

# Getting Started Road Map for Site Administrators



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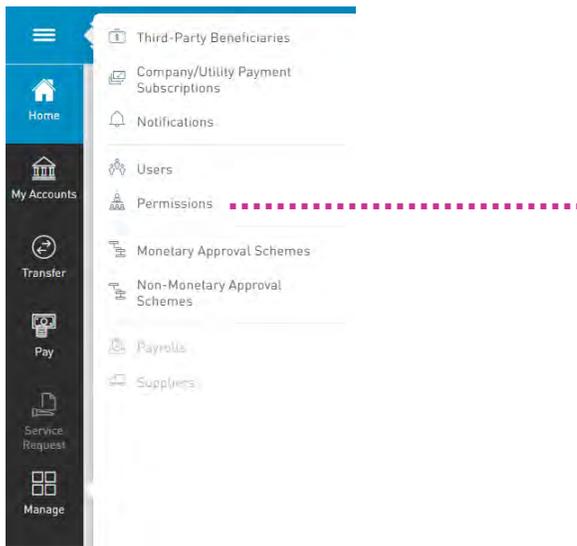
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# First Stop:

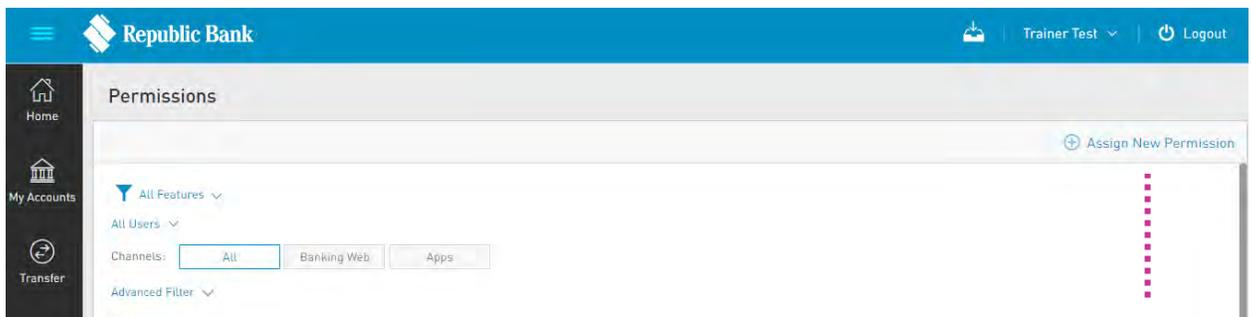
## Accessing the Company's Accounts

- Site Admin/ Director/ Company's Official submits completed Registration Form
- Receives Temporary Password via email address outlined in the registration
- Logs into Corporate RepublicOnline -TT

NOTE: At the first login, **the Site Administrator will not have access to the company's accounts.** If access is required, he/she must assign himself/herself those rights. To do this:



Select **Permissions** from the Manage Tab



Select **Assign New Permissions**

# Next, follow these **4 simple steps**:

**1 Choose Users** ..... The list of all the Site's users will be displayed here. Select the button next to Site Administrator's name and select continue

**2 Choose Accounts** ..... A list of all available accounts for which permissions may be assigned will be displayed. Expand the category to view all accounts and select the relevant account the Site Admin should be accessing

**3 Choose Features** ..... Features refer to the relevant rights or access the user may be granted  
This screen displays a list of all available features that may be assigned. Select required feature and channel by clicking on the buttons next to the permission

Quick tip...permission templates are also available:

- Go to the top right of the screen
- Click – drop-down box to see permission template
- Select which template you will require e.g. *Create, view and approve*
- The system will then assign the relevant permissions associated with this template

**4 Confirm** .....

- Confirmation box will pop up
- Please confirm details and click Save
- Log off and then log back on to confirm access

# Second Stop:

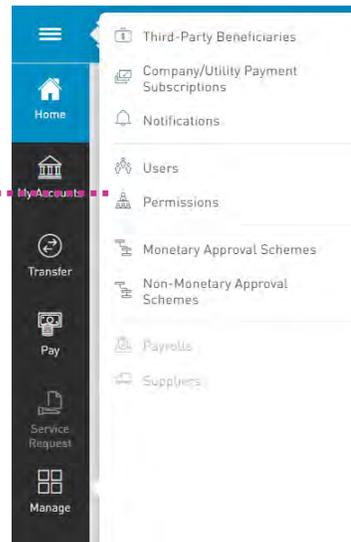
## Setting Up Your Company's Profile

Use these 3 elements to manage your company's Corporate RepublicOnline site and ensure transactions are executed accordingly.

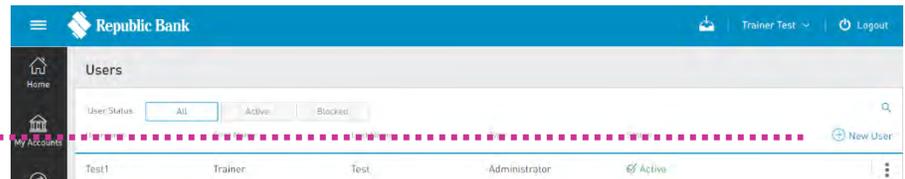
1. Users
2. Permissions
3. Approval Schemes

### To Create a User:

#### 1 Select Users from the Manage Tab

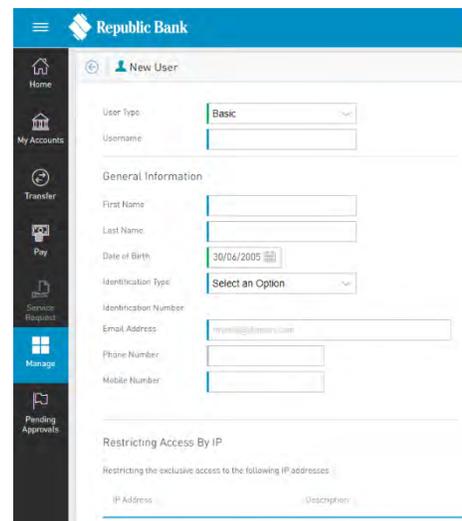


#### 2 Select New User



#### 3 Enter the User details

- Select User type:
  - Basic
  - Site Administrator
- Enter Username
  - Alpha/numeric, min 4 characters
- Enter General Info
  - Note, enter correct email address



## To Assign Permissions:

See details in First Stop

## APPROVAL SCHEMES:

Note: Approval schemes outline which users have the authorization to approve transactions on a Business Site. There are two types of Approval Schemes that can be created:

- Non-Monetary Schemes
- Monetary Schemes

For details on each of these please visit page.... on **the Corporate User's Guide**

## To Create Non-Monetary Approval Schemes:

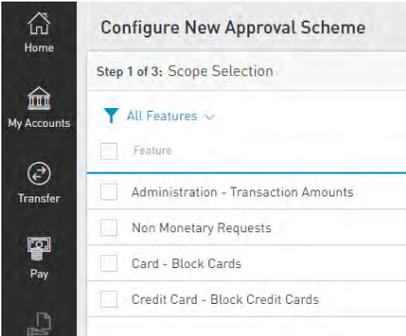
The image shows a two-part screenshot of the Corporate RepublicOnline interface. The top part is a navigation menu with a sidebar on the left containing icons for Home, My Accounts, Transfer, Pay, Service Request, and Manage. The main menu lists various options: Third-Party Beneficiaries, Company/Utility Payment Subscriptions, Notifications, Users, Permissions, Monetary Approval Schemes, Non-Monetary Approval Schemes, Payrolls, and Suppliers. A pink dotted line points from the 'Non-Monetary Approval Schemes' menu item to a pink callout box that says 'Select **Non-Monetary Approval Schemes** from the Manage Tab'. The bottom part of the screenshot shows the 'Non-Monetary Approval Schemes' page with a header bar. Below the header, there are two tabs: 'Configured' and 'Not Configured (4)'. A pink dotted line points from the 'Configure New Scheme' button in the top right corner of the page to a pink callout box that says 'Select **Configure New Scheme**'.

# Next, follow these 3 simple steps:

1

## Select Scope

Check the box next to the transaction the user will be authorizing



2

## Select Configure

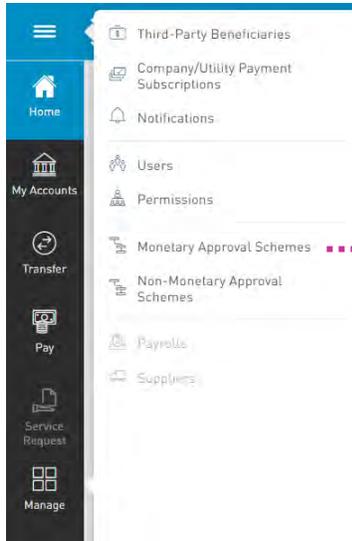


- Select Add Users
- Select the Users who will be authorizing the transactions
- Assign their Percentage Approval Rates, ensuring the entire scheme totals 100%

3

## Confirm and Save

## To Create Monetary Approval Schemes:



Select **Monetary Approval Schemes** from the Manage Tab



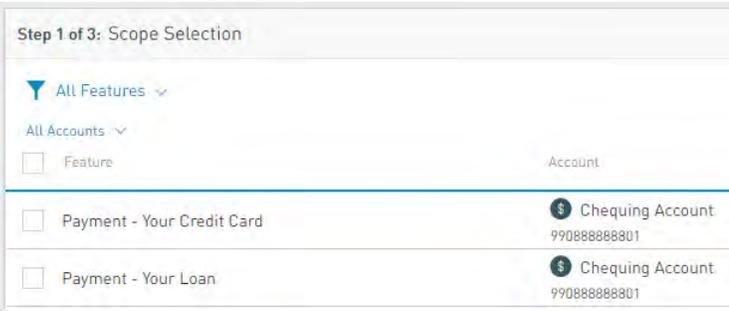
Select **Configure New Scheme**

# Next, follow these 3 simple steps:

1

## Select Scope

Check the box next to the transaction the user will be authorizing



2

## Configure

Note: You can configure the scheme to allow users to authorize transactions

- Without Amount Limit
- With Amount Limit

To configure the scheme to allow users to approve Without Amount Limit:

- Select the configure button under Without Amount Limit
- Select Add Users
- Select the Users who will be authorizing the transactions
- Assign their Percentage Approval Rates, ensuring the entire scheme totals 100%

To configure the scheme to allow users to approve With Amount Limit:

- Select New Amount Configuration under With Amount Limit
- Insert Limit
- Select Add Users
- Select the Users who will be authorizing the transactions
- Assign their Percentage Approval Rates, ensuring the entire scheme totals 100%

3

## Confirm and Save



## Third Stop:

### Create Your Third-Party Beneficiaries

- Select Third-Party Beneficiaries from the Manage Tab
- Select Add Beneficiary
- Chose the Type of Beneficiary from the picklist e.g. Republic Bank Chequing, Local Bank Deposit, etc.
- Enter Third Party's Account and Bank Data
- Select the Permission Tab from the top (*next to Details*)
- Select Assign New User
- Select the user who should have access to this Third-Party's data to perform transfers via the transaction screen
- Select Apply then Save



## Fourth Stop:

### Create Your Company/Utility Payment Subscriptions

- Select Company Utility/Payment Subscription from the Manage Tab
- Select Pre-Register Utility
- Select the Utility's category, or for ease of reference, type the name of the utility in the search bar
- Once displayed, select the Utility and enter subscription details e.g. Description, Consumer Name and Number
- Select Save

## Start Operating!