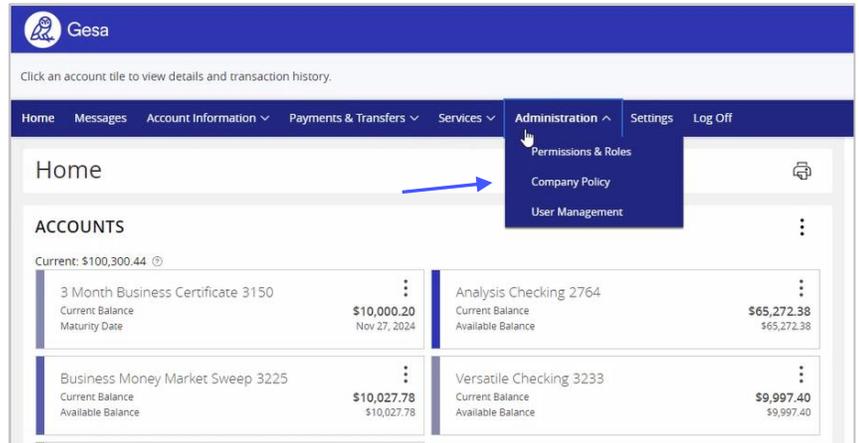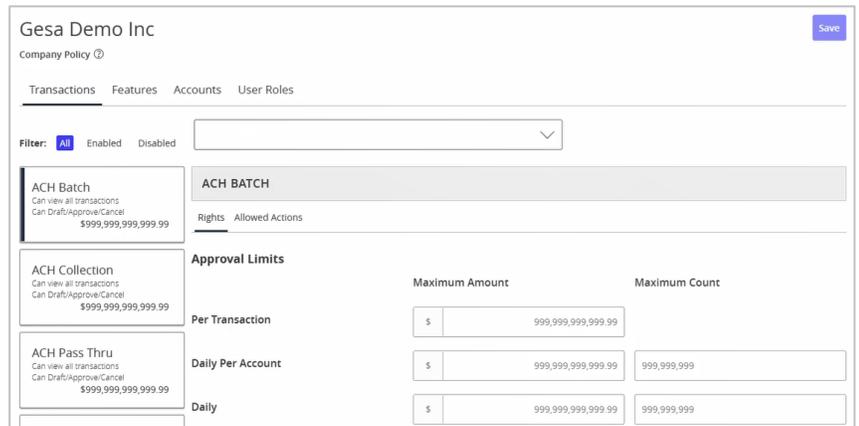NOTE: The Company Policy controls the company-level feature entitlements and dollar limits. This functionality is available for User Administrators only. User Administrators are authorized to set entitlements and dollar limits for organization users only. The approved limits set by Gesa Credit Union are pre-populated.

1. Select the "Administration" menu and then "Company Policy".

2. Select a transaction type that you'd like to set parameters around, by clicking on the name of the transaction type (e.g., ACH Collection).

Allowed Actions

NOTE: One or multiple levels may be set up to establish general or granular user limitations.

3. Click the ellipsis and select the "Show Details" option to view the configurations for the Allowed Action. Select the "Edit" option to edit the Allowed Action.

4. Select "Specific Amount" and enter the Draft Amount.

NOTE: A designation of "Any Allowable Amount" means means the user may draft a dollar amount up to the set Approval Limit.

5. Select "Approvals". Choose between one and five required approvals.

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6. Select "Subsidiaries" to choose the subsidiary or subsidiaries allowed for this transaction type.

7. Select "Accounts" to choose the account(s) that can be accessed for this transaction type.

8. Select "Draft Hours" to limit the hours and days of the week when users will be able to draft transactions.

9. Select "Location" to choose the country or countries from where this transaction type may be drafted.

NOTE: Until a country is selected, there will be no restriction placed on draft source location. Once a location is selected, IP addresses sourced from all other countries worldwide will be denied.

10. Enter the "IP Address" or IP address range to be allowed from where this transaction type may be drafted. All other source IP addresses will be denied

11. Select the "SEC Codes" that will be allowed for the transaction type.

12. Click "Submit" when done.

13. **Optional:** Select the "Policy Tester" to validate the Company Policy functionality to assure the setup is correct.

    NOTE: If the policy test is unsuccessful, the reason for the failure will be designated on the screen.

Approval Limits

14. Select the "Rights" tab to view the dollar and count limits assigned.

NOTE: Gesa Credit Union sets the approval dollar limits for the Company Policy. This screen is for viewing purposes only and cannot be edited.

15. Repeat steps 2-14 for each transaction type.

Features

16. Select the "Features" tab to view the non-transactional features.

Accounts

17. Select the "Accounts" tab to view the account rights assigned by Gesa Credit Union.

NOTE: These settings are for viewing purposes only and cannot be edited.

18. Select "Save" to save information where applicable.