

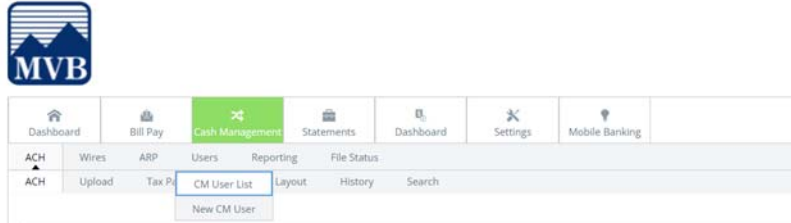


# Business Online Banking Admin

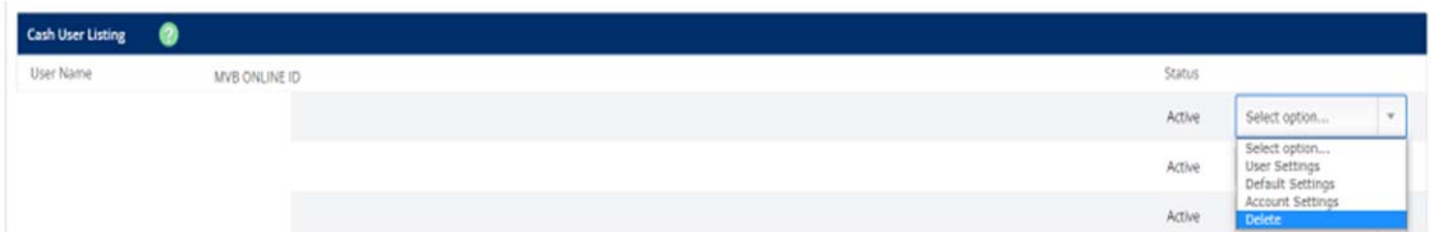
## Delete or Edit an Existing Cash Management User

**Step 1:** Log into Business Online Banking.

**Step 2:** Click **Cash Management** and then **Users** and **CM User List**.



**Step 3:** Locate the user to delete or edit and click on **Select option...**



- a. To delete, select **Delete**. Then, select **Delete** again.
- b. To edit, select from User Settings, Default Settings, or Account Settings.
  - o **User Settings**, update Username, Password, Online ID, Wire Password, Mobile Phone Numbers, Limits for ACH and Wires and Access Times for ACH and/or Wires. Once updates are complete, click **Submit**.
  - o **Default Settings**, option to assign user access and account accesses. Once updates are complete, click **Submit**.
  - o **Account Settings**, option to assign users specific access to individual accounts. Once updates are complete, click **Submit**.

**Step 4:** **Success** message will populate. The changes made on the user will be in a **Pending Approval** status until MVB reviews and approves all changes.

**Step 5:** Once MVB approves the edited changes, the user and the admin requesting the change will receive an email confirmation from [ibsupport@mvpbanking.com](mailto:ibsupport@mvpbanking.com). If deleting a user, the admin requesting the change will receive an email confirmation.