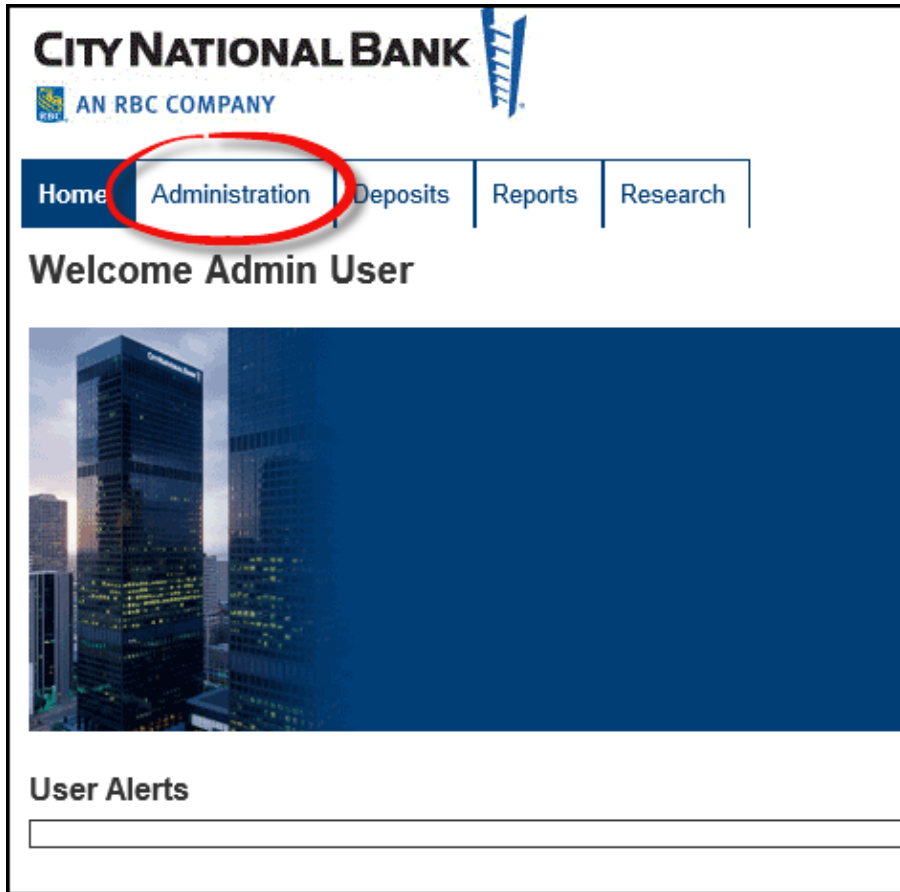


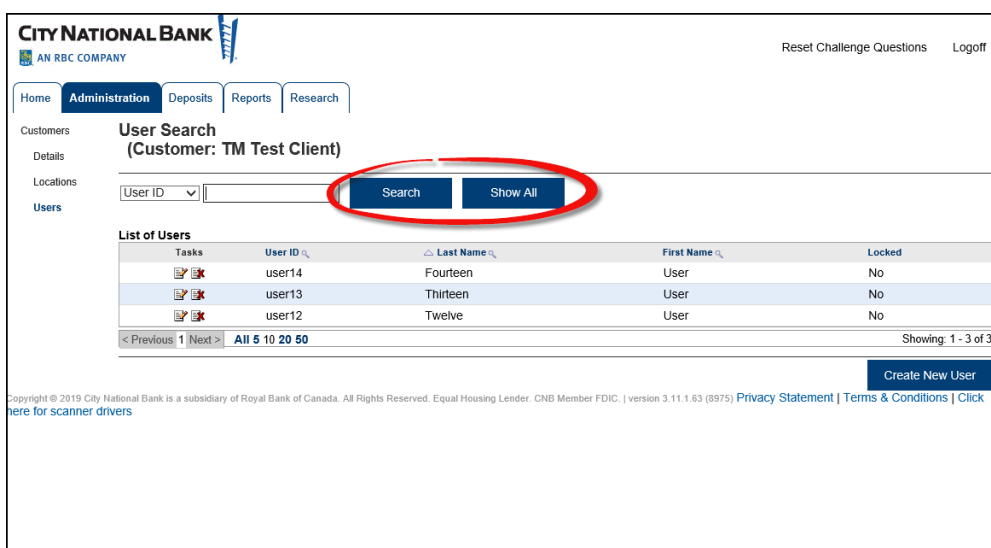
## Administrator Instructions to Update E-Deposit User Names and Email Addresses

Thank you for taking the time to update your user names and email addresses on the E-Deposit system. Proceed as follows:

1. After login, click **Administration**.



2. **Search** for a particular user or click **Show All**. Click the paper and pencil icon under **Tasks** next to the User ID column to view the user details.



3. Verify the **user name** and **email address** field. If updates are required, click **Edit User**

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Customers **User Details - user13**  
(Customer: TM Test Client)

Details

Locations

Users

**User Information**

User ID: user13 Email: Thirteen  
 First name: User Last name: Thirteen  
 Security question: Answer to security question:  
 Phone number: Password expiry date: 02/09/2020 04:00 PM PST  
 Time zone: Pacific Locked: No  
 Region: California

Manage Authentication **Edit User**

Assigned Roles: User  
 Assigned Locations: Anaheim, Location 1, Location 2, Location 3, Location 5  
 Assigned Reports: Daily Deposit Summary Report, Deposit Details, Deposit Details By Deposit Number, Deposit Summary, Exception Item Export File  
 Excluded Accounts:

Single Deposit and Item Limits:  
 Capture Sources: Generic  
 Type: Generic  
 Deposit amount (\$): 99,999,999.99  
 Item amount (\$): 99,999,999.99  
 Approved item amount (\$): -  
 Item count: 300

4. Make required updates, then click **Save**.

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Customers **Edit User - user13**  
(Customer: TM Test Client)

User ID: user13

First name: User  
 Last name: Thirteen  
 Short name:  
 Email address: thirteen@email.com  
 Phone number:  
 Time zone: Pacific  
 Region: California  
 Authentication method:  Passport  Single Sign-On

Other information:

**Save** Cancel

5. The User information has been updated. **Repeat these steps for all of your company's users.**

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Customers **User Details - user13**  
(Customer: TM Test Client)

Details

Locations

Users

**Changes to user user13 have been saved.**

**User Information**

User ID: user13 Email: thirteen@email.com  
 First name: User Last name: Thirteen  
 Security question: Answer to security question:  
 Phone number: Password expiry date: 02/09/2020 04:00 PM PST  
 Time zone: Pacific Locked: No  
 Region: California

Manage Authentication **Edit User**

Assigned Roles: User  
 Assigned Locations: Anaheim, Location 1, Location 2, Location 3, Location 5  
 Assigned Reports: Daily Deposit Summary Report, Deposit Details, Deposit Details By Deposit Number, Deposit Summary, Exception Item Export File  
 Excluded Accounts:

Single Deposit and Item Limits:  
 Capture Sources: Generic  
 Type: Generic  
 Deposit amount (\$): 99,999,999.99  
 Item amount (\$): 99,999,999.99