

The logo for Old National Bank, featuring the text "OLD NATIONAL BANK" in white, serif, all-caps font centered within a dark blue square. This square is flanked by two horizontal yellow bars, one above and one below.

# ONPointe Treasury

## ADMINISTRATOR USER GUIDE

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Treasury Management Service | 800-844-1720

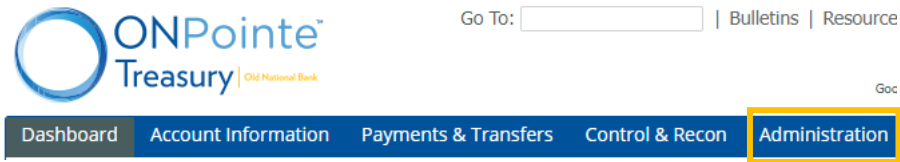


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## About ONPointe Treasury Administrators

Users who have been granted administrator designation will have Administration as an option in their ONPointe Treasury menu bar.



### Role of Administrators

Administrators are responsible for the management of the other company users in ONPointe Treasury. By default, administrators are granted full access to all accounts and capabilities their company has subscribed to within ONPointe Treasury. Administrators are given permission to:

- Create additional company users
- Grant access to accounts, services, and payments for other users
- Assist users with password resets
- Remove access for other users

### Adding Administrators

As part of the enrollment process, your company's first administrator user will be created by Old National Treasury Management team. Once an administrator has been established, administrators are permitted to designate other users as a sub-administrator within the Administration menu in ONPointe Treasury.

For additional guidance, refer to the in-app **Help** for this section.

### Removing Administrators

To revoke administrator access for an existing company administrator, an existing administrator may do so within the Administration menu in ONPointe Treasury. In order to complete this process, the client needs to complete new paperwork to officially remove the Primary or Main administrator(s). If no existing administrator is available to perform this maintenance, an authorized representative from your company must contact Old National Treasury Management to request the removal of that Primary or Main administrator user's permissions. Your company must always have a **minimum of one** administrator user at all times.

### Adding or Removing Accounts, Service and Payments

ONPointe Treasury is a subscription-based service, which requires an authorized representative from your company to enroll additional accounts, services, and payment types.

For assistance removing/adding administrators or adding/removing capabilities, contact TM Service at 800-844-1720 or at [tmservice@oldnational.com](mailto:tmservice@oldnational.com)

## Administration Menu

As an administrator, you will have access to two functions within the Administration menu in ONPointe Treasury:

- **Administration:** View your company's subscribed accounts, services, and payment types; create and manage other users; manage FTP delivery and pickup options (if applicable).
- **Operations>Audit Service:** View history logs of activity by all ONPointe Treasury users in your company.

### Administration

There are various functions you can perform from the Administration menu:

- Accounts (drop-down):** View the enrolled accounts for your company.
- Services (drop-down):** View the services that your company has subscribed to.
- Accounts (menu):** Search for enrolled accounts and change account nicknames.
- Payments:** View and modify your company's default setting for subscribed payment services including ACH Payments, Wire Transfers, Account Transfers and Check Positive Pay.
- Resend:** View system-generated emails sent to your company's users along with the ability to resend them.
- Actions (Company Level):** Manage FTP Pickup and Delivery options; add users for your company.
- Users:** View current users.
- Actions (User Level):** Edit current users; locate activation key; manage services; manage payment permissions; resend system emails to the user; clone the user; copy the user's services to another user; delete the user; deactivate the user; manage the user's subscriptions.



### Audit Service

This option in the Administration menu's Operation group allows you to search for certain actions performed by your users. You can designate a time and date range, filter by certain categories, as well as filter by User ID or Target User ID.

For additional guidance, refer to the in-app **Help** for this section.

## User Setup

Creating and managing users are the primary functions you'll perform add an administrator user in ONPointe Treasury. In this section, we'll do a brief walk through of the steps you'll need to take to create a new user, modify existing users and/or remove users. A more in-depth guide for this section can be found in the **Help** in ONPointe Treasury

### Setting up New Users

Setting up users in ONPointe Treasury is a four-step process: **Add User, Manage Services, Manage Payments and Credentials.**

#### Step 1: Add User

To add a new user profile in ONPointe Treasury, you will go to the Administration menu and choose **Administration**. In the Company Details section, click the button and choose **Add User**. Complete this section on your window by referring to the **Help** guide.

SMS messages to cell phones will only work after the **Terms and Conditions** box has been checked and saved

Upon completion of this page, click the **Save** button to complete step 1.

#### Step 2: Manage Services

You will be taken back to the Administration screen and your new user will be listed. You will need to enroll the user into the services of your choice as well as allocate accounts to the services. Complete this section on your window by referring to the **Help** guide.

#### Step 3: Manage Payments

To access the user's payment entitlements, click the **Actions** button to the right of their username and choose **Payments**. You should review each of the subscribed payment services, one by one, to determine what the user should and should not be able to perform with an ONPointe Treasury. Complete this section on your window by referring to the **Help** guide.

#### Step 4: Credentials

Once you have finalized your user's credentials, you will need to provide the user with the following information needed to authenticate their access to ONPointe Treasury:

- **Secure Browser Download:** Instruct your user to visit **oldnational.com/tmic** and click the ONPointe Secure Browser installation link. Note that the user must have permission to install software on his or her PC to complete this step.
- **Out of Band Authentication:** If your user will have permission to send or approve ACH Payments or Wire Transfers, Out of Band Authentication will need to be enabled. Refer to the **Getting Started** guide for the ACH & Wire Transfer Approval Setup instructions.
- **Software Activation Key:** To register **Secure Browser**, you will need to provide the user with the software activation key from their user profile in ONPointe Treasury. The software activation will also need to be provided to your user when registering the **Mobile App**, if entitled.
  - These can all be accessed by navigating to the **Administration** page and clicking the **Actions** by the user and then selecting **Edit**.

**Note:** Software activations keys can be reset by selecting the **Reset** button located on the **Edit User** page.

**Communicating Credentials:** Note that the user will receive a one-time passcode via either email or SMS as part of their **Secure Browser** registration process. Communicating **Software Activation Key** via email is strongly discouraged

## Mobile App Access

Users will be able to download the ONPointe Mobile App from Google Play or the iTunes App Store. They will need to have the same credentials to authenticate their mobile device as they do their desktop computer.



**Software Activation Keys:** Note that the Software Activation Key has an expiration date and maximum number of uses per user. The expiration date and remaining uses can be found in the Software Activation Key field when you click **Actions** under **Edit User**.

## Cloning Users

In an effort to expedite the user setup process, you can clone an existing user's Services and Payments settings. To clone the user:

- Choose the User to clone
- Provide the User Contact Information
- Refine Payment Entitlements
- Provide Credentials to the new User

For a more in-depth guide on how to clone a user, refer to the in-app **Help** section.

**Note:** Copying other users only copies **Service entitlements** – not **Payment entitlements**.

## Managing Existing Users

Existing users can be managed by clicking **Administration** from the Administration menu and then clicking on the user. The same processes you followed during the user setup got Services and Payments are used to manage users. Administrators are able to:

- Enable or Disable Services
- Enable or Disable Accounts
- Manage Options for Services
- Enable or Disable Payments
- Manage Options for Payments
- Copy Other Users

## Removing Access

There are two options to remove a user: Deleting or Deactivating. Both are accessible in the drop-down menu when you click the **Actions** button.

### Deleting Users

If you click **Delete user**, you are permanently removing them from ONPointe Treasury. Their activity will still be displayed in audit reports, but they will be disallowed from accessing the system once deleted. Any recurring ACH batches, wire transfers and/or account transfers created by the deleted user will cease.

To reinstate a deleted user, you must follow the **User Setup Process**. Refer to the in-app **Help** for more guidance.

### Deactivating Users

If you click **Deactivate User**, they will be flagged as Deactivated in your roster and unable to log into ONPointe Treasury. To reactivate the user, click the **Actions** button and choose **Activate User**.

For a more detailed walkthrough on **Deactivating Users**, please refer to the in-app **Help** section.

## FTP Pickup and Delivery

ONPointe Treasury is able to move files via File Transfer Protocol (FTP). Files can be configured to be picked up from or delivered to Old National using this feature.

### FTP Pickup

FTP Pickup Settings lets administrators configure settings to securely transmit files with ONPointe Treasury, using ONPointe Delivery's secure file transmission service. ONPointe Delivery is an FTP server that serves as a secure file transmission pipeline between your company's ERP, workstation, or FTP server and ONPointe Treasury.

### FTP Delivery

FTP Delivery Settings lets administrators configure settings to securely receive files from ONPointe Treasury, using ONPointe Delivery's secure file transmission service. ONPointe Delivery is an FTP server that serves as a secure transmission pipeline between your company's ERP, workstation, or FTP server and ONPointe Treasury.

For a more detailed walkthrough on **FTP Pickup and Delivery**, please refer to the in-app **Help** section.

## Resources

### Help Link

You can find a Help link on most pages within ONPointe Treasury that provides information on how to use that particular page.

### Training

Visit [oldnational.com/tmic](http://oldnational.com/tmic) to utilize on-demand resources.

### Contact Us

If you have questions, please contact our Treasury Management Service team.

**Hours:** Monday-Friday 8am-6pm ET / 7am-5pm CT

**Phone:** 800-844-1720

**Email:** [tmservice@oldnational.com](mailto:tmservice@oldnational.com)