> Company Primary Admins will have access to Remote Deposit Capture (RDC).
> Company Admins must then set up other employees as Business Banking users via the Entitlements function, aka "Manage Users".

Setting up RDC access to a Business User

1. First make sure the Business User has been added as a Business User in Online Business Banking. For instructions on how to add a Business User, please reference the Adding a Business User & Entitlements User Guide
2. Go to Additional Services menu **=> Remote Deposit Capture<** to get to the Amin Payment Suite page.
3. Click **=>Off<** button next to the User's name to Activate the user.
   This will then open a pop-up window to enter a unique Cash Management Identification (CMID) for each user. CMID must be at least 6 characters, and a unique value for each user.
   Tip: We recommend that the CMID be the same as the User ID. Note: CMID for Primary Admin will be the company's Tax ID. Repeat as necessary for all users.
4. Then click **=>Continue<.**

BankFinancial Payment Suite

Attention Company Administrators

Only Users that have been set up in Online Business Banking will be listed below:

To enable Users, click on the **>OFF<** button next to the user's name then enter a unique Cash Management Identification (CMID) for each user. CMID must be at least **6** characters, and can be numbers, letters and symbols. If the CMID is already in use, you will be prompted to enter a new one. Repeat as necessary for all users.

Note: Before you click **>Continue<**, please note the CMID for each new user you've enabled. Once you have completed your login to Remote Deposit Capture, ePay and Rent Collector, the CMID will be required to complete the User's setup and permissions.

Click **>Continue<** to complete your login.

Name	CMID	Activate
lastName firstName	350741	Inactive OFF
lastName firstName	350740	Active ON
lastName firstName		Inactive OFF

Continue

Enter a CMID.

350741

Submit
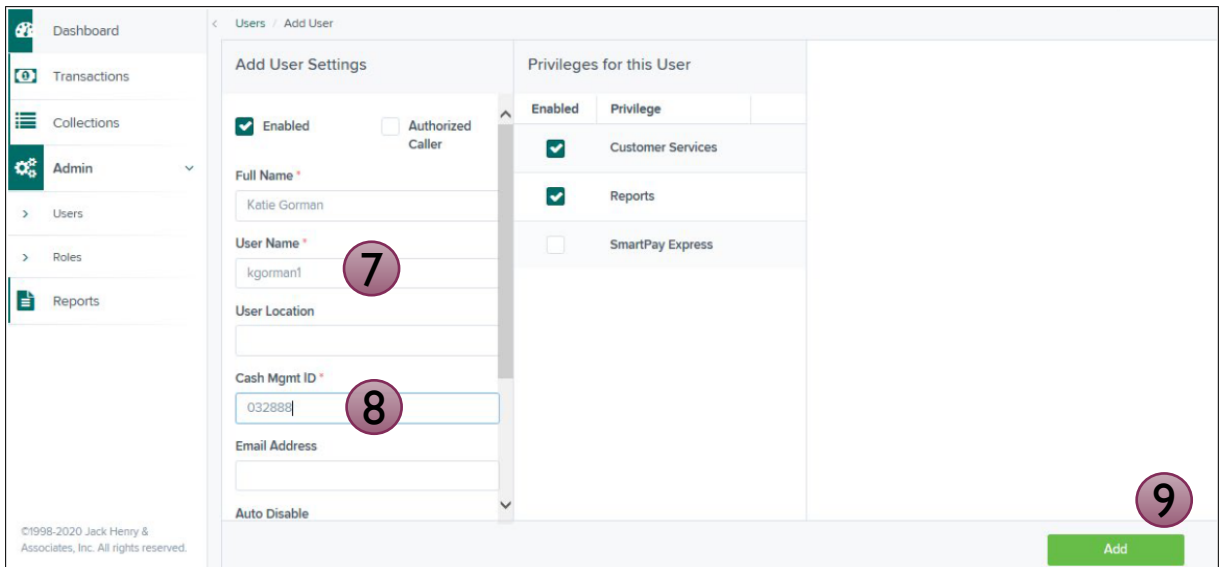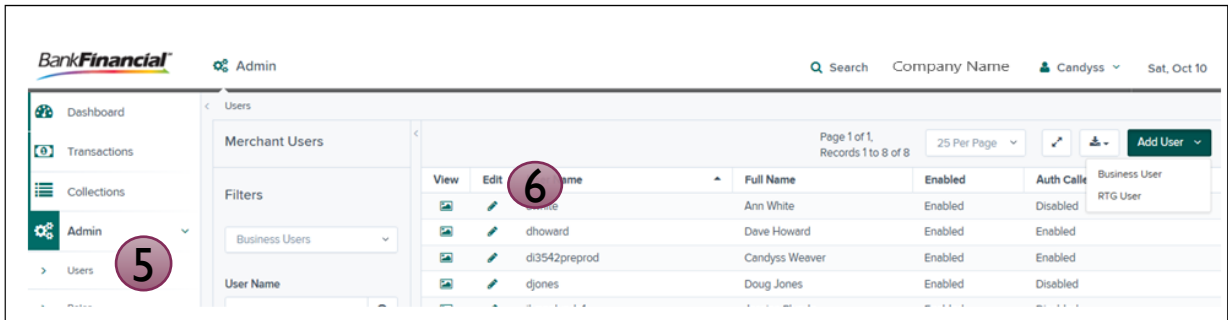
Tip:
- Only the Primary Admin and Secondary Admins can access this screen.
- Unlimited users are allowed.

Setting up RDC access to a Business User (Continued)

5.   Go to **Administration =>** from the left menu bar, to get to **=>Users**.
6.   Click on the pencil icon next to the User to Edit. **=>Off<** button next to the User's name to Activate a user.
7.   This will then open the **Add User Setting** window. Go to **=>User Name<** and enter the same User ID the user had in the legacy Online Business Banking system.
8.   Then go to **=>Cash Mgmt ID<** (CMID) to enter a the CMID that you created in S**tep 3** for the user.
9.   Then click **=>Add<.** Then repeat as needed for all other users**.**

Tips:
*   Business Users is now enabled.
*   Users can login to Online Business Banking and go to the **=>Additional Services<** menu option and select **=> Remote Deposit Capture** to access.