

HomeTrust Bank
FOR BUSINESS



USER MANAGEMENT FOR COMMERCIAL CENTER

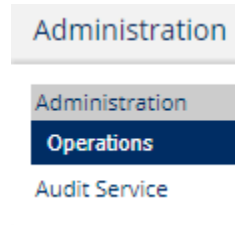
MARCH 2019

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Creating a New User

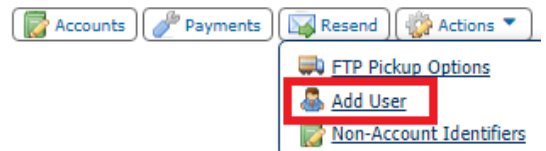
To create a new user, go to the Administration menu and select **Administration**



From the Actions drop down, select **Actions** to the right of the user, then **Add User**

Test Company (Test1234)

- ▶ Accounts
- ▶ Services



Enter the User Id, first and last name of the new user. By checking Administrative User, you will enable the new user to access the Administration menu. This will give them access to create, edit and audit other users and their permissions

Contact Information

* User ID

* First Name

* Last Name

Administrative User

Enter the new user's email address and create an Encrypted Report Password for the user. This will allow them to open reports sent by encrypted email

* Email Address

* Encrypted Report Password

Enter the answer (or something else if you don't want to ask these questions) for two security questions for the user

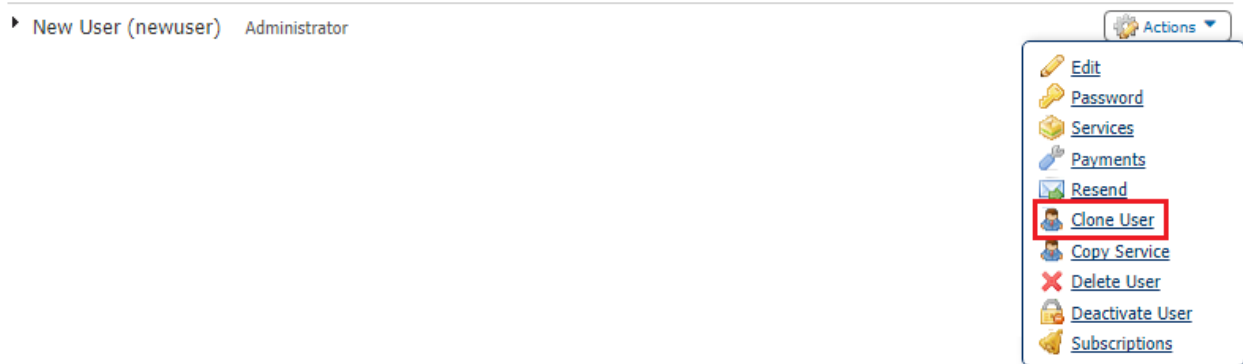
* What is your city of birth?

* What is your mother's middle name?

Select **Save**



Alternatively, a new user can be cloned off another user. By cloning a user, you can choose to copy the same permissions from the other user over to the new user



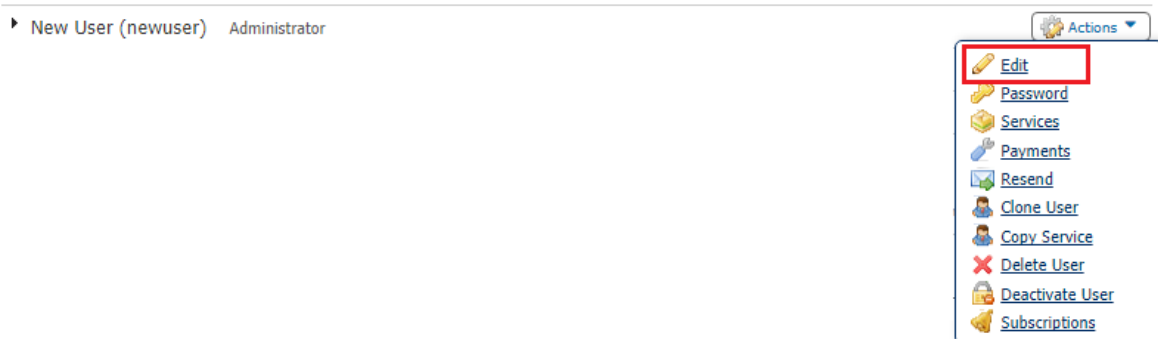
Once you enter the user details, select to clone Services, Account or Payment settings and **Save**

Cloning Preferences

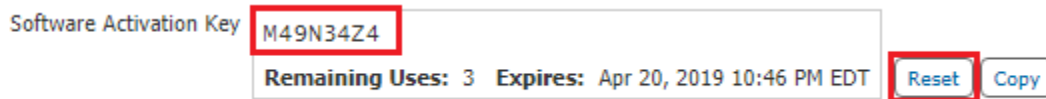
- Do not copy permissions from newuser
- Copy service permissions from newuser



From the Administration menu, select **Actions** to the right of the user and then select **Edit**



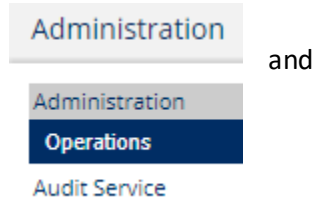
Retrieve the Activation Key for the new user to install the Secured Browser or use the mobile app.



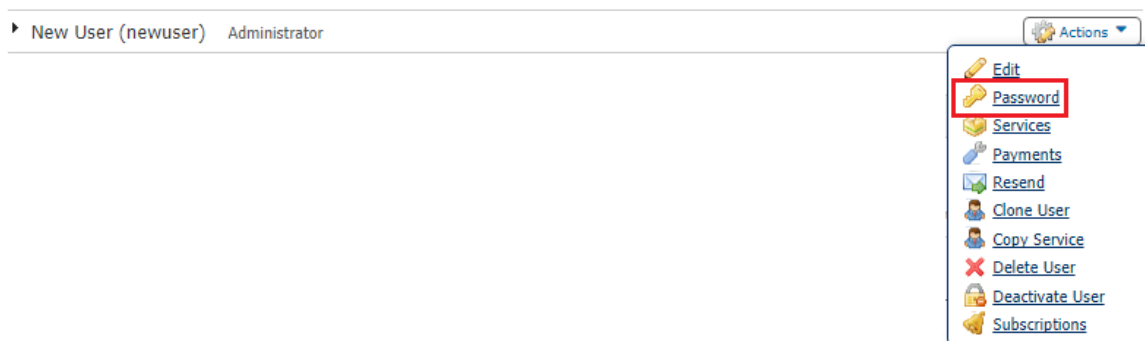
*Hint: If an activation key has expired, select **Reset** to obtain a new one*

User Locked Out/Password Reset

From time to time a user may lock themselves out. A user designated as Administrator can unlock another user, go to the Administration menu and select **Administration**



From the Administration menu, select **Actions** to the right of the user and then select **Password**



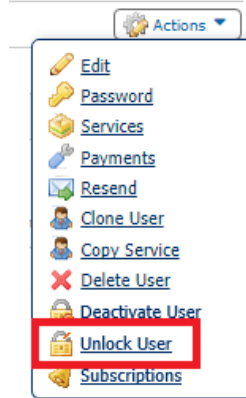
Create a new password, confirm it and **Save**

A 'Reset Password' dialog box with two input fields: '* Password' and '* Confirm Password', both containing masked characters. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

If a user is locked out

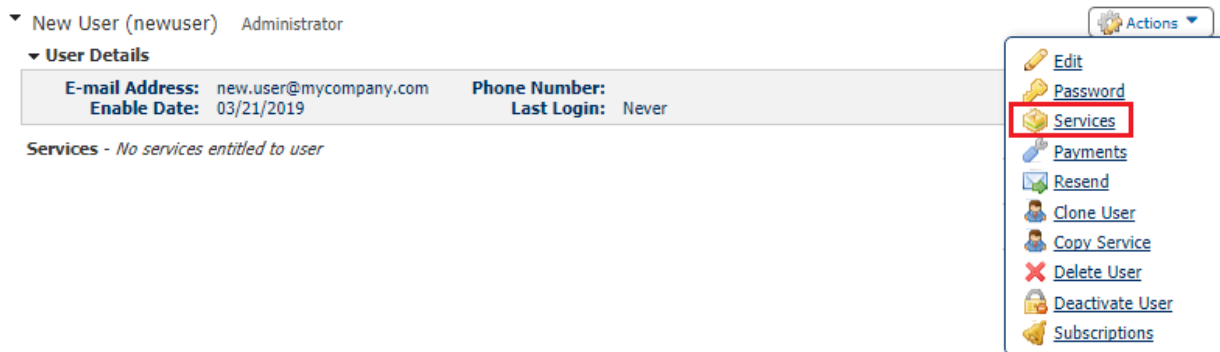


Select the **Actions** menu and **Unlock** the user

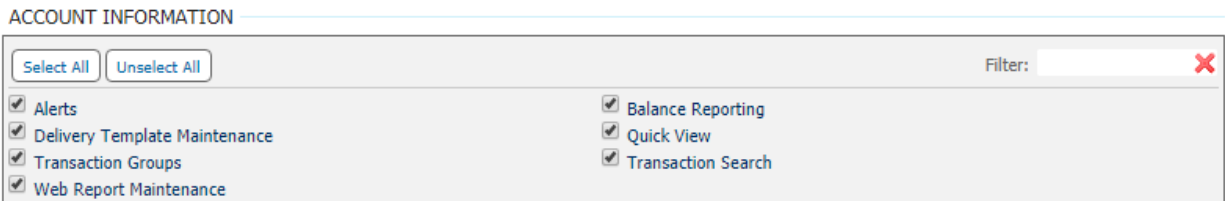


Adding User Service

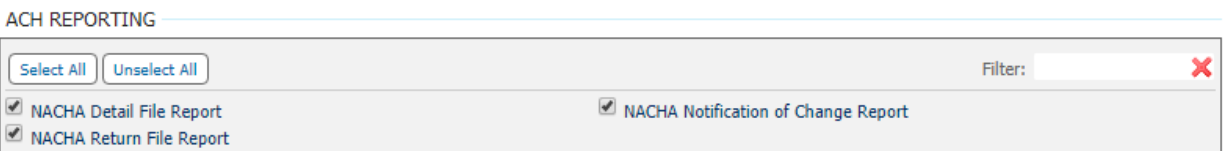
Add services to provide access to users. Select Actions to the right of the user and select **Services**



Enable services by selecting the boxes in the Account Information section to allow the user to use these services for specified accounts



Enable ACH reporting by selecting the boxes to allow the user to access any or all of these ACH related reports



Enable services by selecting the boxes in the Administration section to allow the user access to these administrative features including the management of other users' permissions

ADMINISTRATION

<input type="button" value="Select All"/>	<input type="button" value="Unselect All"/>	Filter: <input type="text"/>	<input type="button" value="X"/>
<input checked="" type="checkbox"/> Administration	<input checked="" type="checkbox"/> Audit Service		
<input checked="" type="checkbox"/> Company Account Permissions	<input checked="" type="checkbox"/> Company Maintenance		
<input checked="" type="checkbox"/> Non-Account Identifiers Permissions	<input checked="" type="checkbox"/> User Maintenance		
<input checked="" type="checkbox"/> User Service Permissions			

Enable File Vault by selecting the boxes to allow the user to upload and review documents, images or files for the company. These files can be made visible to others including other Company users or Bank administrators

MISCELLANEOUS SERVICES

<input type="button" value="Select All"/>	<input type="button" value="Unselect All"/>	Filter: <input type="text"/>	<input type="button" value="X"/>
<input checked="" type="checkbox"/> File Vault			

Enable BOTH services by selecting the boxes in the Secure Browser section to allow users to log in to Commercial Center

SECURE BROWSER

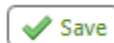
<input type="button" value="Select All"/>	<input type="button" value="Unselect All"/>	Filter: <input type="text"/>	<input type="button" value="X"/>
<input checked="" type="checkbox"/> Secure Browser	<input checked="" type="checkbox"/> Secure Browser Destinations		

Enable EDD Statements by selecting the boxes to allow users to access eStatements for selected accounts

Default

<input type="button" value="Select All"/>	<input type="button" value="Unselect All"/>	Filter: <input type="text"/>	<input type="button" value="X"/>
<input checked="" type="checkbox"/> EDD Statements			

Once you have made your selections, **Save**



Assigning Services for Accounts

Once you have enabled the services you want the user to have, you must enable the accounts they use the services for. Click on the arrow to the left of the user name to open the menu


▼ New User (newuser) Administrator Actions

▼ User Details

E-mail Address: new.user@mycompany.com **Phone Number:**
Enable Date: **Last Login:** Never

▼ Services

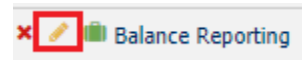
ACCOUNT INFORMATION		
<input type="checkbox"/> Alerts	<input type="checkbox"/> Balance Reporting	<input type="checkbox"/> Delivery Template Maintenance
<input type="checkbox"/> Quick View	<input type="checkbox"/> Transaction Groups	<input type="checkbox"/> Transaction Search
<input type="checkbox"/> Web Report Maintenance		
ACH REPORTING		
<input type="checkbox"/> NACHA Detail File Report	<input type="checkbox"/> NACHA Notification of Change Report	<input type="checkbox"/> NACHA Return File Report
ADMINISTRATION		
<input type="checkbox"/> Administration	<input type="checkbox"/> Audit Service	<input type="checkbox"/> Company Account Permissions
<input type="checkbox"/> Company Maintenance	<input type="checkbox"/> Non-Account Identifiers Permissions	<input type="checkbox"/> User Maintenance
<input type="checkbox"/> User Service Permissions		
MISCELLANEOUS SERVICES		
<input type="checkbox"/> File Vault		
MOBILE		
<input type="checkbox"/> Native Apps		
SECURE BROWSER		
<input type="checkbox"/> Secure Browser	<input type="checkbox"/> Secure Browser Destinations	
Default		
<input type="checkbox"/> EDD Statements		

Click the green briefcases  to select which accounts the user can access for the service selected. Once you have completed your selection, **Save** the page

Select All Unselect All Filter:

<input type="checkbox"/> - Demand Deposit (BOL Test)	<input type="checkbox"/> - Demand Deposit (Checking 2)
<input type="checkbox"/> - Demand Deposit (Checking 3)	<input type="checkbox"/> - Demand Deposit (Operating)
<input type="checkbox"/> - Savings (Savings)	
<input type="checkbox"/> - Demand Deposit (Money Market)	

Use the pencil icon to create reports or enable additional user specific settings. For more information on how to create one time and recurring balance reports go to our Reporting Quick Reference Guide







Search Templates

Channels All Selected

Show 10 results per page, sorted by Name in ascending order

[Search Templates](#) [Create Template](#) [Create Report](#)

Channel	Name ^	Date	
Prev 1 Next	Go to page 1	Showing 1 - 1 of 1	Items to display: 10 20 50
 	Daily Activity Balance Reporting	 	
Prev 1 Next	Go to page 1	Showing 1 - 1 of 1	Items to display: 10 20 50

Results returned in 0.014 seconds

[Return](#)

User Payments

Payments are additional permissions. To review, change or delete, select the **Actions** tab to the right of the user name and select **Payments**

▼ New User (newuser) Administrator

▼ User Details

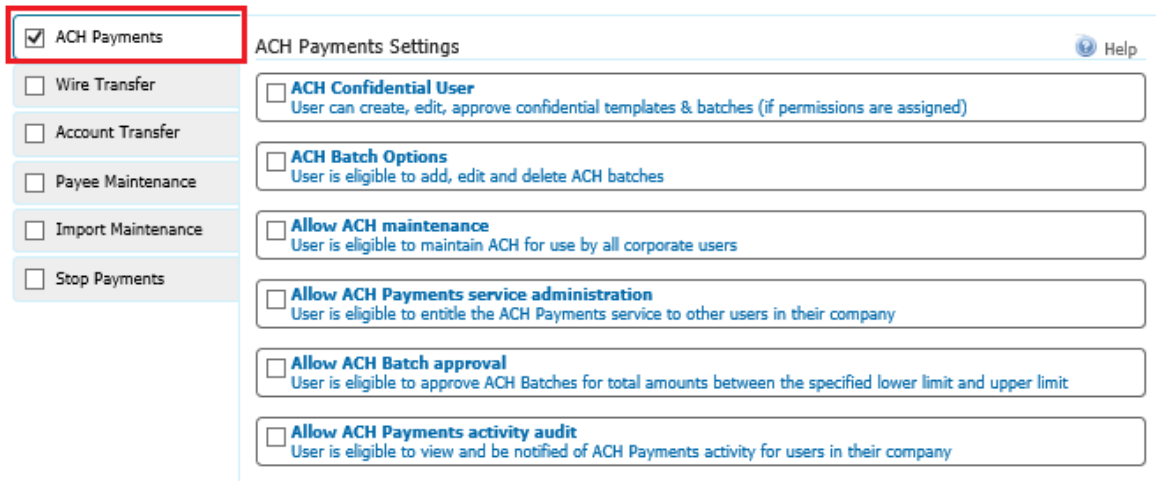
E-mail Address: new.user@mycompany.com	Phone Number:
Enable Date: 03/21/2019	Last Login: Never

Actions ▼

- Edit
- Password
- Services
- Payments**
- Resend
- Clone User
- Copy Service
- Delete User
- Deactivate User
- Subscriptions

ACH Payments

To enable access to ACH Payments, select the check box and click on the tab to open the settings menu



The screenshot shows the 'ACH Payments Settings' interface. On the left, a sidebar contains a list of settings: 'ACH Payments' (checked and highlighted with a red box), 'Wire Transfer', 'Account Transfer', 'Payee Maintenance', 'Import Maintenance', and 'Stop Payments'. The main area displays several settings, each with a checkbox and a description: 'ACH Confidential User' (unchecked), 'ACH Batch Options' (unchecked), 'Allow ACH maintenance' (unchecked), 'Allow ACH Payments service administration' (unchecked), 'Allow ACH Batch approval' (unchecked), and 'Allow ACH Payments activity audit' (unchecked). A 'Help' icon is visible in the top right corner.

Enabling ACH Confidential user will allow the user to create batches that hide the amounts of the individual payees from users that are not enabled for confidential batches. Make sure to check the box for your ACH Company to allow this ability



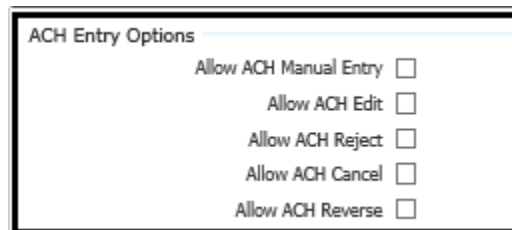
This screenshot shows the 'ACH Confidential User' settings. The checkbox is checked. Below the title, there is a section for 'Eligible ACH Companies' with a dropdown menu. The dropdown is open, showing 'All / None' and 'Test' (which is highlighted with a red box).

Check ACH Batch Options to enable ACH origination capabilities for the user by checking the box to the left of **ACH Batch Options**



This screenshot shows the 'ACH Batch Options' settings. The checkbox is checked, and the description reads: 'User is eligible to add, edit and delete ACH batches'.

These entry options determine exactly what the user can do when creating an ACH transfer. Use the check boxes to the right to make your selections.



The screenshot shows the 'ACH Entry Options' section, which is enclosed in a black border. It contains five settings, each with a checkbox: 'Allow ACH Manual Entry', 'Allow ACH Edit', 'Allow ACH Reject', 'Allow ACH Cancel', and 'Allow ACH Reverse'. All checkboxes are currently unchecked.

This series of enablements determines how the user can incorporate payees to create an ACH transfer. Check the boxes to determine enablements for the user

<input type="checkbox"/>	User must use existing templates User must use existing ACH Batch Templates to create transactions
<input type="checkbox"/>	Transaction File Import User is eligible to import ACH batches
<input type="checkbox"/>	User must use existing payees User must use existing payees to create an ACH Batch (Free Form, From Templates, and Import)
<input type="checkbox"/>	Users must use transactions that are defined in the template Users must use transactions that are defined in the template. They can delete/remove transactions from the batch but cannot add new ones.

Check the box next to your ACH Company. Use this section to customize user limits, additional approvals and access to the ACH types that the user can create

<input checked="" type="checkbox"/> Test	
Total Daily Batch Count (Credit) * Limit: <input type="text" value="9999"/> Max: 9999	Total Daily Batch Count (Debit) * Limit: <input type="text" value="9999"/> Max: 9999
Total Daily Transaction Amount (Credit) * Limit: <input type="text" value="15.00"/> Max: \$15.00	Total Daily Transaction Amount (Debit) * Limit: <input type="text" value="15.00"/> Max: \$15.00
Single Batch Amount (Credit) * Limit: <input type="text" value="15.00"/> Max: \$15.00	Single Batch Amount (Debit) * Limit: <input type="text" value="15.00"/> Max: \$15.00
Single Batch Entry Amount (Credit) * Limit: <input type="text" value="15.00"/> Max: \$15.00	Single Batch Entry Amount (Debit) * Limit: <input type="text" value="15.00"/> Max: \$15.00
Single Batch Entry Amount	
<input type="checkbox"/> Require 1 approver(s) above <input type="text"/>	
<input type="checkbox"/> Require 2 approver(s) above <input type="text"/>	
Debit/Credit Entry	
Eligible Credit SEC Codes <input checked="" type="checkbox"/> Payroll (PPD)	
All / None	

NOTE: HOMETRUST BANK WILL NOT MAKE CHANGES TO USER LIMITS FOR TEMPORARY INCREASES IF THE USER LIMITS ARE DIFFERENT FROM YOUR COMPANY LIMIT. HOMETRUST BANK WILL NOT REMOVE THE REQUIREMENT FOR ADDITIONAL APPROVALS BEYOND YOUR COMPANY DEFAULT SETTINGS

Check **Allow ACH Maintenance** to enable the user for certain maintenance permissions.

Allow ACH maintenance
User is eligible to maintain ACH for use by all corporate users

Check the boxes for the types of maintenance the user will complete. Check **Allow ACH Payments Service Administration** to allow the user enable other users for ACH Transfers

Allow ACH Batch Template maintenance
User is eligible to maintain ACH Batch Templates for all users in their company
 User must use existing payees
User must use existing payees to create ACH Batch Templates
 Allow Import Map maintenance
User is eligible to maintain import ACH Payments import maps to be used by all users in their company

Check **Allow ACH Batch Approval** to allow this user to approve ACH transfers created by other users within their limits

Allow ACH Batch approval
User is eligible to approve ACH Batches for total amounts between the specified lower limit and upper limit

Check you ACH Company and the associated SEC codes that they user can approve. You can create a custom approval limit or leave it blank to use the company default limit

Test
Lower Limit (\$)
Upper Limit (\$)
Eligible Credit SEC Codes Payroll (PPD)
[All](#) / [None](#)

NOTE: HOMETRUST BANK WILL NOT MAKE CHANGES TO USER LIMITS FOR TEMPORARY INCREASES IF THE USER LIMITS ARE DIFFERENT FROM YOUR COMPANY LIMIT. HOMETRUST BANK WILL NOT REMOVE THE REQUIREMENT FOR ADDITIONAL APPROVALS BEYOND YOUR COMPANY DEFAULT SETTINGS

Check **Allow ACH Payments Activity Audit** to enable the user to view and receive notices of other ACH users with access to the same ACH Company

Allow ACH Payments activity audit
User is eligible to view and be notified of ACH Payments activity for users in their company

You can select **Save** or can go to the next payment

Wire Transfer

To enable a user with Wire Transfer permissions, select the check box next to **Wire Transfers** and click on the tab

Wire Transfer Settings Help

- ACH Payments
- Wire Transfer**
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Stop Payments

Wire Transfers Options
User is eligible to add, edit and delete Wire Transfers

Allow Wire Transfer Maintenance
User is eligible to maintain templates and file maps for use by all corporate users

Allow Wire Transfer service administration
User is eligible to enable the Wire Transfer service to other users in their company

Allow Wire Transfer approval
User is eligible to approve Wire Transfers for amounts between the specified lower limit and upper limit

Allow Wire Transfer activity audit
User is eligible to view and be notified of Wire Transfer activity for users in their company

Check the box for Wire Transfer Options to view the origination entitlements

Wire Transfers Options
User is eligible to add, edit and delete Wire Transfers

These entry options determine exactly what the user can do when creating a Wire Transfer. Use the check boxes to the right to make your selections.

Wire Entry Options

- Allow Wire Manual Entry
- Allow Wire Edit
- Allow Wire Reject
- Allow Wire Cancel

This series of enablements determines how the user can incorporate payees to create a Wire Transfer. Check the boxes to determine enablements for the user

- Free-form transfers**
User can create free-form transfers
- Semi-Repetitive Wire Transfers**
User can create transfers based on semi-repetitive wire templates
- Repetitive Wire Transfers**
User can create transfers based on repetitive wire templates
- Payee transfers**
User can create transfers based on payees without also requiring a template
- Transaction File Import**
User can import files to enter wire transfers

The Account Permissions section will allow you to set the accounts from which the user can create wires. Click **Select Accounts** to pick the accounts. Select **USD** as the wire type. You may also set a requirement for additional approvals or a lower limit from your company limit. Use the **Add Permission Set** to set different limits or approval requirements for a different account

Account Permissions

Accounts [Select Accounts](#)

No Items Selected.

USD FX

Daily Transaction Debit Amount per Account
* Limit: 1,500.00 Max: \$1,500.00

Daily Transaction Count per Account
* Limit: 9999 Max: 9999

Single Transaction Debit Amount
* Limit: 1,500.00 Max: \$1,500.00

Require 1 approver(s) above 0.00
 Require 2 approver(s) above

[Add Permission Set](#)

NOTE: HOMETRUST BANK WILL NOT MAKE CHANGES TO USER LIMITS FOR TEMPORARY INCREASES IF THE USER LIMITS ARE DIFFERENT FROM YOUR COMPANY LIMIT. HOMETRUST BANK WILL NOT REMOVE THE REQUIREMENT FOR ADDITIONAL APPROVALS BEYOND YOUR COMPANY DEFAULT SETTINGS

Check **Allow Wire Transfer Maintenance** to allow a user to maintain wire templates. Select the specific accounts by clicking **Select Accounts**

Allow Wire Transfer Maintenance
User is eligible to maintain templates and file maps for use by all corporate users

Allow Wire Template maintenance
User can create, edit, and delete repetitive and semi-repetitive templates

Allow Import Map maintenance
User can create, edit, and delete wire import file maps

Account Permissions

Accounts [Select Accounts](#)

✖ 123456 Demand Deposit (Main DDA)

Check **Allow Wire Transfer Service Administration** to enable a user to have the ability to perform maintenance on other Wire users

Allow Wire Transfer service administration
User is eligible to entitle the Wire Transfer service to other users in their company

Check Allow Wire Transfer Approval to allow a user to approve Wire transfers. Use the **Lower and Upper Limit** if you want to limit the amount the user can approve. Add the accounts that are eligible for this user to approve transfers for

Allow Wire Transfer approval
User is eligible to approve Wire Transfers for amounts between the specified lower limit and upper limit

Account Permissions

Accounts	Select Accounts
* 123456 Demand Deposit (Main DDA)	

Debit Amount Range

Lower Limit (\$)

Upper Limit (\$)

USD FX

[Add Permission Set](#)

NOTE: HOMETRUST BANK WILL NOT REMOVE OR ADJUST ANY LIMITATIONS ENABLED BY YOUR SENIOR ADMINISTRATOR

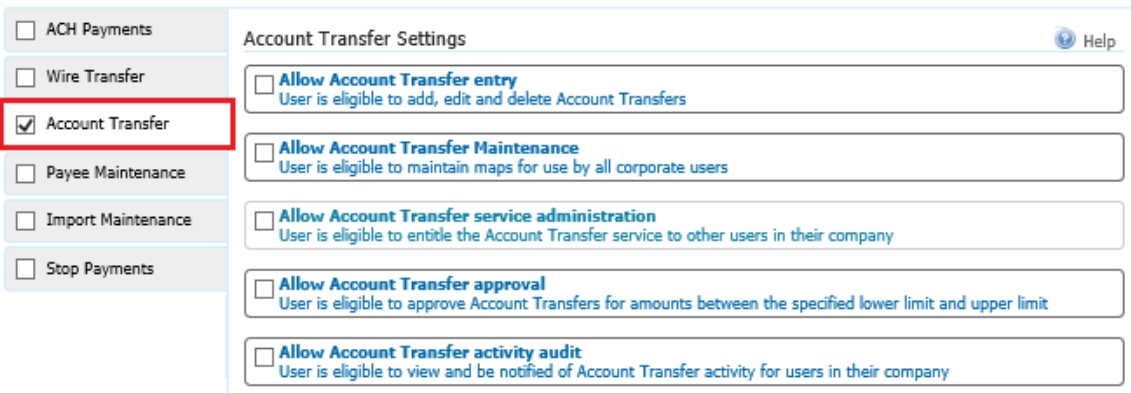
Check **Allow Wire Transfer Activity Audit** for a user to view the Wire Transfer activity of other users

Allow Wire Transfer activity audit
User is eligible to view and be notified of Wire Transfer activity for users in their company

You can select **Save** or can go to the next payment

Account Transfer

To enable a user with Account Transfer (Internal Transfer) permissions, select the check box next to **Account Transfers** and click on the tab



The screenshot shows the 'Account Transfer Settings' interface. On the left is a vertical menu with options: ACH Payments, Wire Transfer, Account Transfer (highlighted with a red box), Payee Maintenance, Import Maintenance, and Stop Payments. The main area contains several settings, each with a checkbox and a description:

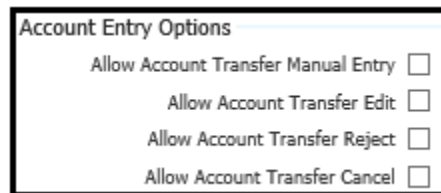
- Allow Account Transfer entry**
User is eligible to add, edit and delete Account Transfers
- Allow Account Transfer Maintenance**
User is eligible to maintain maps for use by all corporate users
- Allow Account Transfer service administration**
User is eligible to entitle the Account Transfer service to other users in their company
- Allow Account Transfer approval**
User is eligible to approve Account Transfers for amounts between the specified lower limit and upper limit
- Allow Account Transfer activity audit**
User is eligible to view and be notified of Account Transfer activity for users in their company

Select **Allow Account Transfer Entry** to enable a user to create internal transfers



A close-up of the 'Allow Account Transfer entry' checkbox, which is checked. Below the checkbox is the text: 'User is eligible to add, edit and delete Account Transfers'.

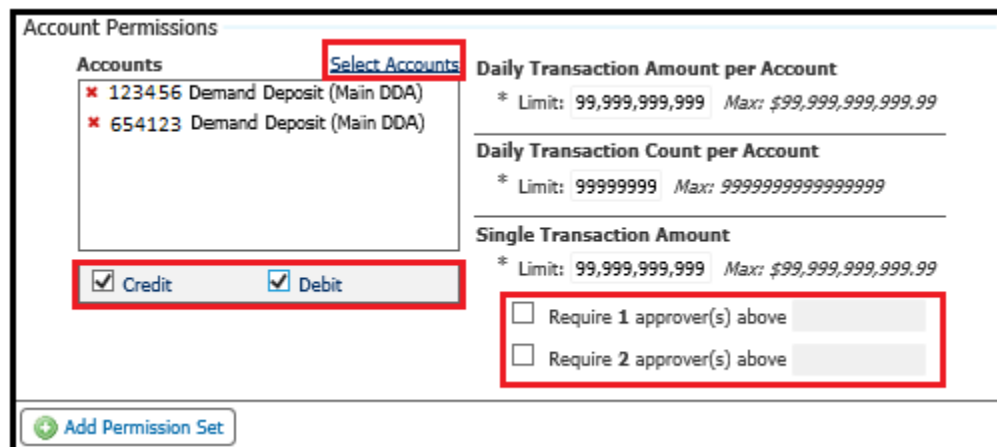
Use the **Account Entry Options** by checking the boxes to determine what permissions the user will have to create internal transfers



The 'Account Entry Options' section contains four checkboxes:

- Allow Account Transfer Manual Entry
- Allow Account Transfer Edit
- Allow Account Transfer Reject
- Allow Account Transfer Cancel

Use **Select Accounts** to determine which accounts the user can access to create internal transfers. Select if the user can both Credit and Debit this group of accounts. You can also add requirements for additional approvals. Use the Add Permission Set to add a different group of accounts with different preferences



The 'Account Permissions' interface shows a list of accounts under the 'Accounts' section. A red box highlights the 'Select Accounts' link. Below the list, there are checkboxes for 'Credit' and 'Debit', both of which are checked. To the right, there are three sections for transaction limits:

- Daily Transaction Amount per Account**
* Limit: 99,999,999,999 Max: \$99,999,999,999.99
- Daily Transaction Count per Account**
* Limit: 999999999 Max: 999999999999999999
- Single Transaction Amount**
* Limit: 99,999,999,999 Max: \$99,999,999,999.99

Below these sections are two checkboxes for approval requirements, both of which are unchecked:

- Require 1 approver(s) above
- Require 2 approver(s) above

At the bottom left, there is a button labeled 'Add Permission Set'.

NOTE: HOMETRUST BANK WILL NOT REMOVE THE REQUIREMENT FOR ADDITIONAL APPROVALS ENABLED BY YOUR SENIOR ADMINISTRATOR

Check **Allow Account Transfer Maintenance** to create and edit transfer maps for all company users

Allow Account Transfer Maintenance
User is eligible to maintain maps for use by all corporate users

Check **Allow Account Transfer Service Administration** to allow a user to enable this service for other users

Allow Account Transfer service administration
User is eligible to entitle the Account Transfer service to other users in their company

Check **Allow Account Transfer Approval** to allow a user to approve transfers created by other users that require additional approvals. Use **Select Accounts** to identify accounts that the user can approve transfer for and set any limits that may apply to the user's approval. Use **Add Permission Set** to add additional approval groups

Allow Account Transfer approval
User is eligible to approve Account Transfers for amounts between the specified lower limit and upper limit

Account Permissions

Accounts	Select Accounts	Amount Range
* 123456 Demand Deposit (Main DDA)		Lower Limit (\$) <input type="text"/>
* 654123 Demand Deposit (Main DDA)		Upper Limit (\$) <input type="text"/>

NOTE: HOMETRUST BANK WILL NOT REMOVE OR ADJUST ANY LIMITATIONS ENABLED BY YOUR SENIOR ADMINISTRATOR

Check **Allow Account Transfer Activity Audit** for a user to view the Account Transfer activity of other users

Allow Account Transfer activity audit
User is eligible to view and be notified of Account Transfer activity for users in their company

You can select **Save** or can go to the next payment

Payee Maintenance

To enable a user with Payee Maintenance permissions, select the check box next to **Payee Maintenance** and click on the tab

<input type="checkbox"/> ACH Payments	Payee Maintenance Settings Help
<input type="checkbox"/> Wire Transfer	
<input type="checkbox"/> Account Transfer	
<input checked="" type="checkbox"/> Payee Maintenance	
<input type="checkbox"/> Import Maintenance	
<input type="checkbox"/> Stop Payments	

<input type="checkbox"/> Allow Payee Maintenance User can create, maintain and delete payees for use by all corporate users
<input type="checkbox"/> Allow Payee Maintenance service administration User is eligible to entitle the Payee Maintenance service to other users in their company
<input type="checkbox"/> Allow Payee Maintenance activity audit User is eligible to view existing payees

Check **Allow Payee Maintenance** to allow a user to create and edit ACH Payments and Wire Transfers payees that all users will access

<input checked="" type="checkbox"/> Allow Payee Maintenance User can create, maintain and delete payees for use by all corporate users
--

Check **Allow Payee Maintenance Service Administration** to allow a user to entitle other users for this service

<input checked="" type="checkbox"/> Allow Payee Maintenance service administration User is eligible to entitle the Payee Maintenance service to other users in their company
--

Check **Allow Payee Maintenance Activity Audit** to allow a user to view existing payees

<input checked="" type="checkbox"/> Allow Payee Maintenance activity audit User is eligible to view existing payees

You can select **Save** or can go to the next payment

<input checked="" type="button" value="Save"/>	<input type="button" value="Cancel"/>
--	---------------------------------------

Import Maintenance

To enable a user with Import Maintenance permissions, select the check box next to **Import Maintenance** and click on the tab

<input type="checkbox"/> ACH Payments	Import Permissions Help
<input type="checkbox"/> Wire Transfer	
<input type="checkbox"/> Account Transfer	
<input type="checkbox"/> Payee Maintenance	
<input checked="" type="checkbox"/> Import Maintenance	
<input type="checkbox"/> Stop Payments	

Allow data import
User is eligible to import payees, ACH batch templates and/or Wire templates

Allow Import Maintenance service administration
User is eligible to entitle the Import Maintenance service to other users in their company.

Allow Import Maintenance activity audit
User is eligible to view and be notified of import activity for users in their company

Check **Allow Data Import** to enable the user to import batch templates and payees for ACH Payments and Wire Transfers. Then select import options

Allow data import
User is eligible to import payees, ACH batch templates and/or Wire templates

Can import payees
Can create new payee records by importing CSV, XML or fixed width files

Can import ACH batch templates
Can create new ACH batch templates by importing CSV, XML or fixed width files

Can import wire templates
Can create new wire templates by importing CSV, XML or fixed width files

Check **Allow Import Maintenance Service Administration** to allow a user to enable this service for other users

Allow Import Maintenance service administration
User is eligible to entitle the Import Maintenance service to other users in their company.

Check **Allow Import Maintenance Activity Audit** to enable a user to view and be notified of import activity by all other company users

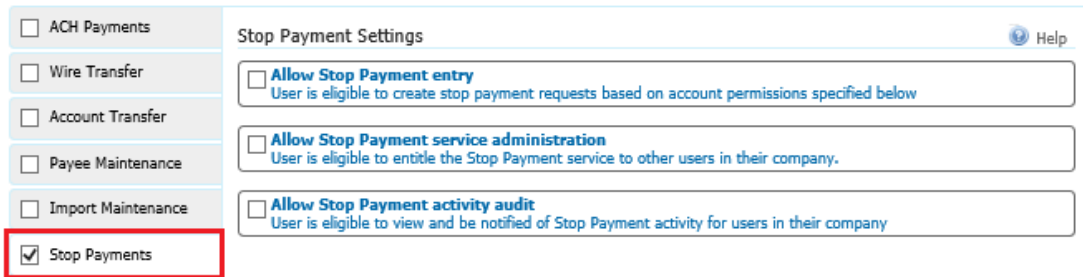
Allow Import Maintenance activity audit
User is eligible to view and be notified of import activity for users in their company

You can select **Save** or can go to the next payment



Stop Payments

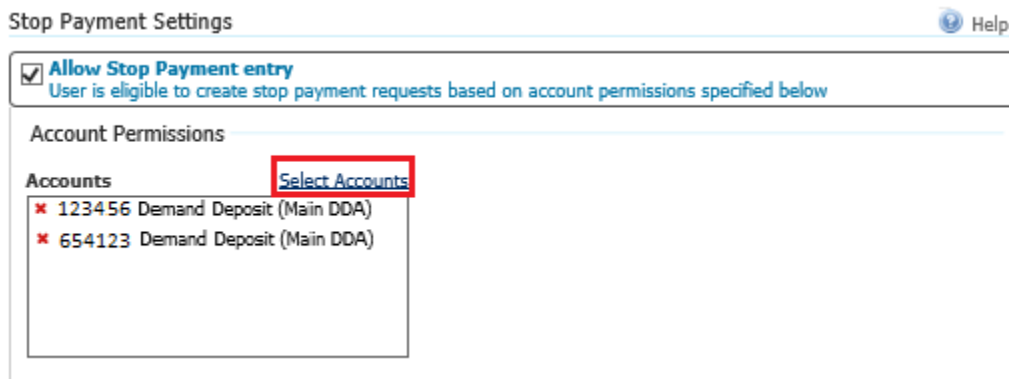
To enable a user with Stop Payments permissions, select the check box next to **Stop Payments** and click on the tab



The screenshot shows the 'Stop Payment Settings' page. On the left, there is a vertical list of permissions: ACH Payments, Wire Transfer, Account Transfer, Payee Maintenance, Import Maintenance, and Stop Payments. The 'Stop Payments' option is checked and highlighted with a red box. To the right, there are three settings boxes, each with an unchecked checkbox and a description:

- Allow Stop Payment entry**
User is eligible to create stop payment requests based on account permissions specified below
- Allow Stop Payment service administration**
User is eligible to entitle the Stop Payment service to other users in their company.
- Allow Stop Payment activity audit**
User is eligible to view and be notified of Stop Payment activity for users in their company

Check **Allow Stop Payment Entry** to enable the user to create stop payments. Use **Select Accounts** to identify the accounts for which the user can create stop payments



The screenshot shows the 'Stop Payment Settings' page with the 'Allow Stop Payment entry' checkbox checked. Below this, there is a section for 'Account Permissions' with a 'Select Accounts' button highlighted in a red box. The 'Accounts' list contains two entries, each with a red 'x' icon:

- 123456 Demand Deposit (Main DDA)
- 654123 Demand Deposit (Main DDA)

Check **Allow Stop Payment Service Administration** to allow a user to enable this service for other users



The screenshot shows the 'Allow Stop Payment service administration' checkbox checked. The text below the checkbox reads: 'User is eligible to entitle the Stop Payment service to other users in their company.'

Check **Allow Stop Payments Activity Audit** to allow a user to view and be notified of any stop payment activity



The screenshot shows the 'Allow Stop Payment activity audit' checkbox checked. The text below the checkbox reads: 'User is eligible to view and be notified of Stop Payment activity for users in their company.'

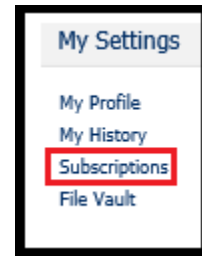
You can select **Save** or can go to the next payment



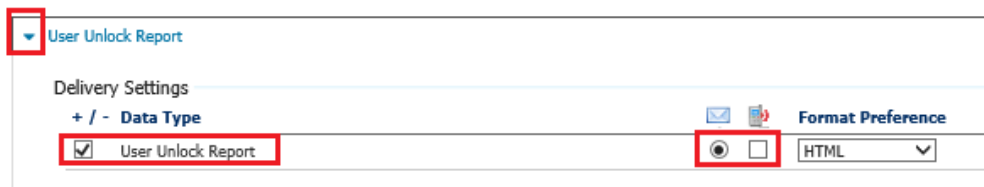
The screenshot shows two buttons: a green 'Save' button with a checkmark icon and a red 'Cancel' button with an 'X' icon. The 'Save' button is highlighted with a red box.

Subscriptions

Subscriptions are system generated alerts. Any user can review and edit the subscriptions they receive and the way they are received. To access your own subscriptions, go to **My Settings** menu from the main menu and select **Subscriptions**



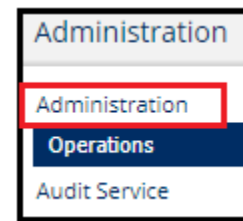
To edit a subscription, select the arrow to the left of the name of the subscription and the details will expand. Check or uncheck the notification and then determine the weather to receive the notice via email or SMS Messaging (you must be enrolled in SMS Messaging to receive alerts)



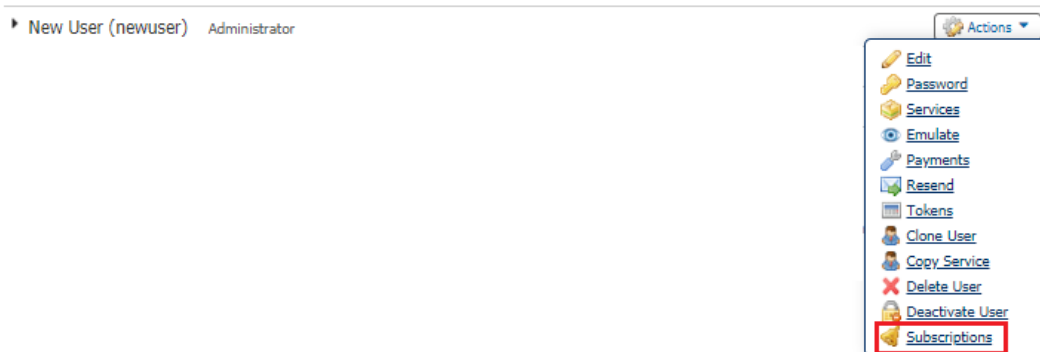
Once you have updated your subscriptions, select **Save**



Alternatively, an administrator can access Subscriptions by accessing the Administration menu

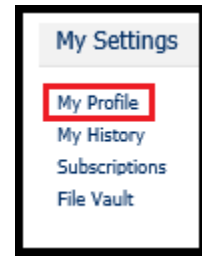


Then the Actions menu to the right of the user name



SMS Messaging

Commercial Center allows users to receive alerts via SMS Message (text message) in addition to email. In order to receive alerts through SMS, every user must enroll in the service. To enroll, go to **My Settings** menu from the main menu and select **My Profile**



Check the boxes to **Enable SMS Messages** and **Terms and Conditions**. Enter the **Message Enabled Cell Phone Number** for the phone you will receive the alerts on

Enable SMS Messages

Terms and Conditions By clicking here, I agree to the [Terms and Conditions](#).

HomeTrust Bank Commercial Center
To opt-out at any time, send **STOP** to 99453. To receive more information, send **HELP** to 99453.

Message and Data Rates May Apply. Number of Messages Varies Per User. Account holder authorizes charges to appear on wireless bill or be deducted from prepaid balance.

Tier One Carriers: AT&T, Verizon, T-Mobile®, Sprint, Metro PCS®, U.S. Cellular®

To Contact Support: the Customer Care Center (1.800.627.1632 option 6)

Message Enabled Cell Phone Number

Once you have updated your profile, select **Save**

