

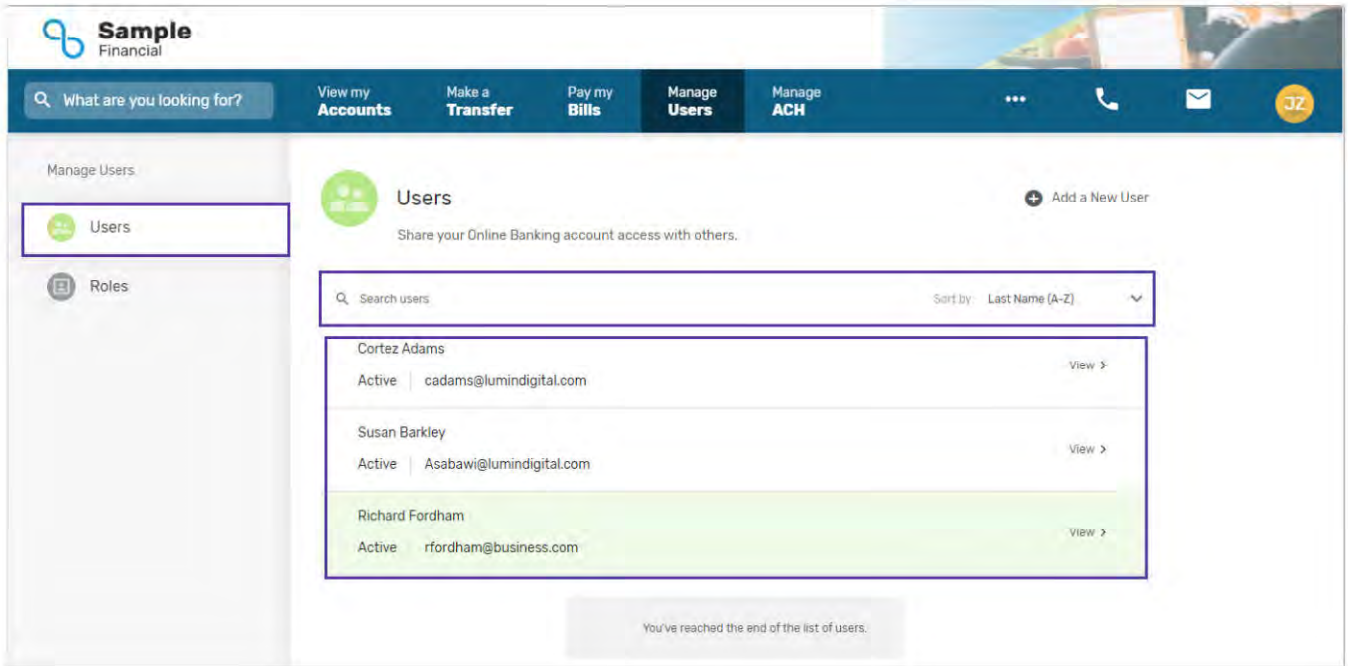
Manage Users

The **Manage Users** tab allows business administrators to add, edit, and delete business sub-users and add, edit, and delete sub-user roles in Digital Banking.



Users

The **Manage Users** tab opens on the **Users** page by default. The **Users** page displays a searchable list of the authorized users created for the business account. Click **View** on a user to view their details.



User Details

When you click **View** on a user, the **Details** page opens by default. The **Details** page displays the name, contact information, and login history for the selected user.

On the **Details** page, your business account holder can:

1. Edit a user's details
2. Delete a user
3. Reset a user's password
4. Unlock a user's account

The screenshot shows the 'Sample Financial' user interface. The top navigation bar includes a search bar and buttons for 'View my Accounts', 'Make a Transfer', 'Pay my Bills', 'Manage Users', and 'Manage ACH'. The left sidebar has 'Manage Users' with sub-options for 'Users' and 'Roles'. The main content area is for user 'Cortez Adams' and includes a 'Details' tab (highlighted with a purple box) and an 'Activity Log' tab. The user information is displayed in a table format:

Title	Role	Status
Vice President	Business Default	Active
Home Phone	Mobile Phone	Work Phone
(240) 555-5555	(240) 755-2222	(240) 876-9867
Username	Email	
cadams78	cadams@lumindigital.com	
Last Login	Password Last Updated	
Jun. 23, 2020 6:22 PM EDT	N/A	

Management actions are shown on the right side of the page:

- 1. Edit User Details (pencil icon)
- 2. Delete User (trash icon)
- 3. Reset Password (eye icon)
- 4. Unlock User (lock icon)

Edit User Details

Click the **Edit User Details** link to update a user's name, title, phone numbers, username, email, and role. Click the **Save** button to retain the changes.

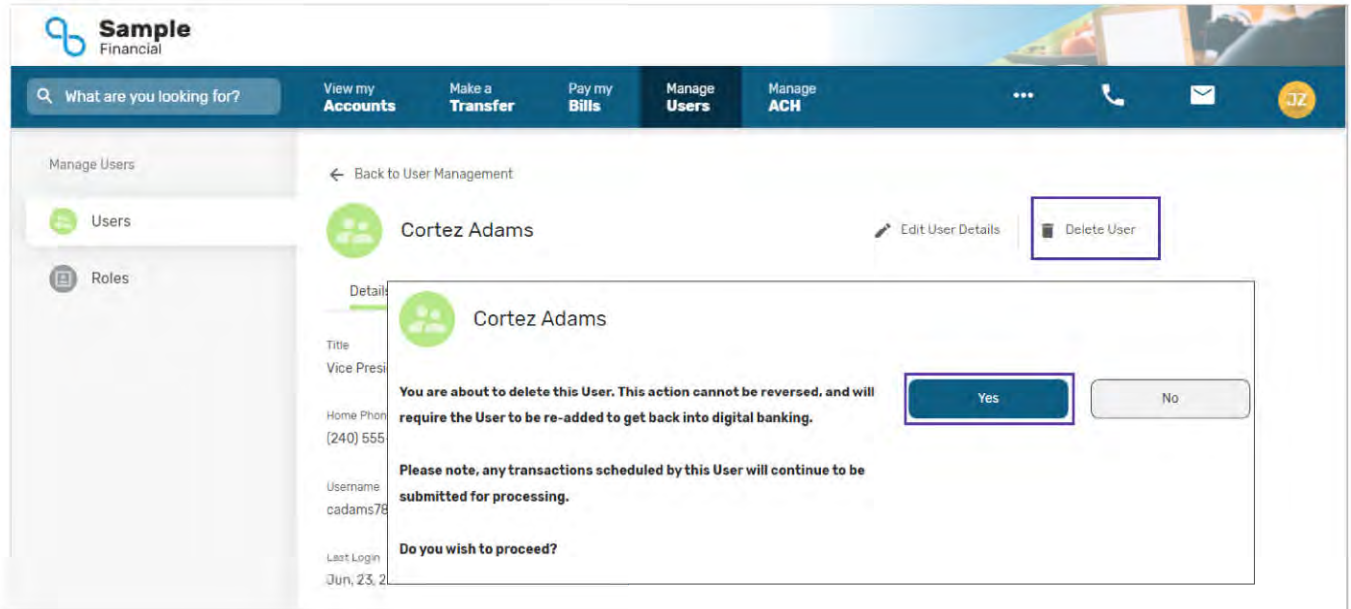
The screenshot shows the 'Edit User Details' form for user Cortez Adams. The form is overlaid on the user's profile page. The form fields are as follows:

Field	Value
First Name	
Last Name	
Title	
Home Phone (optional)	
Mobile Phone (optional)	
Work Phone (optional)	
Username	
Email	
Role	Business Default

The 'Save' button is highlighted with a red box. The 'Cancel' button is also visible.

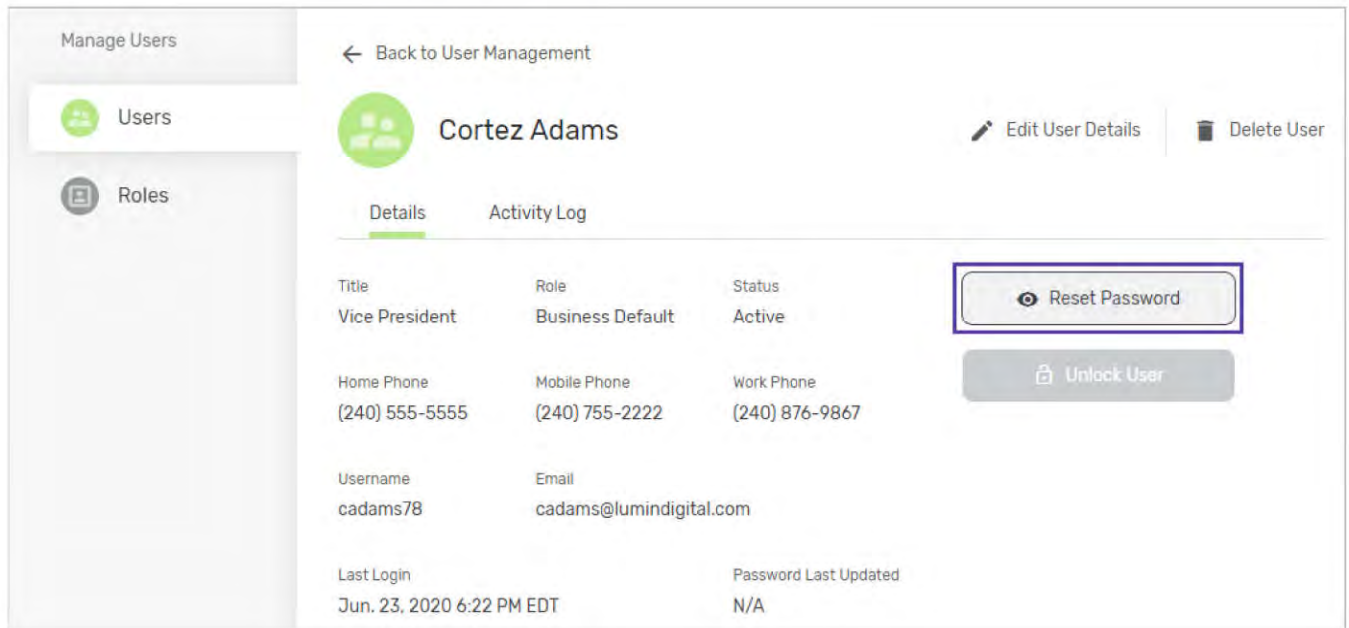
Delete User

Click the **Delete User** button to remove a user from a business account. As a precaution, a pop-up appears and asks the user to confirm whether they truly wish to delete the selected user.



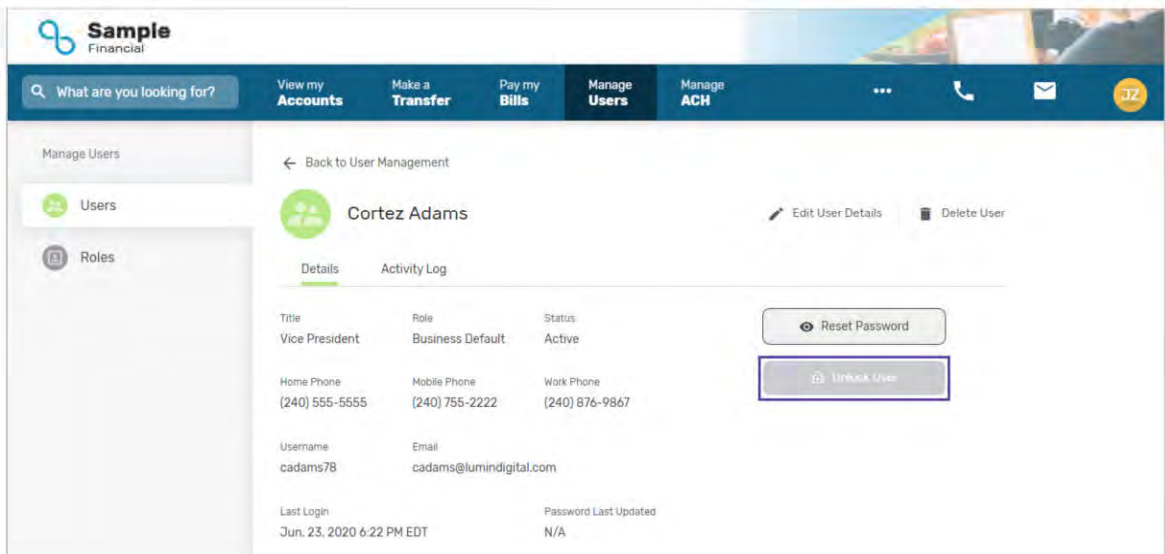
Reset Password

When a user forgets their password, the business account owner clicks the **Reset Password** button to reset the user's password.



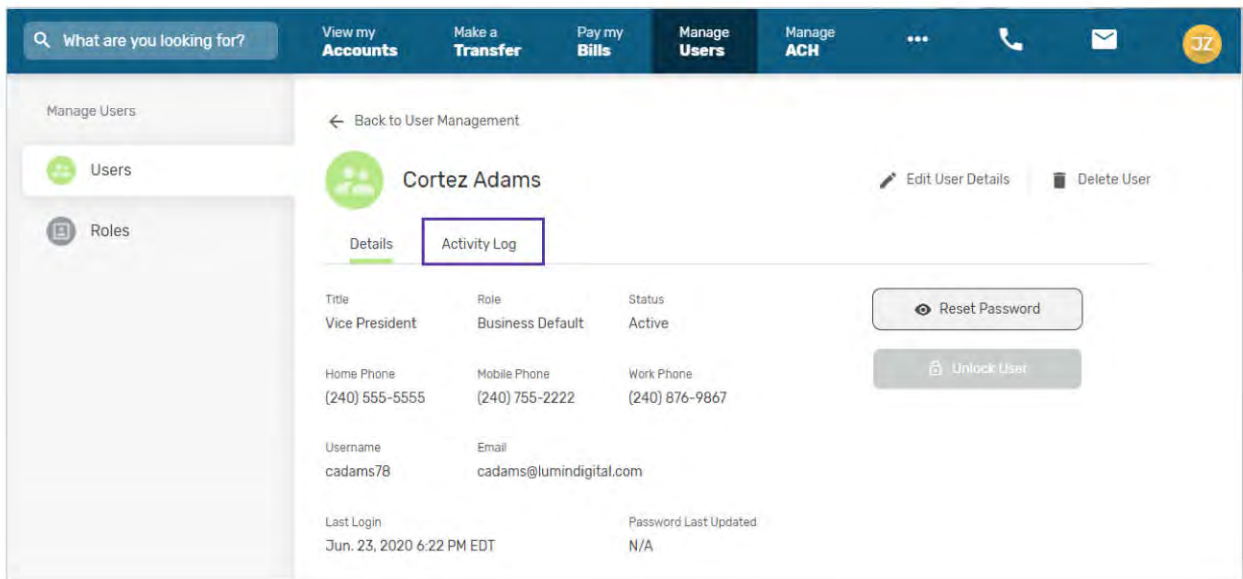
Unlock User

When a user attempts too many unsuccessful logins or fails security, this locks the user's account from accessing Digital Banking. A business account owner can click the **Unlock User** button to unlock the user's account. When the systems locks a user out of their account, the **Unlock User** button activates, otherwise the button appears grayed out.



Activity Log

The **Activity Log** page displays a user's Digital Banking activities such as logins, logouts, and password resets, transfers and business ACH activity. Click the **Activity Log** tab to access the page.



The **Activity Log** allows a business user to search for specific activities in the **Search** bar or make a selection from the **Filter by Device** drop-down menu to filter the activities by the device on which the user accessed the system. When you click an activity, additional details appear such as the status, the device IP, the type of device, and the date and time the activity occurred.

