

# Adding Remote Deposit Access to a Sub User Guide



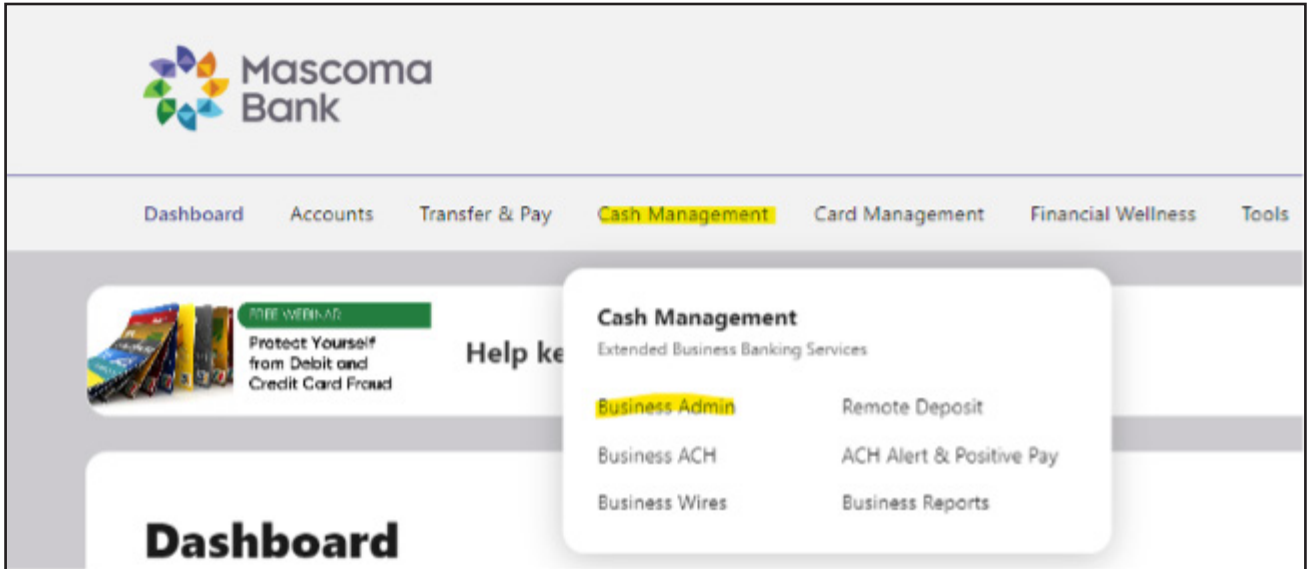
**Mascoma  
Bank**

COMMUNITY FIRST  
SINCE 1899

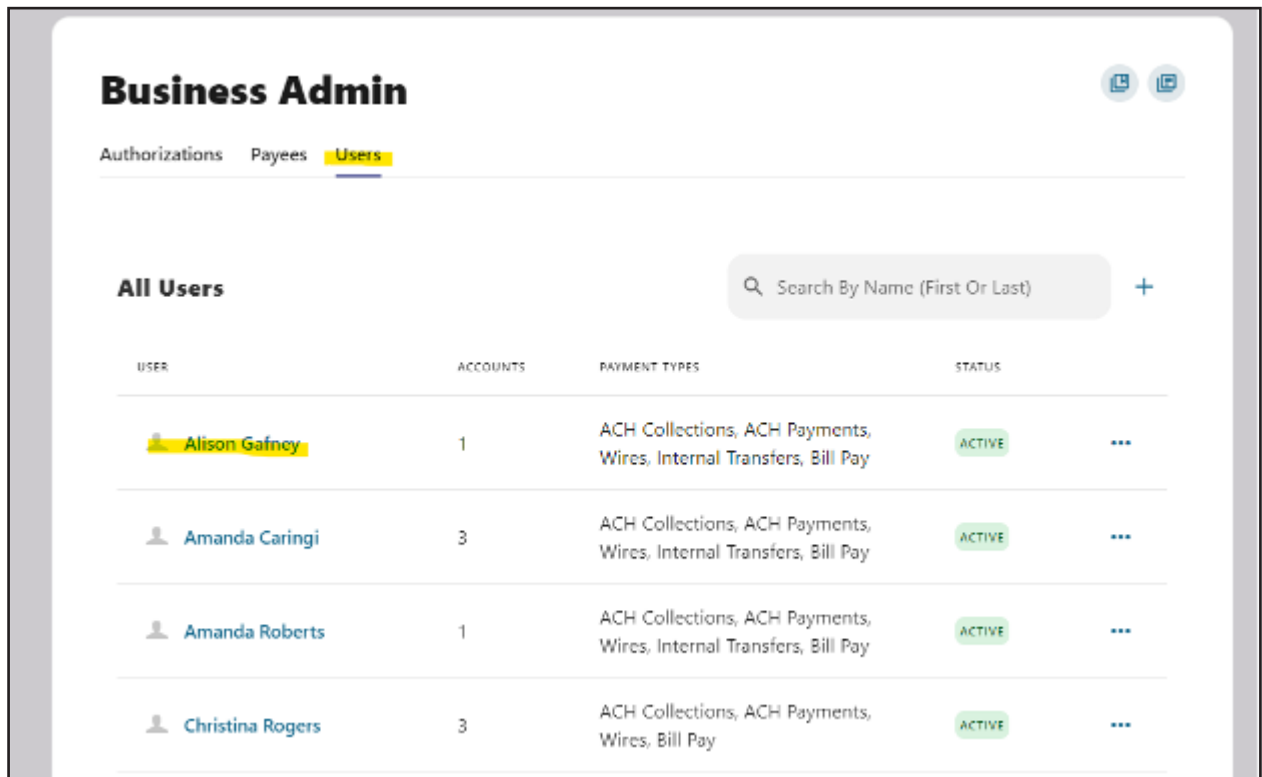


First, the administrator should grant Remote Deposit Access for the sub user's permissions.

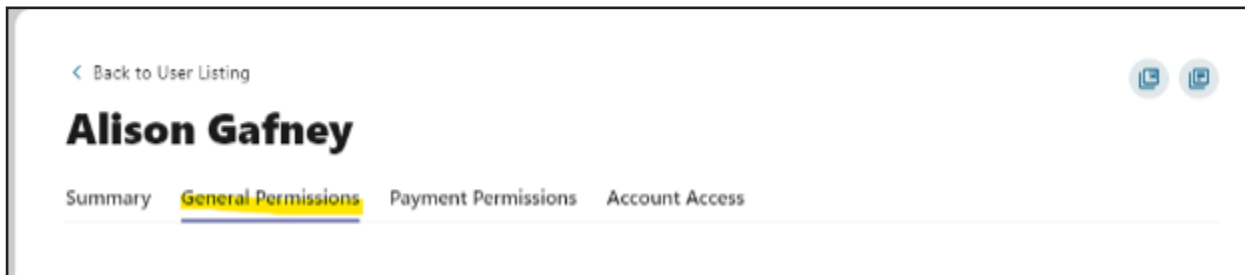
Go to Cash Management → Business Admin.



Click on "Users" and then select the name of the user you wish to edit.



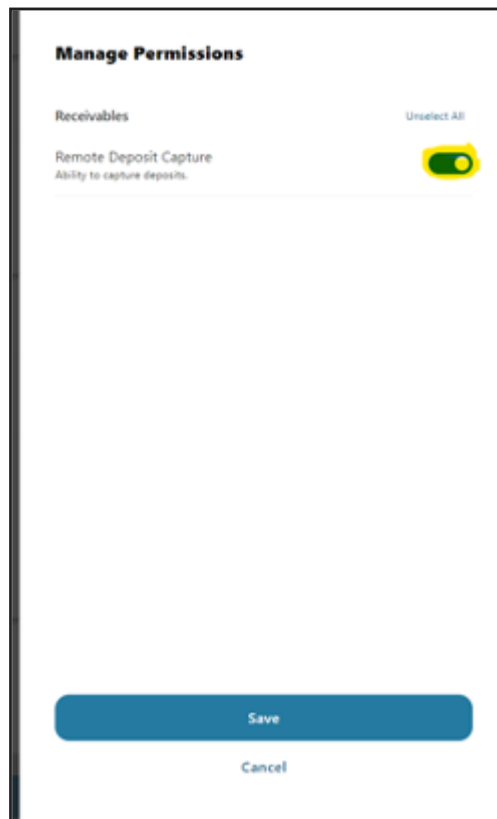
Under the user's permissions, choose "General Permissions."



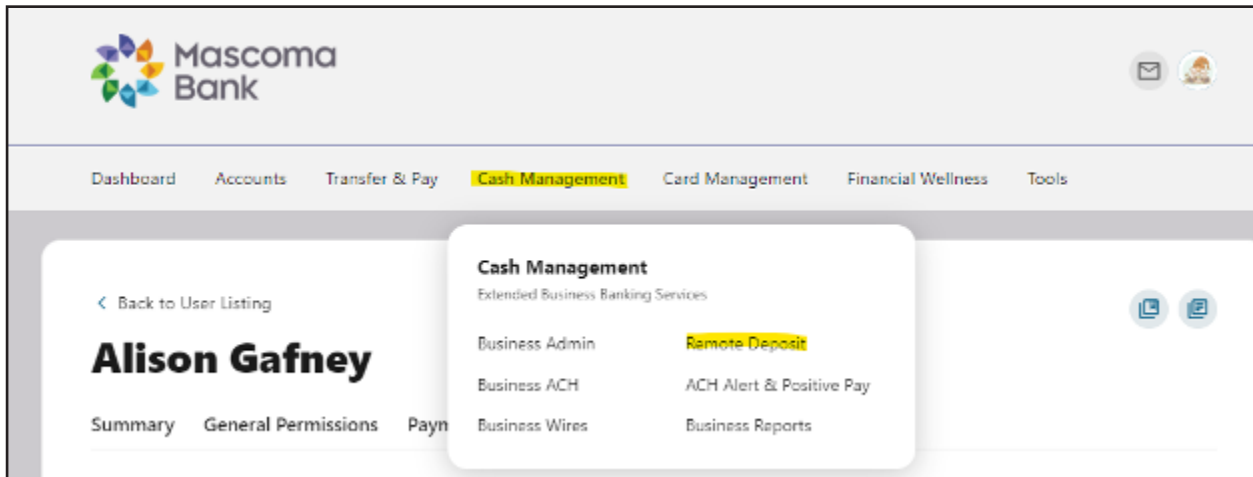
Scroll down to the bottom of the page to "Receivables" and click "Manage Permissions."



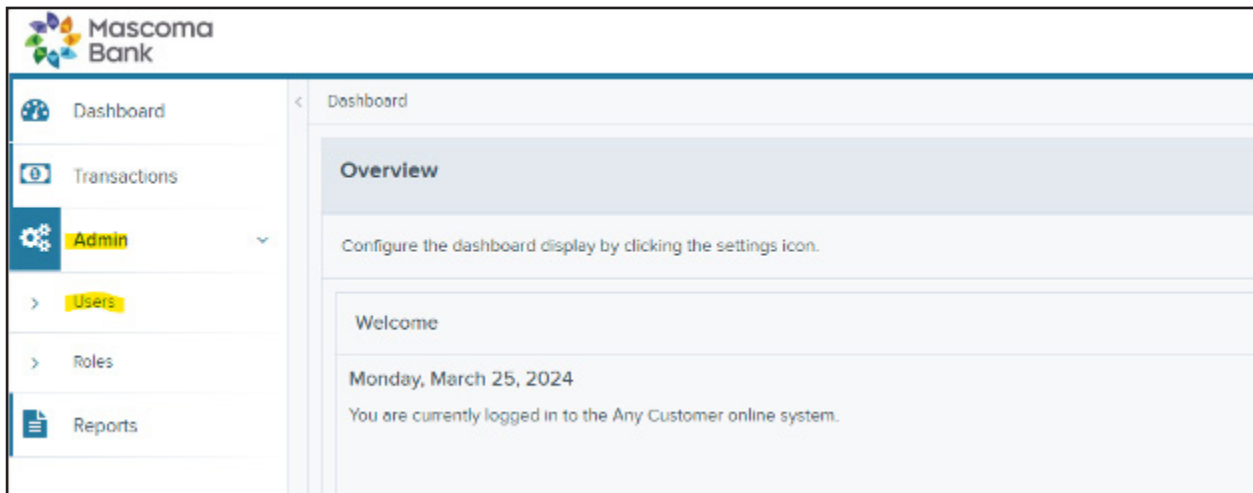
In the pop-out window, toggle on "Remote Deposit Capture" then click "Save."



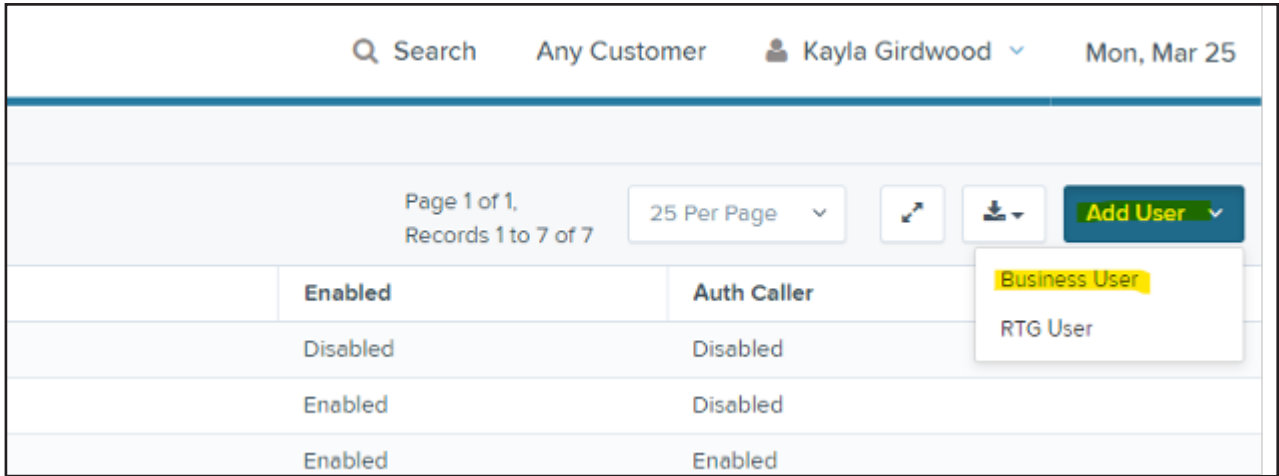
Next, go back to "Cash Management" and click on "Remote Deposit".



This will load you to the SmartPay scanning website. From the menu on the left, click on "Admin" then click "Users".



On the following page, click "Add User" then "Business User" from the right-hand side of the screen.



Fill out the following information:

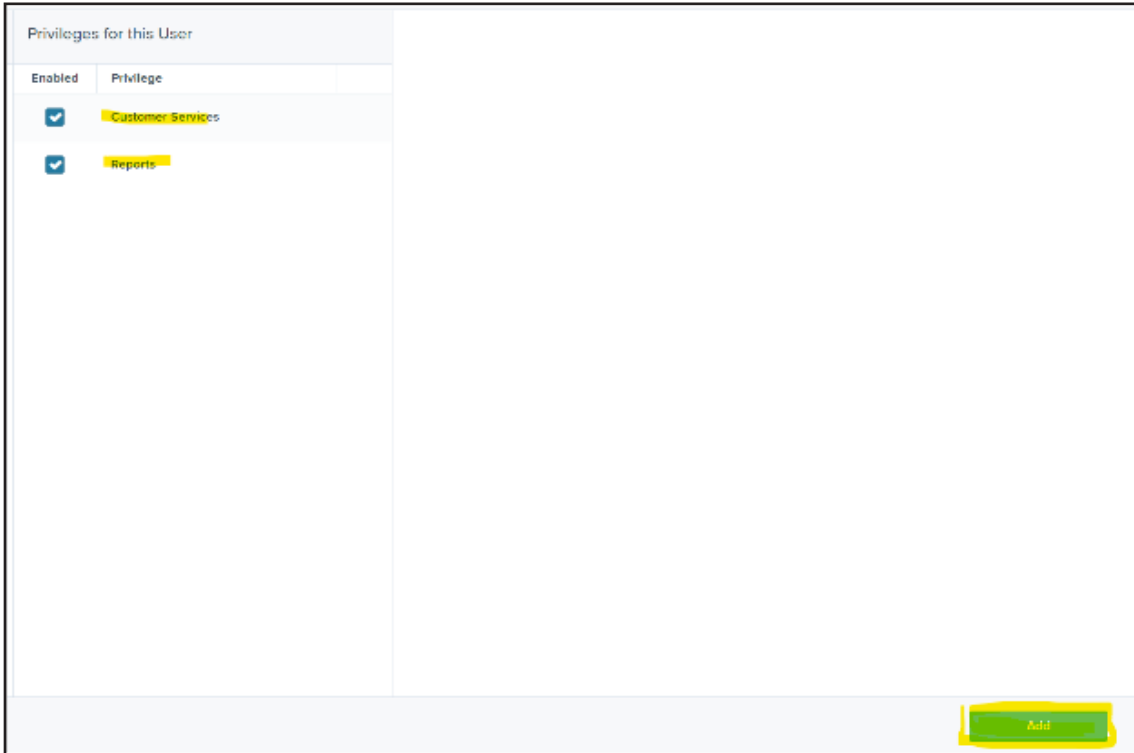
- Full Name
- Username: Must match your sub user's Mascoma Bank username
- User Location: Optional
- Cash Mgmt ID: Must match your sub user's Mascoma Bank username
- Email: User's email address

Leave the remaining fields blank

The screenshot shows the "Add User Settings" form. It includes the following fields and options:

- Enabled
- Authorized Caller
- Full Name \*: Alison Gaffney
- User Name \*: [Redacted]
- User Location: [Redacted]
- Cash Mgmt ID \*: [Redacted]
- Email Address: [Redacted]
- Auto Disable: [Redacted]
- Dual Auth Amount: 0
- Dual Auth Status: Approved

Under 'Privileges for this User,' check off "customer service" and "reports" then click add.



This will reload the page with more access settings. Click the dropdown arrow for "Roles within the Customer Services Privilege." Check off options.

Note: User must have "RDC Admin" and "RDC User" checked off to be able to open and submit deposits.

Roles within the Customer Services Privilege		
Enabled	Role Name	Description
<input checked="" type="checkbox"/>	Credits & Debits PDF Report	Allows the user to view the Credits & Debits PDF report with check images for a batch.
<input checked="" type="checkbox"/>	Accounting	All Reporting Functionality
<input checked="" type="checkbox"/>	RDC Admin	Remote Deposit Complete Administrator
<input checked="" type="checkbox"/>	RDC User	Remote Deposit Complete User
<input checked="" type="checkbox"/>	Reconciliation Report	Allow User to view Reconciliation Report
<input checked="" type="checkbox"/>	Customer Data Privacy	User can view the page, generate report, and forget customer

Next, click the dropdown arrow for "Locations for this User" and check off any accounts you wish the user to be able to deposit into.

Locations for this User <span>^</span>		
Enabled	Location Name	Location Enabled
<input checked="" type="checkbox"/>	CM Account xx5309	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	testing name	

Click "Update."

