

J.P. Morgan Access[®]

Administration

J.P. Morgan Access[®] provides an intuitive, integrated approach to administration:

- o **Create a new user with Custom Setup**
- o **Create a new user with Express Setup**
- o **Create a new user with Clone**

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Create a new user with Custom Setup

Custom Setup allows you to easily customize entitlements when setting up a new user. It enables you to choose specific entitlements to products, functions and accounts.

1. From the Administration menu in the J.P. Morgan Access® header, click **Create User**.
2. Under **User Profile**, enter the required profile information, including User Information, Email Address, Telephone Numbers and Address.
3. Under **ACCESS User ID**, enter a unique Access User ID for the user and click **VALIDATE** or click **SUGGEST** for a list of suggested User IDs. If the User ID is not valid, four suggested IDs will display.
4. Under **Setup**, select Custom Setup from the four setup types and click **NEXT** to set up entitlements to products and functions.

Entitlements

5. Review the available product categories and expand a category with the down arrow to view products.
 6. Select the product you want to set up or remove.
- Tip:** You can only select one product to entitle at a time.
7. Click **ADD/EDIT PRODUCT** to assign the selected product and display a full-screen workspace where you can select functions (or click **REMOVE PRODUCT** to remove the selected product and/or functions).

Create a new user with Custom Setup (continued)

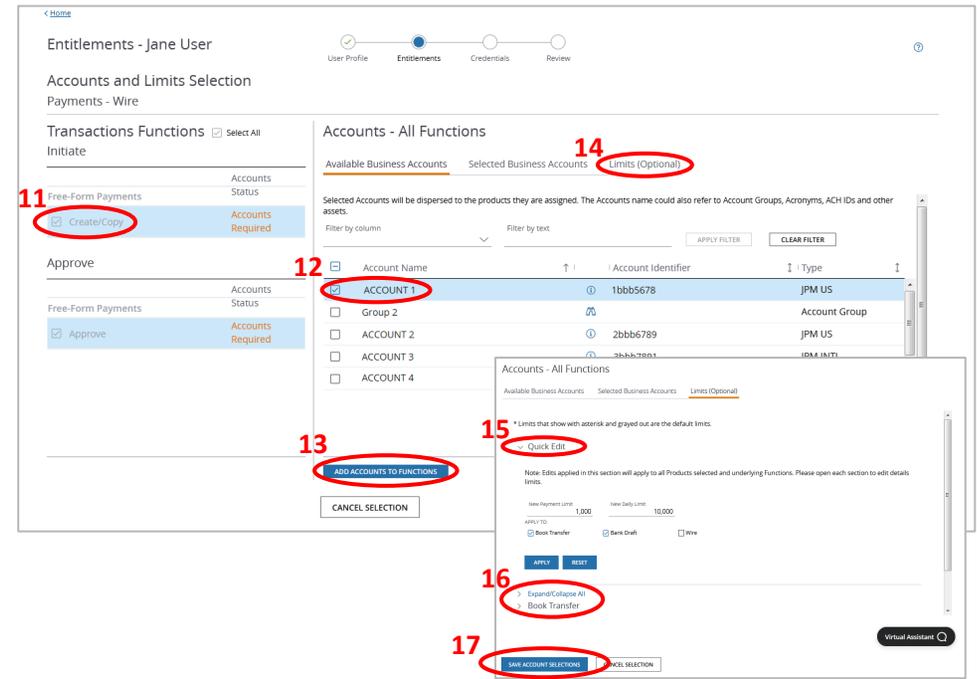
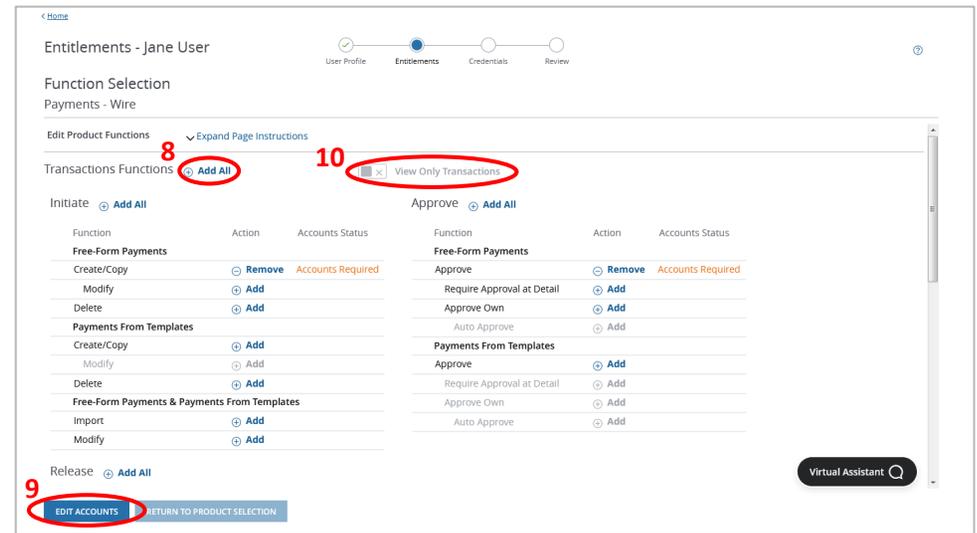
8. Click **Add All** to select all functions for the user (or click **Add** or **Remove** to select or remove specific functions). Once a function is added, an Accounts Status will appear.
9. Click **EDIT ACCOUNTS** to proceed to selecting accounts for the functions you have added (or click **RETURN TO PRODUCT SELECTION** to save your selections and return to the Product Selection list).
10. Once transactions and template functions are selected, the **View Only Transactions** button is disabled.
11. Select the functions that you would like to add accounts for and click **SELECT ACCOUNTS**.
12. Select accounts from the Available Business Accounts list.

Tip: You can filter accounts by selecting options in the drop-down lists and/or typing in the text field and clicking **APPLY FILTER**.

13. Click **ADD ACCOUNTS TO FUNCTIONS** to move the accounts you selected to the Selected Business Accounts list.
14. You can quickly set limits by clicking the **Limits** tab when available.
15. In the Quick Edit panel, add a payment limit and/or daily limit and click **APPLY** to apply the limits for all selected products.
16. Expand the product sections below the Quick Edit panel to edit detail limits for a specific product and its functions.

Note: If you do not set limits here, then the Default User Limits for all functions will be applied to the user.

17. Click **SAVE ACCOUNT SELECTIONS** to add the selected products, functions, accounts and limits to the user and click **RETURN TO FUNCTION SELECTION** to return to the Function Selection list and repeat the process to add entitlements to more products and functions.



Create a new user with Custom Setup (continued)

Credentials

18. Click **RETURN TO PRODUCT SELECTION** to return to the Product Selection list and add more products or click **NEXT - CREDENTIALS** to set up user credentials:
 - **LOGON TYPE 1** (preselected based on entitlements). You can update a password-only user to token-based by changing the selection to Token and then select a Token Type.
 - **MACHINE REGISTRATION PREFERENCE 2** (preselected based on Client Credential Preferences). You can change the default selection from Single to Multiple or vice versa.
 - Select **Order New Token 3** (unselected by default) if you would like a new hardware token to be shipped upon approval of the create user request.
 - **Activation Status** displays whether a user will be activated upon approval of the request.
 - If IP filtering has been enabled for your company, **the Location Group** panel will be available, enabling you to select whether IP filtering will be applied to the given user.
19. Click **NEXT - REVIEW** to review the User Profile, Entitlements and User Credentials. Click **PREVIOUS - CREDENTIALS** to make changes or click **SUBMIT FOR APPROVAL**.

Custom Setup - Credentials

jane User

User Profile Entitlements Credentials Review

1 User requires a Token.

2 LOGON TYPE

3 MACHINE REGISTRATION PREFERENCE

Token Type Password Token

Machine Registration Preference Single Multiple

Token Type Token Serial Number(Optional)

SecurID VALIDATE

Please enter token serial number and click Validate

3 Order New Token

Activation Status

Activation Pending Token Assignment

Assign a token to start activation.

Location Group

19 PREVIOUS - ENTITLEMENTS NEXT - REVIEW CANCEL REQUEST

Virtual Assistant

Create a new user with Express Setup

Express Setup allows you to quickly set up a new user by using pre-defined roles to assign products and functions entitlements.

1. After selecting **Express Setup** on the User Profile page (see steps 1 through 4 on p. 2), click **NEXT** to setup business accounts.
2. Select one or more accounts from the Available Business Accounts list, click the right arrow to move them to the Selected Business Accounts list and click **NEXT** to assign these accounts as the user account set.
3. Select one or more pre-defined roles for which the user is responsible. Available roles and the products and functions available for each role will vary depending on the user account set.
4. You can click the arrow next to each role to expand the role details and edit the functions and products available for that role. Products and functions will be pre-selected based on the role, but you can also manually select or de-select any of the available options.
5. Click **NEXT** to establish logon credentials (see step 18 on p. 4).
6. Click **NEXT** to review the User Profile, User Credentials, Business Accounts and Roles. Click **Previous** to make changes or click **SUBMIT FOR APPROVAL**.

Express Setup - Business Accounts

Jane User

Filter: Available and Selected By: Filter by text

Business Account Name	Business Account Identifier	Type
Account1	1bb5678	JPM US
Account2	2bb6789	JPM INTL
Account3	3bb7891	JPM US
Account4	4bb8912	JPM US
Group 2		Account Group
Account5	5bb9123	JPM INTL
Group 3		Account Group
Account6	6bb1234	JPM INTL
Account	7bb2345	JPM US

Selected Business Accounts: There is no data to display.

0 Selected 44 Items

Express Setup - Roles

Jane User

3 All Visibility and Reporting Initiator Approver Releaser More Services - Entitled in Administration

4 > Initiator Transactions | Liquidity | Concourse

> Approver Transactions | Liquidity

> Releaser Transactions

> More Services - Entitled in Administration Additional Products

Did you know? You can select one or more pre-defined Roles to automatically assign product and function entitlements to the user. Click on the rows to expand the details for each role.

Express Setup - Credentials

Jane User

User requires a Token.

LOGON TYPE: Password Token

MACHINE REGISTRATION PREFERENCE: Single Multiple

Token Type: SecurID Token Serial Number(Optional): 123456789123

VALIDATE

Please enter token serial number and click Validate

Order New Token

6 < PREVIOUS **NEXT** > CANCEL

Create a new user with Clone

Clone User setup allows you to replicate entitlements to products, functions, accounts and group memberships from an existing user to set up a new user with identical entitlements.

1. After selecting the **Clone User** setup type on the User Profile page (see steps 1 through 4 on p. 2), a User to Replicate panel displays.
2. Select the user you wish to clone from the drop-down list or start typing a user name to locate it on the list and click **NEXT**.
3. On the following page, you will be able to establish logon credentials (see step 18 on p. 4).
4. Click **NEXT** to view the new copied entitlements.

Note: Cloned user entitlements cannot be edited.

User Profile

Information must be entered in fields with a red asterisk (*).

User Profile

Access User ID

Setup

SETUP TYPE * Which one should I choose?

Custom Setup Clone User Profile Only Express Setup

Assign identical Products, functions, Accounts and Group Membership by replicating an existing User.

User to Replicate

Select User *
Select or Type User Name

NEXT CANCEL REQUEST

< Create User

Clone Setup - Credentials

User Profile Credentials Review

User requires a Token.

LOGON TYPE

Password Token

MACHINE REGISTRATION PREFERENCE

Single Multiple

Token Type * SecurID

Token Serial Number(Optional) 123456789123

VALIDATE

Please enter token serial number and click Validate

Order New Token

Activation Status

Activation Pending Token Assignment

Assign a token to start activation.

Location Group

User IP Filtering

PREVIOUS NEXT CANCEL