Daily Transaction Amount	\$ 500.00 Max:\$ 1,000.00	\$ 1,000.00 Max:\$ 1,000.00
Single Batch Amount	\$ 500.00 Max:\$ 1,000.00	\$ 1,000.00 Max:\$ 1,000.00
Single Batch Entry Amount	\$ 500.00 Max:\$ 1,000.00	\$ 1,000.00 Max:\$ 1,000.00

☒ Require 1 approver(s) above  
 \$ 1.00

☒ Require 2 approver(s) above  
 \$ 100.00

Cancel **Save**

## Payment Settings: ACH

The following payment section reflects the payment settings for your company. This section includes eligible SEC codes for ACH credits and debits, and you will designate the ability to submit mixed batches or confidential batches are allowed. You can select whether to allow confidential batches from this screen. When complete, click SAVE.

Limits **Payment Settings** Tax Payments

### Payment Settings

☒ **Eligible Credit SEC Codes**

- ☒ Individual (PPD)
- ☒ Payroll (PPD)
- ☒ Customer Initiated Entry (CIE)
- ☒ Business Tax Payment (CCD + TXP)
- ☒ Child Support (CCD + DED)
- ☒ Extended Addenda (CTX)
- ☒ Internet Auth (WEB)
- ☒ Business (CCD)

☒ **Eligible Debit SEC Codes**

- ☒ Physical Auth (PPD)
- ☒ Internet Auth (WEB)
- ☒ 80 Character Addenda (CCD)
- ☒ Extended Addenda (CTX)
- ☒ Telephone Auth (TEL)

☒ Allow Mixed Batches
   
☐ Allow Confidential Batches

## Tax Payments: ACH

An Administrator can establish tax divisions for tax payments to be made for their company. Select *Add a division* to establish a new division for the ACH company. The input options are Division, Agency, TIN, Tax Payee Name and Verification. A prenote can be added, please note it may take three days and you will be unable to process payment during that time. Add a Tax Row to input for another tax payment. When complete, click SAVE.

Limits
Payment Settings
Tax Payments

Tax Payments
+ Add a Division

Division *	Agency *	Tax ID *	Tax Payer Name	Verification Phrase	Prenote State	
Demo Tax Div	Federal South Carolina	669598659 669598659	test test	-- --	-- --	
State	Federal	125474744	Tester	--	--	
State 3	Florida	365984744	Jones	--	--	

Cancel
Save

When clicking on the pencil in the screen above, the following screen expands.  
When selections are complete, click SAVE.

Demo Tax Div	Federal South Carolina	669598659 669598659	test test	-- --	-- --	
State	Federal	125474744	Tester		<input type="checkbox"/> Send Prenote	
				+ Add a Tax ID Row	Cancel	Save

## Administration: Wire Transfers

We will review options for Wire Transfer Administration. Click the arrow to expand the service.

Current Activity		Company Overview <span>×</span>		Set As Home Page	
Payment Type	Company Limits	Options		Imports	
ACH Payments	Demo <span>+1 more &gt;</span>	Total Daily Transaction Amount		<span>&gt;</span>	
	Credit	\$1,000.00	Manual Entry, Edit, Reject, Cancel, Reverse		
	Debit	\$1,000.00	Enable Confidential Batches		
<b>Wire Transfers</b>	Transaction Per Account			<span>&gt;</span>	
	Daily Amount	\$1,000.00	Manual Entry, Edit, Reject, Cancel		User Limits Enabled
	Daily Count	25	All users must have 1 approver		Approval Limits Enabled
	Single	\$1,000.00	Allow Wire Auto Release		Import Requires Release

### Wire Limits

This screen reflects the maximum limits set by the bank for wire transfers initiated through Treasury Center. When complete, click SAVE.

#### Wire Transfers

**Limits**      Accounts & Permissions      Template Settings

#### Default User Limits ■ = required field

Daily Transaction Debit Amount per Account

■ \$   
Max: \$1,000.00

Daily Transaction Count per Account

■   
Max: 25

Single Transaction Debit Amount

■ \$   
Max: \$1,000.00

## Wire Transfer Accounts & Permissions

For Wire Accounts and Permissions, you have the option to select US Domestic wires or FX International Wires, or both. A Company needs to be enrolled for these services before user administration can be done. Setting up approvals for wire transfers is recommended. Once you have completed this section, press SAVE.

### Wire Transfers ?

Limits Accounts & Permissions Template Settings

#### Default Accounts & Permissions ■ = required field

☒ US   ☒ FX  
Accounts

Select Accounts >

*0349 - DDA (DDA)	×
*7841 - DDA (DDA)	×

Daily Transaction Debit Amount per Account

\$

Max: \$1,000.00

Daily Transaction Count per Account

25

Max: 25

Single Transaction Debit Amount

\$

Max: \$1,000.00

☒ Require 1 approver(s) above  

\$

☒ Require 2 approver(s) above  

\$

+ Add Permission Set

Cancel

Save

## Wire Template Settings


This screen reflects the wire template settings for the company. The Administrator cannot change these settings. You are able to uncheck boxes for fields to be entered by the initiator when completing a template. Click SAVE after completion.

### Wire Transfers

[? Help](#)

Limits   Accounts & Permissions   Template Settings

Alerts (1)

 Templates or file maps have been set up using the specified master template. No change... [v](#) [>](#)

Uncheck boxes for fields to be entered by wire initiator.

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Debit Account    | <input checked="" type="checkbox"/> Originator Name          | <input checked="" type="checkbox"/> Originator Address  |
| <input checked="" type="checkbox"/> Beneficiary Name | <input checked="" type="checkbox"/> Beneficiary ID And Type  | <input checked="" type="checkbox"/> Beneficiary Address |
| <input type="checkbox"/> Purpose Of Payment          | <input checked="" type="checkbox"/> Bank Routing Information | <input type="checkbox"/> Originator To Beneficiary Info |
| <input type="checkbox"/> Amount                      | <input type="checkbox"/> Contact Name                        | <input type="checkbox"/> Phone Number                   |
| <input type="checkbox"/> Contact Information         | <input type="checkbox"/>                                     |   |

## Administration of Account Transfers

This section covers the maximum limits established by the bank for internal account transfers initiated within Treasury Center. Click on the arrow to expand.

Accounts   Payments   Services   Users   1 [v](#)

Account Transfers	Transaction Per Account		Manual Entry, Edit, Reject, Cancel
	Daily Amount	\$999,999,999.99	
	Daily Count	10000000000000000	
	Single	\$99,999,999.99	



## Account Transfer Limits:

This screen shows the maximum limits established by the bank for account transfers initiated through Treasury Center. The settings include daily transaction amount per account, daily transaction amount per account and single transaction limit.

### Account Transfers

**Limits**

Accounts & Permissions

#### Default User Limits ■ = required field

Daily Transaction Amount per Account

■ \$ 999,999,999.99  
Max: \$999,999,999.99

Daily Transaction Count per Account

■ 10000000000000000  
Max: 10000000000000000

Single Transaction Amount

■ \$ 99,999,999.99  
Max: \$99,999,999.99

## Account Transfer Accounts & Permissions

Establish user daily limits and restrictions for the number of transfers per account or a single dollar transaction limit. This screen reflects accounts that have intrabank transfers. Set approvals for account transfers and establish a dollar threshold based upon transaction. Establishing approvals for account transfers is strongly recommended. After completion of setup, click SAVE.

### Account Transfers



Limits

**Accounts & Permissions**

#### Default Accounts & Permissions ■ = required field

Accounts

Select Accounts >

\*0349 - DDA (DDA)



\*7841 - DDA (DDA)



Daily Transaction Amount per Account

■ \$ 999,999,999.99  
Max: \$999,999,999.99

Single Transaction Amount

■ \$ 99,999,999.99  
Max: \$99,999,999.99

Daily Transaction Count per Account

▪ 10000000000000000000

Max: 10000000000000000000

☐ Require 1 approver(s) above

\$

☐ Require 2 approver(s) above

\$

+ Add Permission Set

## Administration: Payment Approvals

Each payment type (ACH, Wires and Account Transfers) has an approval required option. For each payment setup, the following section is at the end of the specific user setup screen.

☐ Require 1 approver(s) above

\$

☐ Require 2 approver(s) above

\$

It is recommended you establish approvals for each of your company payment activities. You can require 1 or 2 approvals and can set a dollar threshold for approval. One can never approve their own payment. Approvals may be entitled for some or all Companies so that the user may have access to some, but not all Companies. Note: Lower or upper limits can be entitled and set up for all payments initiated by a user to be approved. If you require all payments to be approved, input a \$1.00. All decimal points should reflect .00.

- **Lower Limit (\$)** – Use this optional text field if the user is required to approve ACH batches above a defined amount.
- **Upper Limit (\$)** – Use this optional text field if the user is required to approve ACH batches below a defined amount.
- To require an approver, check the box to require either 1 or 2 approvers. Once the box has been checked the field below will open so a dollar amount can be input. When inputting the dollar amount it must be entered using whole numbers in standard USD format. Example: 1.00, 100.00, 1000.00. Commas should not be used and only zeros should be entered after the decimal point.



## Dual Administration and Approvals for ACH Batch/Tax and Wire Templates

In addition to user payment approvals, a company can also add dual administrative approval for ACH Batch/Tax templates and Wire templates.

Once your company has been enabled for dual approval for templates, the Lead administrator can grant user permission to template approval. With this feature, an additional approval will be required for a template before the template is made available to other users.

Select the company user you want to grant the ability for template approval and then select the Edit Payment button for the specific payment type. Select either ACH payments or Wire Transfers to enable this feature for your user.

Dashboard Company Overview X Set As Home

TM Sales Demo DEMO Accounts 2 Services 39 Users 37

Accounts Payments Services Users Communications + Add User

Users Search

	Payments	Services
(214)217-7037	ACH Payments	Wire Transfers
04/26/2023	Default Upper Limit	Account Transfers
Nov 3, 2023 3:1...	Default Lower Limit	
Actions	Edit Payment	Edit Payment

After selecting Edit Payment button, click on the maintenance tab to view options for administering the selected user. Under Maintenance, the new option to allow template approval will display. To activate template approval for the user, check the box and then click SAVE.

## ACH Template Approval

The example below is for ACH Batch template approval. The same option will appear when selecting the edit payment button for wire transfers and then selecting the maintenance tab.

ACH Payments Help | x

[Confidential User](#)
[Options & Imports](#)
[Maintenance](#)
[Approval](#)
[Audit](#)

☒ **Allow ACH Maintenance**  
 User is eligible to maintain ACH for use by all corporate users.

☒ **Allow ACH Batch Template Maintenance**  
 User is eligible to maintain ACH Batch Templates for all users in their company.

☐ **User must use existing payees**  
 User must use existing payees to create ACH Batch Templates.

☒ **Allow ACH Batch Template Approval**  
 User is eligible to approve ACH Templates for use by all corporate users.

☒ **Allow Import Map Maintenance**  
 User is eligible to maintain import ACH Payments import maps to be used by all users in their company.

Cancel
Save

In the event you have previously assigned ACH Confidential users to your company profile, it is important to note that only ACH Confidential users can approve confidential templates. You may want to consider adding additional confidential users if enabling the template approval option.

ACH Payments

[Confidential User](#)
[Options & Imports](#)
[Maintenance](#)
[Approval](#)
[Audit](#)

☐ **ACH Confidential User**  
 User can create, edit, approve confidential templates & batches (if permissions are assigned).

To establish an alert for a template pending approval, a new subscription will need to be established for the ACH Batch/Tax template and a separate subscription is available and needed for the wire template approval. The screenshots below display the settings needed to establish the delivery of an ACH Batch/Tax template and Wire template notifications to the approver.

**Delivery Settings**

Status Type	Mode of Notification	Text Notification	Format Preference
<input checked="" type="checkbox"/> Account Transfer Items End of Day Notification	EMAIL	<input type="checkbox"/>	HTML
▶ Account Transfer Status Change Digest			
▶ Account Transfer Status Change Notification <input checked="" type="checkbox"/>			
▶ ACH Batch/Tax Template Requiring Approval			

**Delivery Settings**

Status Type	Mode of Notification	Format Preference
<input type="checkbox"/> ACH Batch/Tax Template Requiring Approval	EMAIL	HTML

Cancel

Save

## Wire Template Approval

### Wire Transfer Template Requiring Approval ☒

**Delivery Settings**

Status Type	Mode of Notification	Format Preference
<input type="checkbox"/> Wire Transfer Template Requiring Approval	EMAIL	HTML

Cancel

Save

## Administration: Mobile Deposit (RDC)

During the Creation of a new user or modification to existing users process, you must entitle a user to be able to access Treasury Center using a mobile device. This is at the Lead Administrators option to establish this access. If mobile banking is entitled and your company is entitled to use mobile Remote Deposit Capture (mobile deposit), then you can entitle a user to this service.

The Lead Administrator(s) will assign users allowed to make mobile deposits. If the company has been enabled for this service, the user will:

- Have the “Allow Remote Deposit Capture” option enabled
- Mobile deposits can be Attempt to make the deposit after the defined “Make Deposit” Enable Date, as defined in the User’s Payments / Mobil Deposit Capture / Settings page
- To view deposits made by others within the Company, the user must be entitled to the “Allow Remote Deposit Capture audit activity” option within the User’s Payments / Mobile Deposit Capture / Settings page

Select the Remote Deposit (Mobile Deposit) arrow to expand for details.

Menu
CHANNEL SEND DISABLED
Search
Notifications
Help
Ryan Russell  
Administrator

Dashboard
Company Overview

TM Sales Demo DEMO

ACCOUNTS2
SERVICES40
USERS27

+ Add User

Accounts
Payments
Services
Users
Communications

Payment Type	Company Limits	Options	Imports
ACH Payments	Demo Total Daily Transaction Amount Credit \$1,000.00 Debit \$1,000.00	Manual Entry, Edit, Reject, Cancel, Reverse Enable Confidential Batches	>
Wire Transfers	Transaction Per Account Daily Amount \$1,000.00 Daily Count 25 Single \$1,000.00	Manual Entry, Edit, Reject, Cancel Allow Wire Auto Release	User Limits Enabled Approval Limits Enabled Import Requires Release
Account Transfers	Transaction Per Account Daily Amount \$999,999,999.99 Daily Count 1000000000000000000 Single \$99,999,999.99	Manual Entry, Edit, Reject, Cancel	>
Remote Deposit Capture	Transaction Per Account Daily Amount \$1,000.00 Single \$1,000.00 Daily Count 25	Merchant Id: 40250	>

## Mobile Deposit Limits/Company Level

Review the limits for Mobile Deposit services, if enabled for the service.

Remote Deposit Capture [Help](#)

**Remote Deposit C...** Administration Audit

☒ **Allow Remote Deposit Capture**  
User is eligible to add and edit Remote Deposit Capture

Daily Cumulative Deposit Amount  
 Max: \$5,000.00

Single Deposit Amount  
 Max: \$5,000.00

Daily Transaction Count  
 Max: 25

OBS User ID  
 This field is required.

'Make Deposit' Enable Date

Remote Deposit Capture [Help](#) [x](#)

**Limits** **RDC Users**

**Users (RDC Users)**

User	OBS User ID	Last Used Locations
Demo Kerner (Demo-User)	Demo_User	--
General Navigation (DemoGeneralNavigation)	--	--
(Matthew)	Matthew	--
(Michael)	Michael	--
(Michael-Demo)	Michael_Demo	--
(MichaelMacDemo)	MichaelMacDemo	--
(Ryan)	Ryan	5947841
(Ryan-Demo)	Ryan_Demo	--
Demo SFTP (SFTPUser)	SFTPUser	--

This screen displays the users entitled as mobile deposit users. The name of the user is displayed along with the user ID and last location used information . Click SAVE.

Cancel **Save**

## Company Services

The following screen is a snapshot of services enabled to the Company. They are displayed by group name. Administrators can entitle many services to company users based upon job function or responsibility for the company.

Dashboard		Company Overview X	
Accounts	Payments	Services	Users
		1	+ Add User
Company Services			Search
Group Name	Services		
Corporate Administration	Administration	Company Account Permissions	Company Maintenance
	Native Apps	Software Token Client	User Credentials Maintenance
	User Maintenance	User Service Permissions	
Information Reporting	Balance Reporting	Quick View	Transaction Groups
	Transaction Search	Web Report Maintenance	
Monitoring and Support	Audit Service	Token Administration	
Payment Confirmations	EDI824 Application Advice	EDI997 File Acknowledgement	ISO20022 Acknowledgement
	ISO20022 Confirmation		
SSO	eDelivery		
Secure Browser	Secure Browser	Secure Browser Administration	Secure Browser Credential Maintenance
	Secure Browser Destinations		
Default	Account Groups	Account Transfer	ACH Payments
	Alerts	Delivery Template Maintenance	Direct Connect
	File Vault	Import Maintenance	Mobile Deposit
	Mobile Web	Payee Maintenance	SFT Administration
	SFT Receive	Stop Payments	Wire Transfer

## User Administration



Lead Administrators establish Treasury Management services based upon the company and user's needs. Users who are not company administrators will not have access to company administration. Treasury Services will only display if the company has been enabled for that service by the bank. An individual user will not see any service unless the Administrator has provided them access to that service.

This section allows the Administrator to view all the Users for the Company and review the Services and permissions enabled for the user. Click on the symbol beside the User's name to expand the information specific to the user selected. You can review detailed information as to services, limits and can edit payment options under the service as noted on the screen.

These services are available for setup or modification by a company administrator:

- ACH Payments
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Stop Payments
- Mobile Deposit/RDC

The user submenu selections are: Confidential User, Options & Imports, Maintenance, Administration, Approval and Audit.

## Company Users

When selecting, Company overview and users, the company overview will display all the users for the company. This view identifies which service they are entitled to. You can view all users from this screen and then select an individual user for more detail and options for that user.

TM Sales Demo DEMO

Accounts2Services40Users22

AccountsPaymentsServicesUsersCommunications

+ Add User

Users

Search

		ACH Payments		Account Transfers		Wire Transfers		Stop Payments		Remote Deposit Capture	
<div>ADMINISTRATOR</div> <div>ana.mccollum@p...</div> <div>04/26/2022</div> <div>Default Upper Limit</div> <div>Default Lower Limit</div>	<div>Company Amount</div>	Demo	Credit	\$1,000.00	Debit	\$1,000.00	\$999,999,999.99	\$1,000.00	--	\$1,000.00	
	<div>Amount per account</div>			\$1,000.00		\$1,000.00	\$999,999,999.99	\$1,000.00	--	--	
	<div>Count per account</div>			25		25	1000000000000000000	25	--	--	
				--		--	--	--	--	--	
				--		--	--	--	--	--	
<div>Actions</div>		<div>Edit Payment</div>		<div>Edit Payment</div>		<div>Edit Payment</div>		<div>Edit Payment</div>			
<div>ADMINISTRATOR</div>	<div>Company Amount</div>	Demo	Credit	\$1,000.00	Debit	\$1,000.00	\$999,999,999.99	\$1,000.00	--	\$1,000.00	
<div>ADMINISTRATOR</div>	<div>Company Amount</div>	Demo	Credit	\$1,000.00	Debit	\$1,000.00	\$999,999,999.99	\$1,000.00	--	\$1,000.00	
<div>ADMINISTRATOR</div>	<div>Company Amount</div>	Demo	Credit	\$1,000.00	Debit	\$1,000.00	\$999,999,999.99	\$1,000.00	--	\$1,000.00	

## Individual User Selection Shortcuts

The symbol to the left of the username opens and closes information about a specific user.


<div>Test Company (te...)</div>	Company Amount	+ 1 more >	\$1,000.00	Debit	\$1,000.00	\$999,999,999.99	\$1,000.00
---------------------------------	----------------	------------	------------	-------	------------	------------------	------------

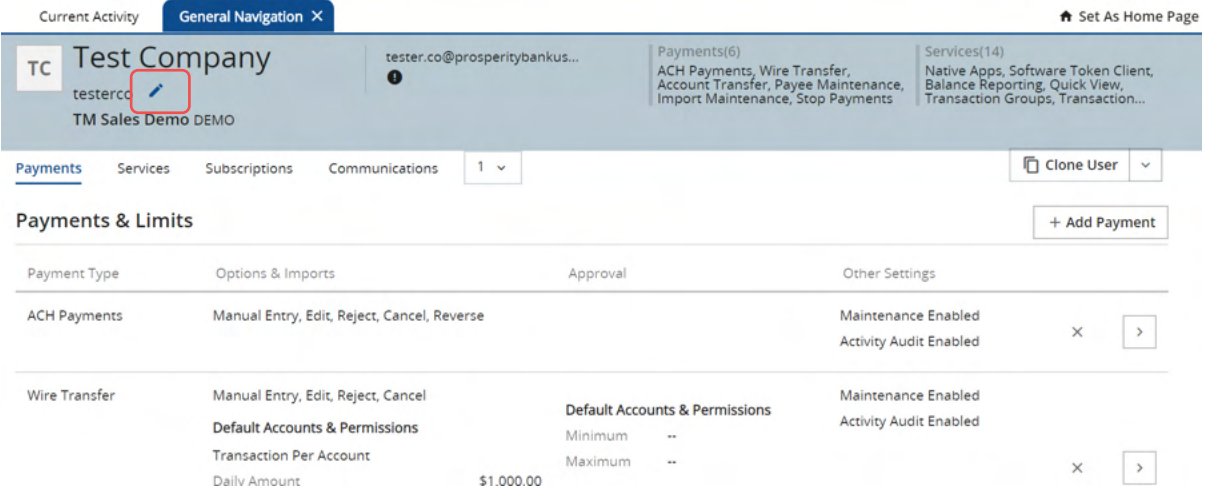
When the user is opened, the following screen displays reflecting general information about the user. A description of each of the items highlighted below will be covered next.

<div>Test Company (te...)</div> <div>tester.co@pros...</div> <div>05/03/2023</div> <div>Default Upper Limit</div> <div>Default Lower Limit</div>	Company Amount	+ 1 more >	\$1,000.00	Debit	\$1,000.00	\$999,999,999.99	\$1,000.00
	Amount per account		--		--	\$999,999,999.99	\$1,000.00
	Count per account			--		25	25
				--		--	--
				--		--	--
<div>Actions</div>				Edit Payment		Edit Payment	




### Selecting to expand the selected user information

Upon selecting a specific user, the following screen displays. When you select the  symbol from the screen above, it displays the following for the user you have selected. You are able to view payment types for the user and can select services, subscriptions and communications for further review of their existing user permissions. In the upper right corner, there is a summary of the permissions entitled for this user. You can clone this user is you with to clone other users. This is a helpful feature but the new user must be set up exactly as the user you are user you are cloning. More information on cloning will be addressed in another section of this document.



Current Activity **General Navigation** X Set As Home Page

**TC Test Company** tester.co@prosperitybankus... Payments(6) Services(14)

testerco  TM Sales Demo DEMO

**Payments** Services Subscriptions Communications 1 v Clone User

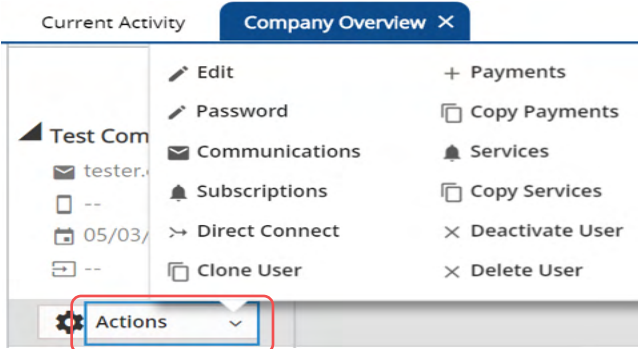
**Payments & Limits** + Add Payment

Payment Type	Options & Imports	Approval	Other Settings
ACH Payments	Manual Entry, Edit, Reject, Cancel, Reverse		Maintenance Enabled Activity Audit Enabled X >
Wire Transfer	Manual Entry, Edit, Reject, Cancel	Default Accounts & Permissions	Maintenance Enabled Activity Audit Enabled
	Transaction Per Account	Minimum --	
	Daily Amount \$1,000.00	Maximum --	X >

When you click on the pencil as highlighted on the above user screen, this will open the screen where you can edit contact information, set them as an administrative user, Activation Key and user information.

### Selecting "Actions" for a user


When you select the Actions bar on an individual user, the following options appear and you can select from any of them for easy navigation.



Current Activity **Company Overview** X

**Test Com**

tester.co  
--  
05/03/  
--

 **Actions** v

- Edit
- Password
- Communications
- Subscriptions
- Direct Connect
- Clone User
- + Payments
- Copy Payments
- Services
- Copy Services
- Deactivate User
- Delete User

### Selecting “Edit Payment” for a user

When you select the Edit Payment bar on the individual user screen, the following payment options appear. This also allows you to quickly access other options. The following example is when the “Edit payment” button was selected for account transfers. The screen is for options and imports but you can also quickly access maintenance, approval and audit functions for this user.

## User Administration: ACH

Administration of ACH services include features that provide functionality for ACH services. Click the arrow on the right to expand the information available. After each addition or changes in user administration, you will need to click SAVE prior to exiting the screen. Click on the arrow on the right side of ACH payments to expand the available options.

Payment Type	Options & Imports	Approval	Other Settings
ACH Payments	Manual Entry, Edit, Reject, Cancel, Reverse Transaction File Import Enabled Default Accounts & Permissions +1 more > Daily Count 25 Daily Amount \$1,000.00 Single \$1,000.00	Default Accounts & Permissions +1 more > Minimum -- Maximum --	Maintenance Enabled Activity Audit Enabled

The options you can access when the payment type is expanded for the specific user are displayed below. You can move back and forth between the options. When you make changes to any of the options, click SAVE.

## ACH Payments

[Confidential User](#)
[Options & Imports](#)
[Maintenance](#)
[Administration](#)
[Approval](#)
[Audit](#)

### ACH: Confidential User

The Administrator can assign an ACH Confidential User. This user will be able to create a confidential batch that only a confidential user can see the amounts in that batch. A payroll file is a good example of when this feature may be useful.

#### ACH Payments

[Confidential User](#)
[Options & Imports](#)
[Maintenance](#)
[Administration](#)
[Approval](#)
[Audit](#)

#### ☒ ACH Confidential User

User can create, edit, approve confidential templates & batches (if permissions are assigned).

#### Eligible ACH Companies

☒ All

☒ Demo

### ACH: Options & Imports

Establish what options to allow each user with the authority to do, such as Edit, Reject, Reverse, Cancel or do Manual Entry of an ACH transaction.

[Confidential User](#)
[Options & Imports](#)
[Maintenance](#)
[Administration](#)
[Approval](#)
[Audit](#)

#### ☒ ACH Batch Options

User is eligible to add, edit and delete ACH batches.

#### ACH Entry Options

##### Allow ACH:

☒ Manual Entry

☒ Edit

☒ Reject

☒ Cancel

☒ Reverse

##### ☐ User must use existing templates

User must use existing ACH Batch Templates to create transactions.

##### ☐ User must use existing payees

User must use existing payees to create an ACH Batch(Free Form, From Templates and Import).

##### ☐ Users must use transactions that are defined in the template

Users must use transactions that are defined in the template. They can delete/remove transactions from the batch but cannot add new ones.

## Imports

- ☒ Transaction File Import  
User is eligible to import ACH batches.

## ACH Payments

[Help](#) | [×](#)

- ☒ Transaction File Import  
User is eligible to import ACH batches.

### ACH Payments

**Demo** 123456789
 ☒ Enable

**Demo**  
654789475

**Limits** | Payment Settings | Offset Account

**Default User Limits**

Limit Type	Credit *	Debit *
Total Daily Batch Count	<input type="text" value="25"/> Max: 25	<input type="text" value="25"/> Max: 25
Total Daily Transaction Amount	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00
Single Batch Amount	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00
Single Batch Entry Amount	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00	<input type="text" value="\$ 1,000.00"/> Max: \$1,000.00

☒ Require 1 approver(s) above \*

☐ Require 2 approver(s) above

## ACH Payments

[Help](#) | [×](#)

**Demo** 123456789
 ☒ Enable

**Demo**  
654789475

**Payment Settings** | Limits | Offset Account

**Payment Settings**

☒ Eligible Credit SEC Codes

<input checked="" type="checkbox"/> Internet Auth (WEB)	<input checked="" type="checkbox"/> Extended Addenda (CTX)
<input checked="" type="checkbox"/> Child Support (CCD + DED)	<input checked="" type="checkbox"/> Customer Initiated Entry (CIE)
<input checked="" type="checkbox"/> Payroll (PPD)	<input checked="" type="checkbox"/> Individual (PPD)
<input checked="" type="checkbox"/> Business (CCD)	<input checked="" type="checkbox"/> Business Tax Payment (CCD + TXP)

☒ Eligible Debit SEC Codes

<input checked="" type="checkbox"/> Internet Auth (WEB)	<input checked="" type="checkbox"/> Extended Addenda (CTX)
<input checked="" type="checkbox"/> Telephone Auth (TEL)	<input checked="" type="checkbox"/> Physical Auth (PPD)
<input checked="" type="checkbox"/> 80 Character Addenda (CCD)	

## ACH Payments

Help | X

User is eligible to import ACH batches.

ACH Payments

Demo

Demo2

Demo 123456789

☒ Enable

Cancel
 

Save

Limits

Payment Settings

Offset Account

Offset Account

Accounts

Select Accounts >

\*0349 - DDA (Nickname)

Cancel
 

Save

## ACH: User Maintenance

This section allows the Administrator to establish users to perform various ACH maintenance or restrict the ability to import file maps of add payees.

Confidential User   Options & Imports   Maintenance   Administration   Approval   Audit

### ☒ Allow ACH Maintenance

User is eligible to maintain ACH for use by all corporate users.

### ☒ Allow ACH Batch Template Maintenance

User is eligible to maintain ACH Batch Templates for all users in their company.

### ☐ User must use existing payees

User must use existing payees to create ACH Batch Templates.

### ☐ Allow Import Map Maintenance

User is eligible to maintain import ACH Payments import maps to be used by all users in their company.

## ACH: Administration

As Administrator you will decide whether the use can entitle ACH services to other users.

Confidential User   Options & Imports   Maintenance   Administration   Approval   Audit

- ☒ **Allow ACH Payments Service Administration**  
User is eligible to entitle the ACH Payments service to other users in their company.

## ACH: Approvals

Establish those users who will have authority to approve ACH transactions for others. You can establish minimums and maximums for the user's approval limits.

Confidential User   Options & Imports   Maintenance   Administration   Approval   Audit

- ☒ **Allow ACH Batch Approval**  
User is eligible to approve ACH Batches for total amounts between the minimum and maximum limit.

### ACH Payments

**Demo**

**Demo**

**Demo** 123456789
 ☒ Enable

Limits

Payment Settings

Minimum

Maximum

\$

\$

## ACH: Audit

As an Administrator you can decide whether a user has access to review other ACH user activities.

### ACH Payments

Confidential User   Options & Imports   Maintenance   Approval   Audit

- ☐ **Allow ACH Payments Activity Audit**  
User is eligible to view and be notified of ACH Payments activity for users in their company

## User Administration: Wire Transfer

Administrators can establish user specific permissions for wire transfer processing. Permissions include setting user limits, defining types of transfers, deleting wire approvals, viewing company wire activities and approving wires initiated by other users.

Wire Transfer	Manual Entry, Edit, Reject, Cancel	Default Accounts & Permissions	Maintenance Enabled
	Transaction File Import Enabled	Minimum --	Service Administration Enabled
	Default Accounts & Permissions	Maximum --	Activity Audit Enabled
	Transaction Per Account		
	Daily Amount	\$1,000.00	
	Daily Count	25	
	Single	\$1,000.00	

X >

## Wire Transfer Options and Imports

As Administrators, you decide what levels of access and authority to grant a user. You can allow extremely limited access to a specific user or grant broad access to others.

### Wire Transfers

**Options & Imports**
Maintenance
Administration
Approval
Audit

☒ **Wire Transfers Options**  
User is eligible to add, edit and delete Wire Transfers.

**Wire Entry Options** ■ = required field

---

**Allow Wire:**

☒ Manual Entry
 ☒ Edit
 ☒ Reject
 ☒ Cancel

☒ **Free Form Transfers**  
 User can create free-form transfers.

☒ **Semi Repetitive Wire Transfers**  
 User can create transfers based on semi-repetitive wire templates.

☒ **Repetitive Wire Transfers**  
 User can create transfers based on repetitive wire templates.

☒ **Payee Transfers**  
 User can create transfers based on payees without also requiring a templates.

## Imports

- ☒ **Transaction File Import**  
User can import files to enter Wire Transfers.

## Default Account & Permission

☒ US ☒ FX

Accounts

Select Accounts >

\*0349 - DDA (Test Demo)

×

\*7841 - DDA (DDA)

×

Daily Transaction Debit Amount per Account

▪ \$ 1,000.00

Max: \$1,000.00

Single Transaction Debit Amount

▪ \$ 1,000.00

Max: \$1,000.00

Daily Transaction Count per Account

▪ 25

Max: 25

☒ Require 1 approver(s) above

\$ 0

☐ Require 2 approver(s) above

\$

+ Add Permission Set

Cancel

Save

## Import Permissions

Establish permissions for data import, import of payees or templates, and whether the user can grant import entitlements for others. Click the arrow to expand import maintenance. When selections are complete, click SAVE.

Import Maintenance

Maintenance Enabled

Service Administration Enabled

Activity Audit Enabled

×

>



## Import Permissions

☒ **Allow data import**

User is eligible to import payees, ACH batch templates and/or Wire templates.

☐ **Can import payees**

Can create new payee records by importing CSV, XML or fixed width files.

☐ **Can import ACH batch templates**

Can create new ACH batch templates by importing CSV, XML or fixed width files.

☐ **Can import wire templates**

Can create new wire templates by importing CSV, XML or fixed width files.

☒ **Allow Import Maintenance Service Administration**

User is eligible to entitle the Import Maintenance service to other users in their company.

☒ **Allow Import Maintenance Activity Audit**

User is eligible to view and be notified of import activity for users in their company.

Cancel

Save

## Wire Transfers: Maintenance

Establish user access to perform maintenance activities for wire transfer templates, import maps and related activities.

Options & Imports

Maintenance

Administration

Approval

Audit

☒ **Allow Wire Transfer Maintenance**

User is eligible to maintain templates and file maps for use by all corporate users

☒ **Allow Wire Template Maintenance**

User can create, edit and delete repetitive and semi-repetitive templates.

☒ **Allow Import Map Maintenance**

User can create, edit and delete wire import file maps.

## Default Account & Permission

Accounts

Select Accounts >

\*0349 - DDA (Test Demo)

×

\*7841 - DDA (DDA)

×

Cancel

Save

## Wire Transfers:

### Wire Transfers

Options & Imports   Maintenance   Administration   Approval   Audit

- ☒ **Allow Wire Transfer Service Administration**  
 User is eligible to entitle the Wire Transfer service to other users in their company.

## Wire Transfers: Approvals

It is recommended for approvals for company users entitled for wire transfer initiated through Treasury Center.

### Wire Transfers



Options & Imports   Maintenance   Administration   Approval   Audit

- ☒ **Allow Wire Transfer Approval**  
 User is eligible to approve Wire Transfers for amounts between minimum and maximum limits.

#### Default Account & Permission

☒ US   ☒ FX

Accounts

Select Accounts >

\*0349 - DDA (DDA)



\*7841 - DDA (DDA)



## Wire Transfers: Audit

### Wire Transfers

Options & Imports   Maintenance   Administration   Approval   Audit

- ☒ **Allow Wire Transfer Activity Audit**  
 User is eligible to view and be notified of Wire Transfer activity of users in their company.

## Account Transfers

Checking this option allows for the user to initiate account transfers, edit account transfers, schedule recurring account transfers, as well as receive account transfer activity notifications.

### Account

Account Transfer	Manual Entry, Edit, Reject, Cancel
	Transaction File Import Enabled
<b>Default Accounts &amp; Permissions</b>	
Transaction Per Account	
Daily Amount	\$999,999,999.99
Daily Count	10000000000000000
Single	\$99,999,999.99

### Default Accounts & Permissions

Minimum	--
Maximum	--

Maintenance Enabled
Service Administration Enabled
Activity Audit Enabled

### Permissions:



- **Accounts** – Accounts must be added before the service is available for use. The Select Accounts link will display available accounts to be added. Accounts can also be removed.
- **Credit/Debit** - Accounts must be designated debit and/or credit to permit the account for use in account transfer initiations. This option allows this user to entitle the account transfer service to subsequent users. Account transfer settings can then be applied to new and/or existing users, however administrative users cannot enable permissions to their own account.
- **Allow approval of Account Transfer:**

Enabling this option allows the user to approve account transfers based on the lower and upper limits set for the accounts selected.

**Amount Range:** For example, if the Lower Limit is set to \$800 and Upper Limit is set to \$100,000, then any account transfer created within that range will be approved by this user. Any amount lower or higher, would not need to be approve by this user.

## User Administration: Account Transfers

Customer can establish user permissions for account transfer processing, including initiating, editing, approving, and deleting account transfers. Permissions can be set by allowable accounts, limits, and approvals.

### Account Transfers: Options & Imports

This section allows for a user to have various entitlements related to the initiation and processing

Account Transfers
Help

Options & Imports
Maintenance
Administration
Approval
Audit

☒ Allow Account Transfer Entry  
User is eligible to add, edit and delete Account Transfers.

**Entry Options**    ■ = required field

**Allow Account Transfers:**  
☒ Manual Entry    ☒ Edit    ☒ Reject    ☒ Cancel

**Imports**

☒ Transaction File Import  
User can import files to enter Account Transfers.

**Default Account & Permission**

☒ Credit    ☒ Debit

Cancel    **Save**

### Account Transfers: Maintenance

The following allows for a user to have access account transfer maintenance, including importing maps for transfers.

Account Transfers

Options & Imports
**Maintenance**
Approval
Audit

☒ Allow Account Transfer Maintenance  
User is eligible to maintain maps for use by all corporate users

☒ Allow Import Map Maintenance  
User can create, edit and delete account transfer import file maps.

## Account Transfers: Administration

Assign permissions to accounts for those users you want to grant account transfer authority to other users.

Account Transfers ? Help | >

---

Options & Imports   Maintenance   **Administration**   Approval   Audit

☒ Allow Account Transfer Service Administration  
User is eligible to entitle the Account Transfer service to other users in their company.

**Account Permissions**

May entitle to Credit and Debit

Accounts Select Accounts >

*0349 - DDA (DDA)	×
*7841 - DDA (DDA)	×

Cancel   **Save**

## Account Transfer Approval

It is recommended that approvals be established account transfer payments. Assign dollar limits of approvals, if desired, for account transfers. Grant authority for approvers for other user payment transactions. When complete, click SAVE.

Options & Imports   Maintenance   Administration   **Approval**   Audit

☒ Allow Account Transfers Approval  
User is eligible to approve Account Transfers for amounts between the minimum and maximum.

**Default Account & Permission**

Accounts Select Accounts >

*0349 - DDA (Test Demo)	×
*7841 - DDA (DDA)	×

**Amount Range**

Minimum

\$

Maximum

\$

+ Add Permission Set

Cancel   **Save**

## Account Transfers: Audit

Enable a user with the ability to view other users notifications and activities.

## User Administration: Stop Payments



*Use this screen to customize the user permissions for Stop Payments. Stop Payments gives the user the ability to stop payment requests for specified accounts. Enabling options here will allow for this service to be permitted to the user.*

Enable this option to create Stop Payment requests for specific accounts.

Checking this option allows for the user to entitle the Stop Payment service to other company users.

Can Allow view only access to Stop Payment activity.

## Adding a New Payment to an Existing User

Select the user that you are wanting to add a payment type to their profile. Click on the “+Add Payment” button.

The screenshot shows the 'Test Company' user profile in the Prosperity Bank Treasury Center. The user is 'testerco' with email 'tester.co@prosperitybankus...'. The 'Payments & Limits' section is active, showing a table with columns: Payment Type, Options & Imports, Approval, and Other Settings. The 'ACH Payments' row is visible. A red box highlights the '+ Add Payment' button in the top right corner of the 'Payments & Limits' section.

Select the payment type to be added and then click ADD.

The screenshot shows the 'Add Payments : Test Company (testerco)' dialog box. The 'Payment Type' section is expanded, showing a list of payment types with checkboxes: ACH Payments, Wire Transfers, Account Transfers, Manage Payees, Import Maintenance, Stop Payments, and Direct Connect. The 'Add' button is highlighted with a red box.

## Adding a New User

There are several ways to add/create a user and access this option is found on many screens. The following screenshot is found by selecting Users under the Company Overview. This provides a listing of individual company users. Please note the +Add User field on the right hand side.

The screenshot shows the 'Company Overview' page with the 'Users' tab selected. In the top right corner, there are three summary boxes: 'Accounts' with a value of 5, 'Services' with a value of 40, and 'Users' with a value of 25. Below these, a red box highlights a '+ Add User' button. The main content area is titled 'Users' and includes a search bar. Below the title, there are tabs for 'Payments', 'Services', 'ACH Payments', 'Account Transfers', and 'Wire Transfers'. The 'Users' tab is currently active.

## Create a User

Administrators will build a user profile when creating a new user. This includes inputting data about the user. You can choose to entitle another user as an Administrative User to assist with setting up company users with general functionality.

The screenshot shows the 'Create User' form. At the top, there are three tabs: 'Dashboard', 'Company Overview', and 'Create User', with 'Create User' being the active tab. Below the tabs, there is a section titled 'Contact Information' with a legend indicating that a blue square represents a required field. The form contains several input fields: 'User ID' (required), 'First Name' (required), 'Last Name' (required), 'Fax Number', 'Business Unit', and 'Street Address'. At the bottom left, there is a checkbox labeled 'Administrative User', which is highlighted by a red box.

**Please note that an Administrative User has the ability to add a user and establish limits at the company level.**



Enable Date 03/19/2023	City <input type="text"/>
Email Address <input type="text"/> <b>Test</b>	State <input type="text"/>
Encrypted Report Password <input type="text"/>	Zip or Postal Code <input type="text"/>
Phone Number <input type="text"/>	Country United States
Extension <input type="text"/>	Time Zone US/Central (CDT)
<input type="checkbox"/> Use international telephone number format?	Language English (United States)
Message Enabled Cell Phone Number <input type="text"/> <b>Test</b>	

**Enable SMS and Terms and Conditions** should be selected by the user to opt in for Text alerts. The Admin creating this user should leave these blank and inform the user to modify these setting if they wish to opt in for text messages.

☐ I agree to the **Terms and Conditions**.

Treasury Center CERT  
To opt-out at any time, send **STOP** to 99453.  
To receive more information, send **HELP** to 99453.

Message and Data Rates May Apply. Number of Messages Varies Per User.  
Account holder authorizes charges to appear on wireless bill or be deducted from prepaid balance.

Tier One Carriers:  
AT&T, Verizon, T-Mobile, Sprint, Metro PCS, U.S. Cellular

To Contact Support:  
Customer Service

Cancel

**Save**

Company Zip Code?

Last four Digits of Business Tax ID?

SSO ID

#### Display Preferences

Thousands delimiter (1,234.25 would be ',')

Decimal delimiter (1,234.25 would be '2')

Web Date Input Format

#### Set Password

Enter a temporary password

Password length should be between 15 character(s) to 30 characters.

Your password must contain a combination of alphanumeric letters including uppercase and lowercase letter and at least one special character.

Re-enter a temporary password

**Online Bulletin Service**


---

☐ Authorize Bulletin Delivery
 

Bulletin Channel  
 EMAIL

Bulletin Format  
 HTML

☐ Cell Phone Notification

**Text Notification Window**


---

Days of week
 

☒ Monday
 

From 12 00 AM CDT  
 To 11 00 PM CDT

☒ Tuesday
 

From 12 00 AM CDT  
 To 11 00 PM CDT

☒ Wednesday
 

From 12 00 AM CDT  
 To 11 00 PM CDT

☒ Thursday
 

From 12 00 AM CDT

## User Activation Key Administration

As a Lead Administrator, you will often provide your user with an Activation Key which is used to setup access to Treasury Center. This activation key can be used twice to establish connection to a desktop, laptop, or mobile device. As a precaution, this function does expire. You can reset the key as part of Administration. Please stress the importance of keeping this key private to the user and send securely or provide verbally to a known company user. To locate the Activation Key for a specific user, go to the company overview and select Users to locate the specific user. Click on the pencil to open the user contact information page.

TC

**Test Company**  
 testenco

Treasury Center CERT  
 To opt-out at any time, send **STOP** to 99453.  
 To receive more information, send **HELP** to 99453.  
  
 Message and Data Rates May Apply. Number of Messages Varies Per User.  
 Account holder authorizes charges to appear on wireless bill or be deducted from prepaid balance.  
  
 Tier One Carriers:  
 AT&T Verizon T-Mobile Sprint Metro PCS U.S. Cellular

SSO ID  
 000125203  
  

Software Activation Key  
 3NC97473  
 Remaining Uses: 2  
 Expires: Jun 25, 2022 9:13 PM CDT

Reset Copy

## Clone A User

The screenshot shows the Prosperity Bank Treasury Center interface. At the top, there are tabs for 'Current Activity', 'Company Overview', and 'Test Company'. Below the tabs, the 'Test Company' header is visible, including the company name, email address, and a list of services. A red box highlights the 'Clone User' button in the top right corner of the header area. Below the header, there is a 'Payments & Limits' section with a table of payment types and options.

When clicking on Clone user, a user setup screen appears allowing you to be entering the new user information. Click SAVE when complete.

An additional option to clone a user if you are wanting to establish identical profiles. You can also clone an existing user by selecting the **Actions** button at the bottom of the user you selected from the company list of users. A dropdown will appear, Select Clone User. This Action button also provides many options when working on a specific user. By clicking the arrow next to the Clone User button, you can edit a user, copy their service or payment permissions, deactivate, or delete a user.

## Cloning User Payment Entitlements

Administrators can now clone/copy payments from an existing user when establishing a new user. Previously, an Administrator could clone users but not able to copy payments from another user. After, selecting the user, click on Actions to expand the options available. Select Copy Payments.

The screenshot shows the 'Actions' dropdown menu. The 'Actions' button is highlighted with a red box. The dropdown menu lists several options: Password, Communications, Subscriptions, Direct Connect, Clone User, Copy Payments, Services, Copy Services, Deactivate User, and Delete User. The 'Copy Payments' option is highlighted with a red box.

Upon selecting Copy Payments, this section allows for a search for a specific user. Simply input the first letter of the user's name and a list of users beginning with that letter will appear. Select the user you want to copy payments from.

Copy Payments

---

To General Navigation , TM Sales Demo (TM Sales Demo/DemoGeneralNavigation)

---

From User ID \*

After selecting a user, the next step is to select the desired copy permissions. After completing your selection, click SAVE.

Copy Payments

---

To General Navigation , TM Sales Demo (TM Sales Demo/DemoGeneralNavigation)

---

From User ID \*

DEMOFTUSER

Copy payments permissions From DEMOFTUSER

Copy Additional Permissions

☐ Copy account permissions From DEMOFTUSER

Cancel

**Save**

**Please note: When copying Payments from one user to another, it is important to review the payment entitlements for the user you are copying. This feature will add all payment entitlements to the new user. Ensure the user being copied has only the payment entitlements intended for the new user.**

## Communications

This allows an administrative user to view all communications under a user's profile, by date, service or view selected item. You can search by services, channels and date range. To search, click the search symbol at the right of the search criteria. There is an option to display only exceptions from this report. When conducting a search for all services, you can select from Alerts, Services, and Subscriptions. Click Select when complete.

Accounts Payments Services Users **Communications** + Add User

Search

Services Channels From To Destination

All All ☐ Show Only Exceptions 04/05/2023 12:00 AM 04/05/2023 11:59 PM

<input type="checkbox"/>	Channel	Time	Subject	Description	View
<input type="checkbox"/>	EMAIL	Apr 5, 2023 12:01:55 AM	Account Transfer Status	User DEMO/ Jacque-Demo	<b>View Item</b>

When clicking on view item, the options allow you to resend, view audit or download the file.

**View Item**

- Resend
- View Audit
- Download File

When you select services within communication for a specific user, you can select from these service when conducting a search.

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Current Activity **Company Overview**

**TM Sales Demo** DEMO

Accounts Payments Services Users **Communication**

Services Channels From

Select All ☐ Show Only Exceptions 1

<input type="checkbox"/>	Channel	Time	Subject
<input type="checkbox"/>	Web	Oct 18, 2024 5:42:31 PM CDT	Audit E

Resend

**Services**

**Alerts**

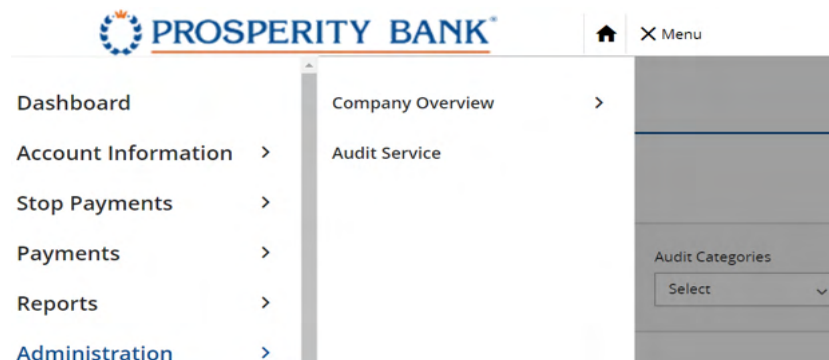
- ☐ High Balance Alert
- ☐ Low Balance Alert
- ☐ Incoming Wire Notification
- ☐ Overdrawn Alert

**Services**

- ☐ Balance Reporting
- ☐ Out Of Band Authorization
- ☐ Payee Remittance Notification
- ☐ SMS Balance Reporting
- ☐ Test
- ☐ Test FTP
- ☐ Test SMS
- ☐ Bulletins
- ☐ Payee Notification
- ☐ SMS Administration
- ☐ SMS Payments
- ☐ Test Email
- ☐ Test FTP
- ☐ User Verification Request

Clear All **Select**

## Audit Service



### Audit Service Features

You can select date ranges, categories, Users to review activities. You can expand the audit categories selection to choose the activitie(s) you are wanting to review with an option to download.

Dashboard Company Overview **Audit Service** X

Audit Service

Download Search ^

Time Range From	Time Range To	Audit Categories	User ID	Target User ID
03/23/2023 12:00 AM	03/23/2023 11:59 PM	Select		

☐ All

- ☐ Company Maintenance
- ☐ Account Maintenance
- ☐ Login and Timeouts
- ☐ Transactions
- ☐ User Maintenance
- ☐ Service Maintenance
- ☐ TTY Sessions

## Audit Search Results

You can search by user to review specific activities within a specific timeframe.

Current Activity
Company Overview
Audit Export - Audit
**Audit Service** X
Set As Home Page

Audit Service

Download
Search

Time Range From \*
Time Range To \*
Audit Categories
User ID
Target User ID

10/18/2024
12:00 AM
10/18/2024
11:59 PM
All Selected
Jacque-Demo

Timestamp	Action	User	Target
Oct 18, 2024 5:22:51 PM CDT	User Secure Browser Login	DEMO / Jacque-Demo	DEMO / Jacque-Demo
Oct 18, 2024 5:04:12 PM CDT	User Secure Browser Login	DEMO / Jacque-Demo	DEMO / Jacque-Demo

## Audit Export

The audit function allows you to review and export the service(s) to Excel.

Current Activity
Company Overview
**Audit Export - Audit** X

Audit Export - Audit

Distribution Information

Distribution Time	Service	Channel	Format Preference
Oct 18, 2024 5:42 PM CDT	Audit Export	Web	Text
Receiving User ID	Receiving Company ID	Destination	Size
Jacque-Demo	DEMO	DEMO / Jacque-Demo	0

## Contact Treasury Management Support

For questions, please contact our Treasury Management Support team at 855-888-2242, [treasurymanagement.support@prosperitybankusa.com](mailto:treasurymanagement.support@prosperitybankusa.com)