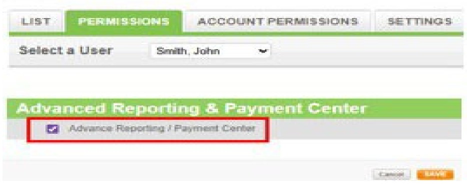
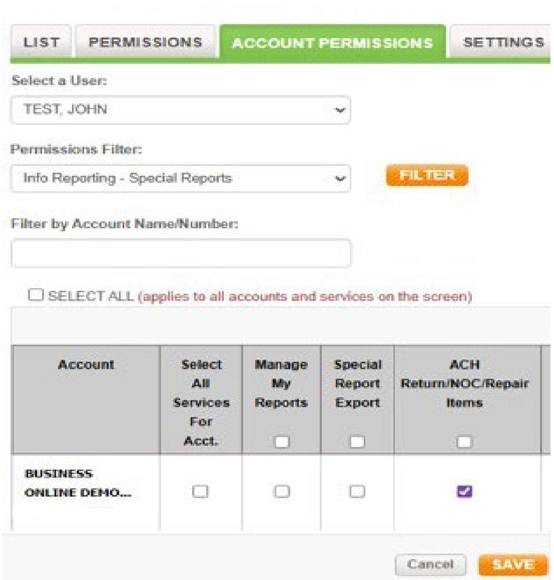
Quick Step Guide: Payment Center New User Setup

Huntington Business Online Entitle Service

1. Select “Administration”, “User”.
2. If the user needs to be added to Huntington Business Online, click “Add User” and follow the Huntington Business Online Getting Started Guide.
3. Direct Dial Phone Numbers are required for Payment Center users. Click the User’s ID to verify the existing numbers in the Communications section and update if necessary.
4. To grant permissions for an existing user, select the “Permissions” tab.
    - Select the user from the “Select a User” dropdown.
    - Check “Advanced Reporting/Payment Center”.
    - Click “Save”.



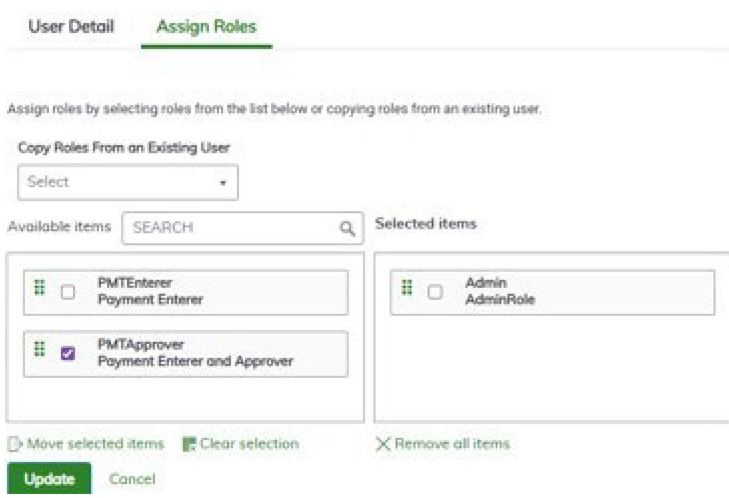
5. To entitle the “ACH Returns/NOC/Repair Items Report”, select the “Account Permissions” tab.
    - Select the user from the “Select a User” dropdown.
    - Select “Info Reporting- Special Reports”.
    - Click “Filter”.
    - Check the box for each account to grant permissions to the “ACH Return/NOC/Repair Items Report”.
    - Click “Save”.



Note: If your company uses dual administrator approval, an approver will need to approve these changes before they become effective.

Payment Center Permissions

6. Select "Payments & Transfers", "Payment Center" or select the "Payment Center" shortcut from the Home page. A new window/tab appears.
7. Select "Administration", "User Maintenance".
8. Click the "Actions Down" arrow and select "Modify" for the user to permission.
9. Select "Assign Roles".
    - Select the user to copy from in the "Copy Roles From an Existing User" dropdown.
    - Or move a Role from the "Available items" to the "Selected items" column.
        - Check the box and click "Move selected items".
        - Double-click the Role.
        - Click-drag-drop the Role.
        - Click "Update".



Note: The default roles include the following:

- Admin – Administration permissions for Roles and Users maintenance
- PMTApprover – Enter and Approve Payments and Templates
- PMTEnterer – Enter Payments and Templates Only, no approval capabilities

10. Click the "Actions Down" arrow and select" Approve for the user just permissioned".
11. Confirm that the status for the User says "Approved".

Note: If you need to restrict permissions by account number or payment type, please contact Huntington for further assistance.

Note: If your company uses dual Administrator approval, an approver will need to approve these changes before they become effective.

How to Reach Us

Phone: 800-480-4862, weekdays, 7:30 a.m. to 6:00 p.m. ET
Website: Click on the Contact Us link found in the Support option at the top of each Huntington Business Online page.
Thank you for using Huntington business and treasury management services.