ACH Domestic Payments: Administrator

Wholesale Customer Training
ACH Domestic Payments: Administrator

Agenda

- Commercial Electronic Office® (CEO®) access
- Administration of ACH Domestic Payments
  - Setting up and managing user-level authorizations
    - Set up initial product access within Self Administration
      - This requires being a CEO portal Administrator
    - Set the user's entitlements within ACH Domestic Payments
      - This requires being an Admin within ACH Domestic Payments
  - Auditing user activity
  - Accessing other available administrative reports
  - Setting account nicknames
  - Setting the Default Effective Date

- Post class resources
CEO portal sign-on website
https://wellsoffice.wellsfargo.com
CEO® Home
Access the **Self Administration** service

Enter your **Token Passcode** when prompted

Passcode = PIN + Token Code
"View and Manage Users" link

Click this link to manage or assign product access for an existing CEO portal user...
"Manage Users" page
Select the user, then click the **Edit Product Access** button
Add product access to ACH Domestic Payments

Click the **Add** link across from **ACH Domestic Payments** to proceed...
Self Administration Dual Custody – next steps

After clicking the "Add" link to assign product access, the initiating Admin will see this advisory – the setup then needs to be approved by a second Admin...

When the second Admin approves the user's access via the **Verification Summary** link, the system will next determine if the user needs a RSA SecurID® Token – if so, then a Token is **automatically** ordered for the user...
Self Administration wrap-up

- For additional information about the Self Administration Dual Custody verification process, refer to the **Self Administration User Guide**, or view the **Self Administration: The Basics** recorded training class (see page 39)

- When the user's ACH Domestic Payments product access setup within Self Administration is approved, then go to the ACH Domestic Payments service – from there, you'll set up the user's specific ACH transaction entitlements...
CEO® Home
Access the **ACH Domestic Payments** service

Enter your **Token Passcode** when prompted

Passcode = PIN + Token Code
The default ACH Payments homepage is Pending Payments.

The left menu is present on all pages; use it for navigating to the desired functional area.

Click the Administration link to expand the admin menu options...
Create the new user profile in ACH Payments

In the Administration sub-menu, click the "User Setup" link, then click the "Create New User" button...
Enter the user's profile details

The User ID entered here must exactly match the user's CEO User ID.
Review the user's profile information
Click the "Submit" button to continue...
New user profile successfully added
Next, you'll set the user's specific ACH transaction entitlements
Payment Type Codes for ACH transactions

These are some of the more commonly used Payment Type Codes – refer to the ACH Payments User Guide for additional information, and the full list of available Type Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPD</td>
<td>Prearranged Payment and Deposit entries – used for debit and credit entries authorized by the (individual) consumer account holder</td>
</tr>
<tr>
<td>CCD</td>
<td>Corporate Credit or Debit – used to disburse or consolidate funds between corporations</td>
</tr>
<tr>
<td>CTX</td>
<td>Corporate Trade Exchange – contains multiple addenda records which provide additional info on each transaction</td>
</tr>
<tr>
<td>Child Support</td>
<td>Funds withheld from wages to the state for the purpose of fulfilling an employee's child support obligation</td>
</tr>
<tr>
<td>TAX</td>
<td>Various taxes charged by Federal, state, and local agencies</td>
</tr>
</tbody>
</table>
Setting User Entitlements

After adding the user's profile, next set the user's Payment Limits.

<table>
<thead>
<tr>
<th>User Entitlements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this screen to set entitlements associated with a user.</td>
</tr>
</tbody>
</table>

User Susan Austin was successfully added to ACH Payments 1.

Company: ACHPAY1 - ACH Payments 1  User: AUSTIN01 - Susan Austin

Online Banking Information:
- User ID: AUSTIN01
- Approver: User is an Approver
- Security Level: User is not a system administrator
- Confidential Batch: User can manage confidential batches
- User Status: Active

<table>
<thead>
<tr>
<th>User Entitlements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Limit Settings: [Edit Payment Limits]</td>
</tr>
<tr>
<td>Account Services: [Edit Account Services]</td>
</tr>
<tr>
<td>Functions: [Edit User Functions]</td>
</tr>
</tbody>
</table>

Done >> Cancel
"Edit Payment Limits" page

Set the appropriate transaction limits for each Payment Type

If fields are left blank, then **NO** limits will apply to those respective activities; however, you must still click the *Preview Payment Limits* button to establish those settings.
Confirm and save the user's Payment Limits

When no limit is set for an available field, N/A displays here as the entry.

Note: Setting a limit value here (including N/A) does not establish or restrict access to that Payment Type; it applies exclusively to limits.
Setting User Entitlements – continued

After setting Payment Limits, next set up account authorizations.
"User Account Services" page

Click an Account ID link to set up that account's service access

Set account-level access by checking the desired **Payment Type** and **ACH Company ID** authorizations

This must be done for each **Account ID** the user needs access to

*Click **Continue** to review and submit the selections...*
Setting User Entitlements – continued

After establishing Account Services, next set up User Functions
"Edit User Functions" page
Expand the available setup options by clicking the [+], links

<table>
<thead>
<tr>
<th>Company: ACHPAY1 - ACH Payments 1</th>
<th>User: AUSTIN01 - Susan</th>
<th>Austin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Services</td>
<td>Administration Services</td>
<td></td>
</tr>
<tr>
<td>CCD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RCK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XCK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beneficiaries - Create/Modify/View/Delete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Imports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue Back
Set the user's specific transaction authorizations

This is an example display; it is **not** intended to suggest recommended settings

It is important to consider these options for **all** users – even when the user is not designated as an "Administrator"

**Credit** = paying money out (payment from you)
**Debit** = collecting money in (payment to you)

Check the appropriate boxes to enable the desired transaction entitlements, then click **Continue** to review and submit the setup...

Note: These **User Function** settings will apply to **all** accounts that the user has access to
User Entitlements – setup complete

- **Source:** User Entitlements screen showing successful setup.
- **Details:** Functional Entitlements successfully added to User Susan Austin within ACH Payments 1.
Edit or delete an existing user's profile

Click User ID link
Final step for user profile setups (new or existing)
If on "Dual Approval", then the user's profile must be approved

A second administrator must then review and approve the user's new (or updated) profile by clicking the corresponding Pending ... Approval link – once approved, the new/updated profile is effective immediately
Additional admin tools

- Auditing user activity
- Accessing other available administrative reports
- Setting account nicknames
- Setting the Default Effective Date
Select the desired **User Function(s)** to research

Optionally, you can further refine your search by specifying a **User ID** and/or a **Date Range**
User Activity: Search results

Click a **Session ID** link to view Activity Details
"User Audit Report" link

View changes **to** a selected user (User ID Modified), or view activity **performed by** a selected user (Modifier)
User Audit Report – sample

### User ID Modified: SGARNADM / SANDRA GARNER

**Account Services:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Current</th>
<th>Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL - Telephone-Initiated Entry</td>
<td>Access</td>
<td>No Access</td>
</tr>
<tr>
<td>ACH Tax</td>
<td>Access</td>
<td>No Access</td>
</tr>
<tr>
<td>RCK - Re-presented Check Entry</td>
<td>Access</td>
<td>No Access</td>
</tr>
<tr>
<td>PPD - Prearranged Payment &amp; Deposit Entry</td>
<td>Access</td>
<td>No Access</td>
</tr>
<tr>
<td>WEB - Internet Initiated Entry</td>
<td>Access</td>
<td>No Access</td>
</tr>
<tr>
<td>CTX - Corporate Trade Exchange</td>
<td>Access</td>
<td>No Access</td>
</tr>
<tr>
<td>Child Support</td>
<td>Access</td>
<td>No Access</td>
</tr>
<tr>
<td>CCD - Cash Concentration or Disbursement</td>
<td>Access</td>
<td>No Access</td>
</tr>
</tbody>
</table>

**Account Services:**

Modified by: A143485 1/7/2011 11:03:36 AM

Account ID: 1234567890124-Corporate

Modified by: A143485 1/7/2011 11:03:36 AM
Select a **User ID** to view a single-document summary of their profile setup (limits, authorizations, etc)
User Setup Report – sample

User Information:
UserID: SGARNADM@ACHPAY2
User Name: SANDRA GARNER
Email Address: 
Primary Phone: 0

User Status:
Approval Status: 0
Approver: User is an Approver
Confidential Batch: User cannot manage confidential batches
User Status: User is active
Last Modifier: 
Security Level: User is not a System Administrator
Upload Approver: User is not an Upload Approver

Payment Limits:
Company Type: Corporation
Company: ACH Payments 2
Upload Approver Limit:
Payment Types: Limits:

User Entitlements:
Account Services:
Account: 1234567890124-USD
Account Services: Payments
Allowed Privileges:
CCD - Cash Concentration or Disbursement
Child Support
CTX - Corporate Trade Exchange
WEB - Internet Initiated Entry
"Account Preferences" link
Add or change Account Nicknames (optional to do)

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 Digits Inc</td>
<td>123XXXX8901234567</td>
</tr>
<tr>
<td>XYZ Company</td>
<td>555XXXX5555</td>
</tr>
<tr>
<td>ACH Company 1</td>
<td>765XXXX0987654321</td>
</tr>
<tr>
<td>My test</td>
<td>222XXXX666888</td>
</tr>
<tr>
<td>New Account-ACHPAY1</td>
<td>456XXXX15467112</td>
</tr>
<tr>
<td>John Wells Funds</td>
<td>254XXXX203</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td></td>
</tr>
<tr>
<td>Internal Testing</td>
<td></td>
</tr>
<tr>
<td>Office Bucket</td>
<td></td>
</tr>
<tr>
<td>John Wells Funds</td>
<td></td>
</tr>
</tbody>
</table>

Submit Preferences
"Company Settings" link

Set your company's Default Effective Date for ACH transactions
**CEO Mobile**

Access CEO portal services on your mobile device

Access this CEO Mobile resources website by clicking here

Once on this site, learn more about using a specific mobile service by clicking its link in the left menu...
Help and training resources

**CEO® Home** page – click the **Support** button, then select **Help**

Use the **Online Training Classes** link to register for free online CEO product training classes

Use the **My Help** section to access User Guides and other resources specific to your various CEO services
ACH Domestic Payments: Administrator
Post class resources

- **Product questions?**
  - *CEO* portal online help resources
  - Contact your Relationship Management team, or Customer Service Officer
  - Contact the Treasury Management Client Services team: **1-800-AT-WELLS (1-800-289-3557)**
  - Direct link to the *Self Administration: The Basics* recorded training class: [https://wellsfargo.adobeconnect.com/rec_selfadmin_basics](https://wellsfargo.adobeconnect.com/rec_selfadmin_basics)

- **Training-related feedback or questions?**
  - Send an email to: customer.training@wellsfargo.com