Company Management

IB_267

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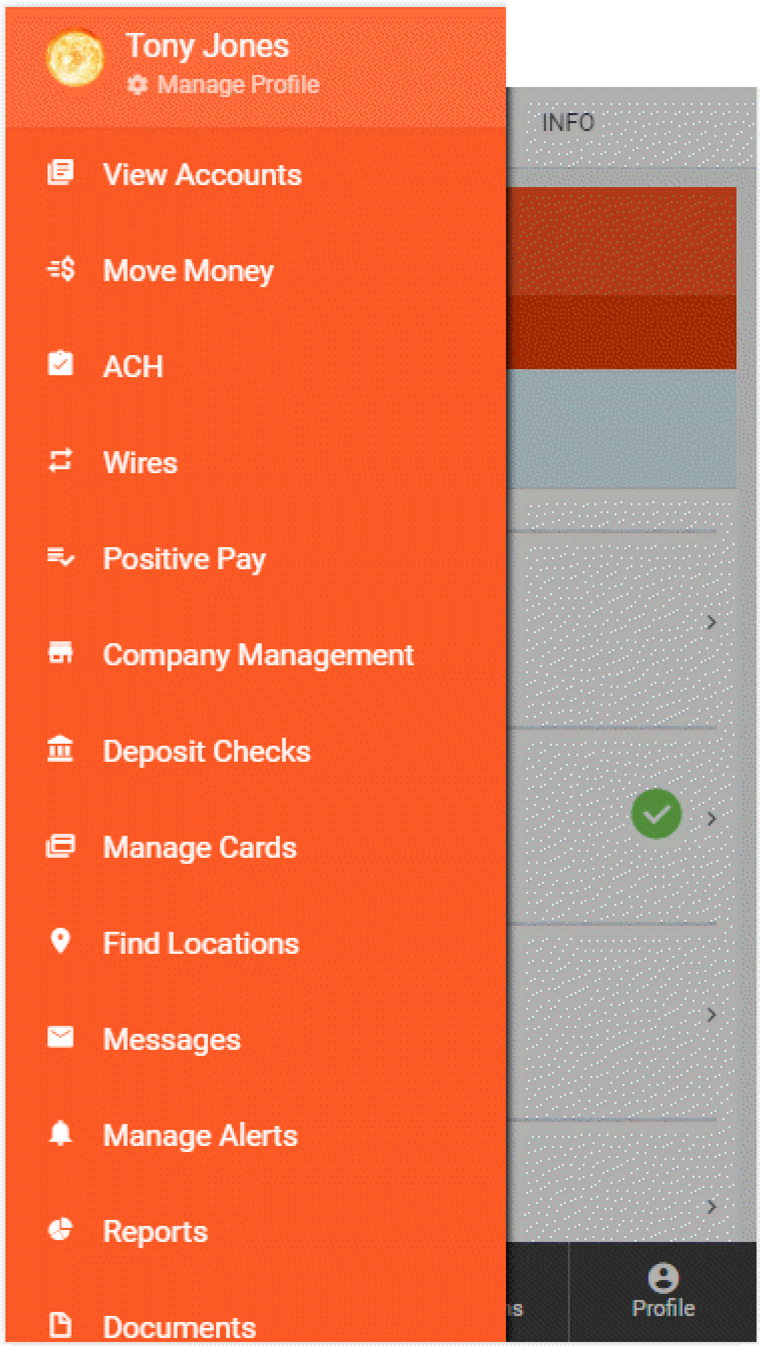
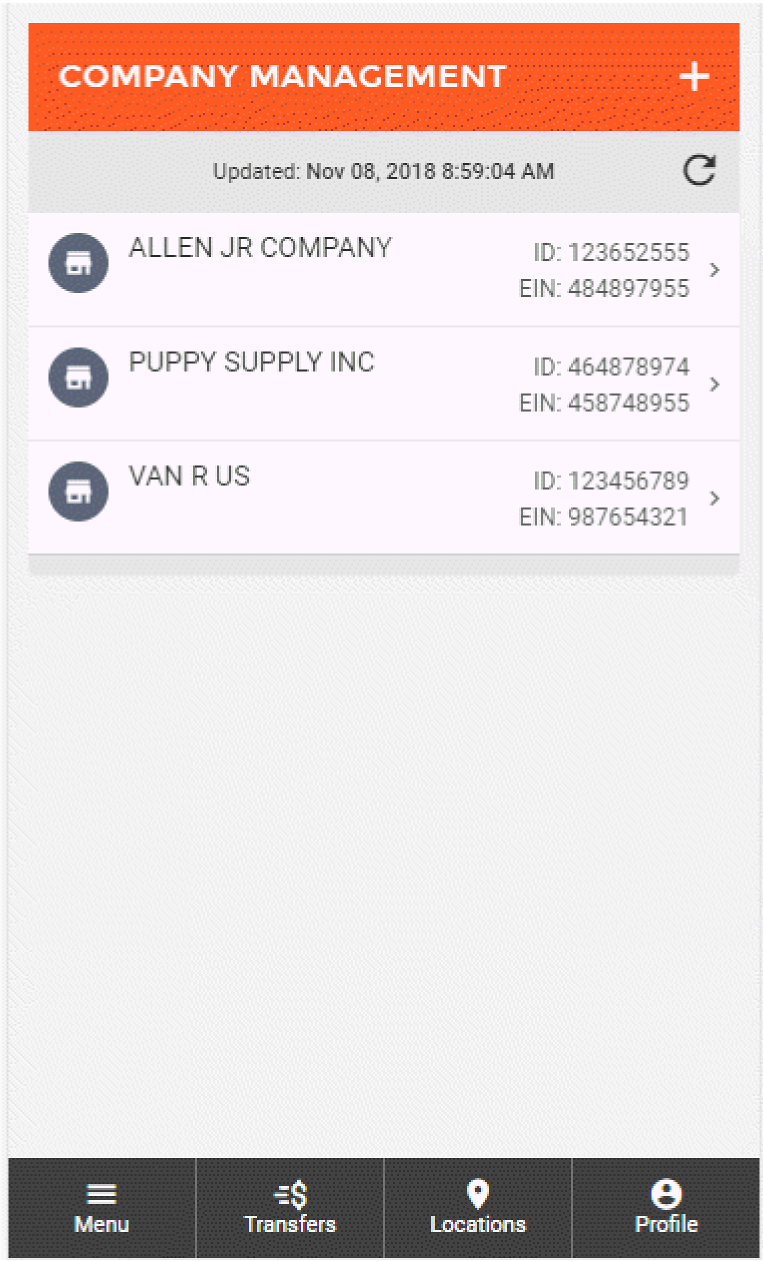
Company Management

Accessing Company Management

Company Management can be accessed from the main menu by clicking on the "Company Management" menu option.



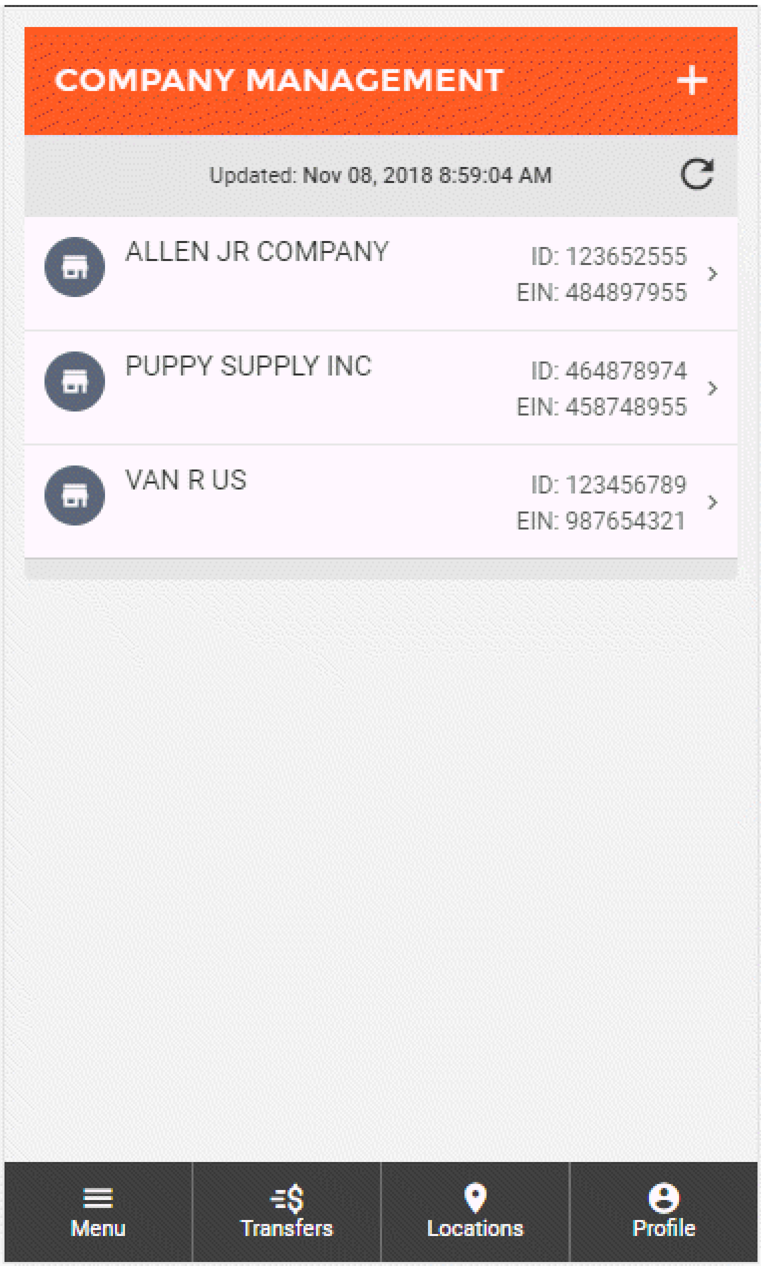
Once users arrive to the Company Management section, any existing companies will be displayed there. The name, ID, and EIN will be displayed for each company listed.



Create New Company

The Company Management page is where you can see all existing companies and create new companies.

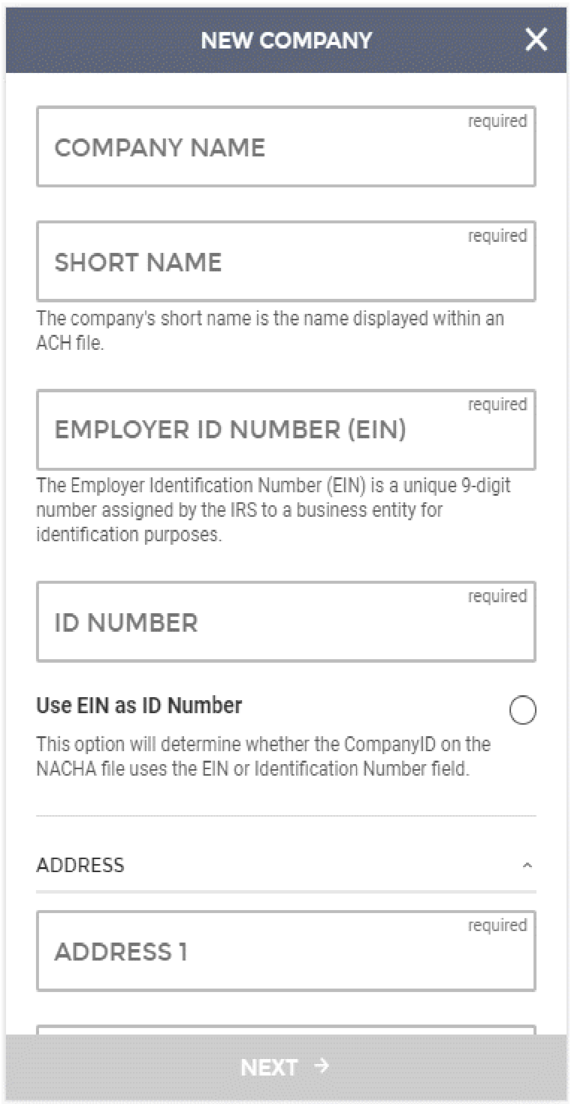
To being creating a new company, click on the "+" button near the top right of the page. This will bring up the New Company wizard.



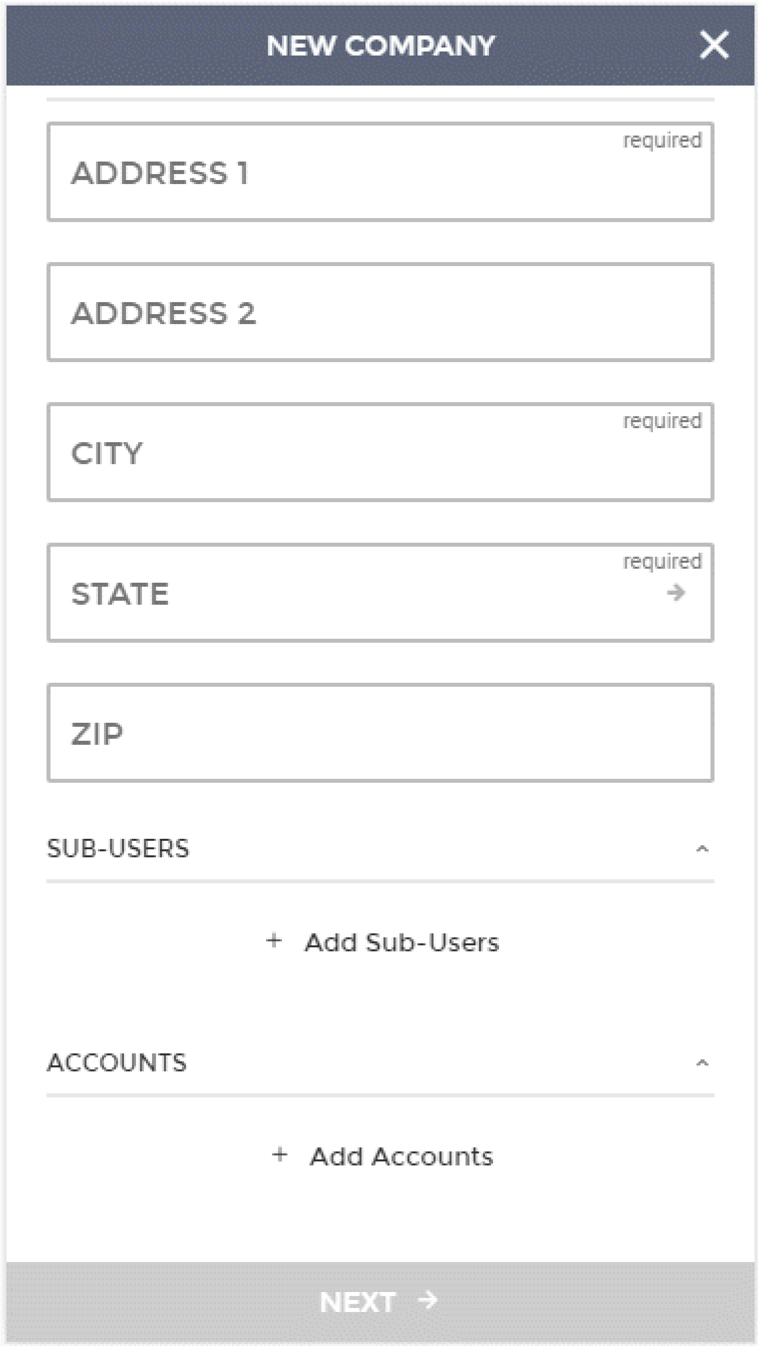
The New Company wizard will help guide you through the process of creating a new company.

The first step in creating a new company is entering the necessary information, including:

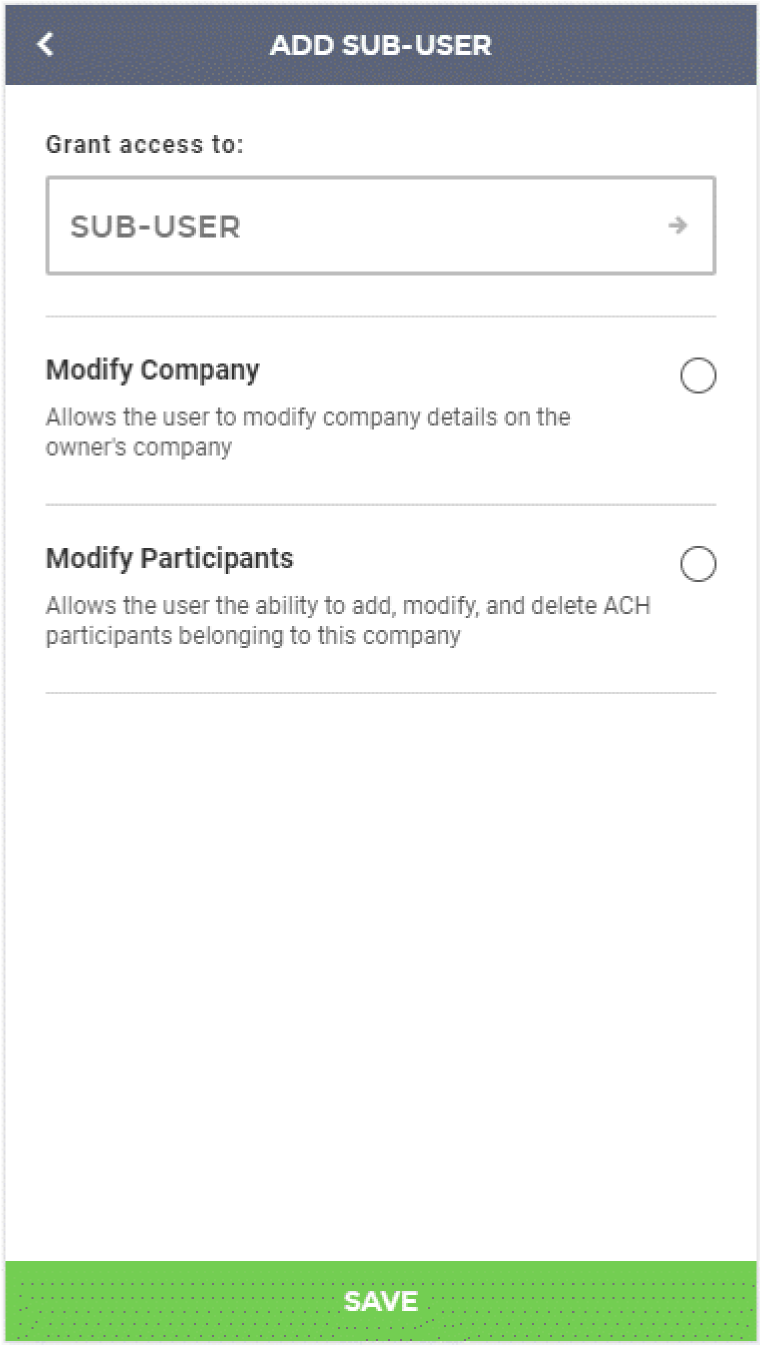
- Company Name
- Short Name
- Employer ID Number (EIN)
- ID Number
- Address
- City
- State
- Zip



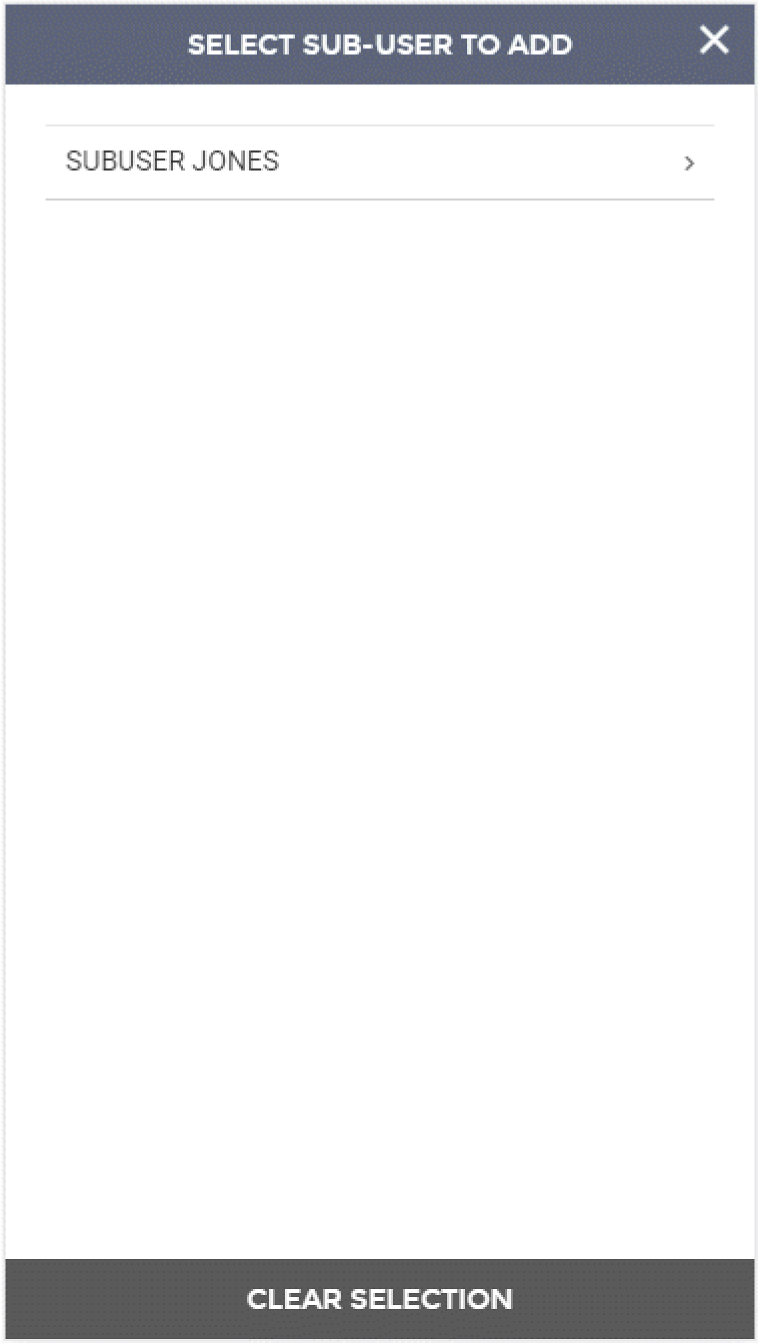
Sub-users can be added to a company by clicking the + Add Sub-Users button.



The Add Sub-User screen will be displayed. Users can select the sub-user they wish to add by clicking on the Sub-User field.

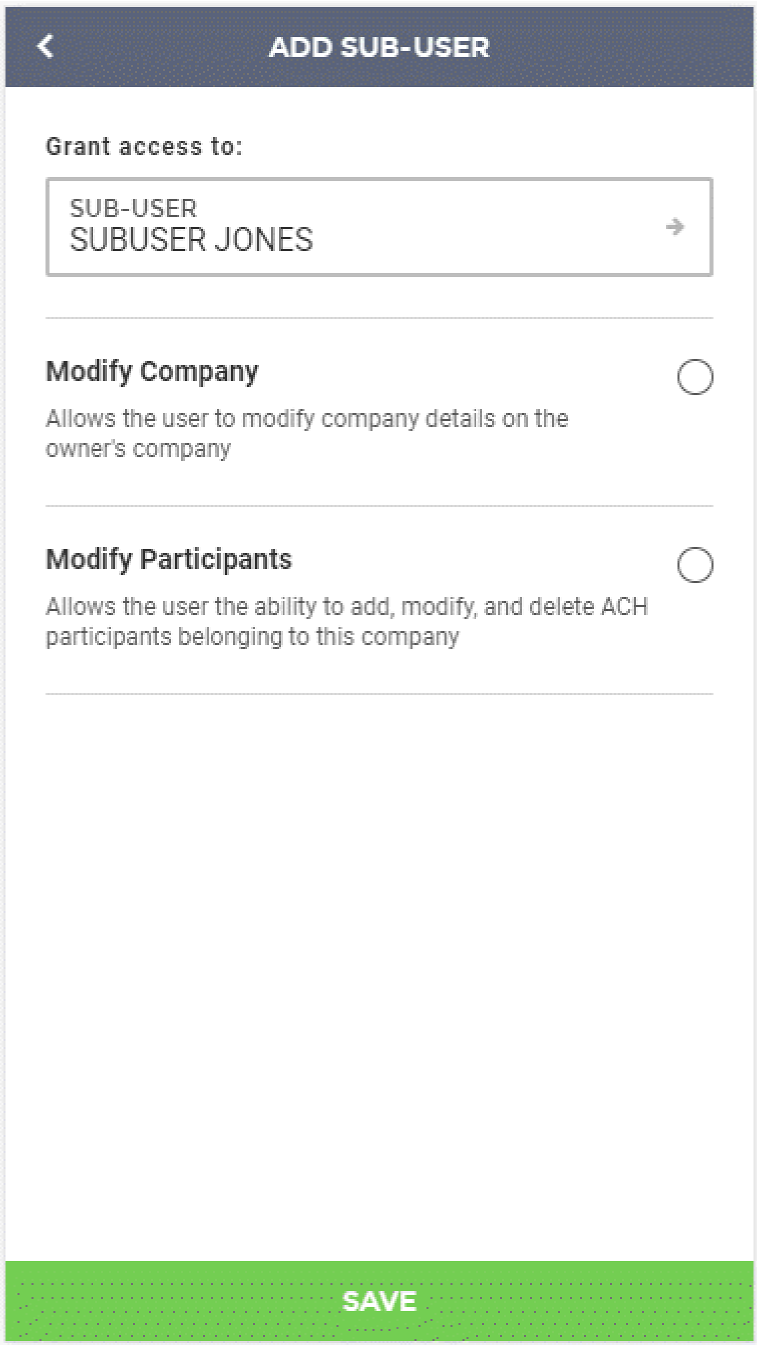


All existing sub-users will be displayed. Click on the sub-user you would like to add.

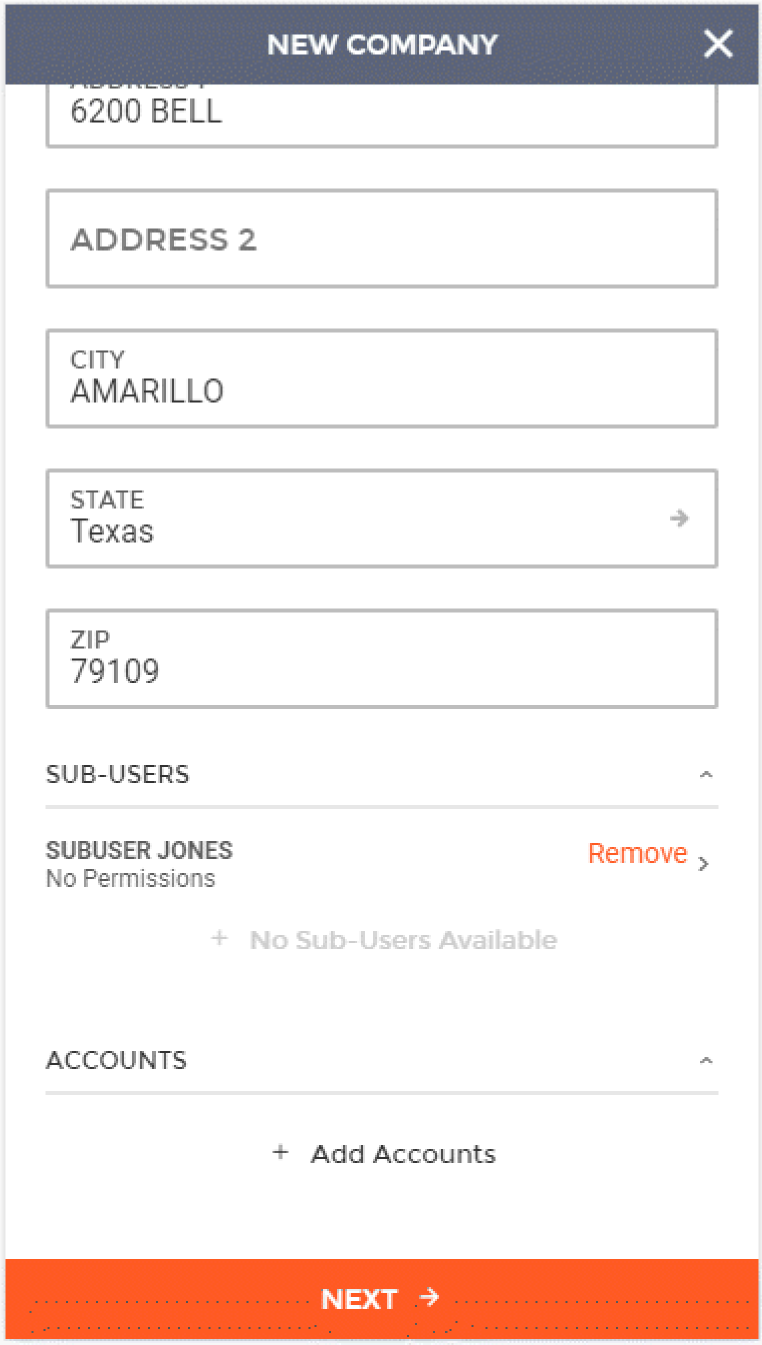


The selected sub-user will be displayed in the Add Sub-User screen.

Two permissions are displayed for sub-users - Modify Company and Modify Participants. Once all fields are set as desired, click save.



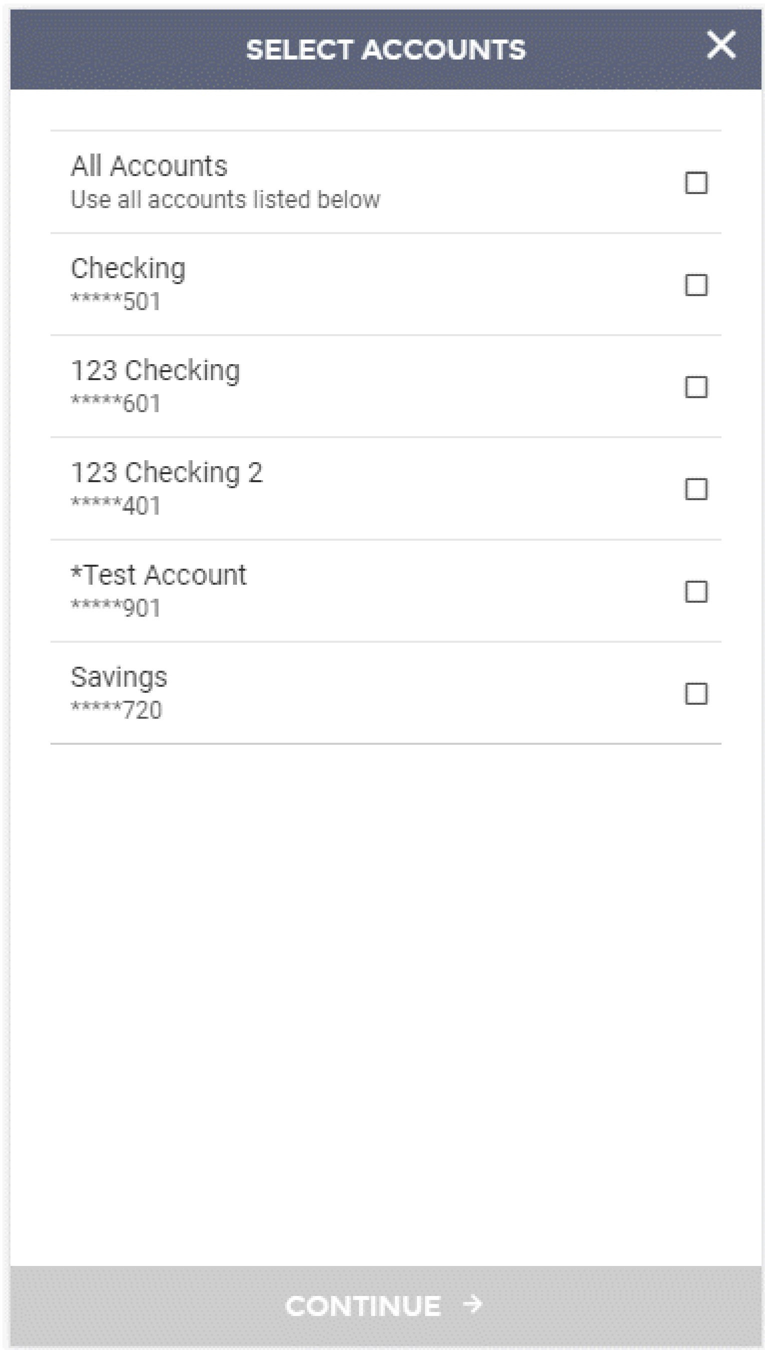
Once saved, the sub-user will be listed in the sub-users section.



Accounts can be added to a company by clicking the + Add Accounts button.

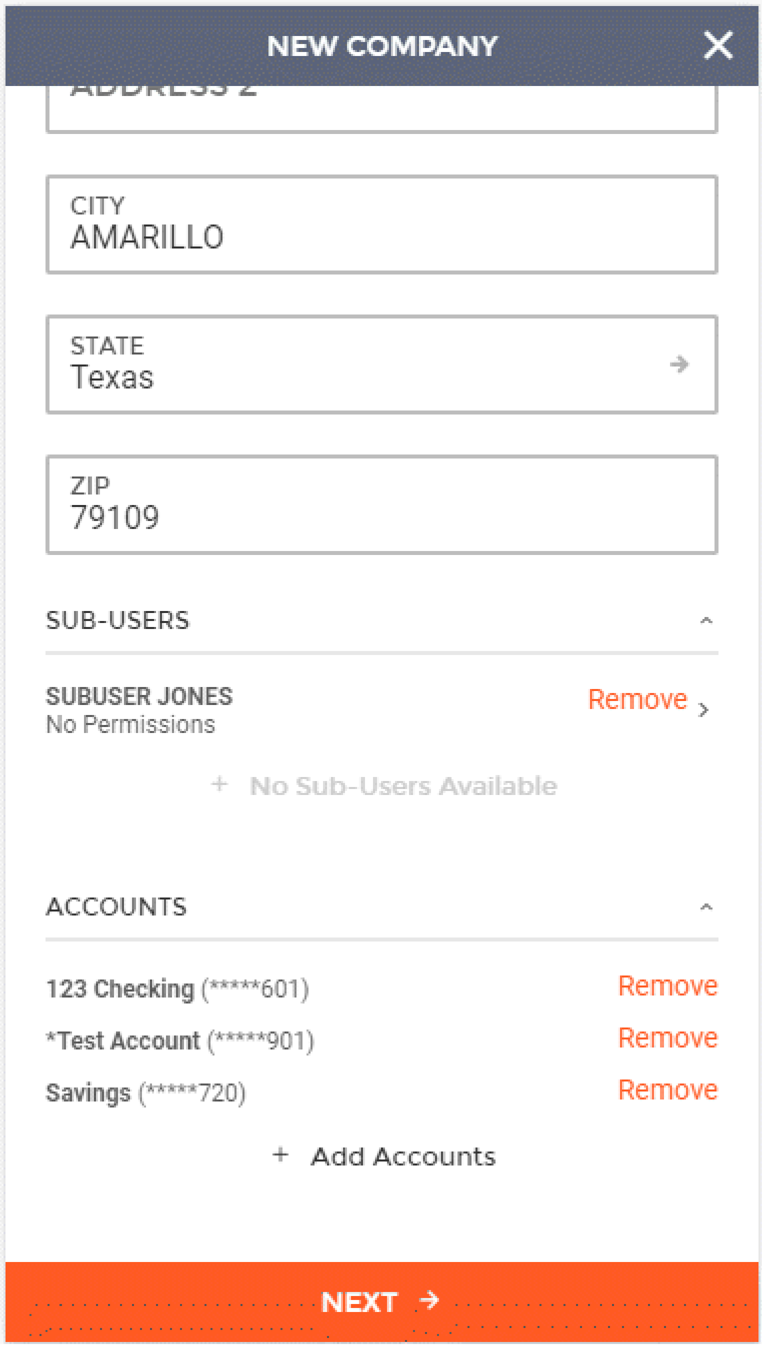
The Select Accounts screen will be displayed. All existing checking and savings accounts will be displayed.

Users can select the account(s) they wish to add and then clicking the continue button.

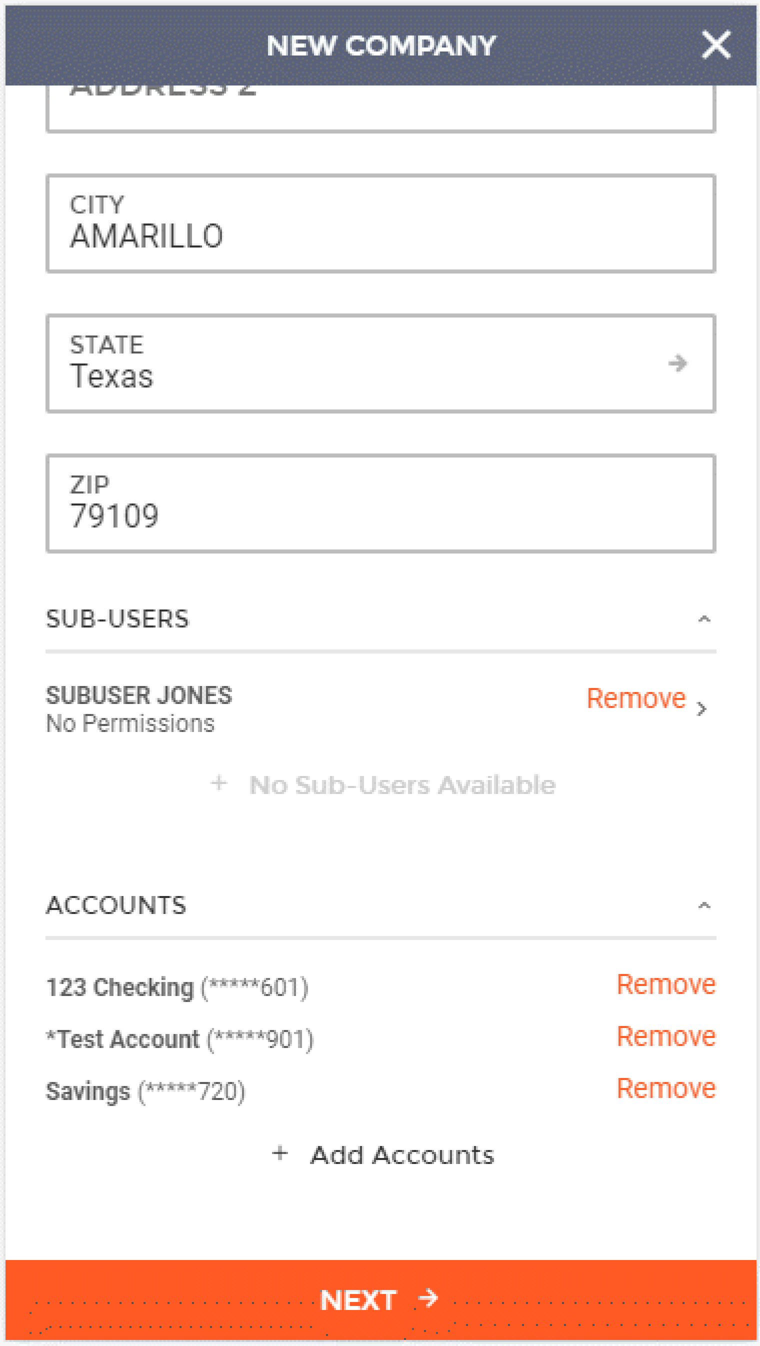


The selected accounts will be listed in the accounts section of the New Company screen.

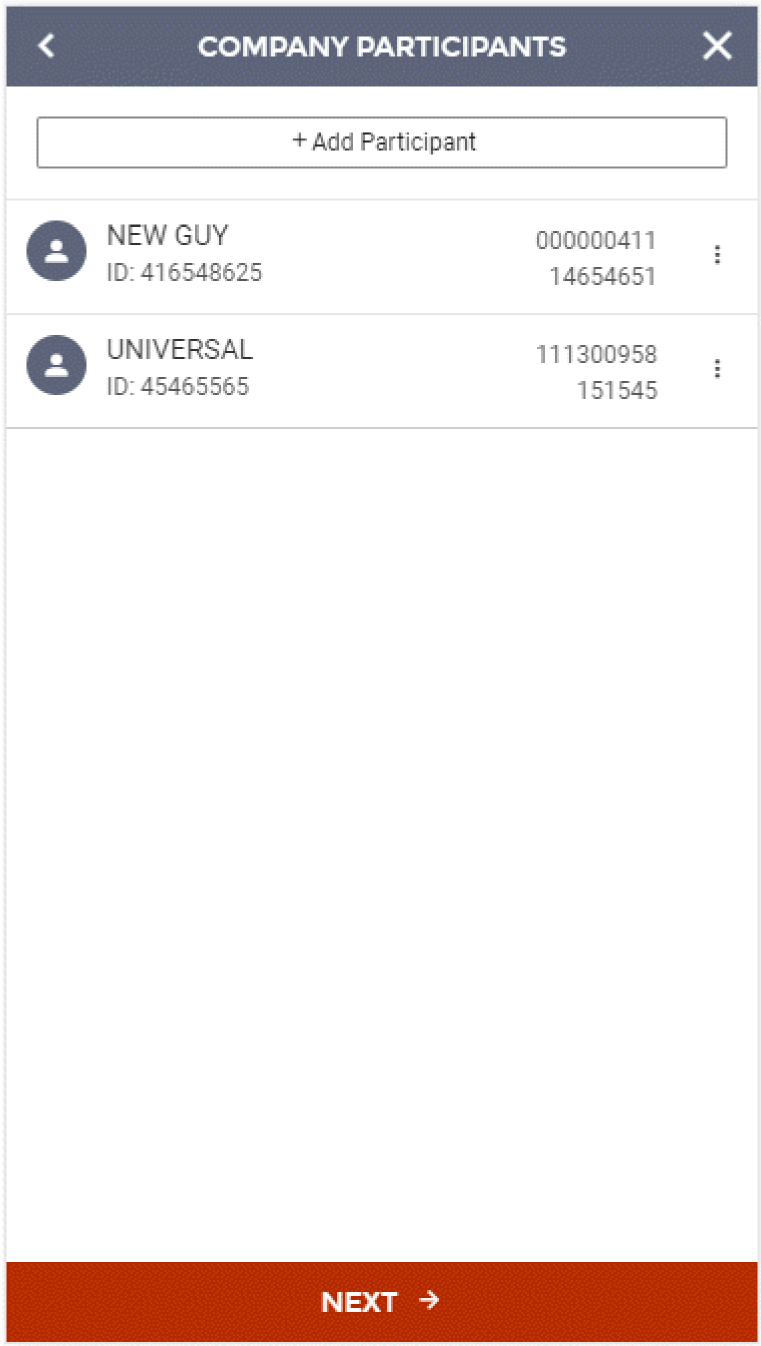
Sub-users and accounts can be removed by clicking the Remove button for the desired account or sub-user.



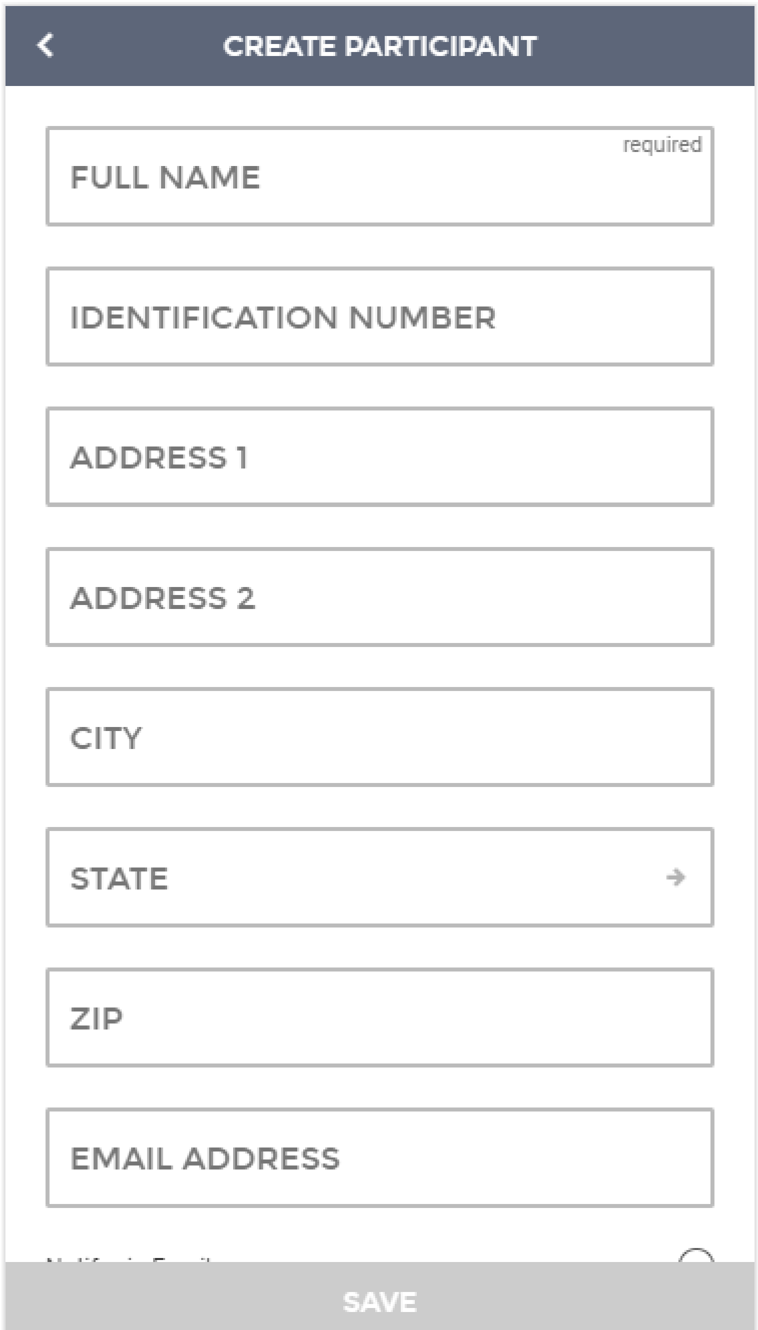
Once all required fields have been filled out, you can click "Next" at the bottom of the screen to proceed.



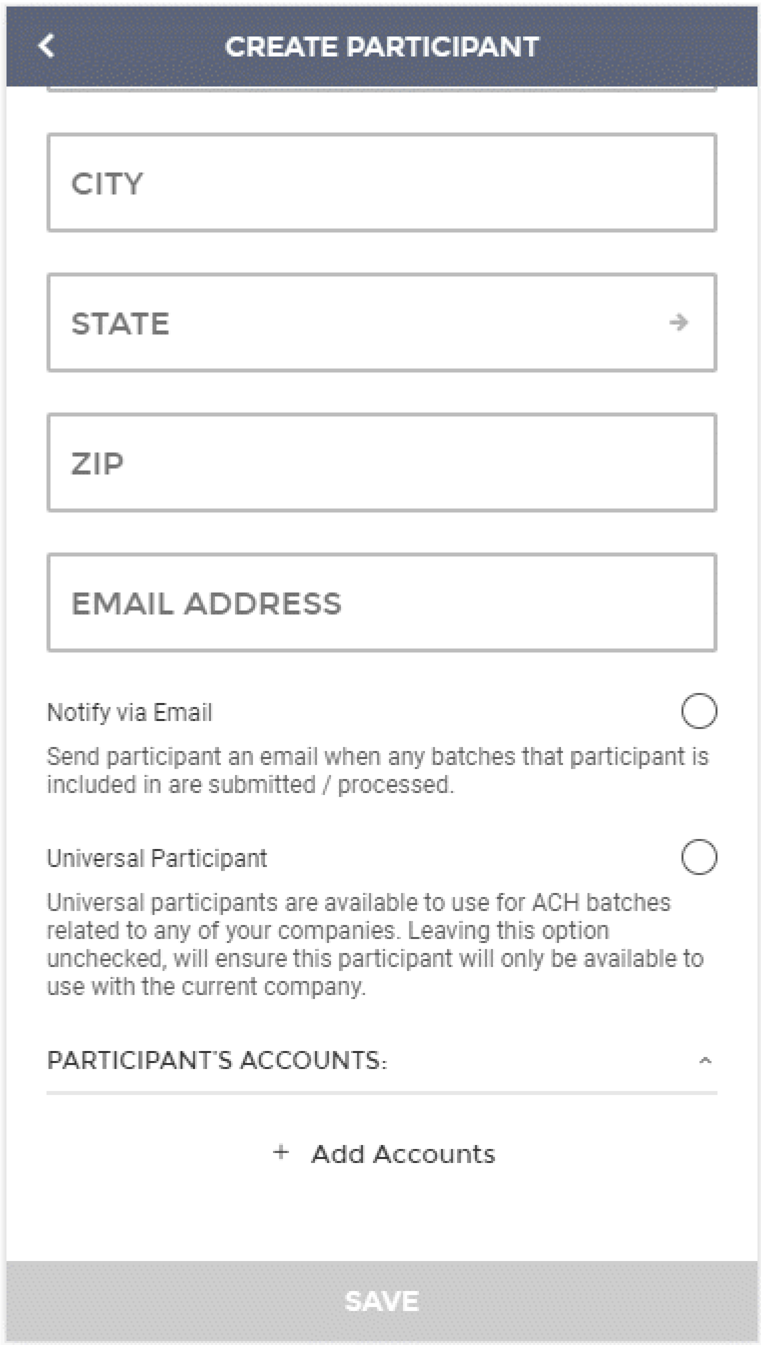
Next, you'll be directed to the Company Participants screen. Any existing universal participants will be displayed. To add a new participant to the company, click the + Add Participant button. If no participants need to be added, click the Next button.



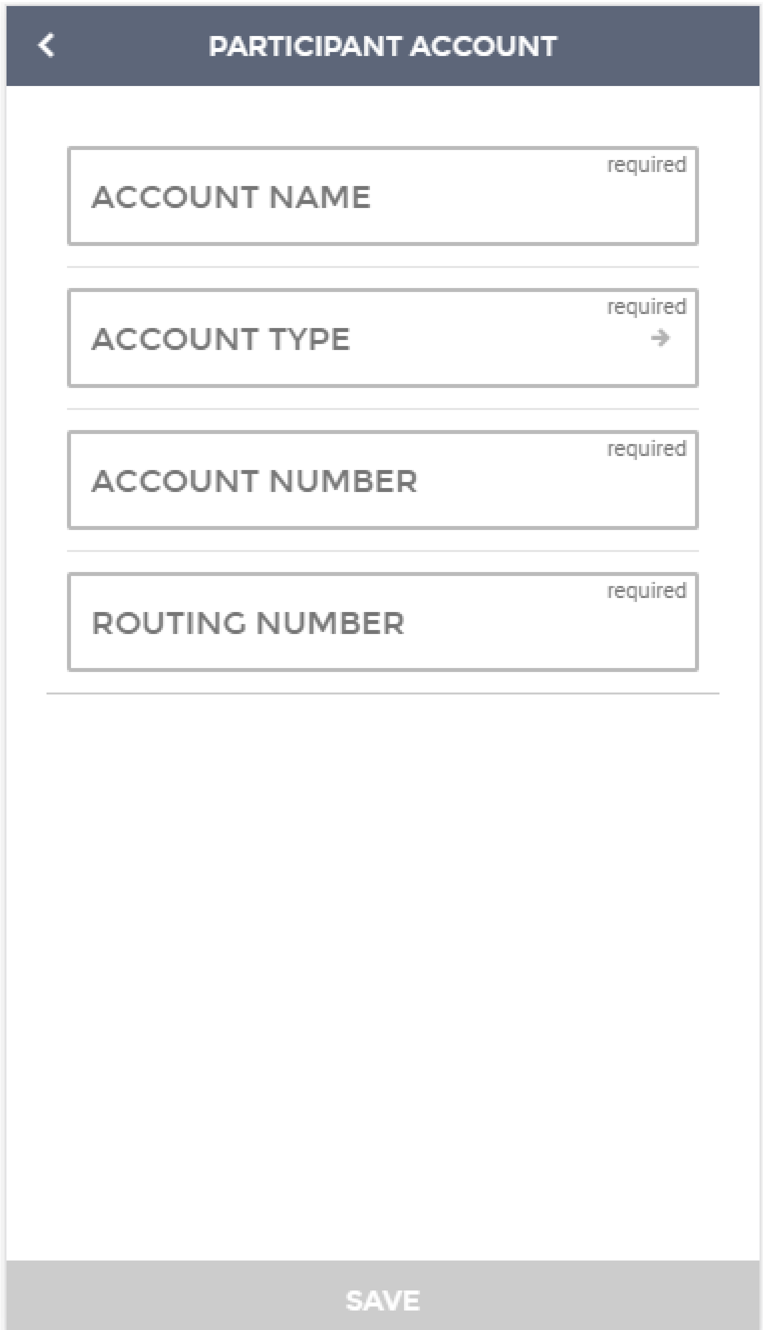
To create a new participant, enter participant information and then scroll down to add an account to the participant.



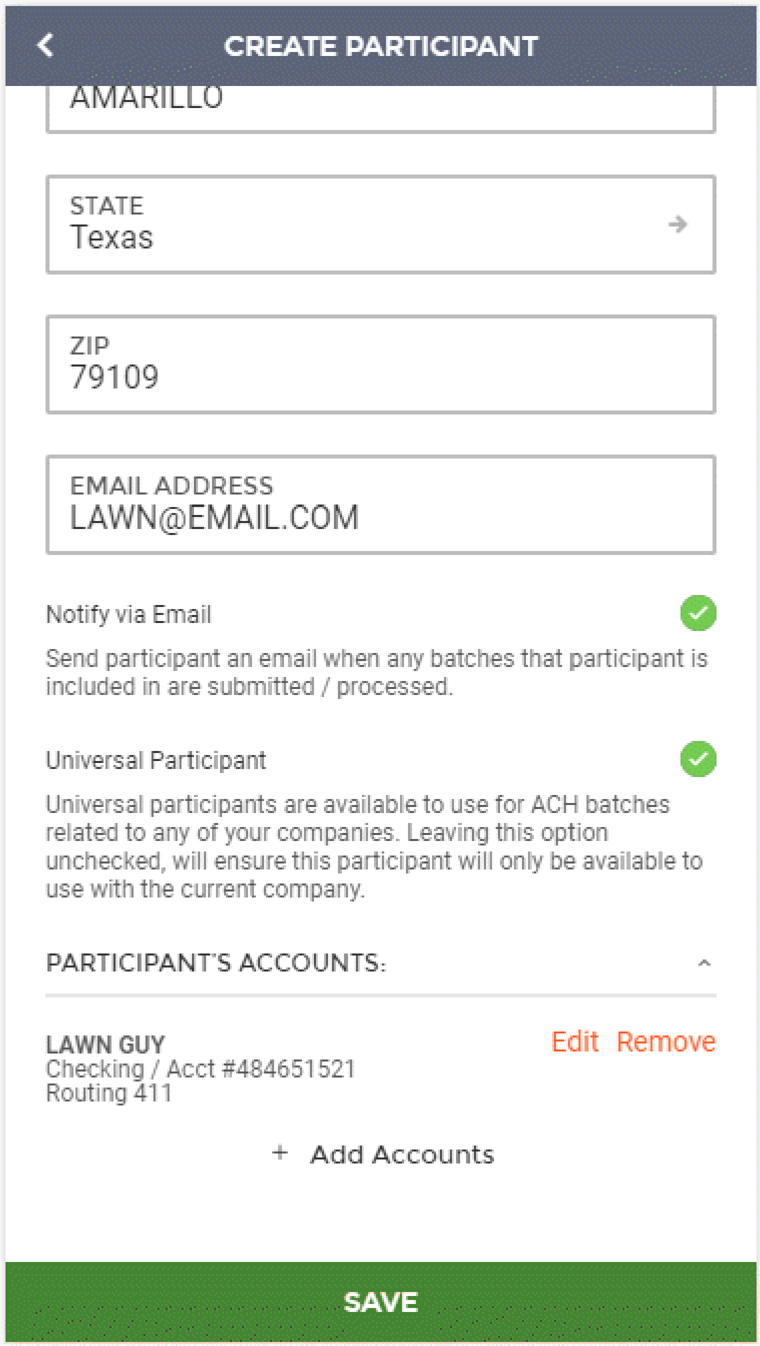
Account(s) can be added by clicking the + Add Accounts button.



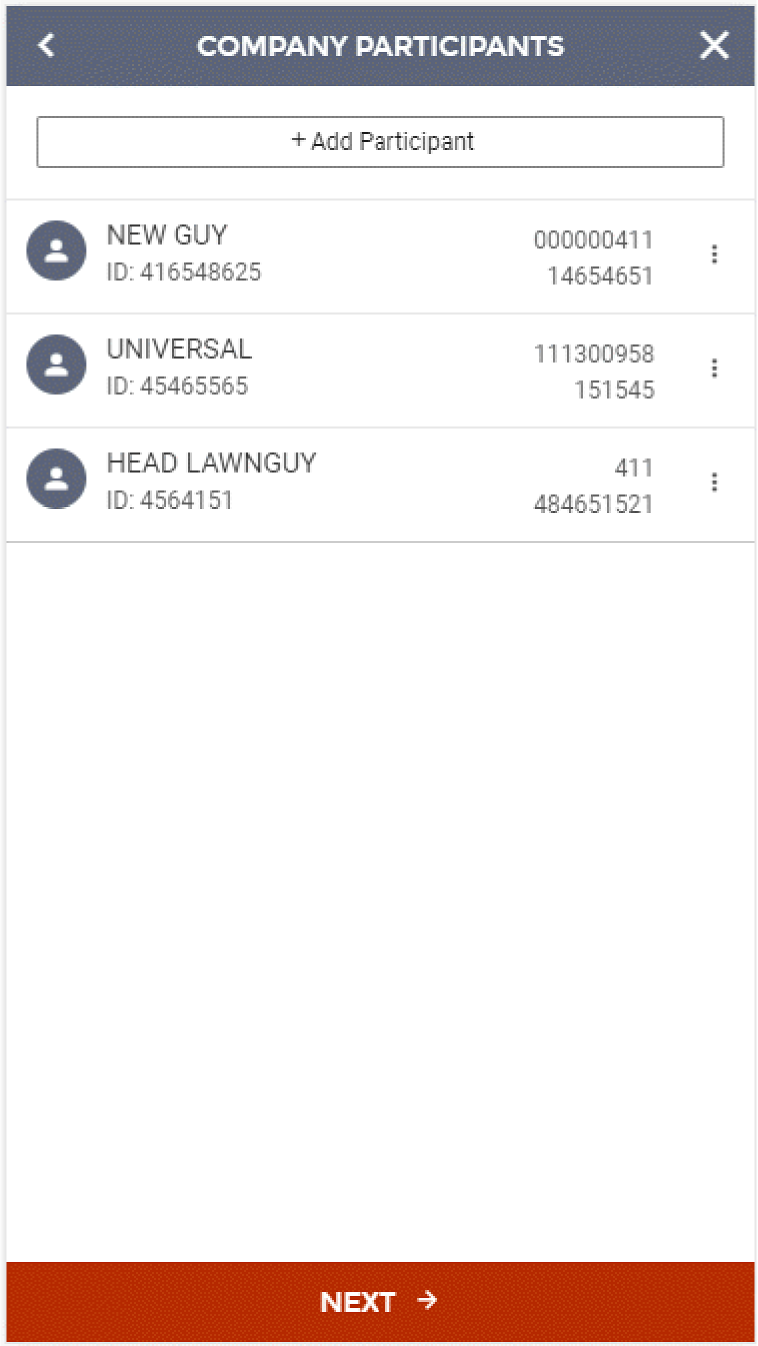
The Participant Account screen will be displayed. Enter values for all fields and then click the save button to add it to the participant.



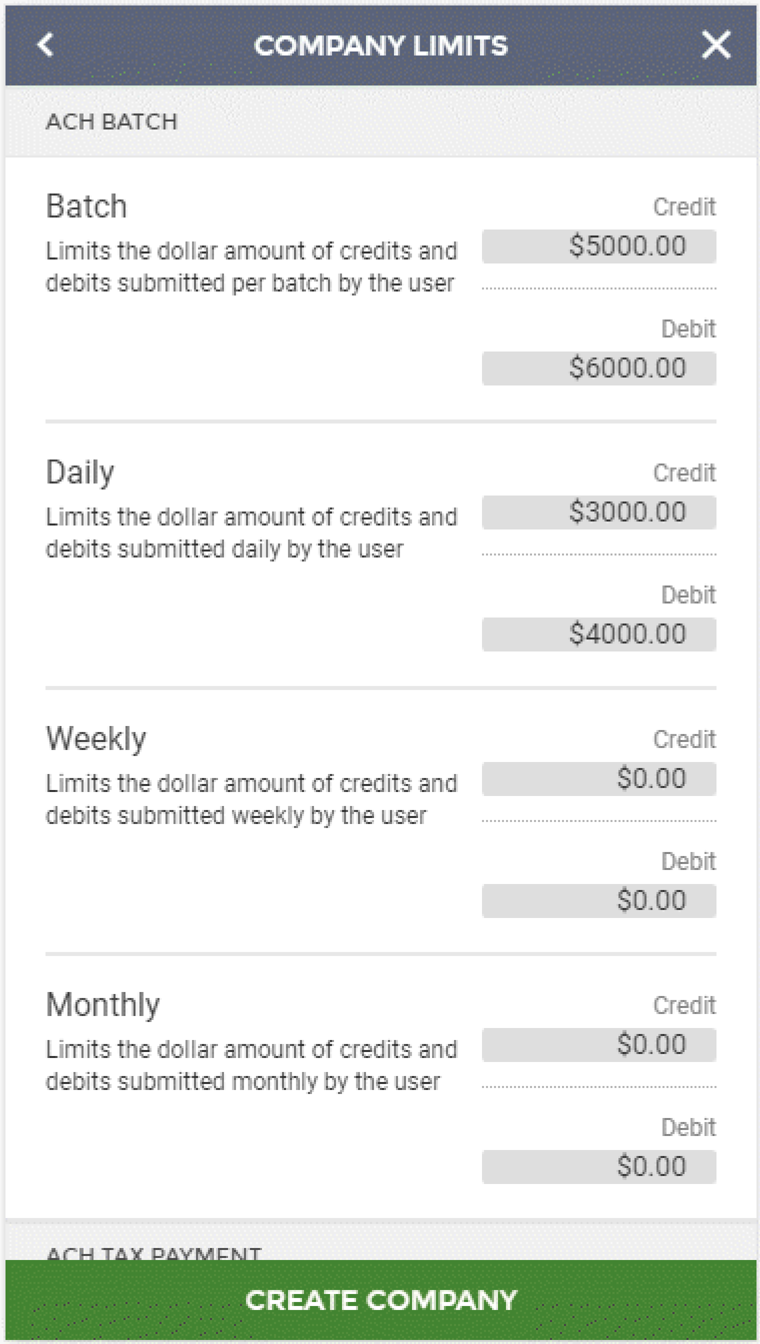
Once all desired information and fields have been added, click Save to add the participant to the company.

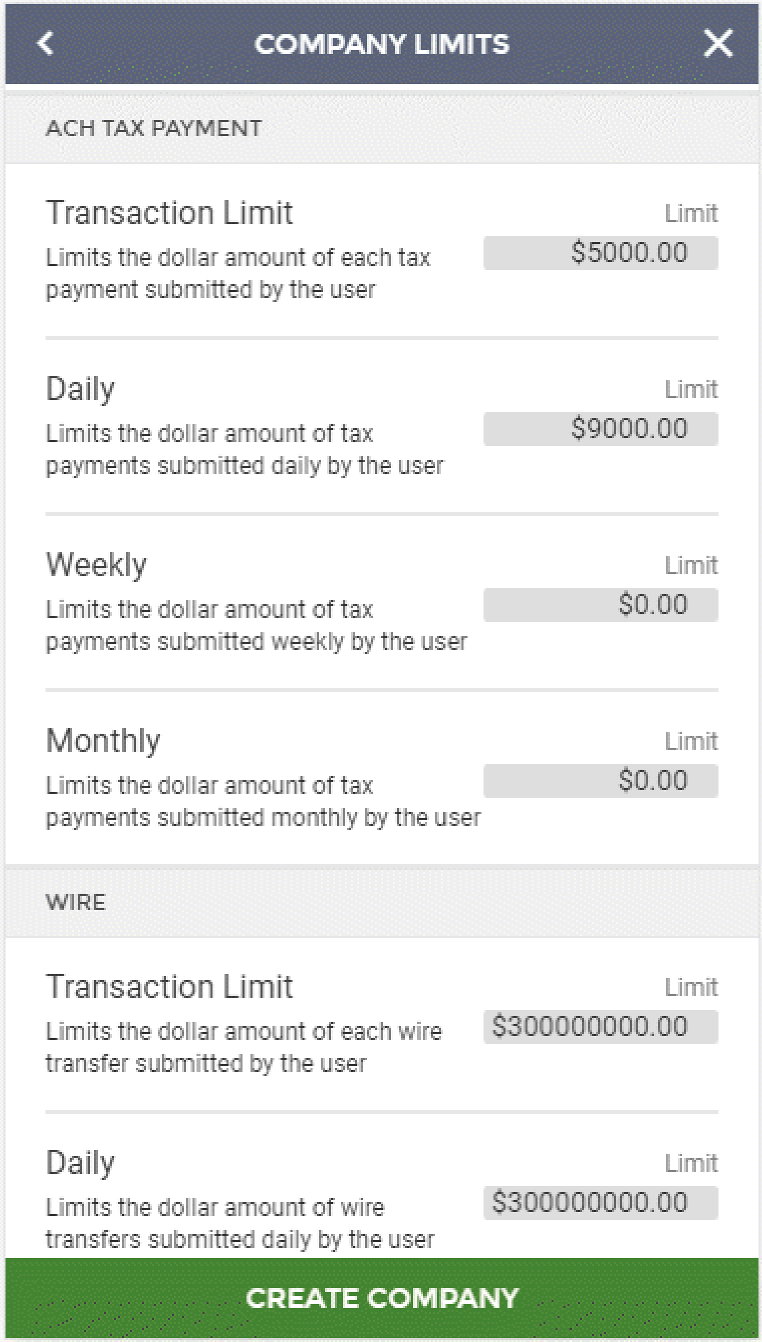


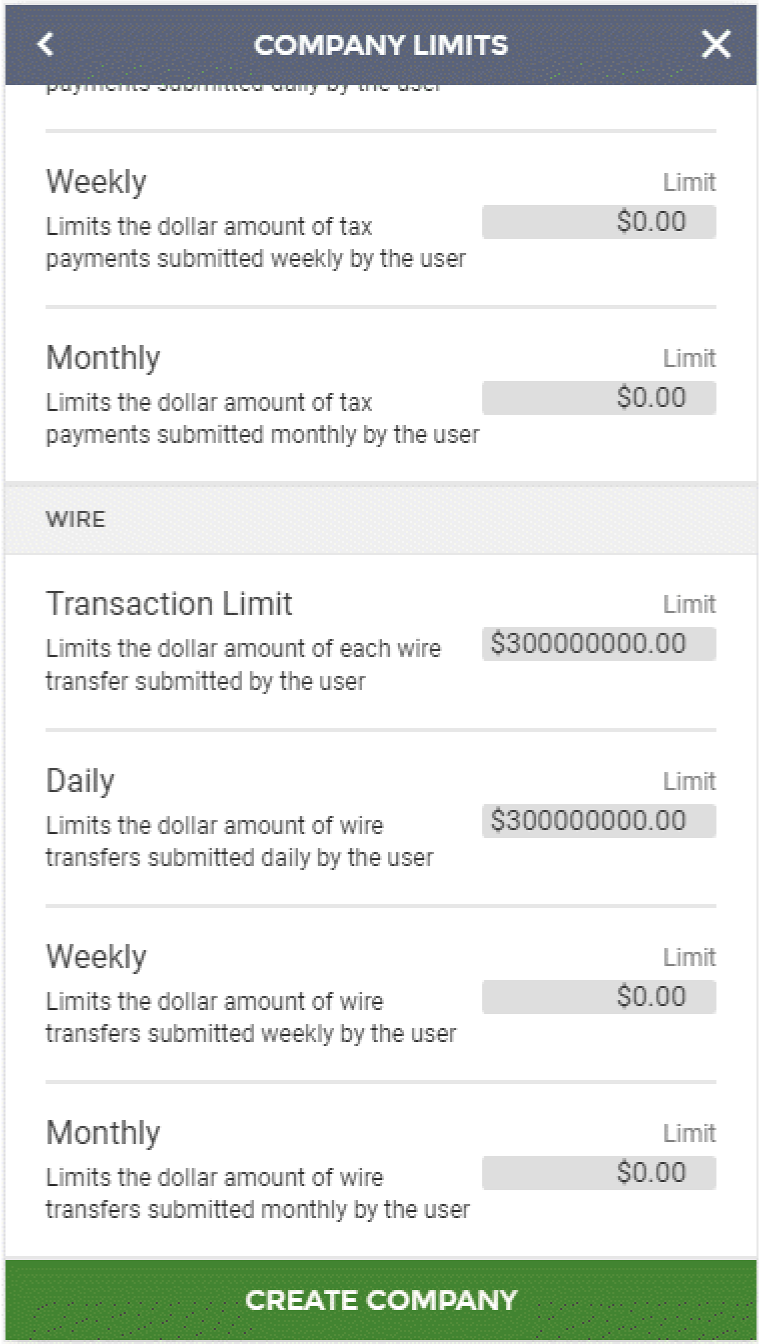
The new participant will be displayed on the Company Participants screen. Once all desired participants are added, click the Next button to move on.



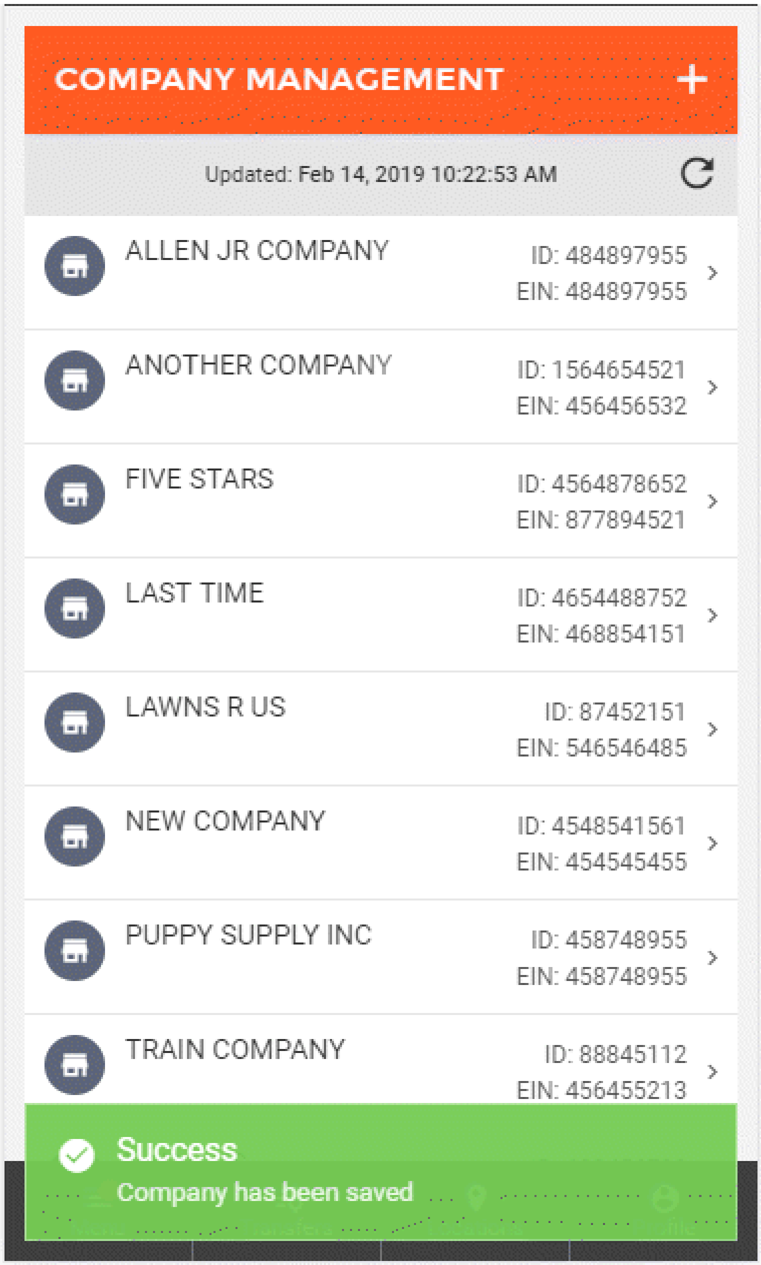
Company Limits are then displayed for the new company. Review the limits and click the Create Company button to complete setup of the new company.




COMPANY LIMITS
ACH TAX PAYMENT
Transaction Limit
Limit
Limits the dollar amount of each tax payment submitted by the user
$5000.00
Daily
Limit
Limits the dollar amount of tax payments submitted daily by the user
$9000.00
Weekly
Limit
Limits the dollar amount of tax payments submitted weekly by the user
$0.00
Monthly
Limit
Limits the dollar amount of tax payments submitted monthly by the user
$0.00
WIRE
Transaction Limit
Limit
Limits the dollar amount of each wire transfer submitted by the user
$300000000.00
Daily
Limit
Limits the dollar amount of wire transfers submitted daily by the user
$300000000.00
CREATE COMPANY

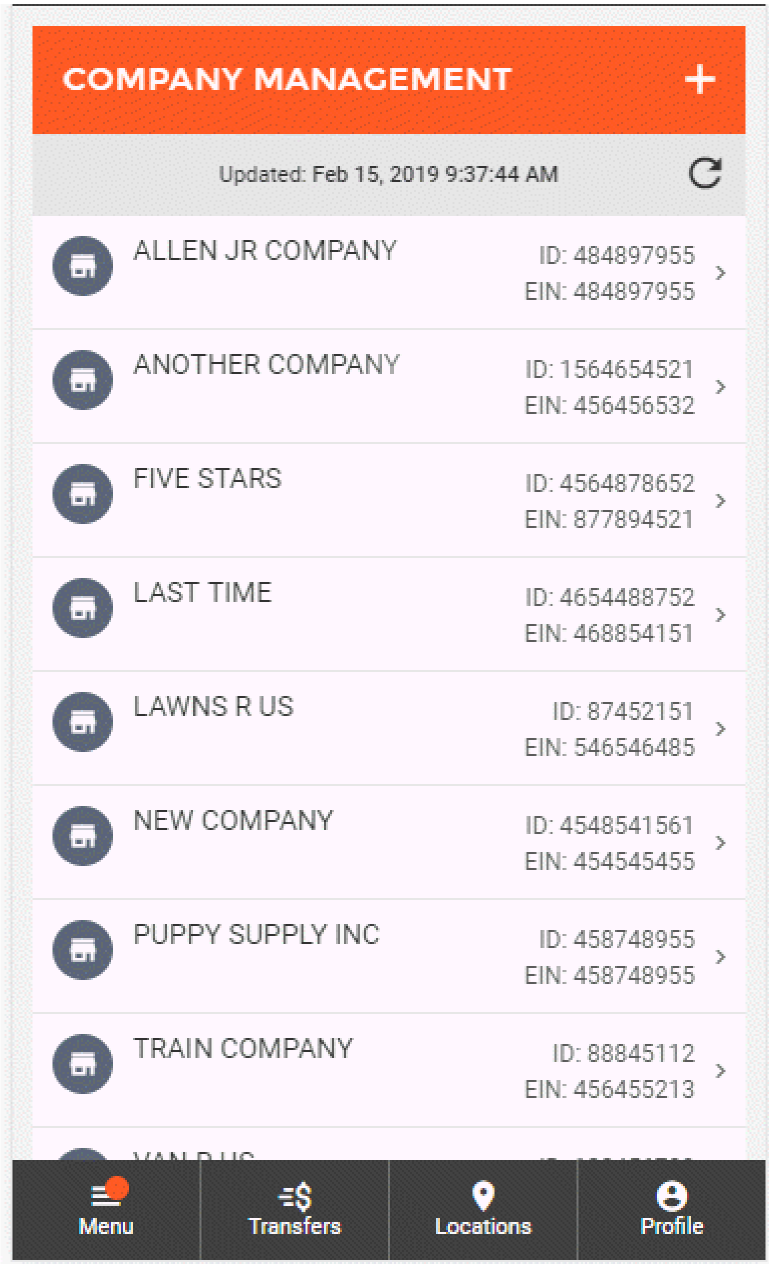

COMPANY LIMITS
Weekly
Limit
Limits the dollar amount of tax payments submitted weekly by the user
$0.00
Monthly
Limit
Limits the dollar amount of tax payments submitted monthly by the user
$0.00
WIRE
Transaction Limit
Limit
Limits the dollar amount of each wire transfer submitted by the user
$300000000.00
Daily
Limit
Limits the dollar amount of wire transfers submitted daily by the user
$300000000.00
Weekly
Limit
Limits the dollar amount of wire transfers submitted weekly by the user
$0.00
Monthly
Limit
Limits the dollar amount of wire transfers submitted monthly by the user
$0.00
CREATE COMPANY

The new company will be displayed on the Company Management screen.



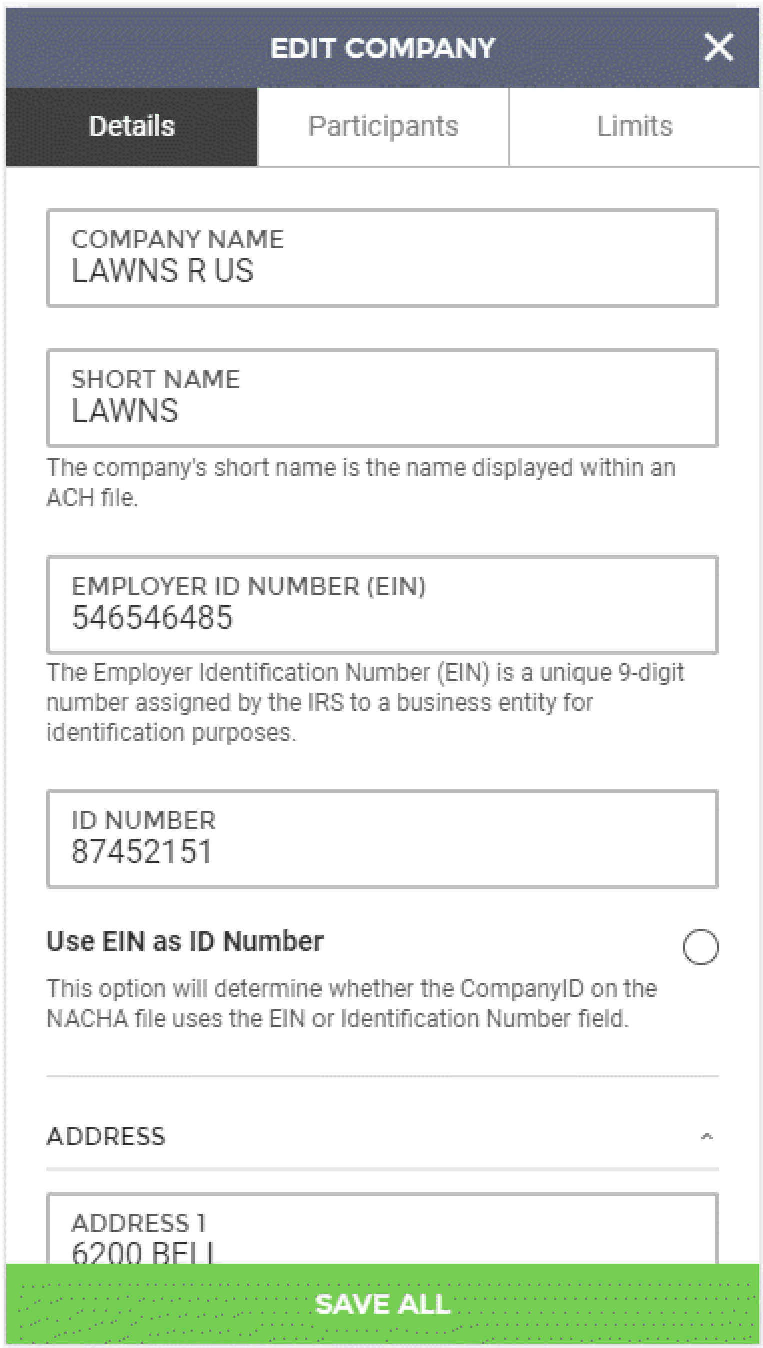
Editing a Company

To edit a company, click on the company from the list that you wish to edit.

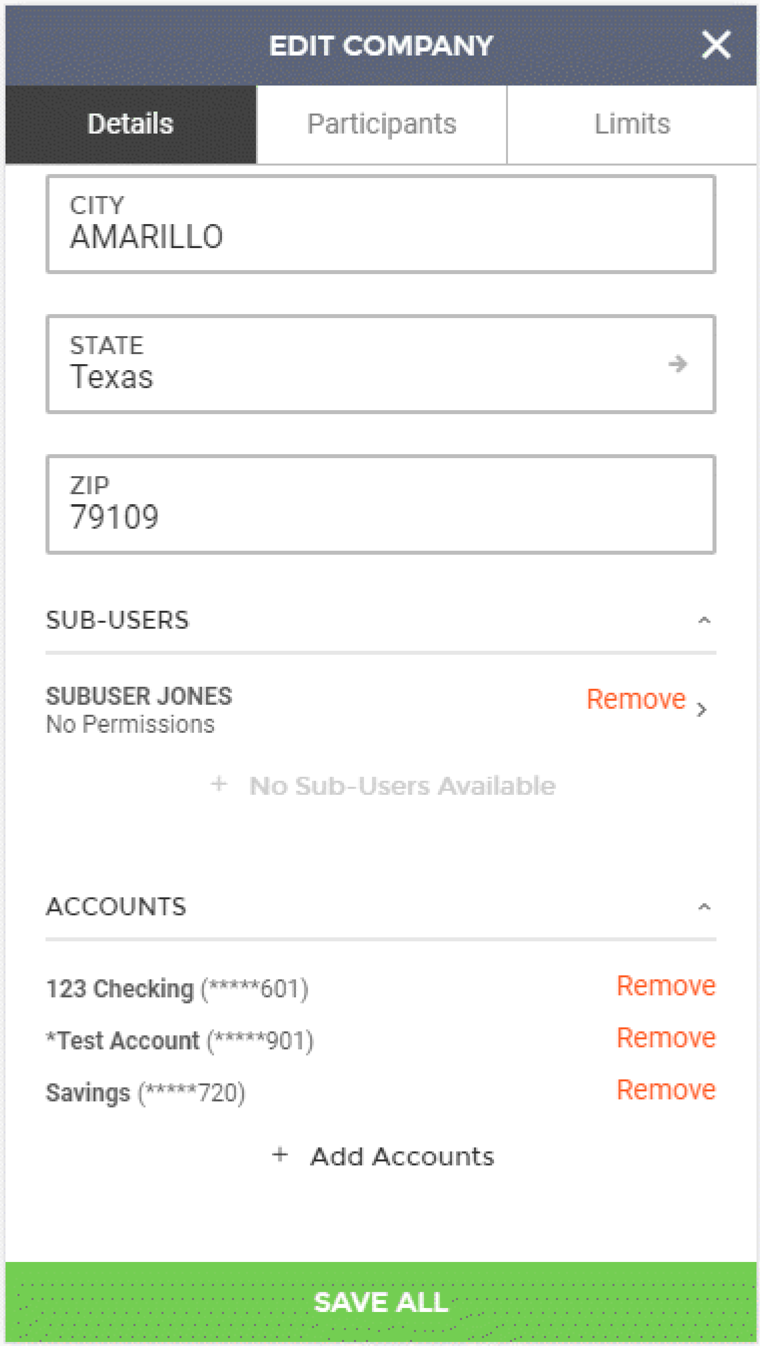


Here, you can view company details, participants, and limits.

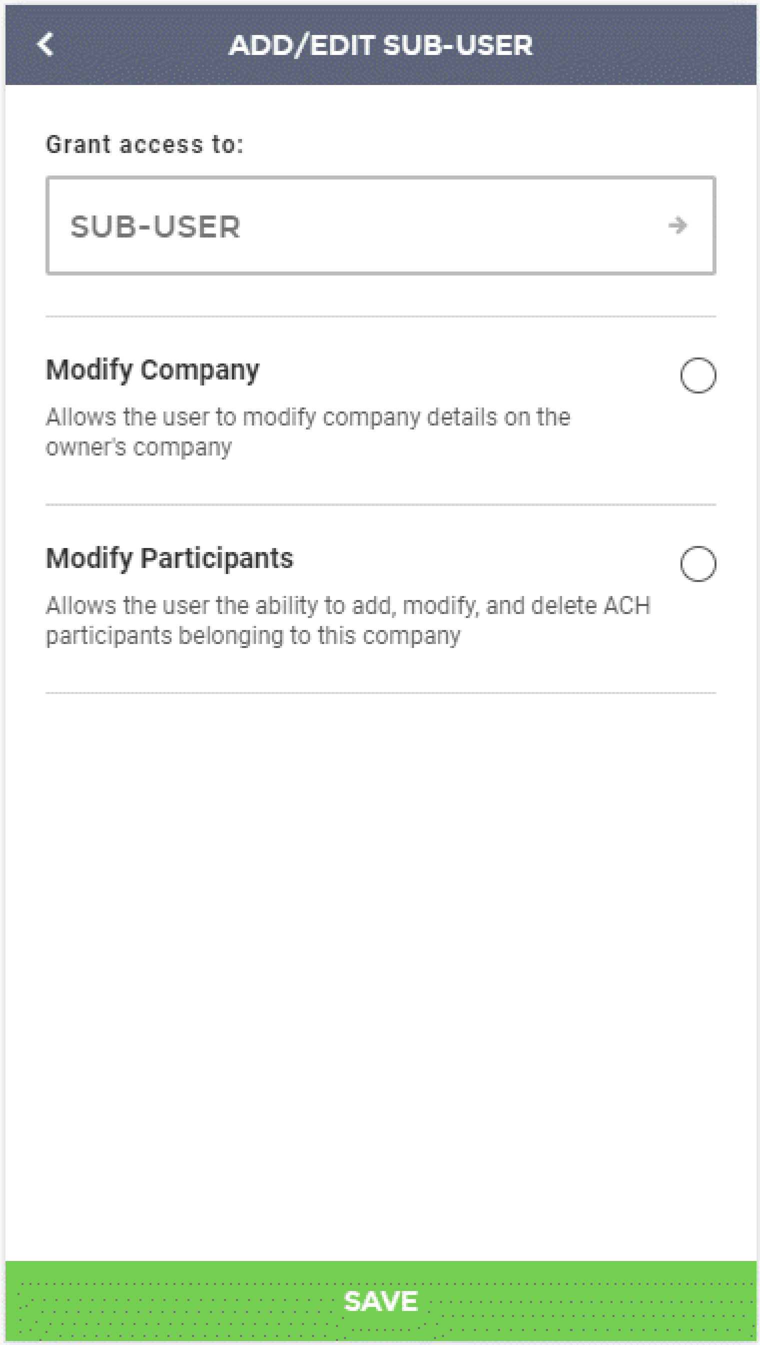
All fields and settings on the Details screen are editable.

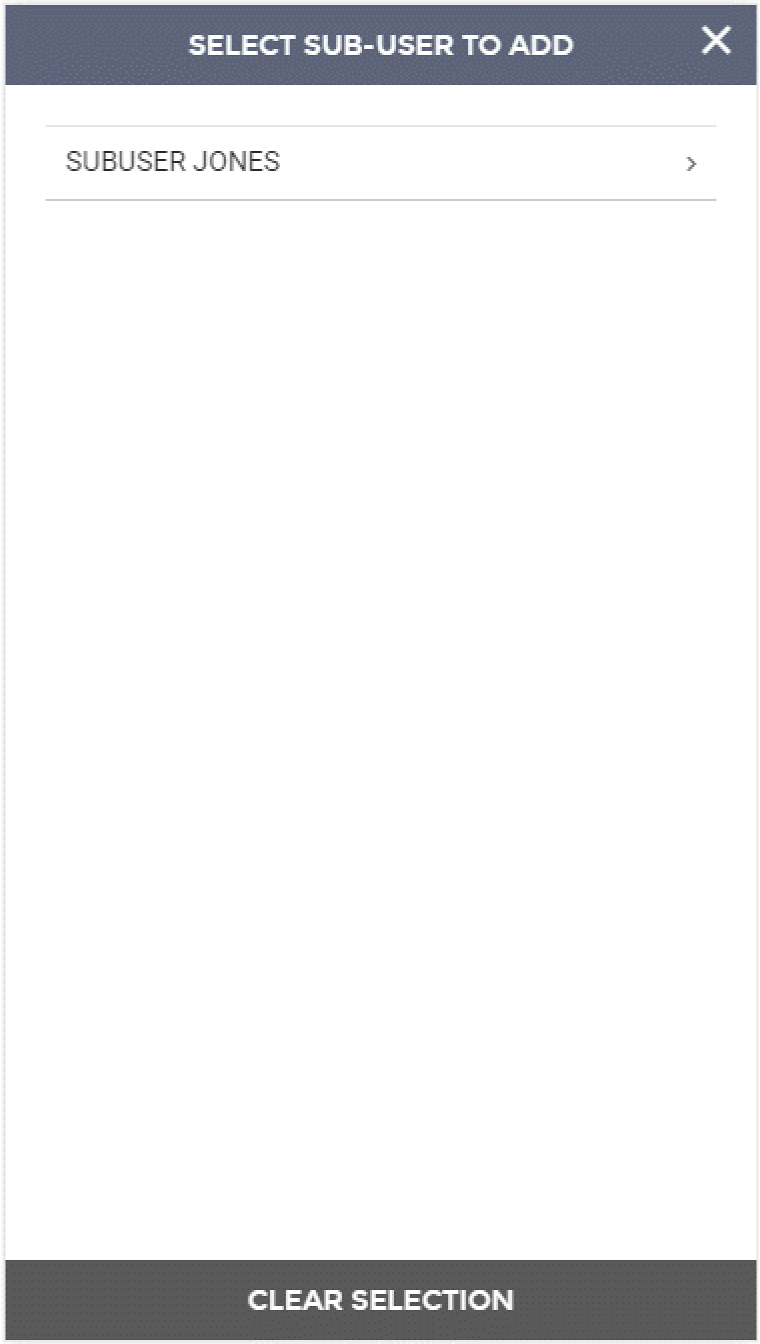


Sub-users can be added to a company by clicking the + Add Sub-Users button (if sub-users are available).

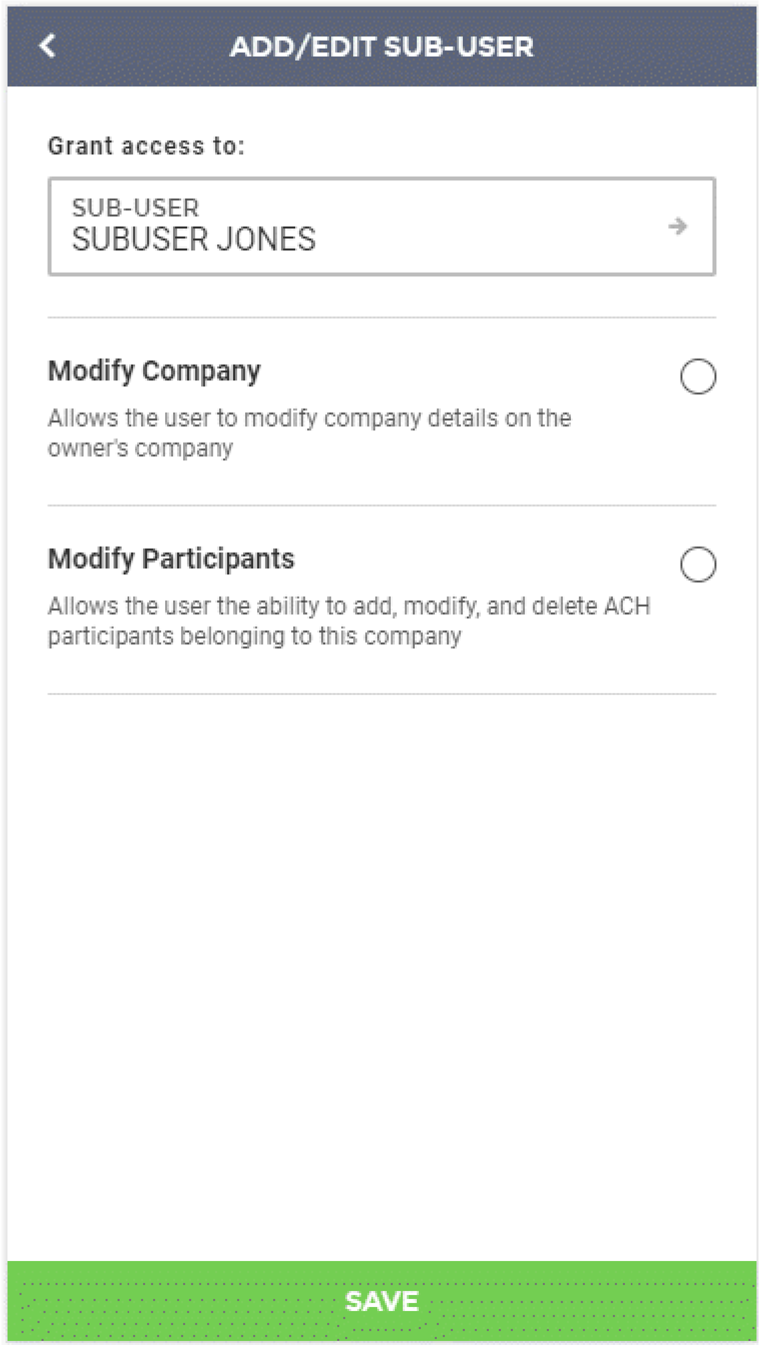


The Add/Edit Sub-User screen will be displayed. Users can select the sub-user they wish to add by clicking on the Sub-User field.



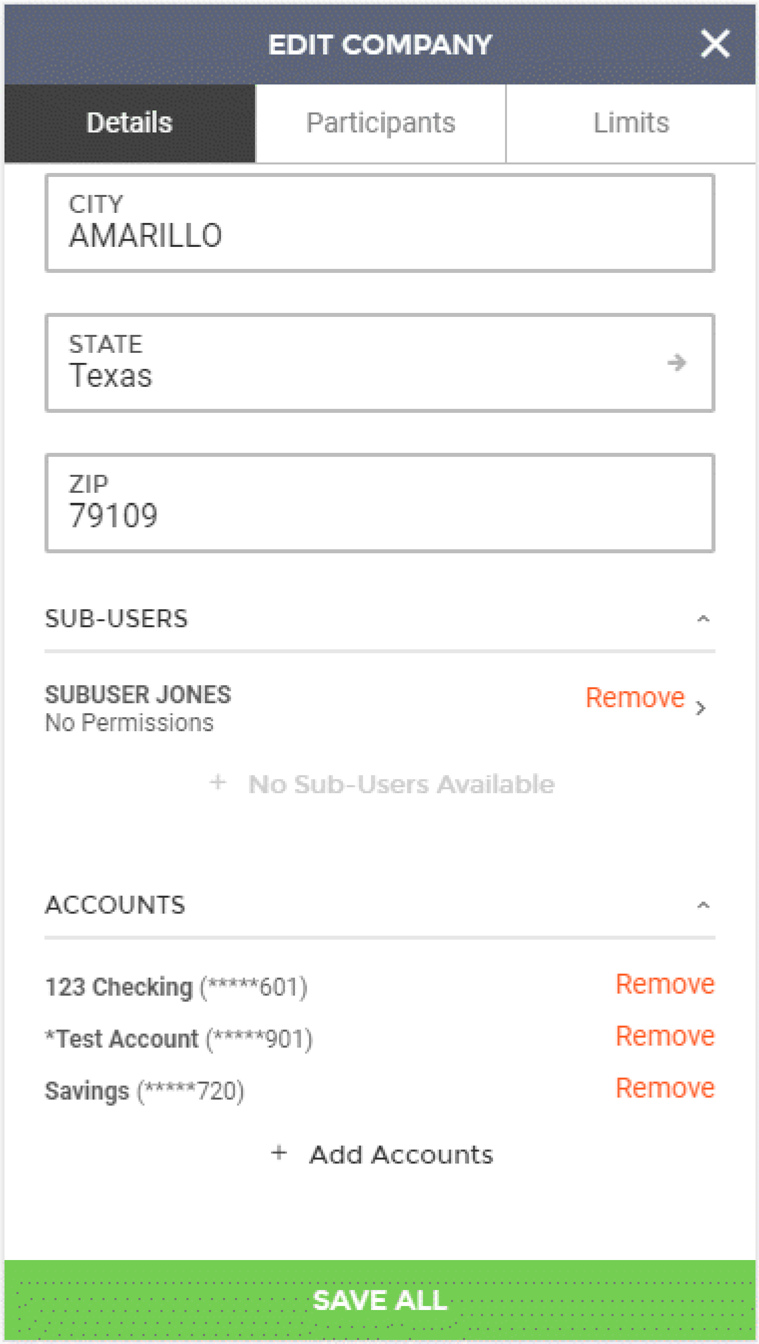

SELECT SUB-USER TO ADD
SUBUSER JONES
CLEAR SELECTION

The selected sub-user will be displayed in the Add/Edit Sub-User screen.



Two permissions are displayed for sub-users - Modify Company and Modify Participants. Once all fields are set as desired, click save.

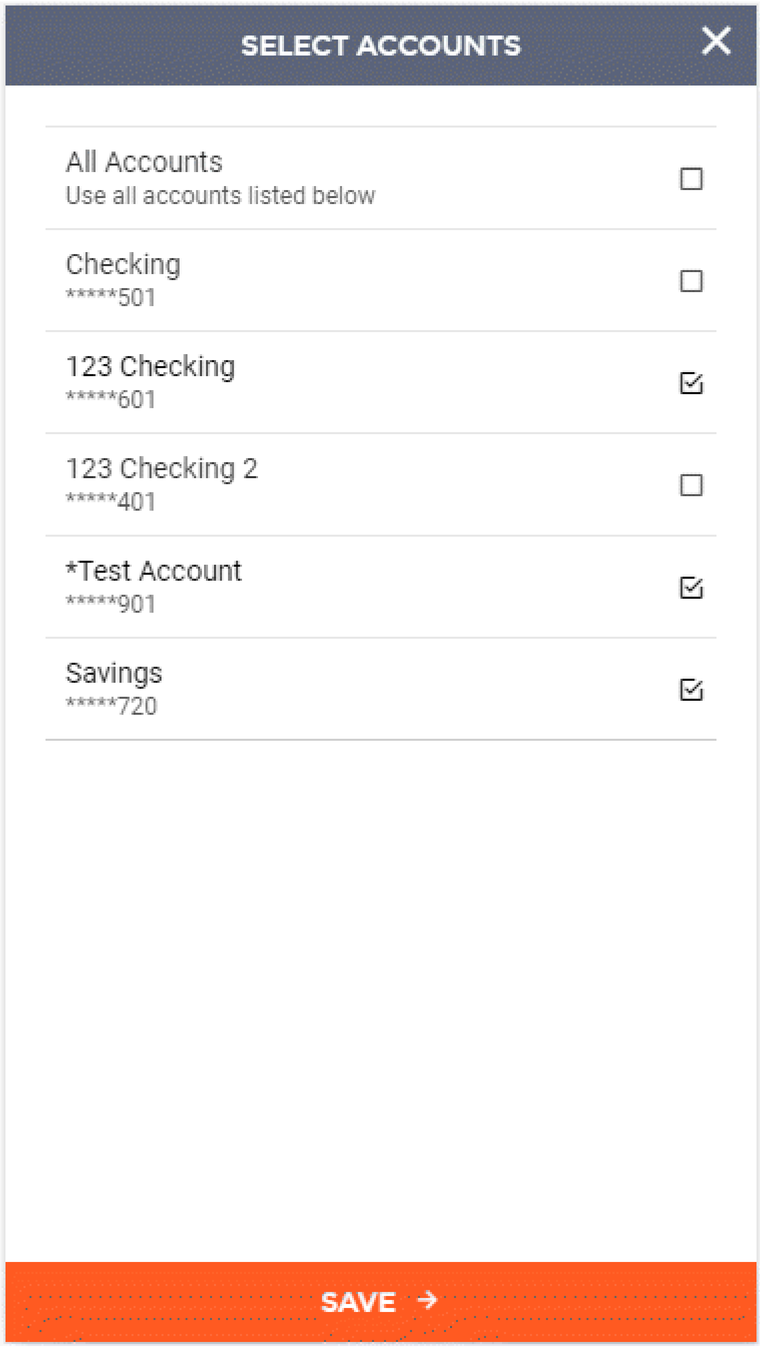
Once saved, the sub-user will be listed in the sub-users section.



Accounts can be added to a company by clicking the + Add Accounts button.

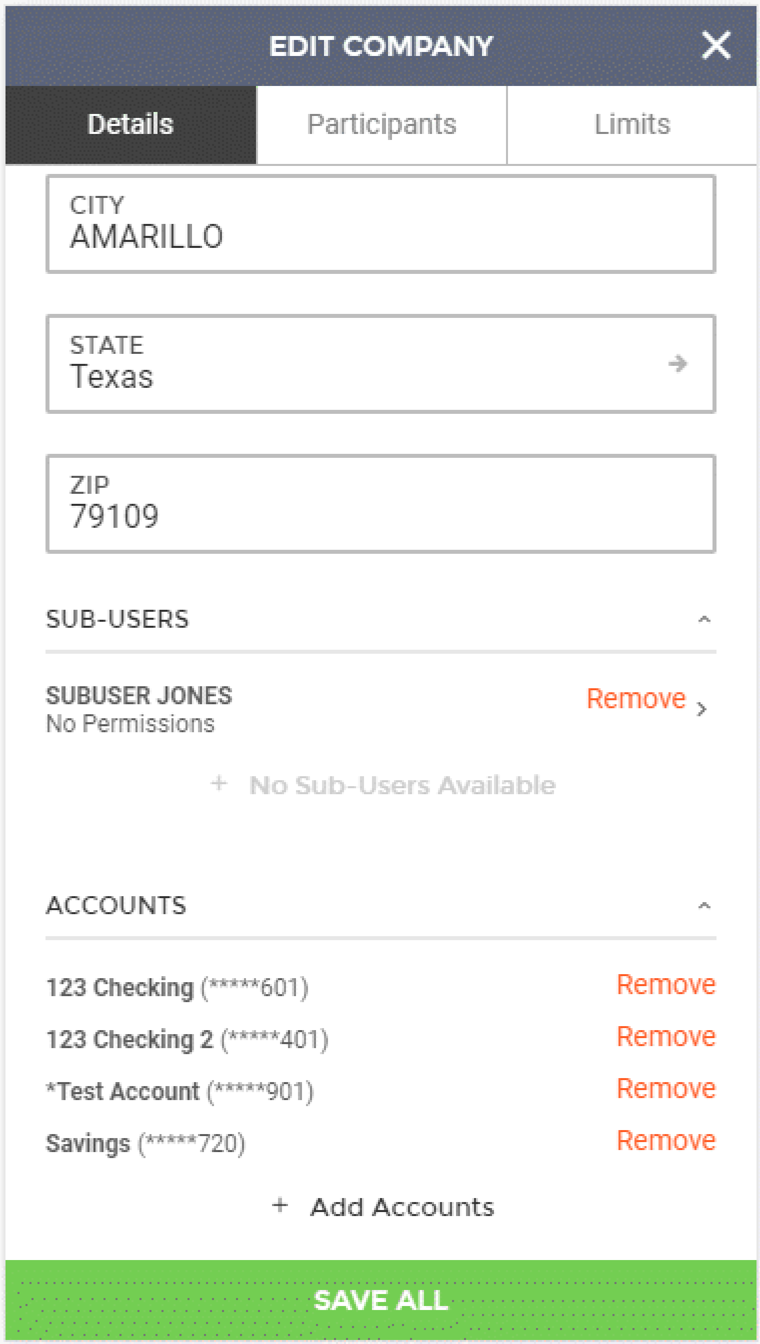
The Select Accounts screen will be displayed. All existing checking and savings accounts will be displayed.

Users can select the account(s) they wish to add and then clicking the continue button.



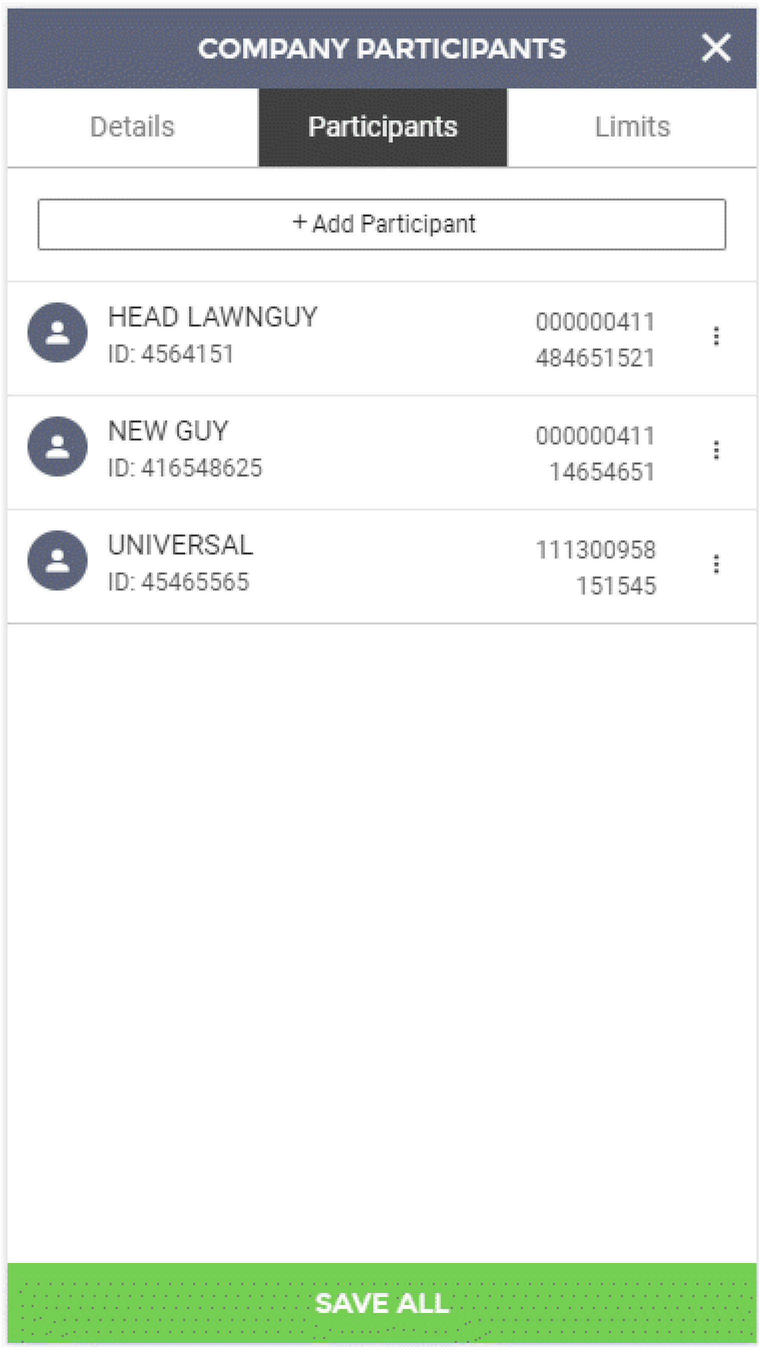
The selected accounts will be listed in the accounts section of the New Company screen.

Sub-users and accounts can be removed by clicking the Remove button for the desired account or sub-user.



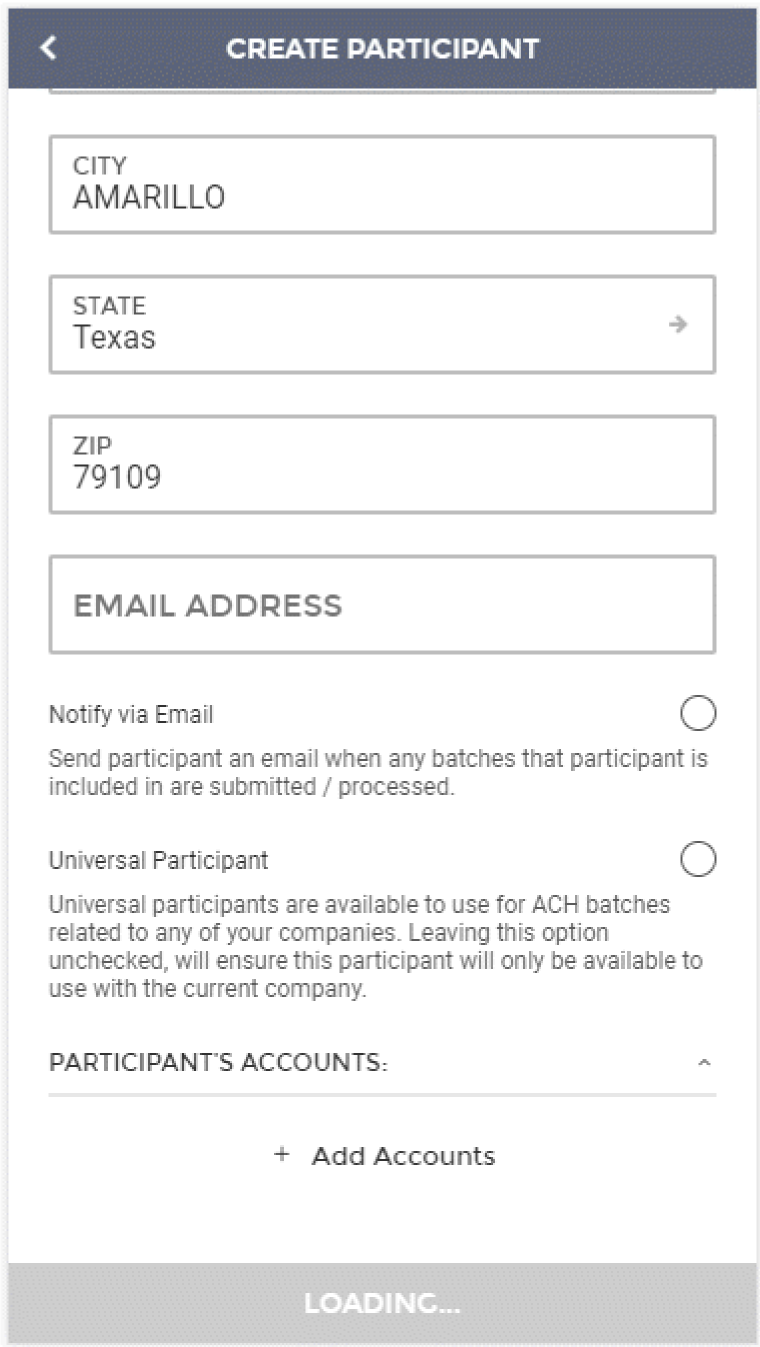
Once all desired changes have been made, you can click Save All to save changes or click on the Participants or Limits sections to view/edit information there.

Next, you'll be directed to the Company Participants screen. Any existing company participants and universal participants will be displayed. To add a new participant to the company, click the + Add Participant button.

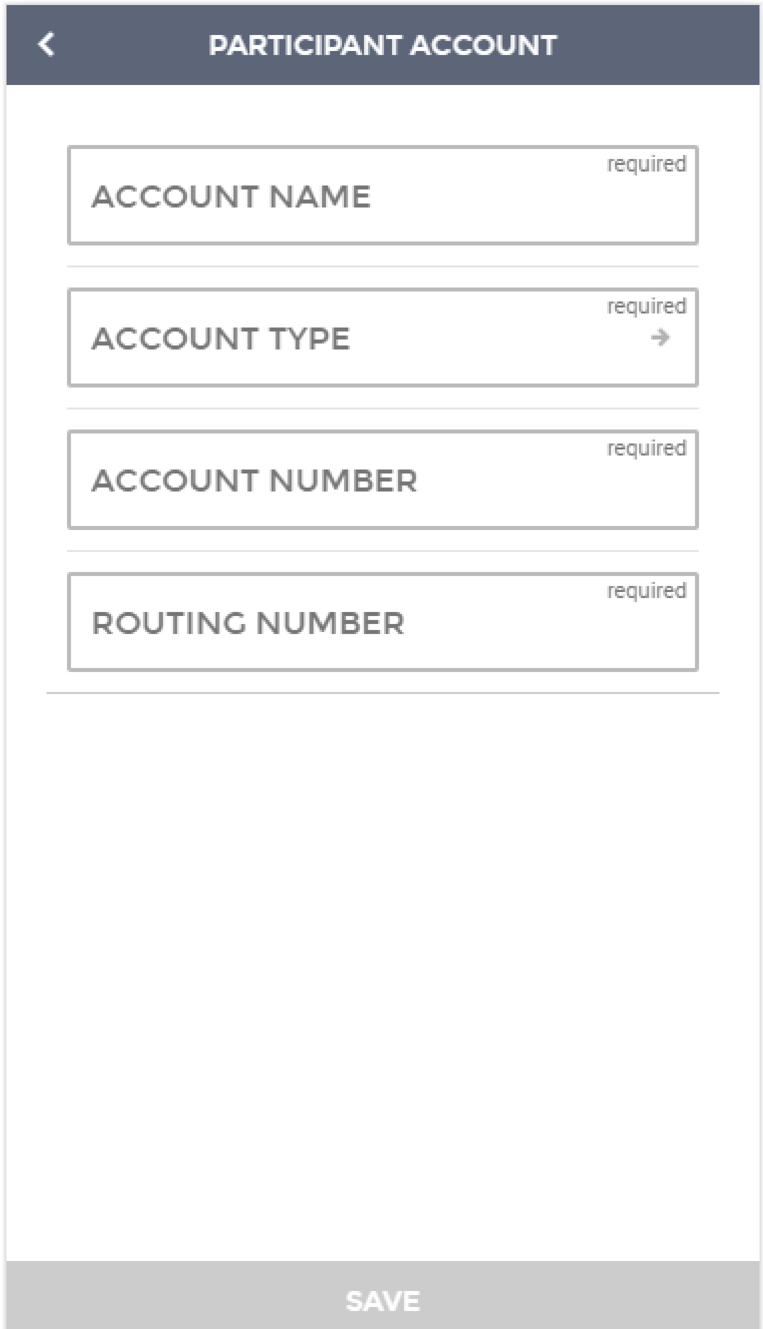


To create a new participant, enter participant information and then scroll down to add an account to the participant.

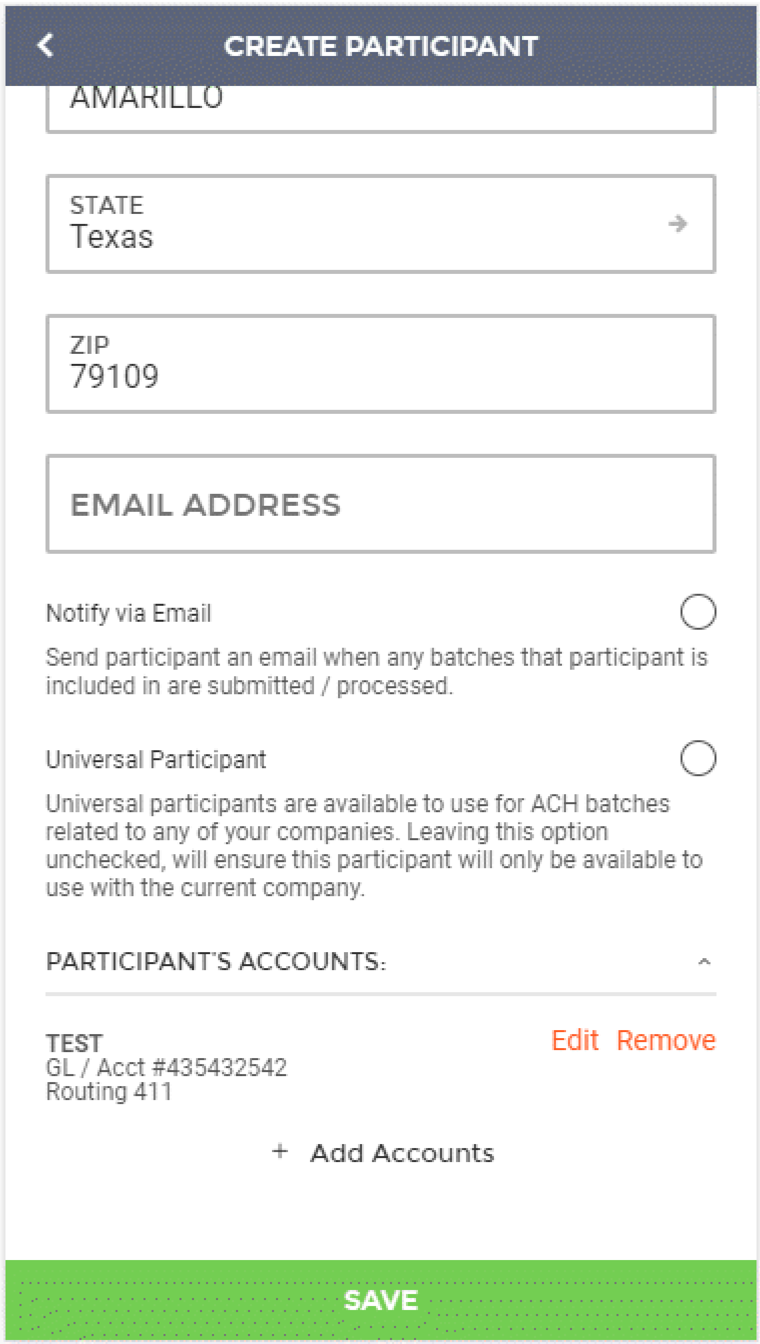
Account(s) can be added by clicking the + Add Accounts button.



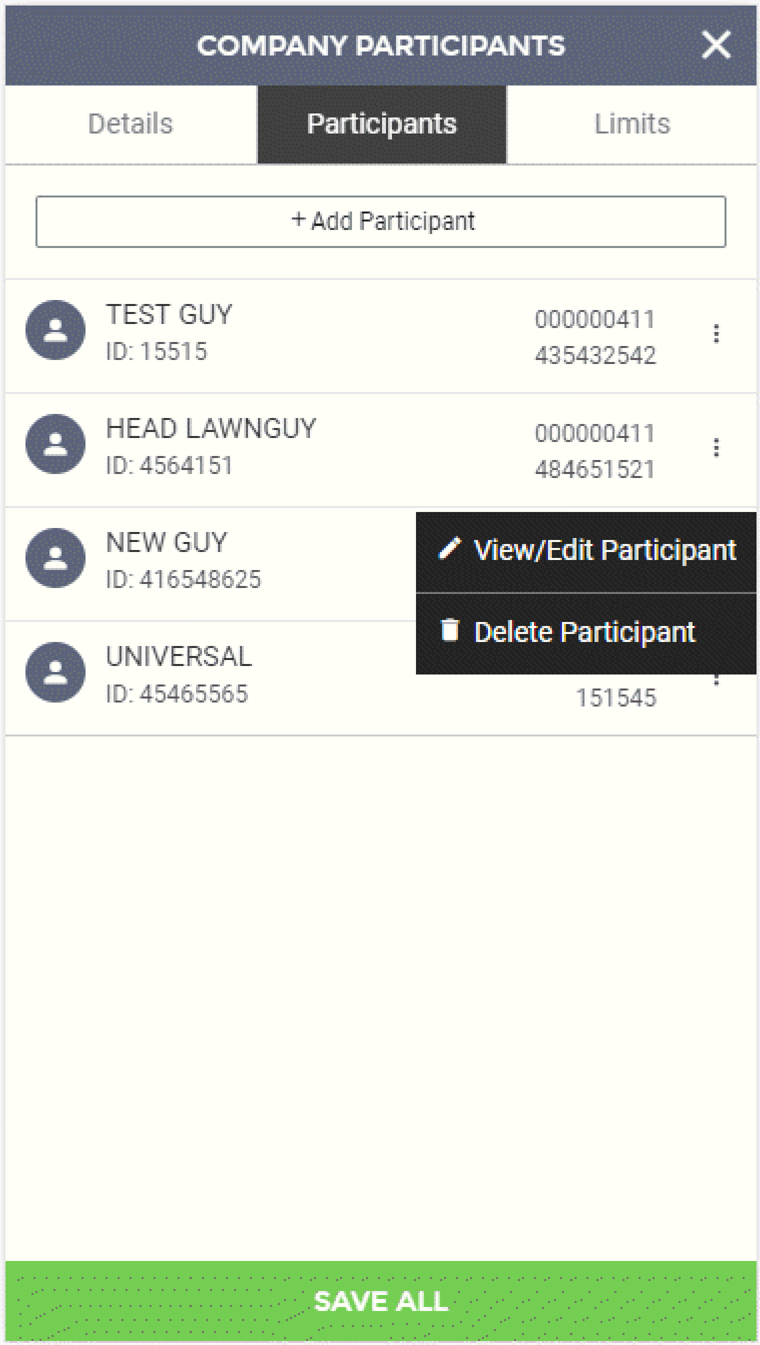
The Participant Account screen will be displayed. Enter values for all fields and then click the save button to add it to the participant.



Once all desired information and fields have been added, click Save to add the participant to the company.

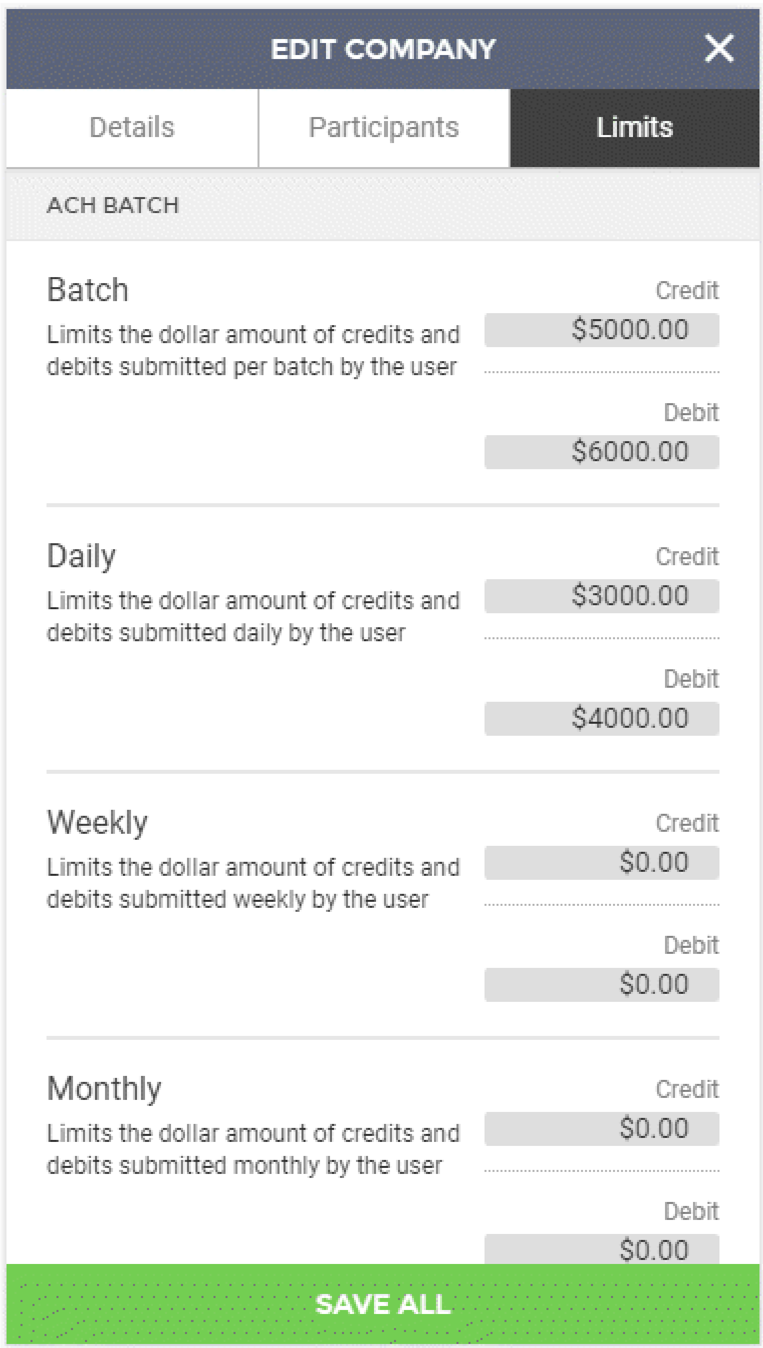


The new participant will be displayed on the Company Participants screen. Once all desired participants are added, click the Next button to move on. You can also view/edit and delete participants by clicking the three dots and selecting the desired action.



Once all changes and/or additions have been made to participants, users can save changes to the company by clicking Save All or can navigate to the Details or Limits tabs to review or edit company information.

Company Limits can be reviewed by clicking the Limits header.



Once all desired changes have been made, click Save All to save changes to the company.