### BND Direct Administration Guide

2013-2014 / Edition One



**Revised October 2017** 

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# Logging in for the first time

- 1. Visit https://www.banknd.web-cashplus.com/Cashplus/ (Notice: This site supports Google Chrome, Microsoft Edge and Mozilla Firefox browsers.)
- 2. Enter User Name and Password that you receive from BND or your Administrator
- 3. Click Login

BND	o
Bank of North Dakota	h Dakota
Enter User Name and Password: User Name: Password: Learn Sign Out 3 Contact Us	Bank of North Dakata

You will be asked to change your password

- 4. Enter the old password
- 5. Enter new password

Password must be at least 10 in length and a combination of letters and numbers. Do not use any apostrophes (') or special characters such as  $^*() < > {}[] \sim$ .

- 6. Re-enter password
- 7. Click OK

Administration: Change Password

Old Password:	•••••
New Password:	•••••
e-Enter Password:	•••••
Ok	Cancel

- 8. Type in the Security Code. Press gray button on electronic fob provided by BND to display the security code
- 9. Click OK

Secondary Authentication Required.		
Token Serial #:*         1494557124         8           Security Code:*         ••••••••         8		
Ok Cancel		
9		

- 10. Complete security questions and answers. You must create your own questions and answers.
- 11. Click OK

Administration: Security Questions For First Time Users : Users are required to enter ALL security fields.

Question #1:	1
Answer #1:	
Question #2:	
Answer #2:	
Question #3:	[
Answer #3:	
	OK Cancel

### Summary

#### Save time and READ this before you begin

- 1. Set up one New User as directed on pages 9-35
- 2. After one New User is set, you can set everyone else up under the User Model as directed on page 37
- 3. If needed, you can add or remove permissions from the User Model to create correct permissions for each User.

# Adding a new user

Note: You only need to add one new user before proceeding to the Adding a User Model on page 37 for the rest of your staff.

#### 1. Click ADMINISTRATION

	h Dakota				1			BND Direct Newsfee	User Guide	FAQs	Conta	act Us
ACH M	lessaging	Money Transfer	Book Transfer	Administration	Check Management	Balance Reporting				Help Hor	me	Logout
🖂 Mes	sages		Welcon	ne to BND	Direct!							
1. <u>11</u>	/7/12 Vetera	ans Day Holiday	Last Succes	ssful Login: We	dnesday November 7	, 2012 at 2:10 PM						
							Earky North Dakota					

Alerts	alli Balances	
You currently have no alerts.	Account #	Account Name
	No Account Summary Data Available	

#### 2. Click USER ADMIN

#### 3. Click the + SIGN

BND Bank of North Dakota						BND Direct Newsfeed	User Guide FAQs Cor	itact Us
ACH Messaging	Money Transfer Book	Transfer Administration	Check Managem	nent Balance Reporting			Help Home	Logout
Account Group Ma	intenance User Admin	Account Maintenance	Audit Summary	Audit Customer User Summary	Personal Profile			
Customer User User Administratio	: User Administration n Summary	2						
User ID All	-							
Status All	-			Go				
h								_
+ - / 🤉	ふ 路 🕄 🗊	🔁 🗝 🖬				Wedne	esday November 7, 2012 5:19 F	PM
First Name	Last Name		Administrator		Phone Number		Last Access	
Bob	Smith	bsmith	No		701-555-9876	Active		
Linda	Smith	adminbnd	Yes		701-328-5600	Active	11/07/2012	
								_
								_
								E
								-
								- 1
								- 1
								- 1
								_

#### 4. Click GENERAL and complete the screen.

Password Tip: Password must be at least 9 characters in length with a combination of letters and numbers. Do not use any apostrophes (') or special characters such as  $^*() < > {}[] \sim$ 

BND					BND Direct Newsfeed	User Guide	FAQs	Contact Us
ACH Messaging Money Transfer Book Tra	Administration	Check Manageme	ent Balance Reporting				Help Hom	e Logou
Account Group Maintenance User Admin	Account Maintenance	Audit Summary	Audit Customer User Summary	Personal Profile				
Customer User: Add - Sara Johnson Bolded fields with an * are required fields. Add C	ustomer User	_						
	<u>General</u> <u>Permissions</u> General Information	 1						
· · · · · · · · · · · · · · · · · · ·	First Name:*	Sara	Last Name:*	Johnson				
4	User ID:*	sjohnson						
	Address:	1200 Memorial Hwy		_				
	City / Town:	Bismarck		_				
	State	ND -	Postal Code:	58504				
	Province / Country:	USA						
	Phone No.:	701-555-4568	Fax No.:	701-555-4562				
	E-Mail:*	sjohnson@somewhe	ere.com					
	Security Information Activation Date: 11/	n D7/2012 🚾	8 <b>-</b>					
	Password:* •••	•••••	Re-Enter Password:* •••	•••••				
	✓ Force	e user to change	password after next login					
	Second Second	Secondary Authentical	tion Required					
	Use	Secondary Auther	incation for fransaction					

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5. Click PERMISSIONS. Each tab lists different services. Click on each tab and highlight the most common scenario of services for your staff. This profile serves as your first user and provides a model for the addition of future users. See page 37 for making changes on the User Model.

You will see some or all of these tabs depending on the services you obtain from BND. You need to complete the permissions page for each of these services.

ACH	15
Administration	
Balance Reporting	
Bank Reports	
Book Transfers	25
Check Management	27
Commercial Loans	
Messaging	
Money Transfers	

### ACH Permissions

- 1. Click on ACH
- 2. Highlight account name, right click
- 3. SELECT ALL. There should be a check mark in each column



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### Administration

#### 1. Click on ADMINISTRATION

#### 2. Highlight the services from the available box

#### 3. Click ADD



Available			Assign	ed
Account Group Maintenanc Modify Account Nickname Audit View Balance Reporting Type Code Group Add Delete Modify View Customer User Add Others Delete Others Delete Others Beyond Own Modify		Add> Id All >> Remove Lemove All	Select All Deselect A	
ACH Administration	Balance Reporting	Bank Reports	Book Transfer	
Charle Management	Commercial Loan	Imaging	And Mon	w Transfor

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4. Services should be listed in the Assigned box.



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### Balancing Reporting

- 1. Highlight account(s) that should be available to the user
- 2. Right click
- 3. SELECT ALL. This will place a check mark in each column
- 4. Repeat for each account to grant access.
- 5. You can highlight more than one account if they are listed consecutively
  - Highlight the top row and hold SHIFT KEY
  - Click the bottom row
  - Right click
  - Click SELECT ALL



<u>G</u> eneral <u>P</u> ermissions						
Account Name	Account No.	Account Type	Financial Institution	Intraday View Summary	Intraday View Detail	Prev. Ima
ABC Company	123456789	Loan	Bank of North Dakota			E
ABC Company Expense Acc	123456789	Savings	Bank of North Dakota			5
Payroll Account	123456789	DDA	Bank of North Dakota			5
•	m					•
ACH Administration	Balance Reporting Bank Reports Bo	ok Transfer				
Check Manageme	Commercial Loan Imaging Messaging	Money Trans	fer			

### Bank Reports

- 1. Place a check mark in each report column that should be available to the user.
- 2. If the user is able to access all reports, highlight the row, right click and SELECT ALL.
- 3. You can highlight more than one account if they are listed consecutively
  - Highlight the top row and hold SHIFT KEY

-

- Click the bottom row
- Right click
- Click SELECT ALL

BND mark of North Dakota	BND Direct Newsfeed	User Guide	FAQs C	ontact Us
ACH Messaging Money Transfer Book Transfer Administration Check Management Balance Reporting			Help Home	Logout
Account Group Maintenance User Admin Account Maintenance Audit Summary Audit Customer User Summary Personal Profile				
Customer User: <b>Add - Sara Johnson</b> Bolded fields with an * are required fields. Add Customer User				

Distribution ID			Account	Confirmation
			Statement	Report
123456789	Account Based	ABC Bank		
1	Balance Reporting	Bank Reports Book Transfer		
ACH Administration				

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### **Book Transfers**

#### Book Transfer allows transfers between accounts.

- 1. Highlight account(s) that should be available to the user
- 2. Right click
- 3. SELECT ALL. You should see a check mark in each column
- 4. Repeat for each account to grant access
- 5. You can highlight more than one account if they are listed consecutively
  - Highlight the top row and hold SHIFT KEY
  - Click the bottom row
  - Right click
  - Click SELECT ALL



Bolded fields with an \* are required fields. Add Customer User

Account Name					Delete	Use for Receiving	Use Ser
ABC Company	123456789		Loan	Bank of North Dakota			[
ABC Company Expense Ac	123456789		Savings	Bank of North Dakota	<b>V</b>	<b>V</b>	[
Payroll Account	123456789	Select All		Bank of North Dakota	<b>V</b>	<b>V</b>	[
		Desclourn					
		Descerva					
4							•
ACH Administration	Balance Reporting Bank	III Reports Book	k Transfer				ŀ



### Check Management

### Check Management allows the user to inquire and view check images.

- 1. Highlight account(s) that should be available to the user
- 2. Right click
- 3. SELECT ALL. You should see a check mark in each column

					BND Direct New	sfeed Use	r Guide F	AQs Co	onta
CH Messaging Money Transfer Book Tr	ansfer Administration	Check Management	: Balance Reporting				Hel	p Home	
ccount Group Maintenance User Admin	Account Maintenance	Audit Summary	Audit Customer User Summary	Personal Profile	2				
stomer User: Add - Sara Johnson Jed fields with an * are required fields. Add C	Customer User								
	<u>G</u> eneral <u>P</u> ermissions								
	Account Name					Check Inquiry Add	Check Inquiry View	Chk I Ima	
	ABC Company	123456789		Loan	Bank of North Dakota			E	
	ABC Company Expense Ad	123456789		Savings	Bank of North Dakota			E	
	Payroll Account	123456789	Select All Deselect All	DDA	Bank of North Dakota			E	
	•		m					•	
	ACH Administration Check Management	Balance Report	ing Bank Reports Boo oan Imaging Messaging	k Transfer Money Trans	fer				

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# Commercial Loan

- 1. Highlight account(s) that should be available to the user
- 2. Right click
- 3. SELECT ALL. You should see a check mark in each column
- 4. Repeat for each account to grant access
- 5. You can highlight more than one account if they are listed consecutively
  - Highlight the top row and hold SHIFT KEY
  - Click the bottom row
  - Right click
  - Click SELECT ALL

BND Bank of North Dakota		BND Direct Newsfeed User Guide FAQs Contact	ls
ACH Messaging Money Transfer Book Transfer Administration	Check Management Balance Reporting	Help Home Logo	ut
Account Group Maintenance User Admin Account Maintenance	Audit Summary Audit Customer User Summary Personal Profile		
Customer User: Add - Sara Johnson			

				Advance	Intraday Summary View ID Summary	Intr Sun Vie Di
ABC Company	123456789	Select All	North Dakota	<b>V</b>	<b>V</b>	
ABC Company Expense Acc	123456789	Deselect All	North Dakota			
Payroll Account	123456789	DDA	Bank of North Dakota			
4	11					,
ACH     Administration	m Balance Reporting	Reports Book Transfer				ŀ

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### Messaging

#### Messaging allows the user to send specified forms to BND

- 1. Click the forms from the Available list
- 2. Click ADD
- 3. Selected forms should be in the Assigned column

BND							BND Direct Newsfeed	User Guide	FAQs Co	ntact Us
ACH Messaging Money Tr	ransfer Book	Transfer Admin	istration Check M	anagement Balan	e Reporting				Help Home	Logout
Account Group Maintenance	User Admin	Account Maint	enance Audit Sun	nmary Audit Cus	tomer User Summary	Personal Profile			neip nome	Logour
Customer User: <b>Modify</b> Bolded fields with an * are req	<ul> <li>Bob Smith uired fields. Moc</li> </ul>	ify User	<u>P</u> ermissions <u>H</u> ist	tory						
		Forms ACH N ACH R Curren WEB P WEB P	Available	equest	Add> dd All >> Remove Remove All	Assigned	*			
		ACH	Administration	Balance Reporting	Bank Reports	Book Transfer				
		Check	Management	Commercial Loan	Imaging Messagi	ng Money Transfer				
					1					

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Bank of North Dakota ACH Messaging Money Transfer Book Transfer Administration Check Management Balance Reporting Account Group Maintenance User Admin Account Maintenance Audit Summary Audit Customer User Summary Personal Profile Help Home Logout Customer User: Add - Sara Johnson Bolded fields with an \* are required fields. Add Customer User

Available			Assigned	
ms IEB Participation Advance R IEB Participation Payment	aquest	Add> Add> d All >> temove emove All	NOC Returns incy Order	
Administration	+ Balance Reporting	Bank Reports	Book Transfer	
Chack Management	Commercial Loan	Imaging Mer	Manaul	rancfor

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### Money Transfer

### Money Transfer allows permissions to complete wire transfers from the account assigned.

- 1. Highlight account(s) that should be available to the user
- 2. Right click
- 3. SELECT ALL. You should see a check mark in each column
- 4. Repeat for each account to grant access.

1	D										BND Direct New	vsfeed Use	er Guide I	FAQs Co	D
y isa H	Messaging	Money *	Transfer	Book	Transfer	Administration	Check Manageme	nt Balance Report	ing				H	elp Home	
cou	nt Group Mai	intenance	User	r Admin	Accou	int Maintenance	Audit Summary	Audit Customer Us	er Summary	Personal Profile	•				Ĩ
to	mer User:	Add - S	Sara Jo	ohnsor	1										
ed	fields with a	n * are rer	quired fie	elds. Add	Custome	er User									
						-1	ſ								
					Gener	Permissions	J								
						Account Name		Account No.			Financial Institution	Non-Repetiti	Non-Repetit	ivNon-Re	
												Add		Dei	
					ABC	Company	123456789			Loan	Bank of North Dakota			C	
					ABC	Company Expense A	CC 123456789			Savings	Bank of North Dakota			E	
					Payro	oll Account	123456789		Select All		Bank of North Dakota			5	
									Deselect All						
					٠ 🗌		m							F.	
					ACH	Administration	Balance Repo	orting Bank Rej	ports Boo	k Transfer					
					0	Check Management	Commercial	Loan Imaging	Messagin	Money Trans	fer				

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#### 5. After all permissions have been added click SAVE

Adding a User Model and updating it for new users New users can be added utilizing the first user's completed profile. You can use the same profile, or make changes to each new user's profile.

When adding new users please contact BND Electronic Banking to request additional tokens, email bndelectronic@nd.gov or phone 701.328.5644.

To model a user using the permissions already assigned

- 1. Highlight the active user to model
- 2. Right click the user
- 3. Add USING MODEL
- 4. Click GENERAL and complete user information
- 5. Click SAVE

To model a user and make permission changes

- 1. Highlight the user you would like to model
- 2. Right click the user
- 3. Click ADD USING MODEL
- 4. Click GENERAL to complete user information
- 5. Click PERMISSIONS and add or remove additional permissions
- 6. Click SAVE

ank of North Dakota						BND Direct Newsfeed	User Guide FAQs	Contact Us
ACH Messaging	Money Transfer Book Tran	Account Maintenance	Audit Summan	Audit Customer User Summan	Personal Profile		Help Hor	ne Logou
Customer User:	User Administrati	Account Maintenance	Addit Summary	Audit Customer öser Summary	Personal Prome			
User Administration	Summary							
User ID All	•	- 2						
Status All	•			Go				
+ - 🗸 Q	◇ 前 ◎ 亩 吗	-1 1				Thur	sday November 8, 2012 11	:19 AM
Sara	Johnson	sjohnson	Yes		701-555-4568	Active		
Bob	Delete	4	No		701-555-9876	Active		
Linda	5 View Detail	d	Yes		701-328-5600	Active	11/08/2012	a lar
	Add Using Model Suspend Password Adminis	stration 5						
		Juduon						

The Administrator can assist a user who can't remember a password, unlock or suspend a user.

- 1. Click ADMINISTRATION
- 2. Click USER ADMINSTRATION
- 3. Highlight the name of the user that requires assistance
- 4. Right click
- 5. Click PASSWORD ADMINISTRATION, UNLOCK, or SUSPEND

Password must be at least 10 characters in length with a combination of letters and numbers. Do not use any apostrophes (') or special characters such as  $^*() < >{}[] \sim$ 

H Messaging	Money Transfer Bool	k Transfer Administr	ation Check Managemen	t Balance Reporting			Help Home
ount Group Mai	ntenance User Admir	n Account Maintena	nce Audit Summary	Audit Customer User Summary	Personal Profile		in any include
stomer User:	User Administratio	on					
Administration	Summary						
er ID All	•						
tus All	-			Go			
2	ふ 路 🕄 🗊					Thu	rsday November 8, 2012 11:22 A
st Name	Last Name	User ID	Administrator	Department	Phone Number	Status	Last Access
ra	Johnson	sjohnson	Yes		701-555-4568	Active	
ь	Smith	bsmith	No		701-555-9876	Active	
nda	Smith	adminbnd	Yes		701-328-5600	Active	11/08/2012

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#### Password Administration -Bob Smith

Bolded fields with an \* are required fields. Password Administration

Password:*		
Re-Enter Passw	ord:*	
☑ Force User t Login	o Change Password after N	ext
	Save Cancel	

### Deleting a User

#### 1. Click ADMINISTRATION

#### 2. Click USER ADMIN

CH Messaging	Money Transfer Boo	ok Transfer Administra	ation Check Management	Balance Reporting			Help Home I
count Group Ma	intenance User Admi	in Account Maintenar	ice Audit Summary A	udit Customer User Summary	Personal Profile		
stomer User:	User Administratio	on					
r Administratior	1 Summary	2					
ID All	-						
us All	•			Go			
- 🗸 ९	ち 🏥 🕄 🗊	🛱 🗝 🖬				Thu	rsday November 8, 2012 11:15 AM
	Last Name		Administrator				
3	Johnson	sjohnson	Yes		701-555-4568	Active	
1	Smith	bsmith	No		701-555-9876	Active	
la	Smith	adminbnd	Yes		701-328-5600	Active	11/08/2012

#### 3. Highlight the user

4. Click the (-) MINUS ICON. A warning will pop up stating you are about to delete a user.



#### 5. Click YES TO ALL

CH Messaging	Money Transfer Boo	k Transfer Administra	ation Check Management	Balance Reporting			Help Home
count Group Mair	tenance User Admin	n Account Maintenan	ice Audit Summary A	udit Customer User Summary	Personal Profile		
stomer User:	User Administratio	on					
r Administration	Summary						
er ID All	•						
tus All	•			GO			
		press press					
- V Q	○ 前 ③ 前					Thu	rsday November 8, 2012 11:17 AM
t Name	Last Name	User ID	Administrator	Department	Phone Number	Status	Last Access
ra	Johnson	sjohnson	Yes		701-555-4568	Active	
da	Smith	adminbnd	Yes		701-328-5600	Active	11/08/2012

The user should be deleted.

Restoring a Deleted User if a user is deleted in error

#### 1. Click ADMINISTRATION

#### 2. Click USER ADMIN

#### 3. Click the **RESTORE DELETED USER**

Messaging	Money Transfer Boo	k Transfer Administra	tion Check Management	Balance Reporting			Help Home
ount Group Mair	utenance User Admi	n Account Maintenar	ce Audit Summary A	udit Customer User Summary	Personal Profile		
stomer User: r Administration	User Administration	2					
ID All	•						
us All	•			. <b>Go</b>			
- <b>/</b> Q	◇ 路 ⑧ 亩					Thu	rsday November 8, 2012 11:17 A
st Name	Last Name	User ID	Administrator	Department	Phone Number	Status	Last Access
ira	Johnson	sjohnson	Yes		701-555-4568	Active	
ida	Smith	adminbnd	Yes		701-328-5600	Active	11/08/2012
		3					

#### 4. Highlight the DELETED USER

#### Customer User: Restore Deleted Users

First Name	Last Name	User ID	Last Access	Date Deleted	
Вор	Smith	bsmith	4	11/08/2012	Ê
					-
•					

- 5. Click **RESTORE**. A warning will pop up stating you are about to restore a delete user.
- 6. Click YES TO ALL



7. Click CLOSE

### Account Nickname Summary

Account Nickname Summary allows the user to change the nickname of an account.

- 1. Click ADMINISTRATION
- 2. Click ACCOUNT MAINTENANCE
- 3. Highlight ACCOUNT
- 4. Click the MODIFY HIGHLIGHTED ROW

BND Bank of North Dakota		1			BND Direct Newsfeed	User Guide	FAQs	Contact Us
ACH Messaging Money Transfer Book Tr	ansfer Administration	Check Manageme	ent Balance Reporting				Help Hom	e Logout
Account Group Maintenance User Admin	Account Maintenance	Audit Summary	Audit Customer User Summary	Personal Profile				
Administration: Account Nickname Su	immary							
Account Nickname Summary	2							

🗸 🔍 🍫 🋱 🚯		Thursday November 8, 2012 11:01 AM
Account	Account Nickname	
ABC Bank - 123456789	ABC Bank	
ABC Company - 123456789	ABC Company	
ABC Company Expense Acct - 123456789	ABC Company Expense Acct	

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#### 5. Add account nickname

6. Click SUBMIT

BND Bank of North Dakota							BND Direct Newsfeed	User Guide	FAQs	Contact Us
ACH Messaging Money Tra	nsfer Book Tra	ansfer Administ	tration	Check Managemen	t Balance Reporting				Help Hor	me Logout
Account Group Maintenance	User Admin	Account Mainten	ance	Audit Summary	Audit Customer User Summary	Personal Profile				
Administration: Modify Ac	count Nickn	ame								
Bolded fields with an * are require	red fields. Modify	Account Nicknam	ne							
Acc	ount Name:		ABC Ba	ank						
	oune nume.		1400 00							
Acc	ount Number:		1234567	789						
Acc	ount Nicknam	e:	Payroll	Account						

7. The name will display in the Account Nickname column.

BND DIFECT Newsreed User Guide FAQs Conta
Balance Reporting Help Home I
udit Customer User Summary Personal Profile
Thursday November 8, 2012 11:02 AM
ABC Company
ABC Company Expense Acct
Payroll Account

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### Audit Summary

#### Audit Summary details the activities completed by all users

- 1. Click ADMINISTRATION
- 2. Click AUDIT SUMMARY
- 3. Click the ENVIRONMENT SETTINGS to choose other dates for review

Cold       Market Range (more)       More (Transfer Root)       Market Range (more)       Market Range (more) <th< th=""><th>nk of North Dakota</th><th></th><th></th><th>K</th><th></th><th></th></th<>	nk of North Dakota			K		
Adduct User Summary  Adduct User Summary Scene displayed  Thursday November 8, 2012 11:003 Add  Administration User Normal User Summary Scene displayed  Administration  Administration User Normal User Summary Scene displayed  Administration  Adminis	ACH Messaging Money Tran	nsfer Book Tr	ansfer Adminis	tration Che	eck Management	Balance Reporting Help Home Log
Udi: Summary dd: Summary ser ID All arrise Al arrise Al ar	Account Group Maintenance	User Admin	Account Mainten	ance Audit	t Summary A	udit Customer User Summary Personal Profile
ser 10 All	udit: <b>Summary</b> udit Summary				K	2
nice All	er ID All 🗸					
Jose Superstant         Jose Jose Superstant         Jose Jose Superstant         Jose Jose Superstant	ervice All 🗸					
Item         Department         User ID         Service         Activity         Message Trype         Message           atlofTime         Department         User ID         Service         Activity         Message Trype         Message         Message <th>3</th> <th></th> <th></th> <th></th> <th></th> <th></th>	3					
Labor         Department         User ID         Service         Activity         Message           L1/06/2012 12:00:03         adminbrd         Administration         User         Normal         User Summary screen displayed         Image: Control of Contro	S 18 0					Thursday November 8, 2012 11:03 AM
11/06/2012 12:00:35       adminbd       Administration       User       Normal       User stormary screen displayed         11/06/2012 12:00:02       adminbd       Administration       User       Normal       User stormary, screen displayed         11/06/2012 11:59:48       adminbd       Administration       User       Normal       User Summary screen displayed         11/06/2012 11:59:48       adminbd       Administration       User       Normal       User deleted.         11/06/2012 11:59:48       adminbd       Administration       User       Normal       User restored.         11/06/2012 11:59:48       adminbd       Administration       User       Normal       User stormary screen displayed         11/06/2012 11:59:49       adminbd       Administration       User       Normal       User stormary screen displayed         11/06/2012 11:59:19       adminbd       Administration       User       Normal       User deleted.         11/06/2012 11:59:29       adminbd       Administration       User       Normal       User control.         11/06/2012 11:59:29       adminbd       Gominbd       User       Normal       User Summary screen displayed         11/06/2012 11:59:29       adminbd       Gominbd       User       Normal       User stottrol <td>ate/Time Departme</td> <td>nt User ID</td> <td>Service</td> <td>Activity</td> <td>Message Type</td> <td>Message</td>	ate/Time Departme	nt User ID	Service	Activity	Message Type	Message
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### Audit Customer User Summary

Audit Customer User Summary allows the Administrator to view another user's activity, the changes made to a user and identify who made the changes

- 1. Click ADMINISTRATION
- 2. Click AUDIT CUSTOMER USER SUMMARY
- 3. Highlight the user you would like to review

#### 4. Click USER ACTIVITY icon

CH Messaging Money Trai	nster Book Transfer Administrati	on Check Management Balance Re	porting	Help Home
ccount Group Maintenance	User Admin Account Maintenance	Audit Summary Audit Custome	r User Summary Personal Profile	
dit: Customer User Su stomer User Summary	mmary		K	
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er ID All	•			
partment All	▼	Go		
🜌 🗘 🛱 🕄				Thursday November 8, 2012 11:21 Af
t Na	Last Name	User ID	Department	Last Access
3 4	Johnson	sjohnson		
-	Smith	bsmith		
la	Smith	adminbnd		11/08/2012

### Personal Profile

Personal Profile allows the user to change password and email. It is important to maintain a current email. The email is the contact utilized by BND if the user forgets the password or BND needs to send an emergency notification.

- 1. Click ADMINISTRATION
- 2. Click PERSONAL PROFILE

H Messaging Money Transfer	Book Transfer Administratio	on Check Managem	ent Balance Reporting			Help Home L
count Group Maintenance User A	dmin Account Maintenance	Audit Summary	Audit Customer User Summa	ry Personal Profile		
tomer User: <b>Personal Profi</b> n user does not have self modify pe	e - Linda Smith ermission, then they can only up	odate Email and/or Ch	ange Password.			
					- 2	
	0					
	<u>G</u> eneral <u>P</u> ermissio	ns <u>H</u> istory				
	- General Informat	ion				
	First Name:*	Linda	Last Name:* Smith			
	User ID:*	adminbnd				
	Department:					
	Address:	1200 Memorial Hwy	1			
	City / Town:	Bismarck				
	State	ND 👻	Postal Code: 58504			
	Province / Country	: USA				
	Phone No.:	701-328-5600	Fax No.:			
	E-Mail:*	lsmith@somewhere	com			
	- Security Informat	ion				
· · · · · · · · · · · · · · · · · · ·	Activation Date:	11/06/2012	Statu	: Active -		
	Change My Passw	rord				
		Force user to ch	hange password after next	ogin		
		Secondary Auth	entication Required			

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#### 4. Click SAVE

Bank of North Dakota	BND Direct Newsfeed	User Guide	FAQs	Contact Us
ACH Messaging Money Transfer Book Transfer Administration Check Management Balance Reporting			Help Ho	me Logout
Account Group Maintenance User Admin Account Maintenance Audit Summary Audit Customer User Summary Personal Profile				
Customer User: Dersonal Profile - Linda Smith				

Customer User: Personal Profile - Linda Smith When user does not have self modify permission, then they can only update Email and/or Change Password.

First Name:*	Linda	Last Name:*	Smith	
User ID:*	adminbnd	-		
Department:				
Address:	1200 Memorial Hw	ſŸ		
City / Town:	Bismarck			-
State	ND -	Postal Code:	58504	
Province / Country:	USA			
Phone No.:	701-328-5600	Fax No.:		
E-Mail:*	lsmith@somewher	e.com		
Security Information	on			
Activation Date:	11/06/2012		Status: A	Active
Old Password:				
New Password:				
Re-Enter Password	:			
	Force upor to a	hange nassword	after next login	

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### Fed Funds Sweep

Fed Funds Sweep allows institutions to invest or borrow Fed Funds automatically based on limits set by the user.

- 1. Click ADMINISTRATION
- 2. Click USER ADMINISTRATION
- 3. Highlight the user you would like to change
- 4. Click the CHECK MARK icon

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lessaging Bank Re	eports Book Transfer Admi	nistration Balance Reporti	ng				
According According	ount Maintenance Audit Sum	mary Audit Customer Us	er Summary Personal Profile				
omer Name	e: ABC Bank	Emulated UserID:	abcde1234				
ustomer User: U	ser Administration						
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eller	3	teller3	No			Artive	01/21/2014
eller	4	teller4	No			Active	09/03/2013
eller	4 5	teller5	Yes			Active	01/28/2014
eller	6	teller6	No			Active	01/28/2014
eller	7	teller7	No			Active	08/08/2011
eller	8	teller8	3 No			Active	12/17/2013

#### 5. Click PERMISSIONS

- 6. Click BOOK TRANSFER
- 7. Place a check mark in the AUTOMATED SWEEPS DEFINITION column by clicking the box
- 8. Place a check mark in the VIEW column by clicking the box
- 9. Click SAVE



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