Quick Reference Guide

Truist Treasury Manager

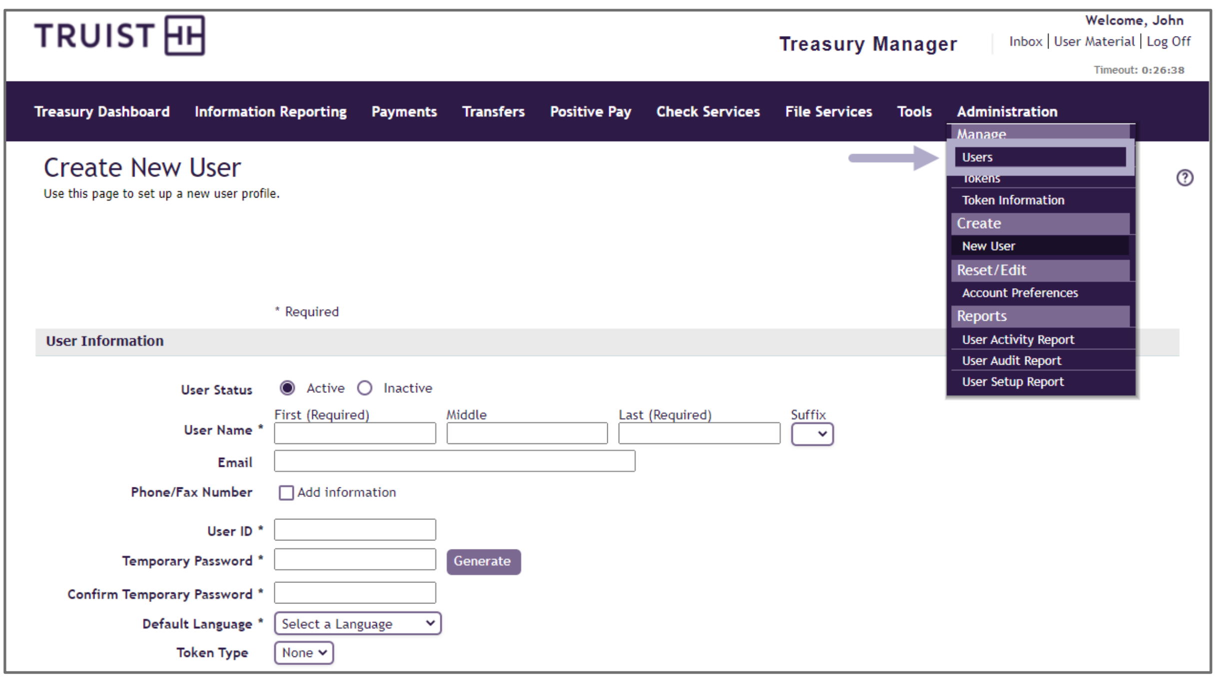
Creating New Users

Truist Treasury Manager allows the company security administrator (CSA) to create new users and entitle users to accounts and functions within the system through the Administration function. The CSA can also choose to disable a user's profile if the user no longer requires system access.

Note that dual administration for user maintenance is configured at the corporate level. Based on how your company is set up, secondary approval may be necessary for creating, editing, copying, or removing users before the changes take effect. By segregating duties, you can reduce the risk of compromised sign-on credentials.

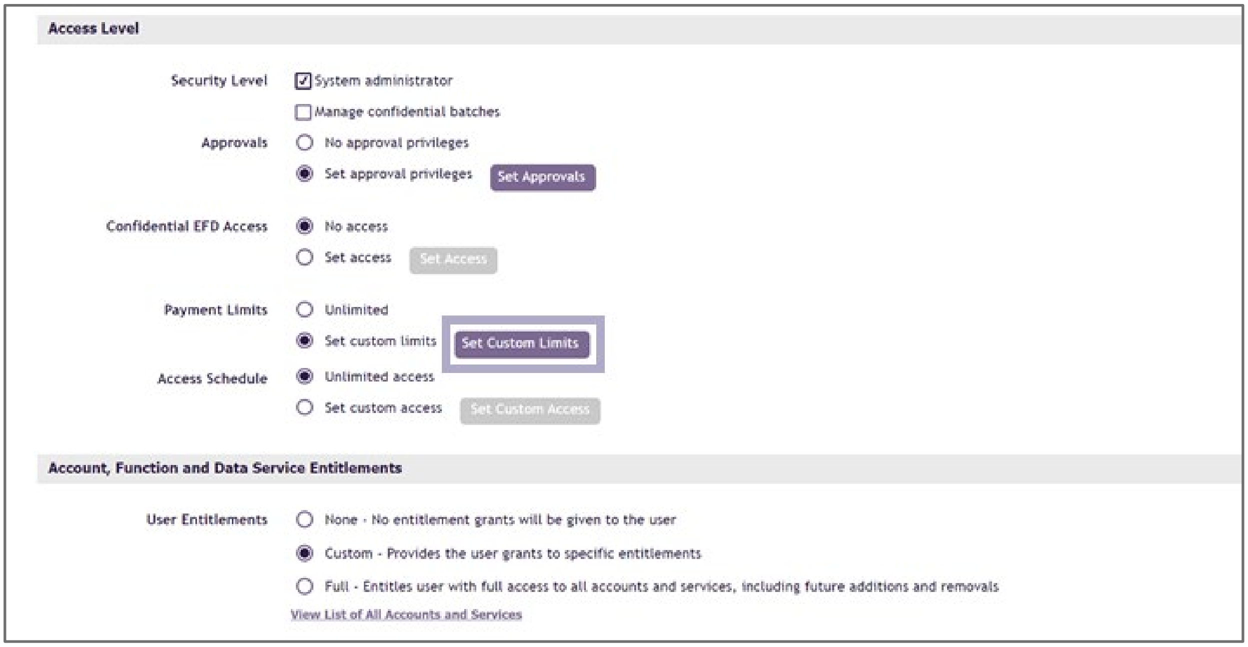
To Create a New User:

1. From the main menu, select **Administration**.
2. Click **New User**. The Create New User page displays.



3. Enter the new user's name in the **First (Required)** field.
4. Enter the new user's last name in the **Last (Required)** field.
5. Enter the email address in the **Email** field.
6. Enter a unique ID in the **User ID** field. There is a minimum user ID length of six characters. User IDs are case-sensitive, and must include at least one letter and one number.
7. Enter the temporary password in the **Temporary Password** field. There is a minimum password length of eight characters with a maximum length of 20. User IDs and passwords are case-sensitive, and must include at least one letter and one number.
8. Enter the same temporary password in the **Confirm Temporary Password** field.

9. Click the **Default Language** list.
10. Select the **English Language (United States)** list item.
11. In the **Access Level** area, you can set up various options for the new user. To enable system administrator rights for this user, select the **System administrator** checkbox.



12. For payment limits, select the **Set custom limits** option.
13. Then, click the **Set Custom Limits** button. The Set Custom Limits window displays. This window lets you set various limits for different transaction types.
14. Click the **Save** button to save the custom limits you defined for this user.
15. Next, select the **User Entitlements**.
16. For system administrators, select **Full**. For users, you may customize entitlements based on account access, functional needs, and data services needs.
17. Click the **Save** button. Treasury Manager confirms the new user has been created.

Getting Help

Click the **User Materials** link at the top right of any page or visit the Treasury Manager page of the **Treasury Resource Center** at truist.com/treasuryresourcecenter to access reference materials.

If you need additional assistance, contact Treasury Solutions Client Services at treasuryclientservices@truist.com or **800-774-8179**. Representatives are available from 8 am to 8 pm ET, Monday through Friday on bank business days.