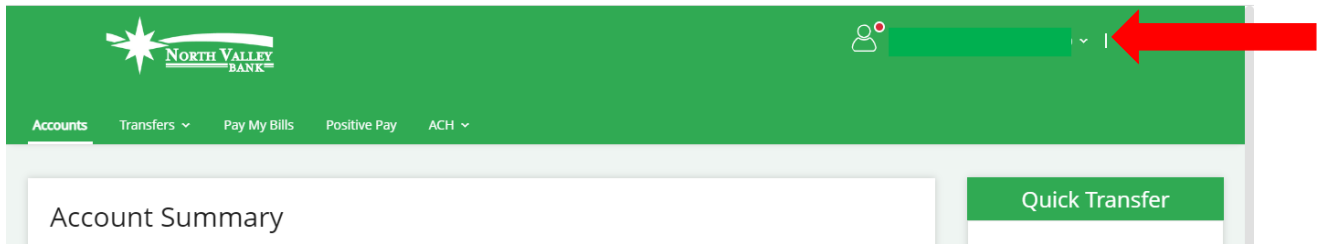


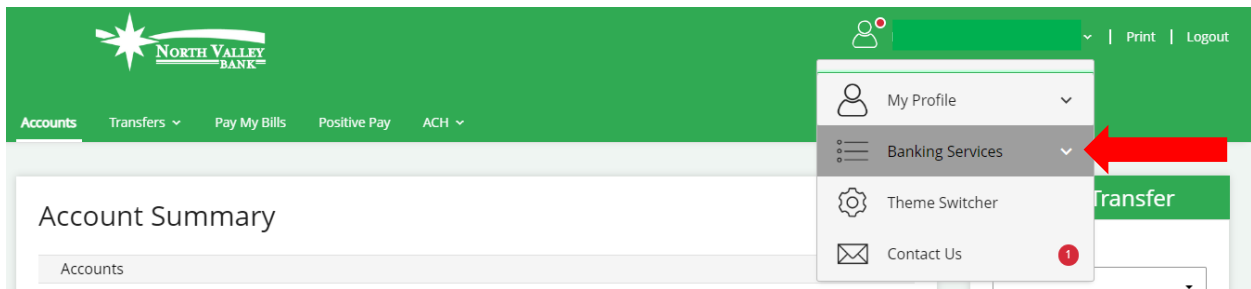
How to Add Users

Please ensure you have an email address and phone number to successfully add a user, also known as a 'sub-user'.

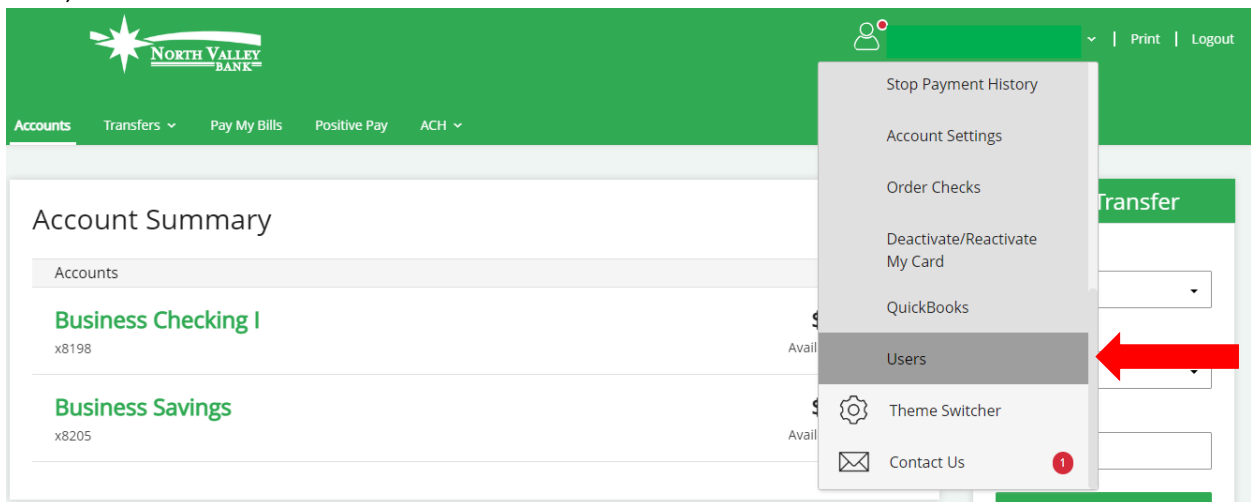
Log into online banking and in the upper right corner, click your user name drop-down.



Next, click Banking Services




Then, scroll down to Users






Finally, select 'Add User'

Users

Name ↑	User Type	User ID	Status	Last Login	User Type
	Business User (Manager)		Active	10/28/2022 3:28:22 PM	 Administrator

[Add User](#) 

*Note, when creating a user be sure to look through all the entitlements to ensure properly marked.

If you have any questions, please contact one of the following representatives for assistance.

740.450.2265

Nan Delong ext. 219

Vanessa Brosie ext. 271

Brittany Maziar ext. 220