

# 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

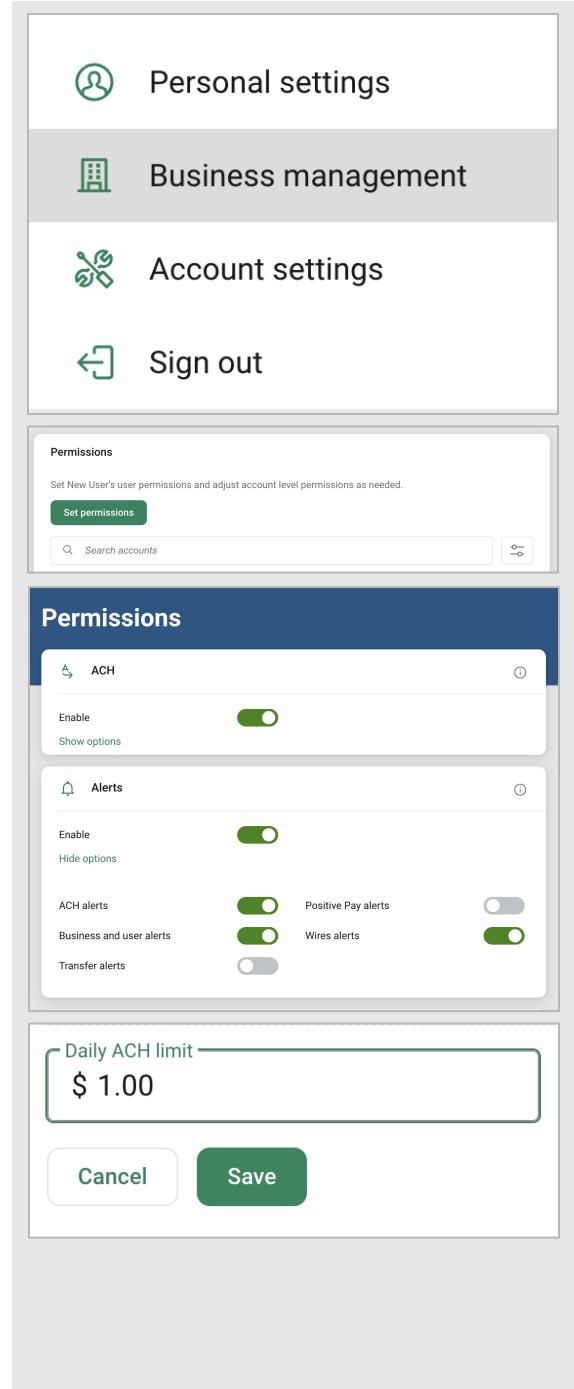
- There are two ways to access user management
  - On the right-hand side of your main dashboard, click your **User** icon, then **Settings**; or
  - In the lower left corner, toggle open your profile settings by clicking your **User** icon, and then click **Business management**
- On the left side of 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*



The image shows a digital banking interface. At the top, there is a navigation bar with four items: 'Personal settings' (with a person icon), 'Business management' (selected, with a building icon), 'Account settings' (with a wrench icon), and 'Sign out' (with a left arrow icon). Below this is a 'Permissions' section with a sub-header 'Set New User's user permissions and adjust account level permissions as needed.' It includes a 'Set permissions' button, a search bar, and a 'Permissions' table. The table has sections for 'ACH', 'Alerts', and 'Daily ACH limit'. Under 'ACH', 'Enable' is toggled on. Under 'Alerts', 'Enable' is toggled on, and it shows 'ACH alerts' (on), 'Business and user alerts' (on), 'Transfer alerts' (off), 'Positive Pay alerts' (off), and 'Wires alerts' (on). Under 'Daily ACH limit', the value is '\$ 1.00'. At the bottom are 'Cancel' and 'Save' buttons.