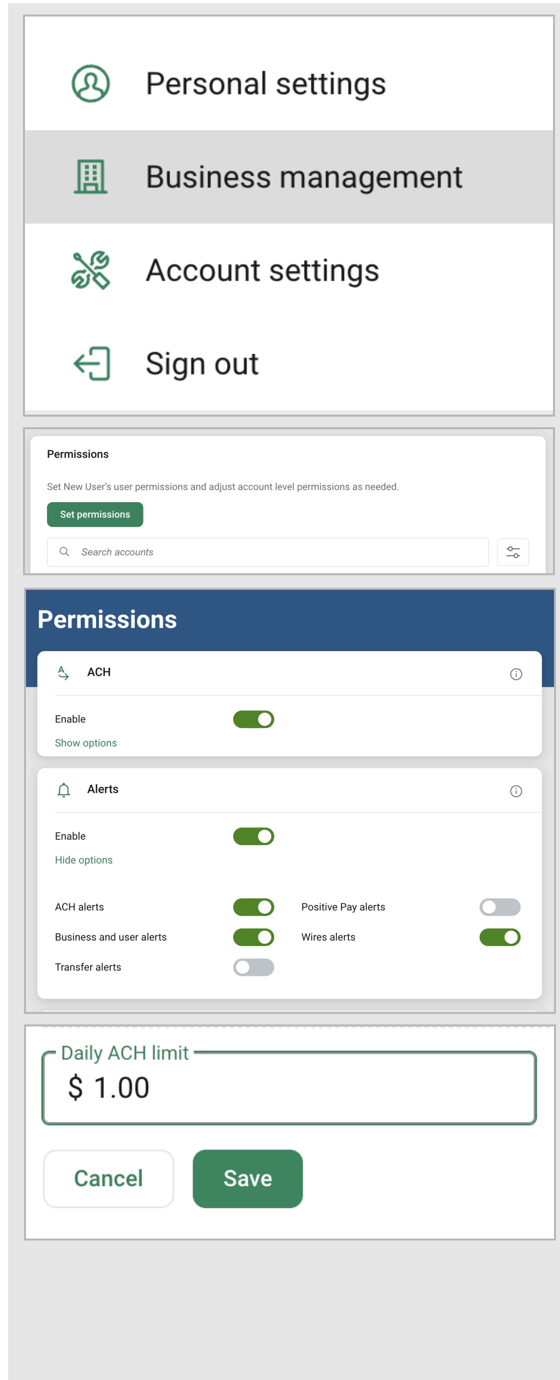
MainStreetBank

DIGITAL BANKING

How to update business user permissions

Update new and existing user permissions directly through Digital Banking within Business management. For a full list of permissions and what they mean, see our guide on **Business user permissions defined**.



01 Navigate to User Profile

- There are two ways to access user management
    - On the right-hand side of your main dashboard, click your **User** icon, then **Settings**; or
    - In the lower left corner, toggle open your profile settings by clicking your **User** icon, and then click **Business management**
- On the left side of the Settings Dashboard, under Business management, click **User management**
- Select the user you wish to update by clicking their name in the user list

02 Set User Permissions

- In the center of the user profile screen, click **Set permissions**
- Scroll through the available permissions and toggle each permission you wish to enable for the user
- As you toggle each parent permission, it will automatically expand showing additional options for you to select in order to customize the user's permissions
    - As soon as a permission is toggled, it automatically saves
- Enter any required service limits for the user
    - Click **Save** for each limit entered
- Click the back arrow next to the user's name to go back to the user profile screen

03 Enable Additional Services

- If your business is enrolled in additional services, toggle each service you wish to enable for the user under **Additional services**
    - ***Please note:*** *This only enables the link to the service within Digital Banking. If you wish to update a user's permissions within the service, please contact us for assistance*