



Entitlements to Access Invoices from CitiDirect[®] Online Banking

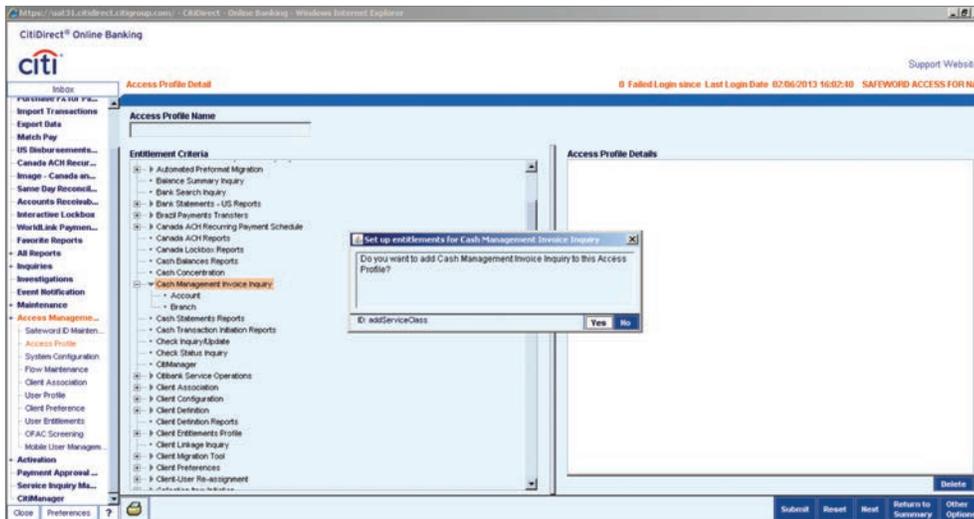
**Cash Management Invoice Inquiry –
Security Manager Instructions**

Instructions

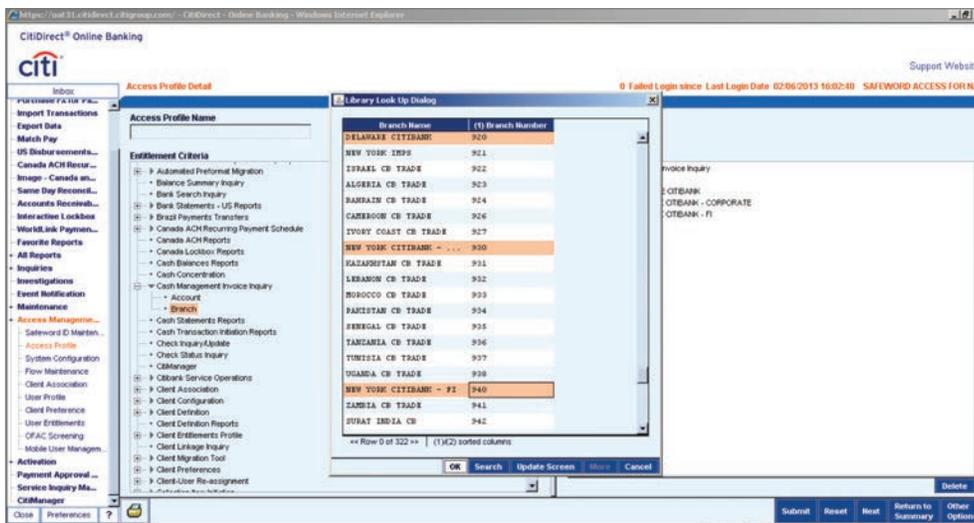
Cash Management Invoice Inquiry

- The first step for the System Administrator to set up the **Cash Management Invoice Inquiry** feature is to create the Access Profile. Log into the system and navigate to:

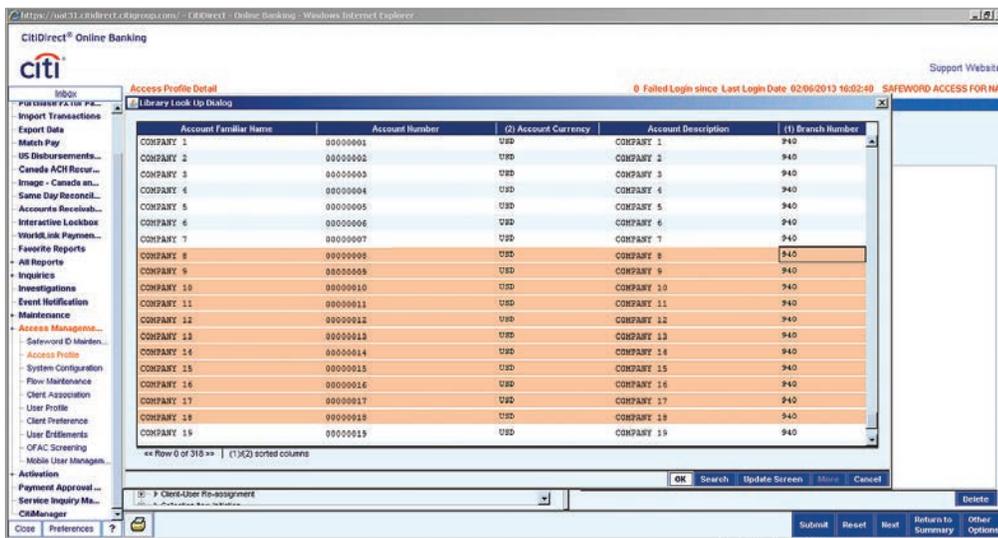
Access Management → Access Profile → New



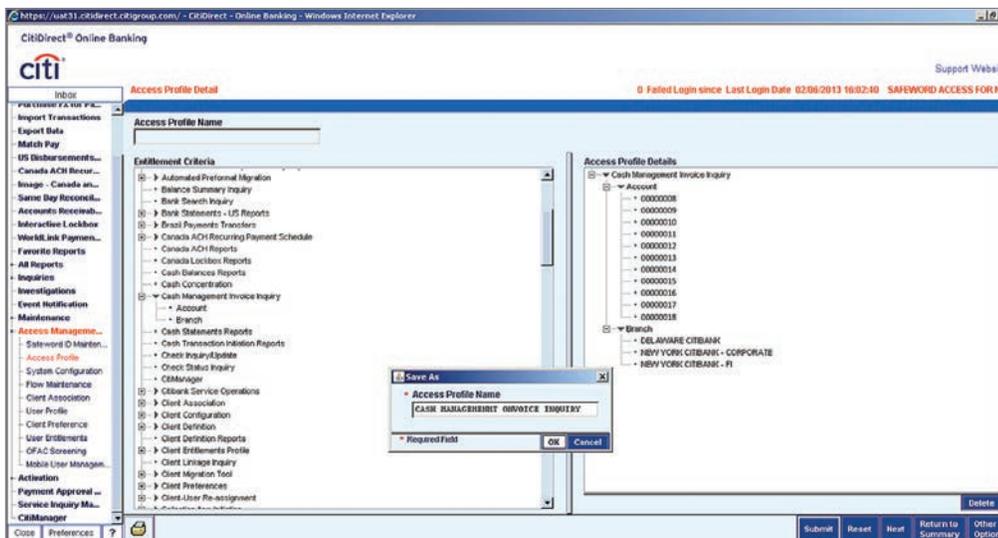
- If you want to restrict the profile by branch(es), click on the sub-menu **Branch**. In the **Library Look Up Dialog** window, select the branch(es) to which you wish to restrict access. You can select multiple branches using the CTRL key on your keyboard.



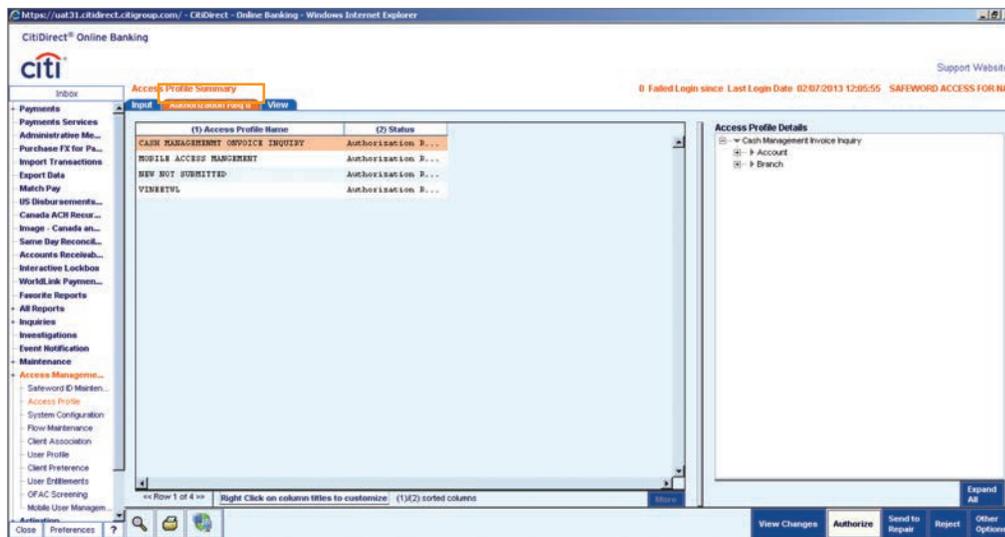
- Under the sub-menu, you can click on **Account** to continue restricting the profile. In the **Library Look Up Dialog** window, select the account(s) to which you wish to restrict the access. You can select multiple accounts using the CTRL key on your keyboard.



- You will be able to see your criteria in the **Access Profile Details**. Click on **Submit**. CitiDirect will ask you to save the modified profile with a name. When complete, click OK.



- The new access profile will now need to be authorized by a second System Administrator. From the **Authorization Required** tab, highlight the Access Profile Name and click on **Authorize**.



You will then receive summary confirmation that your request was completed.

