

R360+ Lockbox Services  
**Administrator User Guide**

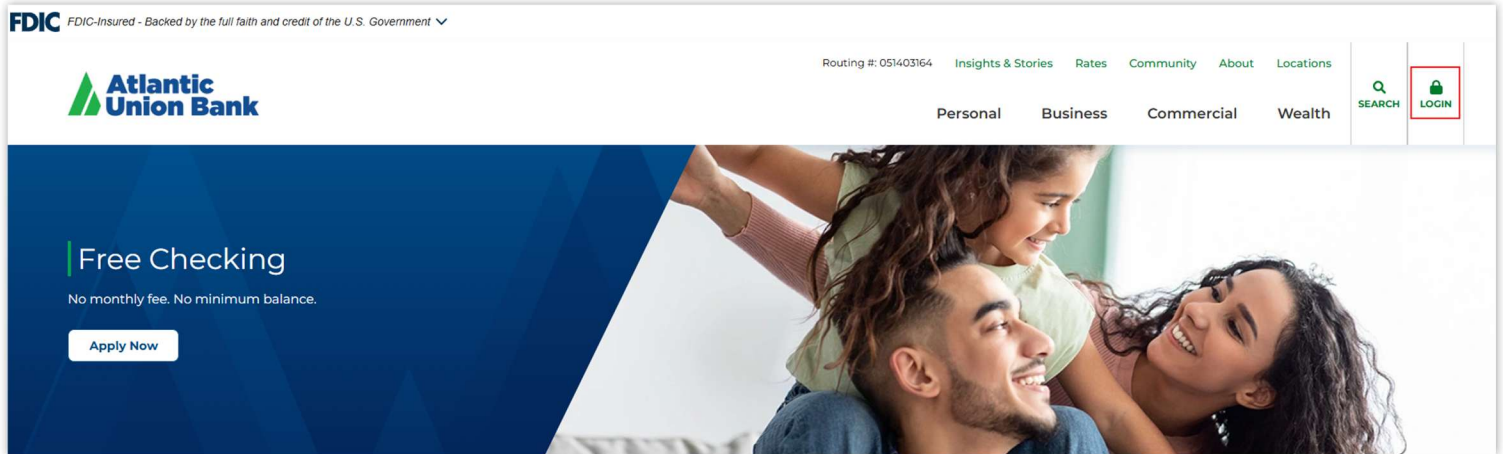


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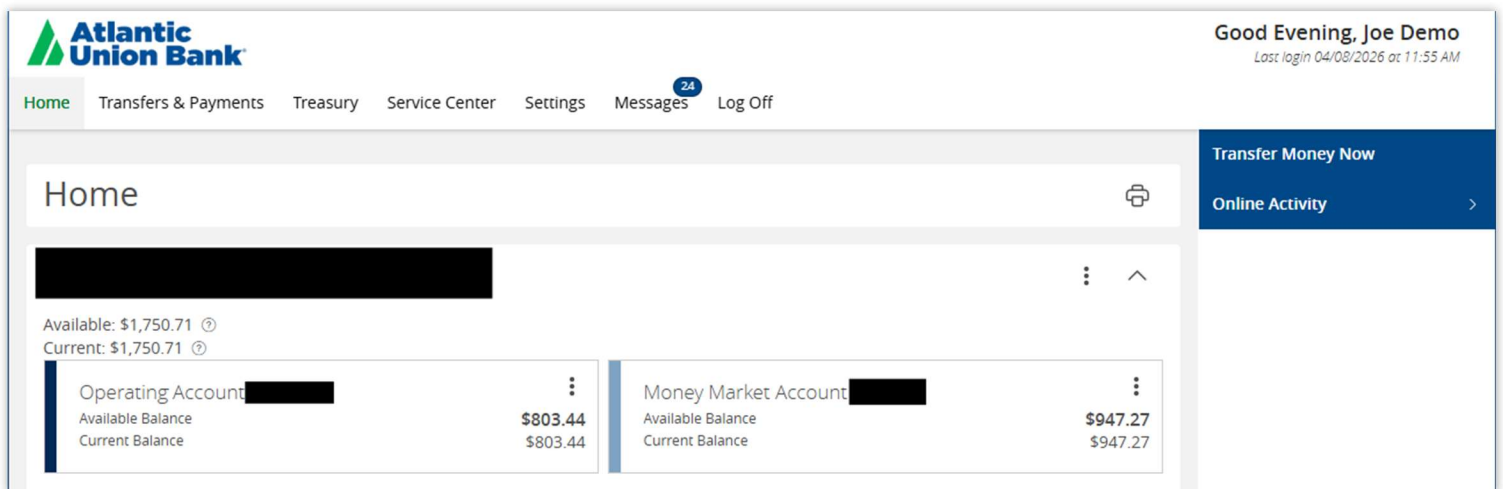
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### Logging into Online Banking

Navigate to the Atlantic Union Bank website using a web browser and select **Login** in the top right corner of the screen.

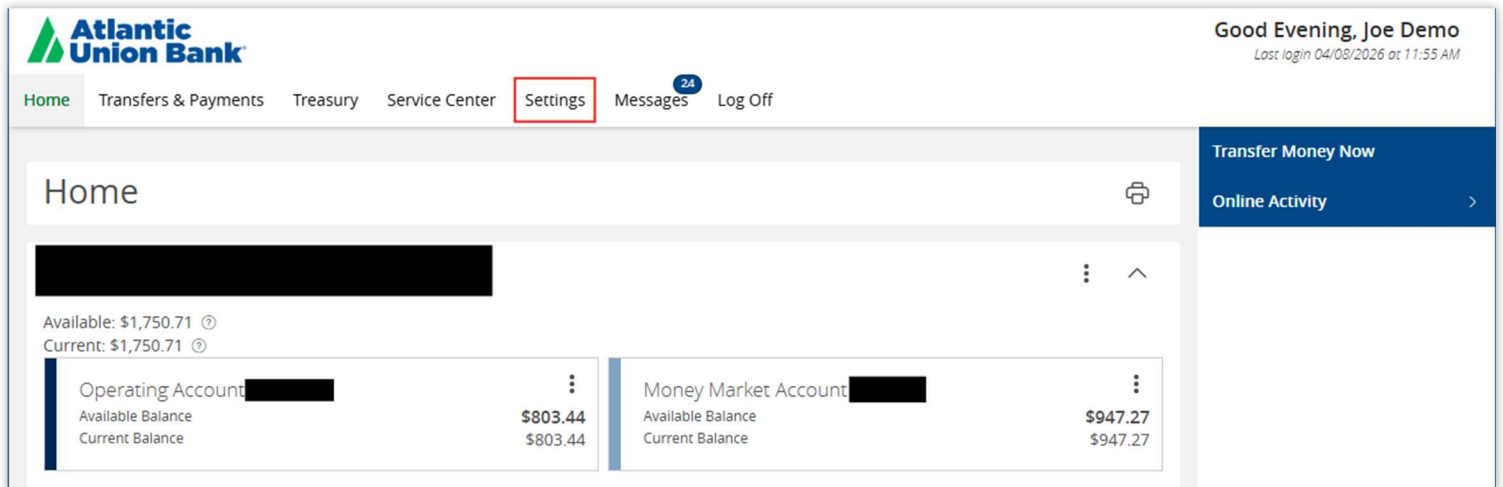


Enter your **Login ID** and **Password** in the designated fields, then select **Login**. After successful authentication, you will be directed to the **Online Banking Dashboard**, which displays the services and features available to your user profile.



### Adding a User Role for R360+ Access Only (Administrators Only)

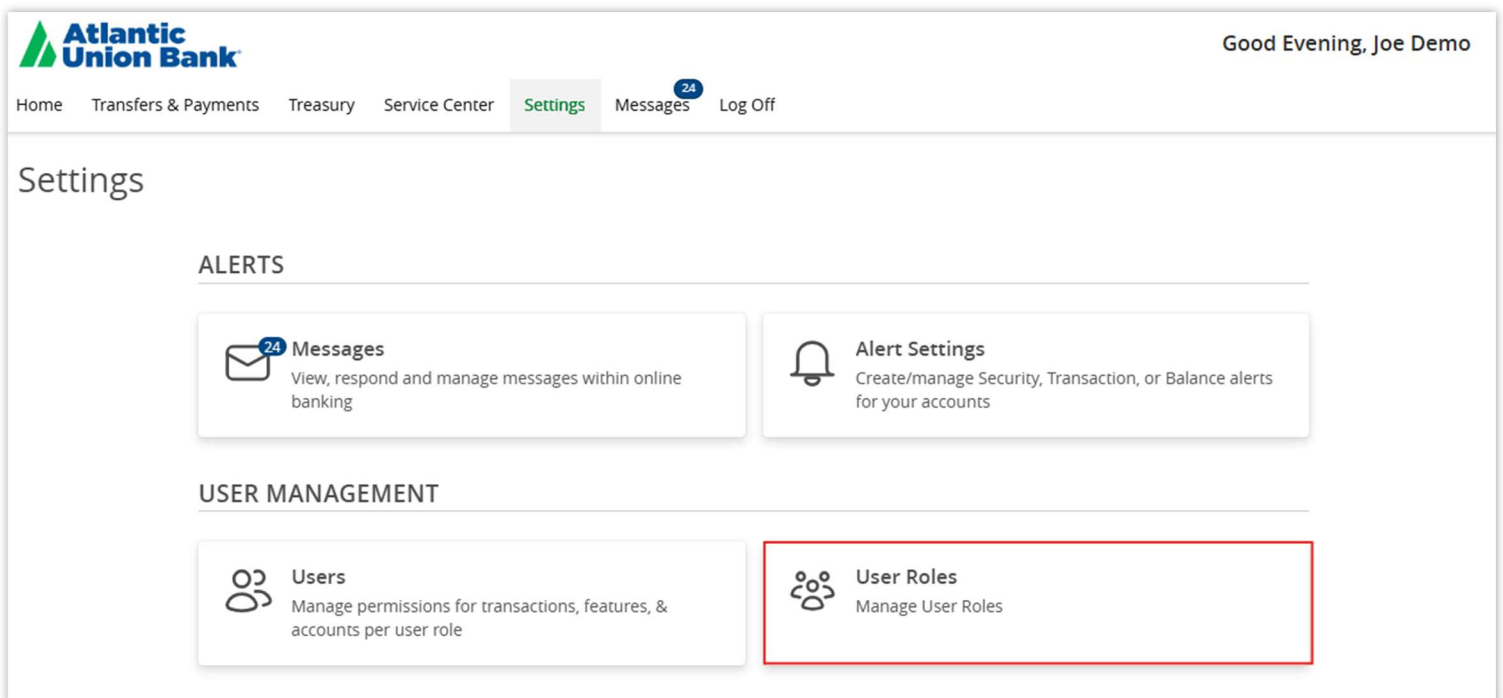
Select **Settings** in the dashboard navigation bar.



The screenshot shows the Atlantic Union Bank dashboard. The navigation bar at the top includes links for Home, Transfers & Payments, Treasury, Service Center, Settings (highlighted with a red box), Messages (with a 24 notification badge), and Log Off. The main content area displays account balances for an Operating Account and a Money Market Account. The right sidebar contains links for Transfer Money Now and Online Activity.

Prior to adding the user, the user role must first be created to ensure access is limited to Lockbox services only. Follow the steps below to complete this setup.

1. Under the **User Management** section click on the **User Roles** tile.



The screenshot shows the Atlantic Union Bank Settings page. The navigation bar is the same as in the previous screenshot, but 'Settings' is now highlighted. The main content area is titled 'Settings' and is divided into two sections: 'ALERTS' and 'USER MANAGEMENT'. Under 'ALERTS', there are two tiles: 'Messages' (with a 24 notification badge) and 'Alert Settings'. Under 'USER MANAGEMENT', there are two tiles: 'Users' and 'User Roles' (highlighted with a red box). The 'User Roles' tile includes the text 'Manage User Roles'.

2. Select **Create** Role, enter the preferred **Role Name** such as “Lockbox Services Only” and select **Ok**. You can also enter a description of the role on this screen.

### User Roles ?

User Roles

### New User Role

Role Name

Description (optional)

## Configuring Role Permissions

Once the role is created, a summary of the role’s permissions will be displayed. The steps outlined below must be completed to ensure the users in this role have access to *only Lockbox Services*.

In the **Transactions** section, disable all transaction permissions by toggling each option to **Disabled** and uncheck the box next to **View** to change the access to **None**. (See image below)

**Note:** You will need to click on each service located on the left side of the screen (only the services you are enrolled in will be available) to ensure this access is correct for all transaction types.

These are the sections that you will need to adjust.

User Roles > Lockbox Services Save

User Role Policy ?

Transactions Features Accounts

Filter: **All** Enabled Disabled

**ACH Collection**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$100,000.00

**ACH Pass Thru**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$100,000.00

**ACH Payments**  
Can view all transactions  
Can Draft/Approve/Cancel  
\$100,000.00

**ACH COLLECTION** Enabled

Rights Allowed Actions

View All

**Approval Limits**

	Maximum Amount	Maximum Count
Per Transaction	\$ 100,000.00	

This is what your screen should look like once the access is correctly updated.

User Roles > Lockbox Services Save

User Role Policy ?

Transactions Features Accounts

Filter: **All** Enabled Disabled

**ACH Collection**  
 Disabled

**ACH Pass Thru**  
 Disabled

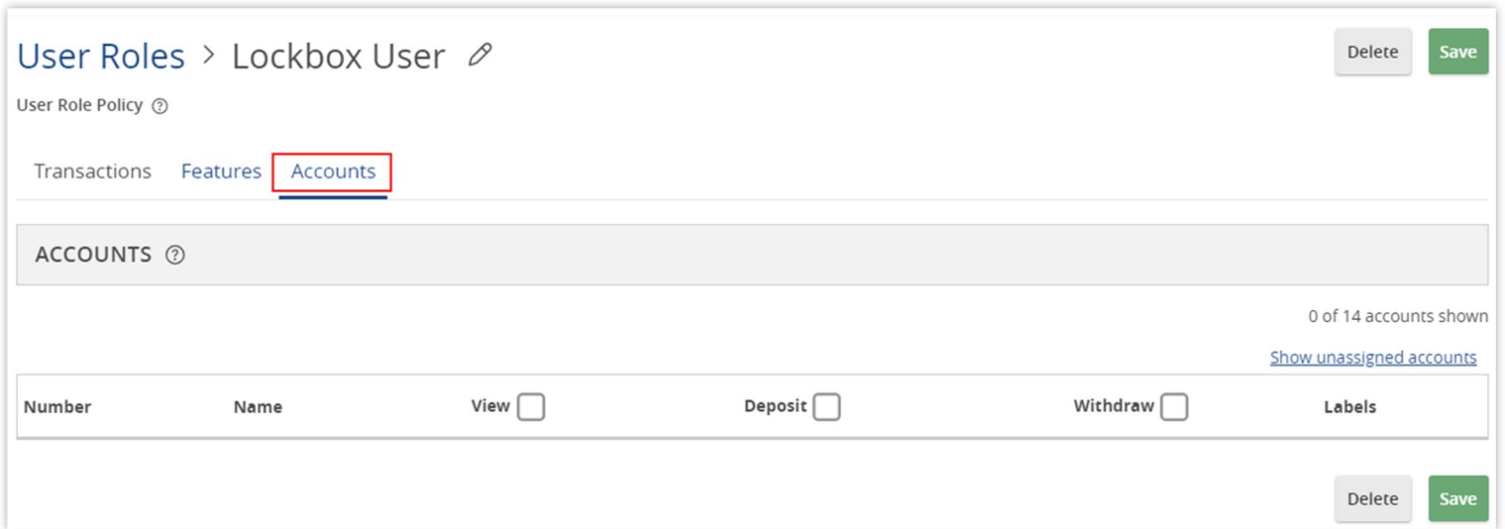
**ACH Payments**  
 Disabled

**ACH RECEIPT** Disabled

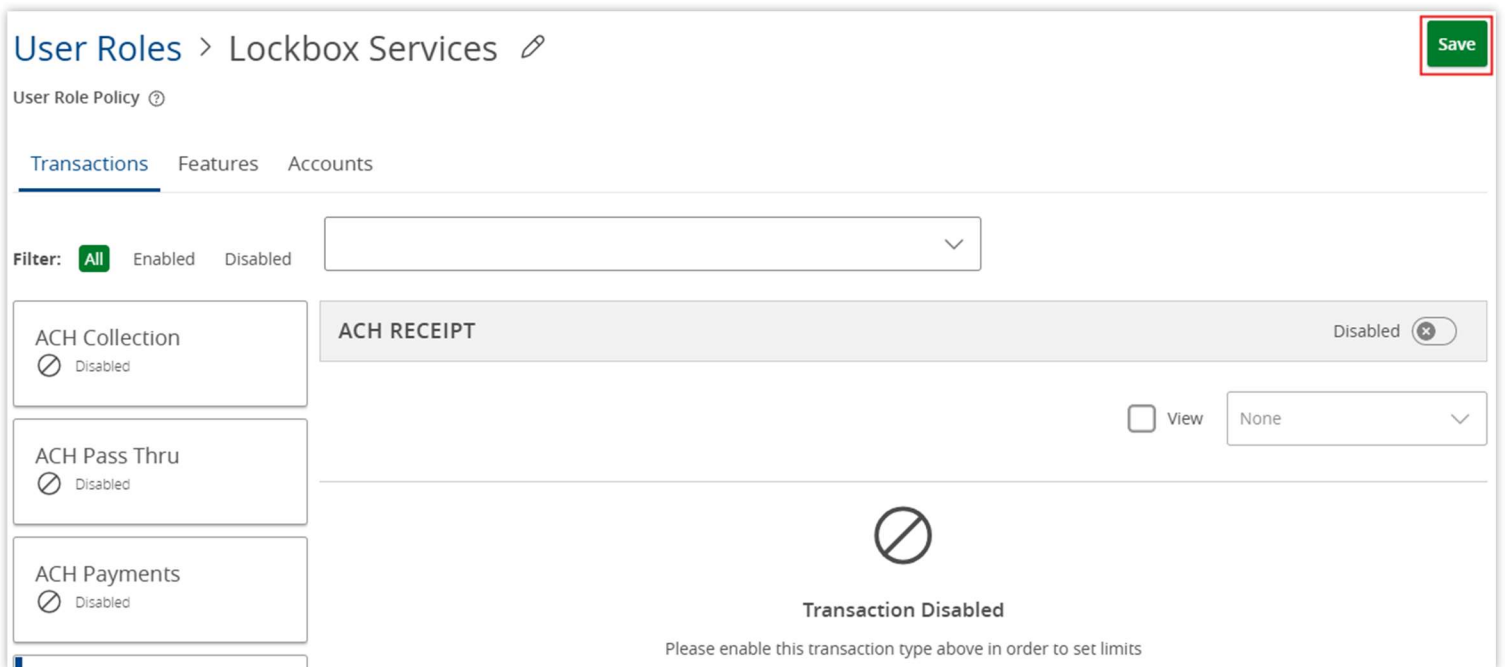
View None

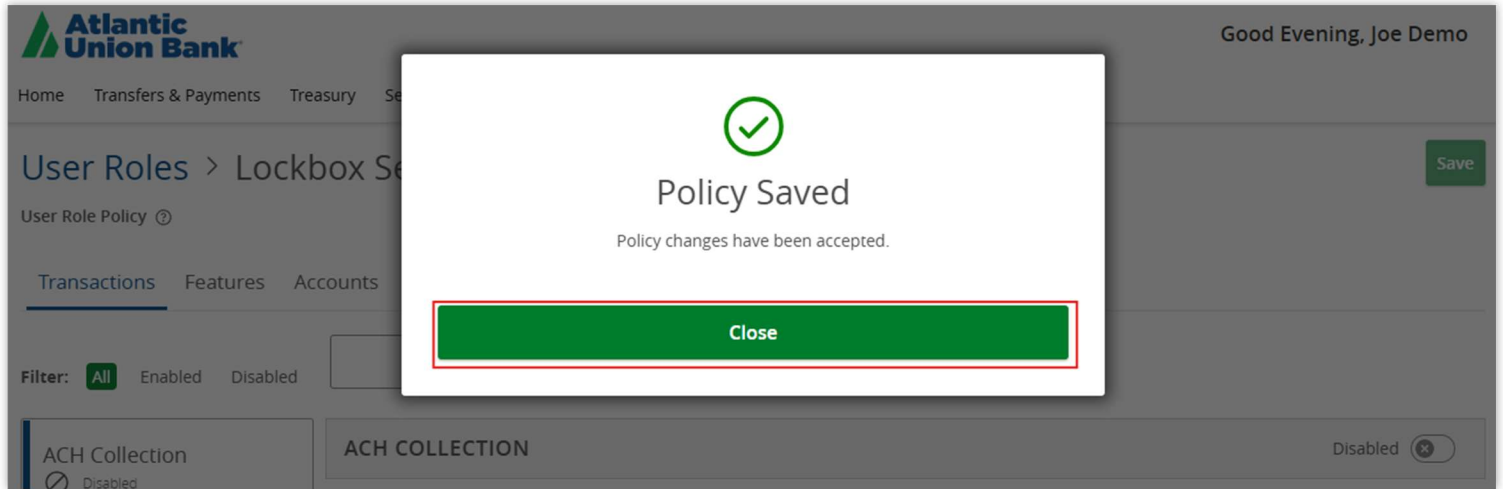
**Transaction Disabled**  
Please enable this transaction type above in order to set limits

In the **Accounts** section, you will not see any accounts assigned. Only users assigned to this role will have access to Lockbox Services.



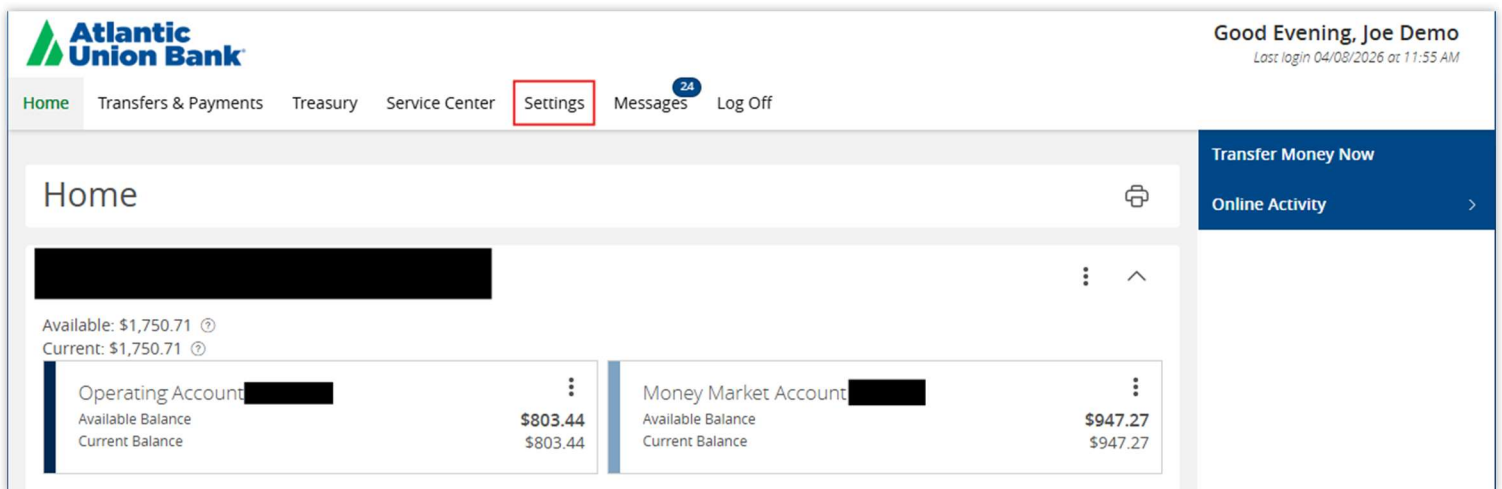
Once you have confirmed accuracy, click **Save** in the top right corner of the screen and select **Close** on the confirmation display.



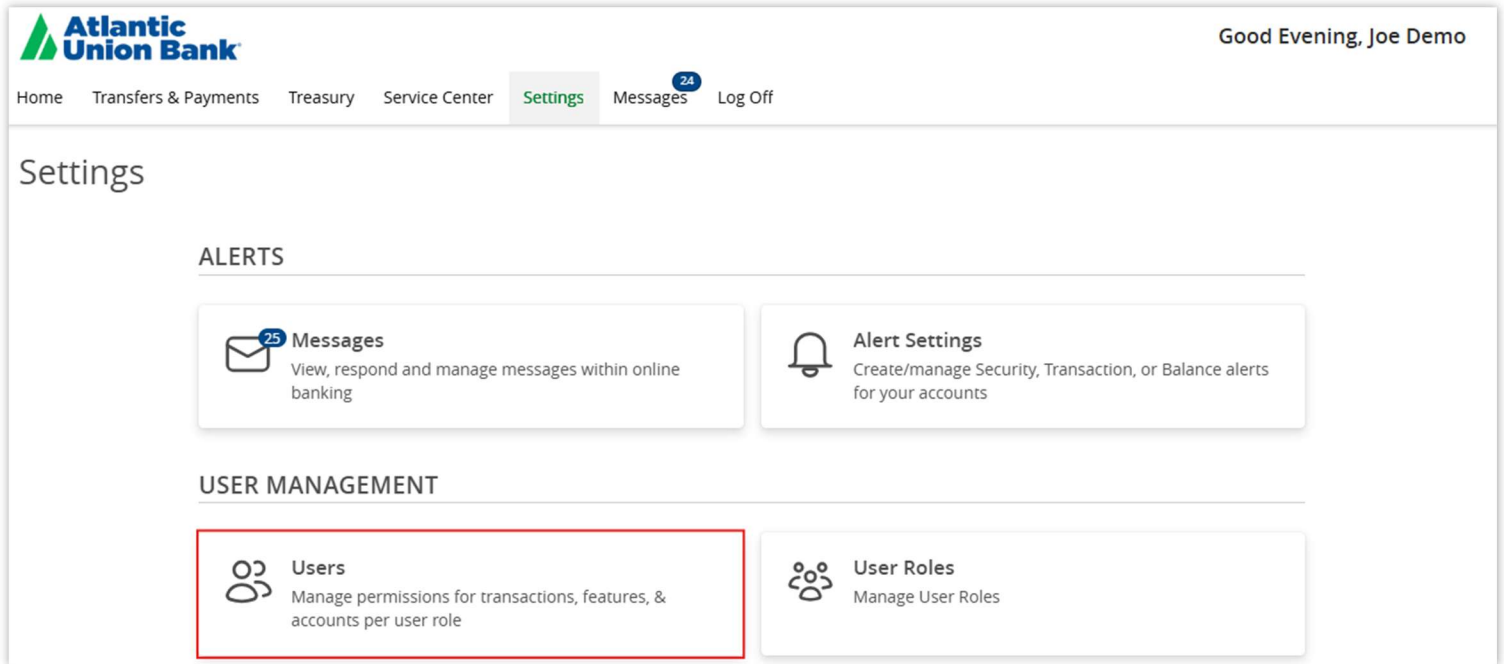


### Adding a New R360+ User

Click on **Settings**.

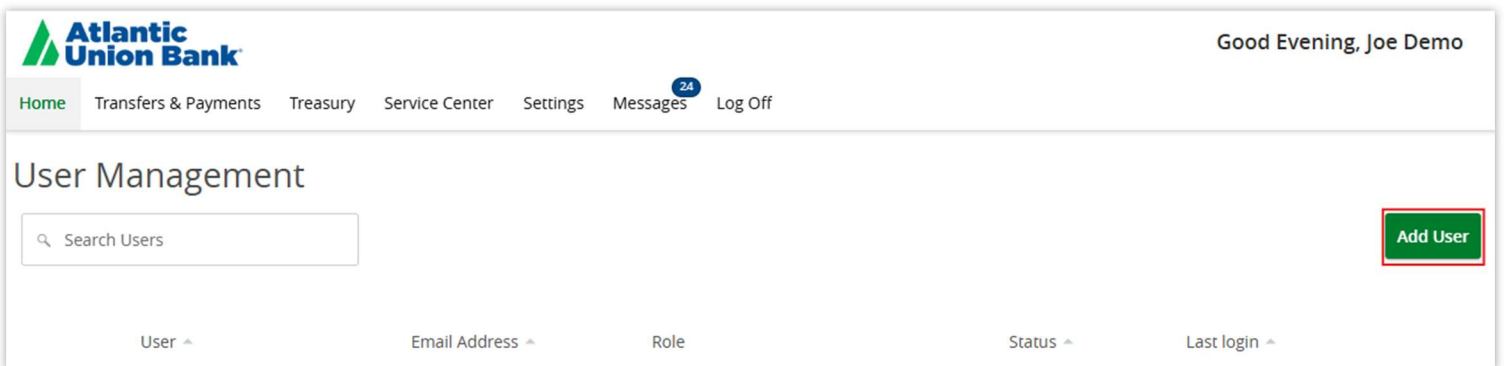


Under the **User Management** section click on the **Users** tile.



The screenshot shows the Atlantic Union Bank administrator interface. At the top left is the bank logo, and at the top right is the user greeting "Good Evening, Joe Demo". A navigation bar includes "Home", "Transfers & Payments", "Treasury", "Service Center", "Settings" (highlighted), "Messages" (with a 24 notification badge), and "Log Off". The main content area is titled "Settings" and is divided into two sections: "ALERTS" and "USER MANAGEMENT". Under "ALERTS", there are two tiles: "Messages" (with a 25 notification badge) and "Alert Settings". Under "USER MANAGEMENT", there are two tiles: "Users" (highlighted with a red border) and "User Roles".

Click **Add User** in the top right corner of the screen.



The screenshot shows the Atlantic Union Bank administrator interface for User Management. At the top left is the bank logo, and at the top right is the user greeting "Good Evening, Joe Demo". A navigation bar includes "Home" (highlighted), "Transfers & Payments", "Treasury", "Service Center", "Settings", "Messages" (with a 24 notification badge), and "Log Off". The main content area is titled "User Management" and features a search box labeled "Search Users". In the top right corner of the main content area, there is a green "Add User" button highlighted with a red border. Below the search box, there are several columns with sort arrows: "User", "Email Address", "Role", "Status", and "Last login".

Complete the **Personal Details** section, create a **Login ID** and temporary **Password**, select the **User Role** you created for Lockbox Services, and click **Save New User Details** once you have reviewed the information.

### New User Details

**PERSONAL DETAILS**

First Name

Last Name

Email Address

Phone Country

Phone

**LOGIN DETAILS**

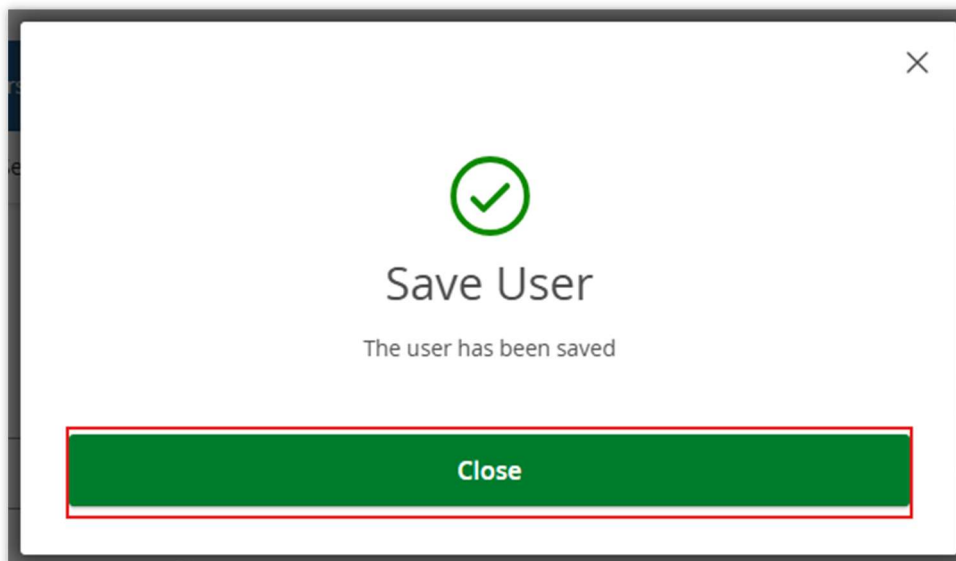
Login ID

Password

Confirm Password

User Role

Click **Close** on the confirmation display.



**Note: The system does not automatically send login credentials to new users. Administrators must securely provide the user with their Login ID and temporary password.**

### Completing Lockbox Enrollment

After a user has been added, please contact us at **877.920.6888** or reach out to your Treasury Management Representative to complete the user's enrollment for Lockbox access.