Business Remote Deposit Quick Reference Guide – Administration Module

- **Add Merchant Administrator OR Merchant User:**

1. Administrator will logon to Web Capture;
2. From the top navigation gray-colored bar, Select **User-Add User;**
3. Input the required (*) fields of User ID (case sensitive) and Site ID (supplied by your Investors Bank Relationship Manager;
4. Complete fields of First Name, Last Name, Email Address, Verify Email Address and Scanner Type (as supplied by your Investors Bank Relationship Manager);
5. Select Role from the dropdown:

   Approver (Administrator): Scanning/Administration Rights
   Balancer (User): Scanning only

6. Item Threshold field should be input with "0.00";
7. Click "Create";
8. New Administrator or User will receive two email messages, one of which will include a Temporary Password to logon with;
9. New Administrator or User will logon to Web Capture for the first time and be prompted to change Password. Passwords must include at least:

   1 upper case letter
   1 lower case letter
   1 number
   1 symbol (options are @ # _ * ^ $ ~)

- **Link Accounts to Administrators or Users:**

1. Administrator will logon to Web Capture;
2. From the top navigation gray-colored bar, select Users-View Users;
3. Click radio button to the left of the particular Users name, then click below on "Associate Accounts";
4. Highlight account / accounts on the left side, then click "Add>", which will add same to the right side column;
5. Click Submit.

- **Password Resets (Administrators Only Can Perform):**

Note: A selected User cannot be the same User logged in.

1. Administrator will logon to Web Capture;
2. From the top navigation gray-colored bar, select Users-View Users;
3. Click radio button to the left of the particular Users name, then click below on "Reset Password";
4. Verify that the User ID to be password reset and their email address are correct;
5. Click "Reset Password";
6. The User will automatically receive a new Temporary Password.

- **Unlock Users (Administrators Only Can Perform):**

Note: A selected User cannot be the same User unlocked.

1. Administrator will logon to Web Capture;
2. From the top navigation gray-colored bar, select Users-View Users;
3. Click radio button to the left of the particular Users name, then click below on "Unlock User".

- **Activate / Inactivate Users (Administrators Only Can Perform):**

Note: A selected User cannot be the same User activated / inactivated.

1. Administrator will logon to Web Capture;
2. From the top navigation gray-colored bar, select Users-View Users;
3. Click radio button to the left of the particular Users name, then click below on "Activate / Inactivate".