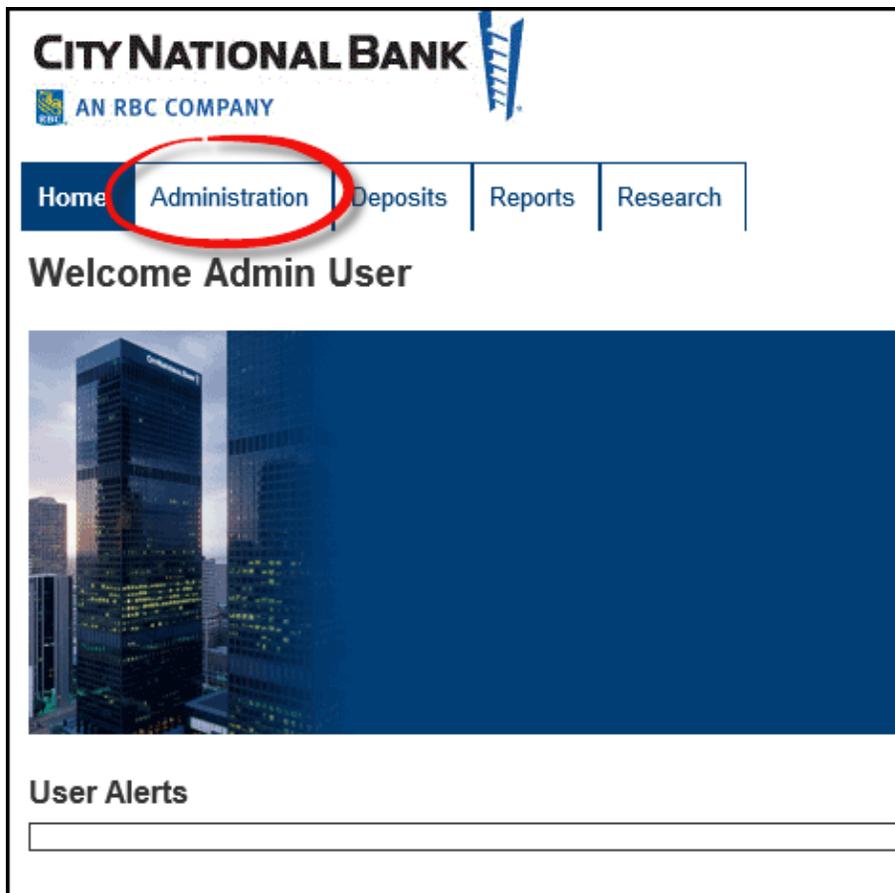


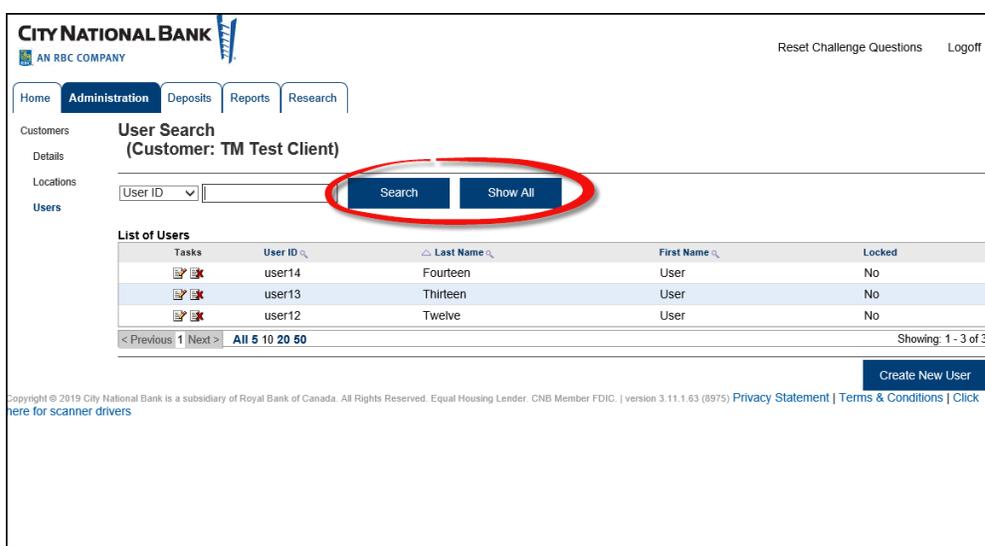
Administrator Instructions to Update E-Deposit User Names and Email Addresses

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**

CITY NATIONAL BANK
AN RBC COMPANY

Home Administration Deposits Reports Research

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**.

CITY NATIONAL BANK
AN RBC COMPANY

Home Administration Deposits Reports Research

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.**

CITY NATIONAL BANK
AN RBC COMPANY

Home Administration Deposits Reports Research

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