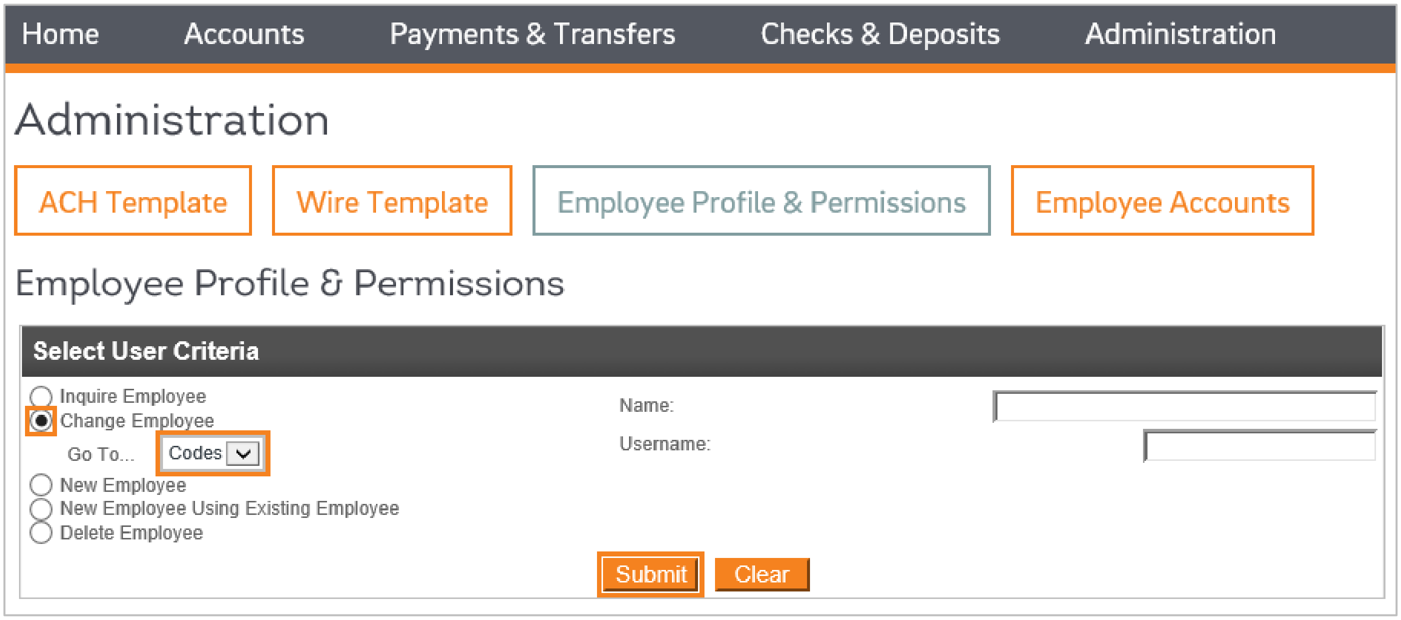
How to Remove Account View Access from User Quick Guide

Introduction

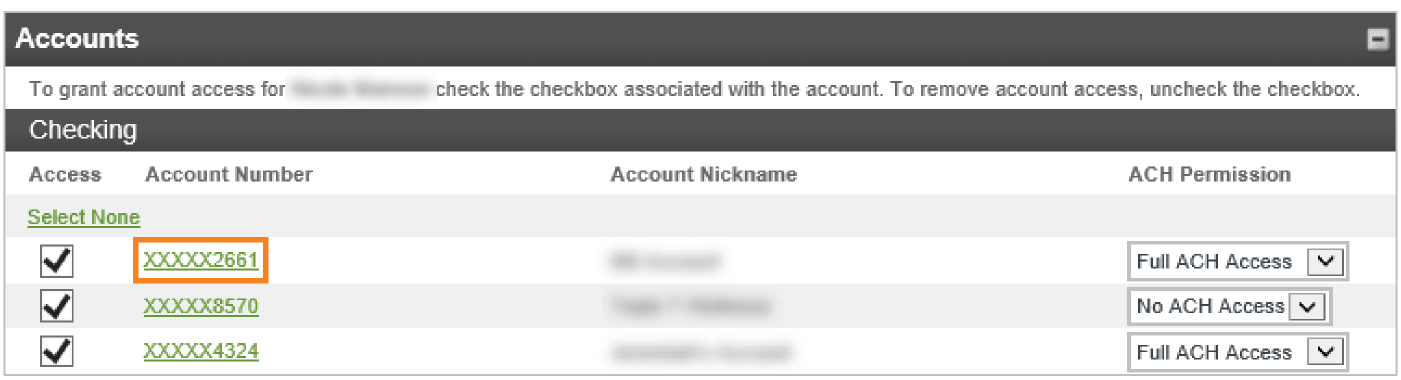
This quick guide explains how to remove account view access from a user. Once removed, the user will not be able to view account transactions and history.

Remove Access

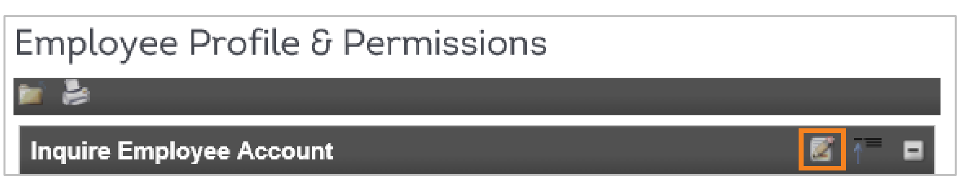
1. At the top of the homepage, click on **Administration**.
2. Under the Administration section, click on **Employee Profile & Permissions**.
3. Under **Select User Criteria**, select **Change Employee**, and select **Codes** under the **Go To** drop-down:
4. Click **Submit**.



5. Under the **Employee List**, select the employee you wish to remove account view access.
6. Under the **Accounts** section, locate the account in which you want to remove view access. Click on the **green hyperlink**.



7. Once the **Inquire Employee Account** screen appears, click on the **Change** icon.

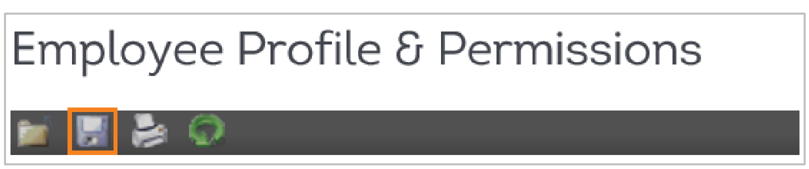


8. Under the **Account Options** section, change all options to **No**.

9. Under the **Fund Transfer Options** section, change all options to **No**.

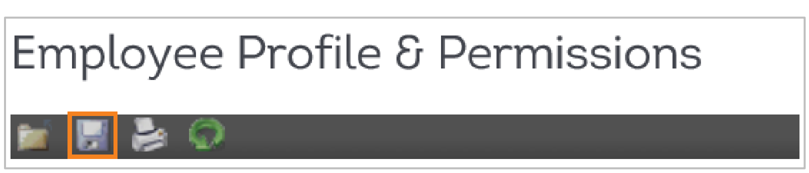
10. Under the **Stop Payments** section, change all options to **No**.

11. Scroll to the top of the page and click the **Save** icon.



View capability is now removed, from the user, on that specific account. Repeat the steps above for each desired account.

12. Once the user screen appears, scroll to the top of the page, and click the **Save** icon. No further action is required.



Contact

Contact your Treasury Representative for any questions or assistance. You may also contact the Treasury Support Department at 855-342-3400 or treasury.solutions@fib.com.