



Online Banking

User Management Quick Start Guide

Create New Users in Midland Business Access

Accounts Home Page

To create a new user, click the 3 dashes in the upper left-hand corner



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Click an account tile to view details and transaction history.

Home

Accounts Home Page

Click on 'Business Banking'



Home



Transfers & Payments



Business Banking



Services



Settings



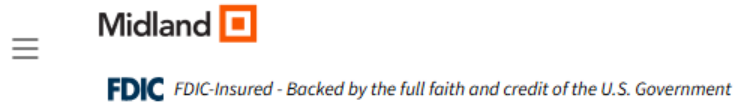
Messages



Log Off

Business Management Screen

Click 'Users'



Business Banking

BUSINESS MANAGEMENT



Users

Manage permissions for transactions, features, & accounts per user role

User Management Screen

Click 'Add User'



Good Afternoon

Add User

New User Details

Fill out 'Personal Details' and 'Login Details' for the new user

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Good Afternoon,

New User Details

 All fields are required unless marked as optional.

PERSONAL DETAILS

First Name

Last Name

Email Address

Phone Country

Select Country 

Phone

LOGIN DETAILS

Login ID

Password

Confirm Password

Discard New User Details

Save New User Details

New User Details

Assign Transaction Rights, Feature Rights, and Accounts. Click 'Save'

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Good Afternoon,

New User

User Policy (?)

TransactionsFeaturesAccounts

Filter: All Enabled Disabled

ACH Batch

Can view all transactions
Can Draft/Approve/Cancel

\$5.00

ACH Collection

Can view all transactions
Can Draft/Approve/Cancel

\$5.00

ACH Payment

Can view all transactions
Can Draft/Approve/Cancel

\$9,999,999,999,999.99

ACH Receipt

Can view all transactions
Can Draft/Approve/Cancel

\$9,999,999,999,999.99

Change of Address

ACH BATCH

Enabled

Rights

☒ Draft

☒ Approve

☒ Cancel

☒ View

All

Approval Limits

	Maximum Amount	Maximum Count
Per Transaction	\$5.00	
Daily Per Account	\$50.00	10
Daily	\$5.00	10
Monthly	\$500.00	1,000

