



TREASURY MANAGEMENT

Creating a User

Log in Using Your Single Sign On ID

To log in, go to the KS StateBank website: ksstate.bank.

Select “YOUBANKING” to go to the YOUBanking login page.



BUSINESS PERSONAL RESOURCES CONNECT



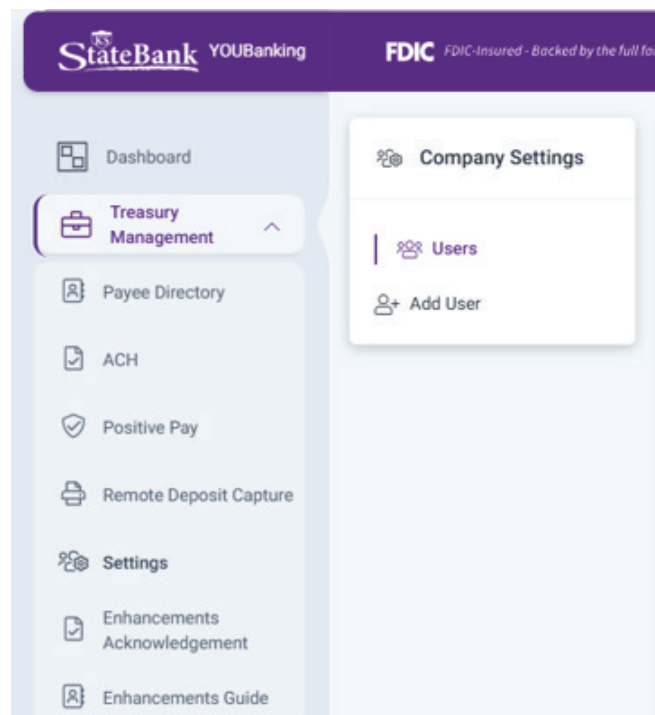
LOGIN



Note: You will be prompted for additional verification upon login with our enhanced security – facial biometrics and/or passkey. This is required in order to complete several steps when creating users.

Create a User

- Go to Treasury Management
- Select Settings
- Click Add User





TREASURY MANAGEMENT

Creating a User

User Personal Information

- Enter the user's first and last name
 - The description box should be filled with the user's full name
- Enter a temporary password
 - The user will be prompted to change this upon login
- Select a username for the new user
- Avoid using special characters in temporary passwords and usernames

Create New User

1

2

3

4

Profile

Menus

Restrictions

Out-of-Bank

Role

Organization Company User

Profile Information

Basic Information about the user that helps you to identify the user once activated. The last 4 of the SSN is used when it is necessary to reset that user's password. It should be unique to that user if all possible.

First Name

John

Last Name

Doe

Temporary Password

bank1234

User Name

JDoe

Description

John Doe

- Next, input both the user's email AND phone number
- The phone type #1 and #2 boxes should be on 'both'

Profile Contact Information

This information will be utilized during the login process for security purposes. A two factor code will be presented via t

Email Address

johndoe@gmail.com

Phone #1

123-456-7890

Phone Type #1

Both

User Menus

Select which permissions the new user will have

- ☒ Treasury Management
 - ☒ Payee Directory
 - ☒ Payee List
 - ☒ ACH
 - ☒ Batch List
 - ☒ History
 - ☒ Import Layout
 - ☒ File Import
 - ☒ File Layout
 - ☒ Templates
 - ☒ Returns & Corrections
 - ☒ Work Items
 - ☒ Work History
 - ☒ Create New Batch
 - ☒ Domestic Wires
 - ☒ Wire List
 - ☒ Pending
 - ☒ Templates
 - ☒ Wires History
 - ☒ Create New Wire
 - ☒ Positive Pay
 - ☒ Check Positive Pay
 - ☒ Work Items
 - ☒ Import Layout
 - ☒ Work History
 - ☒ File Import
 - ☒ Manual Entry
 - ☒ ACH Positive Pay
 - ☒ Work Items
 - ☒ Edit Filters
 - ☒ Add Filters
 - ☒ Work History
 - ☒ Remote Deposit Capture
 - ☒ International Wires
 - ☒ Enhancements Acknowledgement
- ☒ Messages
- ☒ Transactions
- ☒ Transfers & Payments
 - ☒ Make Transfer
 - ☒ Make Loan Payment
 - ☒ Scheduled Transfer
 - ☒ Transfer History
- ☒ Bill Payment
- ☒ Mobile Deposit
 - ☒ Make a Deposit
 - ☒ Multiple
 - ☒ History
- ☒ Statements
 - ☒ Statements
 - ☒ Advanced Settings
- ☒ Manage Card
 - ☒ Debit Lock/Unlock
- ☒ Text Banking & Alerts
 - ☒ Overview
 - ☒ Accounts
 - ☒ Alerts
 - ☒ FAQs
- ☒ Services
 - ☒ Stop Payments
 - ☒ New Stop Payment
 - ☒ Current Stop Payments
 - ☒ Reorder Checks
 - ☒ Open An Account
- ☒ User Profile
 - ☒ Change Password
 - ☒ Change User ID
 - ☒ Accounts
 - ☒ Device Management
- ☒ Settings

Restrictions

Add restriction (if necessary) to when the user can access online banking

Create New User

1

2

3

4

Profile

Menus

Restrictions

Out of Band

Configure Day(s)

Time of Day

Time Zone

All

24 Hrs

Central

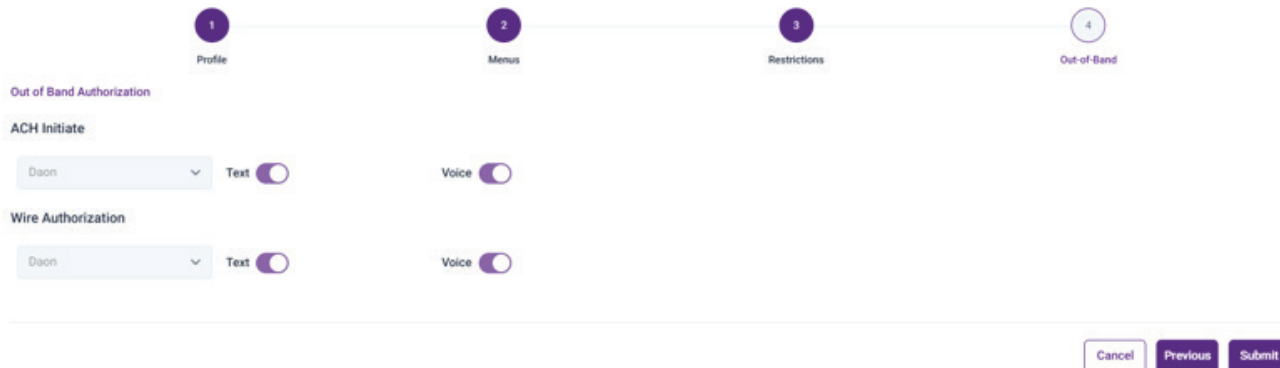
Cancel

Previous

Next

Out-Of-Band

- Ensure the boxes both read 'Daon' and the sliders are checked to the right
- Click Submit to finish user creation
 - *Finishing this step will require face or passkey authentication*



1 Profile 2 Menus 3 Restrictions 4 Out-of-Band

Out of Band Authorization

ACH Initiate

Daon Text Voice

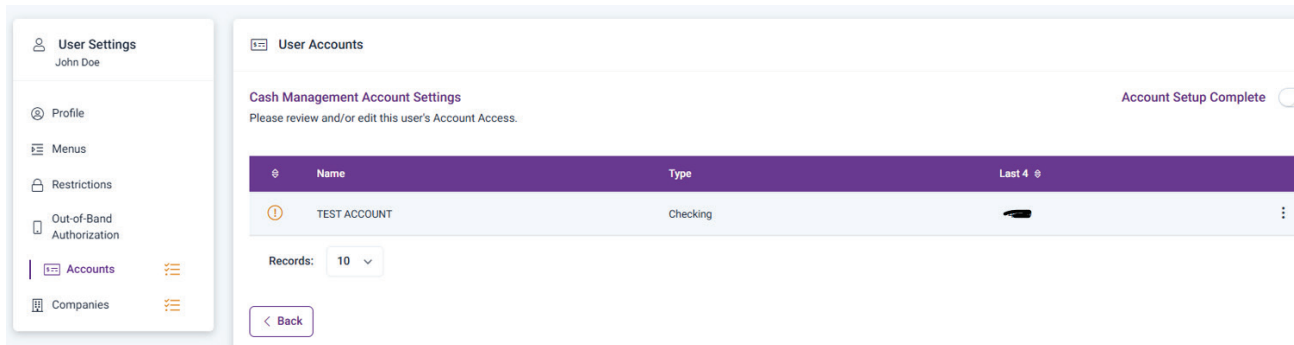
Wire Authorization

Daon Text Voice

Cancel Previous Submit

Accounts

- Once the user is created, account permissions can be added
- All accounts associated with the business will be listed and the admin must edit each account to approve and add permissions for users
 - To edit specific account permissions, click the three dots on the right side of each account
- *To save account permissions will require face or passkey authentication*
- Check the 'Account Setup Complete' slider to finish this step



User Settings John Doe

Profile Menus Restrictions Out-of-Band Authorization Accounts Companies

User Accounts

Cash Management Account Settings

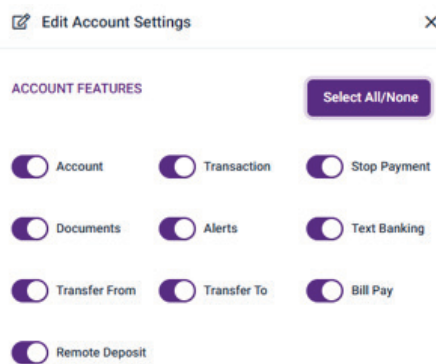
Please review and/or edit this user's Account Access.

Account Setup Complete

Name	Type	Last 4
TEST ACCOUNT	Checking	

Records: 10

< Back



Edit Account Settings

ACCOUNT FEATURES

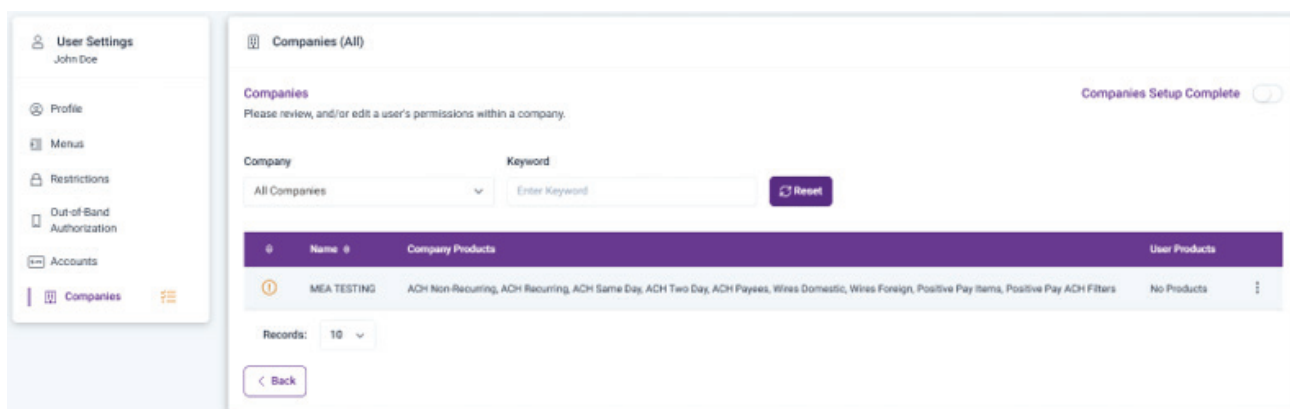
Select All/None

Account Transaction Stop Payment

Documents Alerts Text Banking

Transfer From Transfer To Bill Pay

Remote Deposit

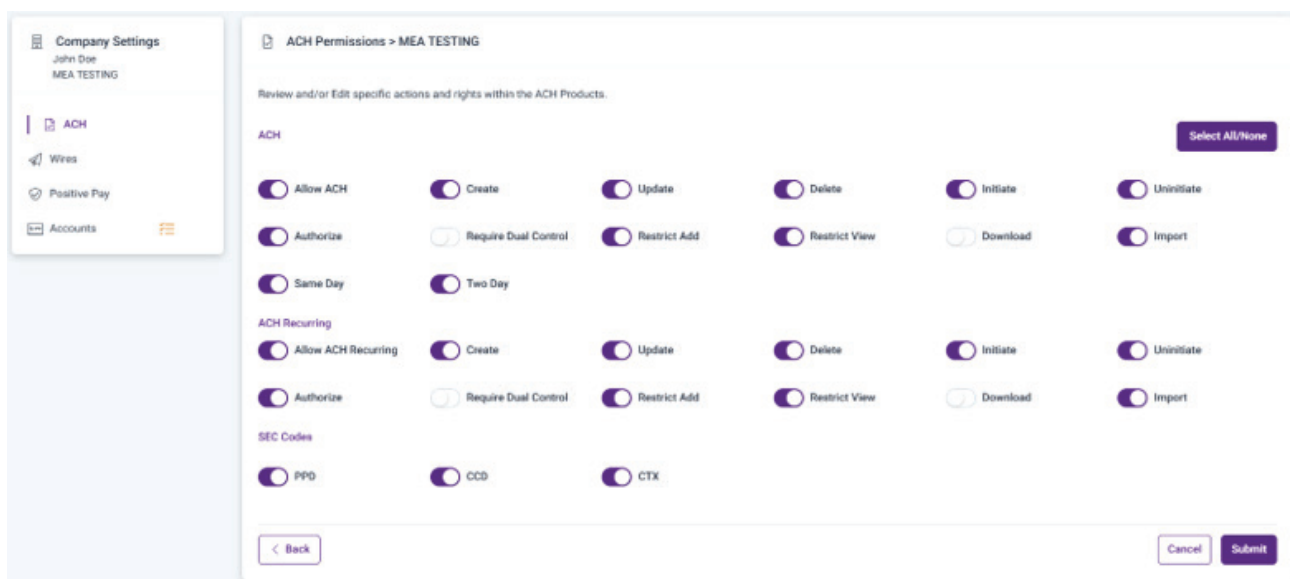


Companies

- This is where the user permissions for ACH, Wires, and Positive Pay are located
- Choose which companies the user will have access to (if more than one)
- Edit and allow permissions as necessary by clicking the three dots on the right side of the company

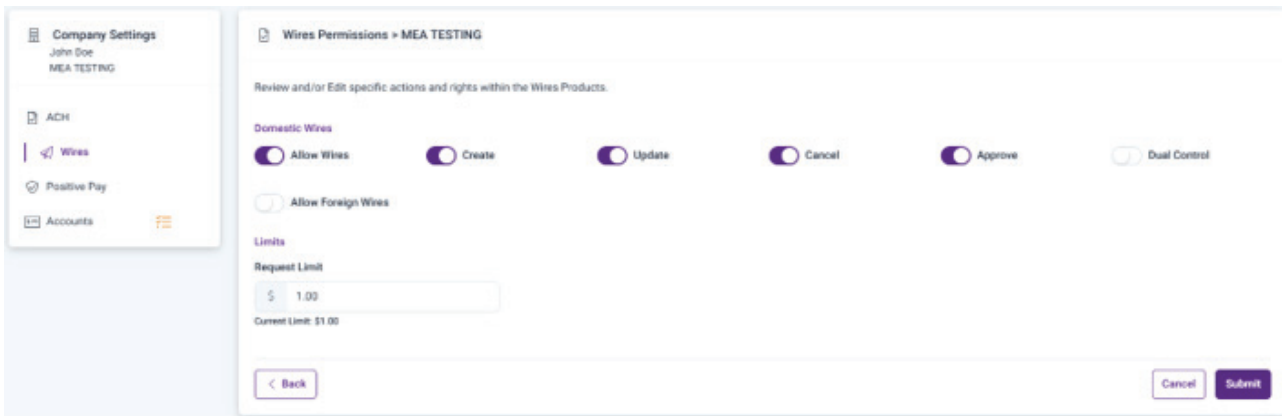
ACH

- Select which permissions the user will have
- Ensure the three SEC codes (PPD, CCD, CTX) are all checked
- *Saving will require face or passkey authentication*



Wires

- Select which permissions the user will have
- Give the user a wire request limit
- *Saving will require a face or passkey authentication*



Company Settings
John Doe
MEA TESTING

Wires Permissions > MEA TESTING

Review and/or Edit specific actions and rights within the Wires Products.

Domestic Wires

☒ Allow Wires ☒ Create ☒ Update ☒ Cancel ☒ Approve ☐ Dual Control

☐ Allow Foreign Wires

Limits

Request Limit

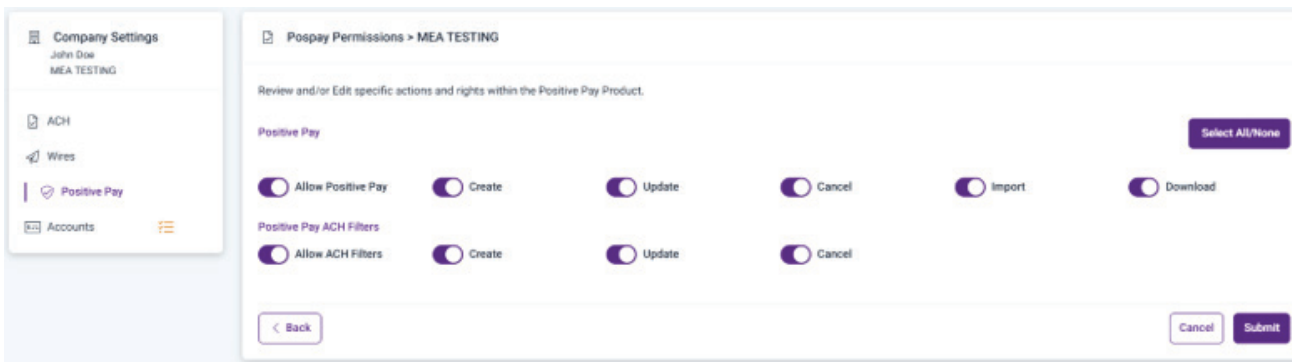
\$ 1.00

Current Limit: \$1.00

[< Back](#) [Cancel](#) [Submit](#)

Positive Pay

- Select which permissions the user will have
- *Saving will require a face or passkey authentication*



Company Settings
John Doe
MEA TESTING

Pospay Permissions > MEA TESTING

Review and/or Edit specific actions and rights within the Positive Pay Product.

Positive Pay [Select All/None](#)

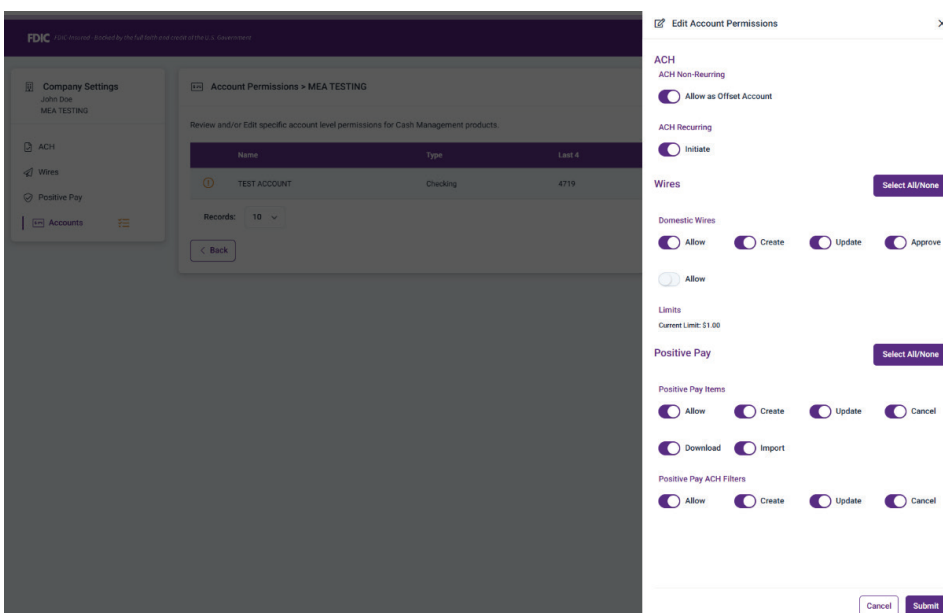
☒ Allow Positive Pay ☒ Create ☒ Update ☒ Cancel ☒ Import ☒ Download

Positive Pay ACH Filters

☒ Allow ACH Filters ☒ Create ☒ Update ☒ Cancel

[< Back](#) [Cancel](#) [Submit](#)

- The accounts tab within companies is where ACH, Wire, and Positive Pay access is turned on
- Select which accounts in which the user will have access to these products



FDIC First Member Lender by the full bank and state of KS, a member

Company Settings
John Doe
MEA TESTING

Account Permissions > MEA TESTING

Review and/or Edit specific account level permissions for Cash Management products.

Name	Type	Last 4
TEST ACCOUNT	Checking	4719

Records: 10

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Edit Account Permissions

ACH

ACH Non-Recurring

☒ Allow as Offset Account

ACH Recurring

☒ Initiate

Wires [Select All/None](#)

Domestic Wires

☒ Allow ☒ Create ☒ Update ☒ Approve

☐ Allow

Limits

Current Limit: \$1.00

Positive Pay [Select All/None](#)

Positive Pay Items

☒ Allow ☒ Create ☒ Update ☒ Cancel

☒ Download ☒ Import

Positive Pay ACH Filters

☒ Allow ☒ Create ☒ Update ☒ Cancel

[Cancel](#) [Submit](#)



TREASURY MANAGEMENT

Creating a User

- *To save company permissions will require face or passkey authentication*
- Check the 'Company Account Setup Complete' slider to finish this step
- Check the 'Companies Setup Complete' slider to finish setting up the user

Things to Remember

- Once the user is created, it will be 'disabled' until an admin enables them from the user menu page in settings
- User settings can be changed at any time by an admin
- Any change in user settings will be confirmed by face or passkey authentication