Treasury Management

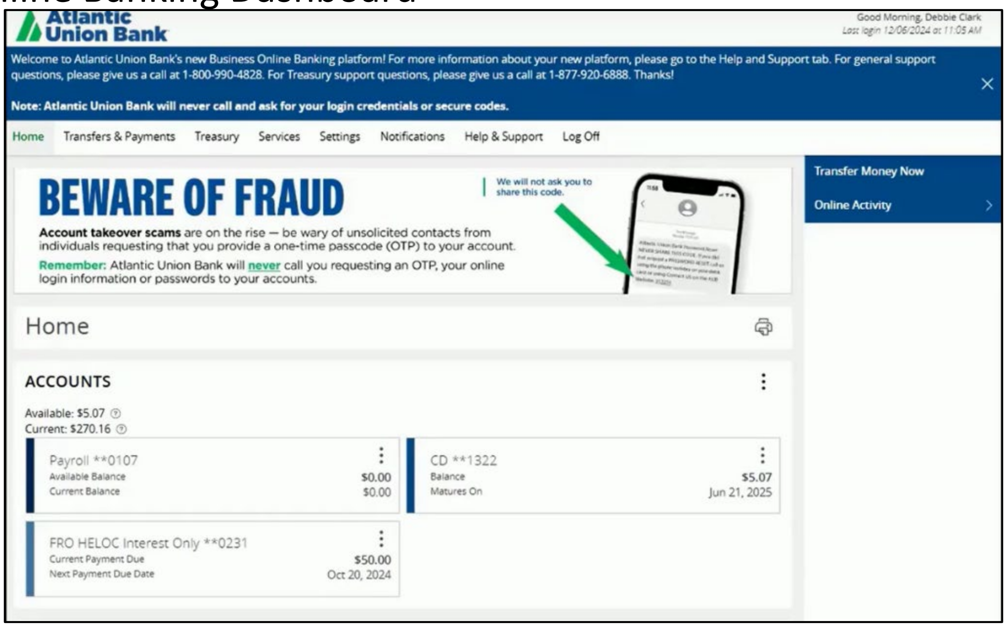
Business Online Banking

- **Adding New Users**

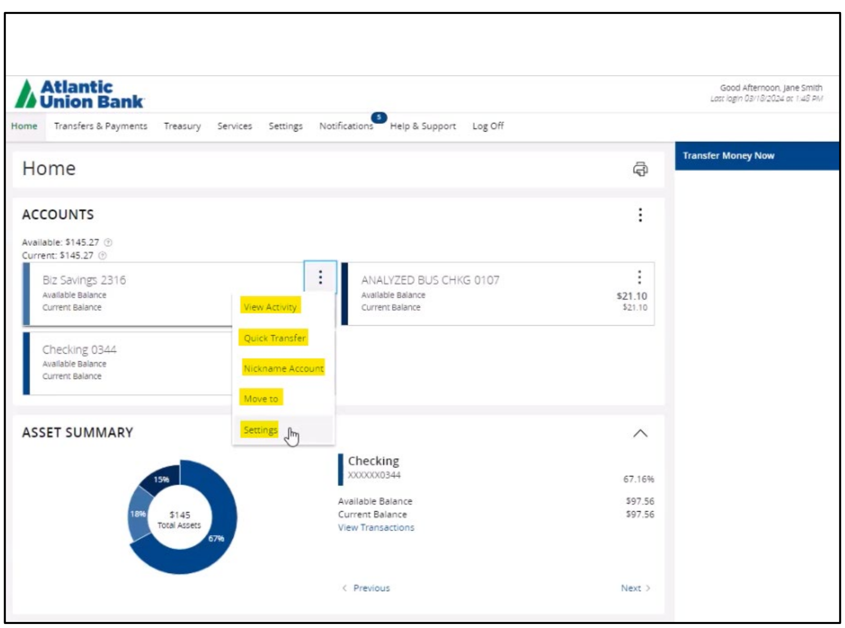
Atlantic Union Bank®

Log into Online Banking

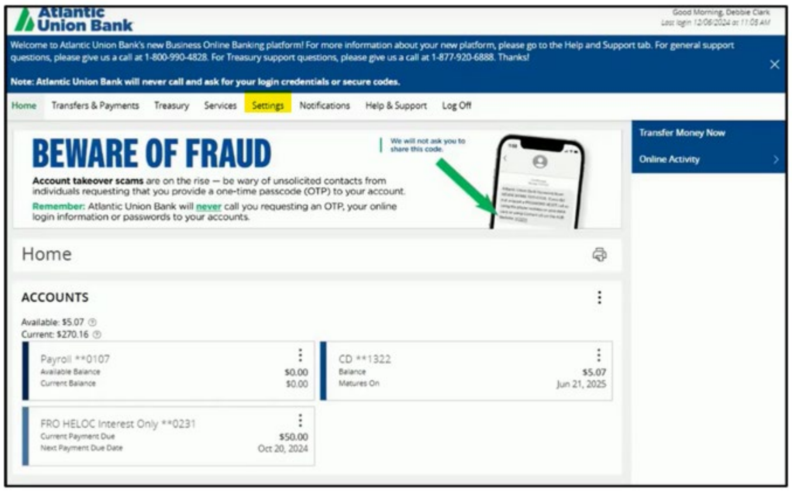
Online Banking Dashboard



The homepage has a listing of accounts that the user has access to within online banking



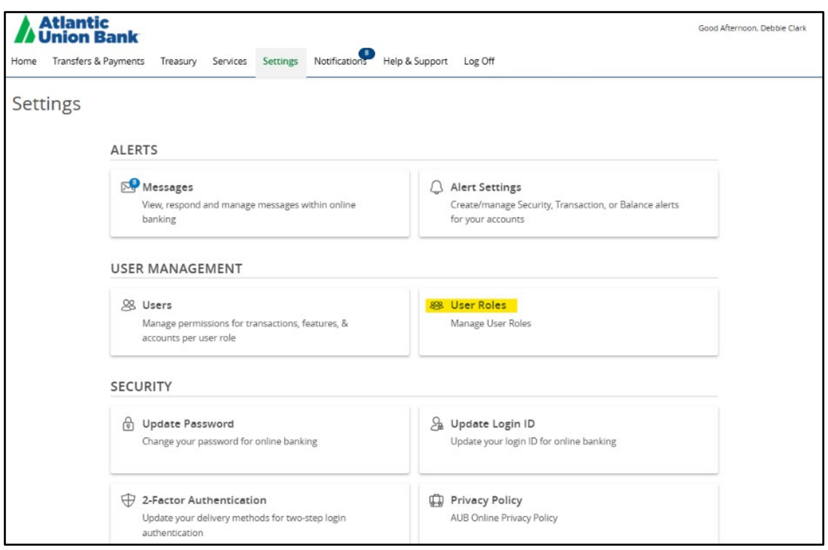
Adding New Users (Administrators only)



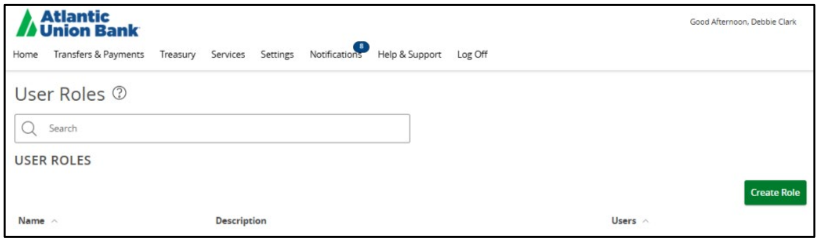
In the navigation bar select "Settings"

There are 2 sections that you will need to fully complete set up for new users.

"User Roles" and "Users"



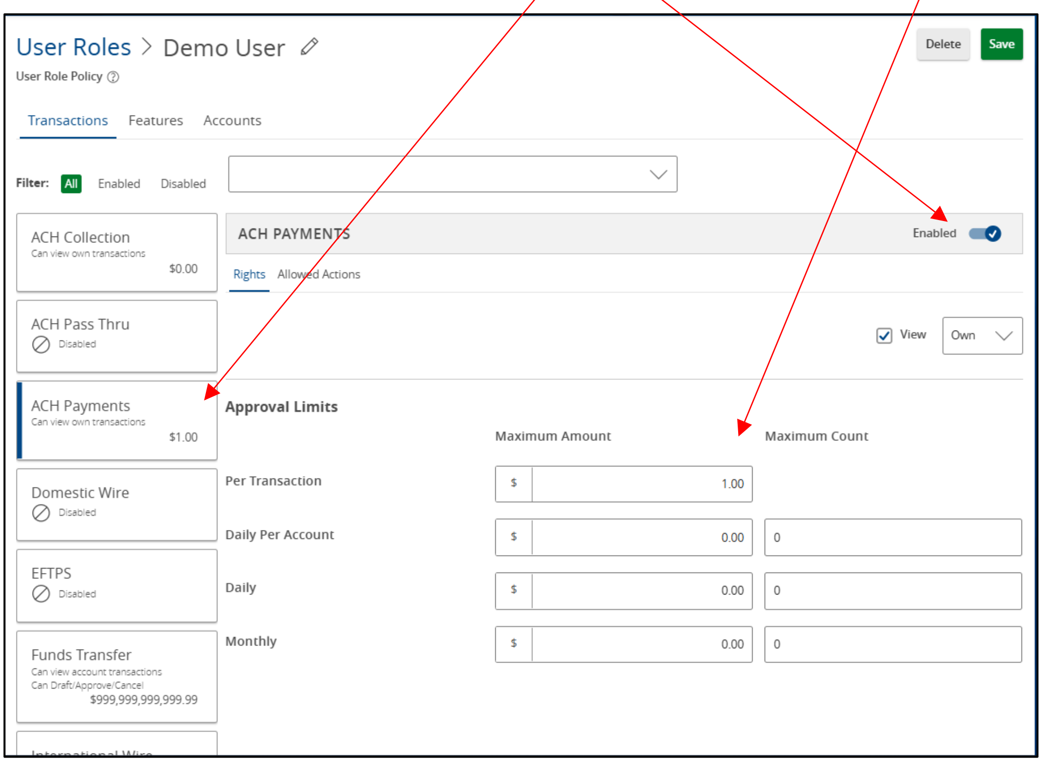
select the tile for "User Roles"



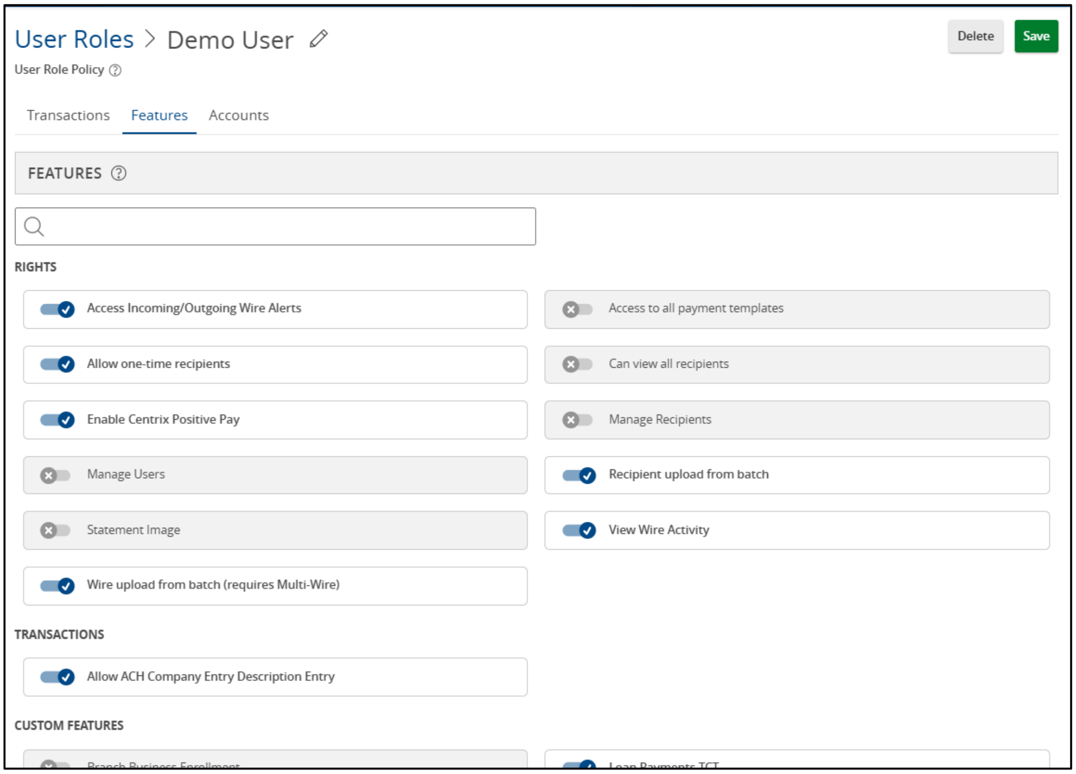
Add new username and “Create Role”

There are 3 sections that need to be completed for the user below:

1. Transactions—select transactions and enable, complete dollar limits for user, then save

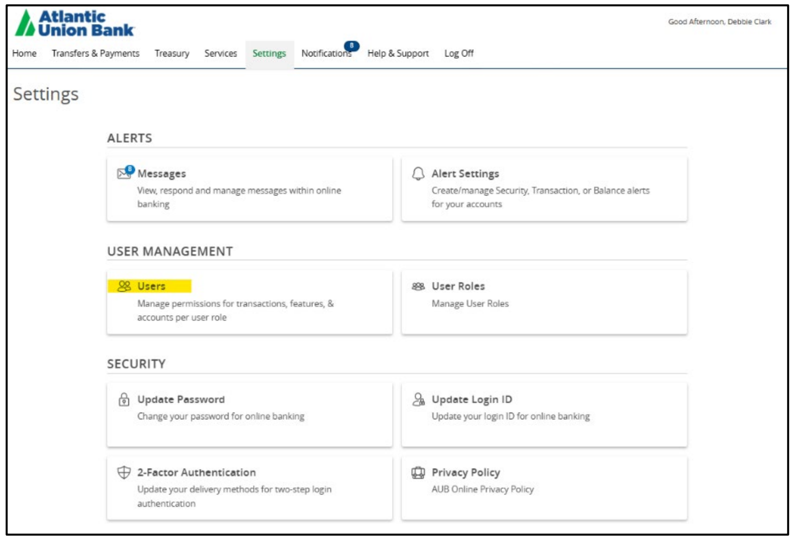


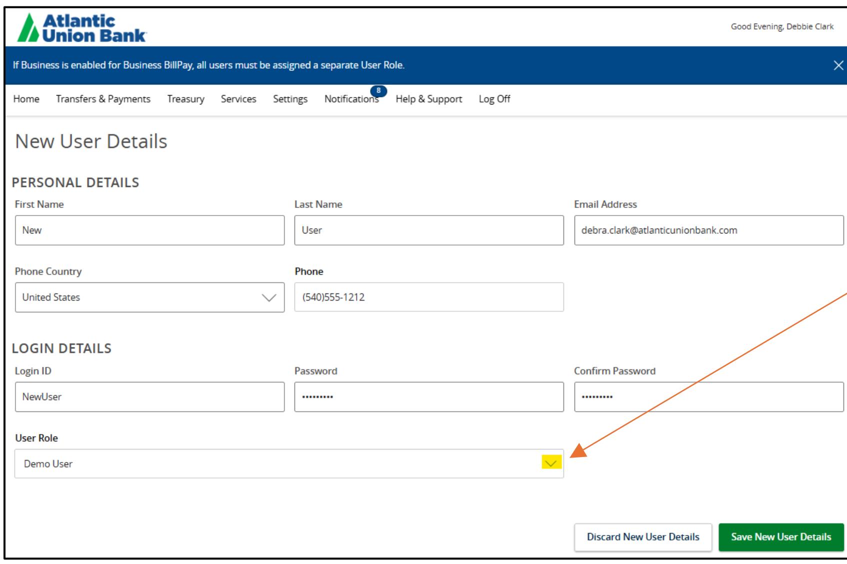
2. Select each Feature that the new user will need access to and "Save"



3. Accounts – select the accounts that the new user will need access to and "Save".

Go back to “Settings” and Select the tile for “Users”





Complete new user’s information

Select “User Role” previously created and “Save New User Details”

**Email the new user their Login ID and temporary password (the system does not automatically send the user this information).